

**THE UNITED REPUBLIC OF TANZANIA  
NATIONAL EXAMINATION COUNCIL  
GRADE A TEACHERS' CERTIFICATE EXAMINATION**

**624**

**COMMUNICATION SKILLS**

**Time: 3 Hour.**

**Year: 2018**

---

**Instructions**

1. This paper has Section A and Section B with a total of fourteen (14) questions.
2. Answer all questions from Section A and four (4) questions from Section B.
3. Section A carries forty (40) marks and Section B carries sixty (60) marks.
4. Mobile phones are not allowed inside the examination room.
5. Write your Examination Number on every page of your answer booklet.

maktaba.tetea.org



### **SECTION A (40 Marks)**

Answer all questions from this section.

1. Mention four types of noises that can interfere with communication.
2. Differentiate a dictionary from an encyclopaedia.
3. State four qualities of a good speaker.
4. Identify four types of objective questions.
5. Name four internet search engines that may be used to access information.
6. Briefly explain the importance of studying communication skills to a student-teacher using four factors.
7. Outline four purposes of giving tests to pupils.
8. List down four types of reading.
9. State the function of the four selected punctuation marks: comma (,), full stop (.), question mark (?) and semi-colon (;).
10. Describe four techniques which should be taken into account during note-taking.

### **SECTION B (60 Marks)**

Answer all questions from this section.

11. Elaborate six types of oral presentation.
12. Examine the importance of note making.
13. Write an application letter using the details given.
14. Describe any six features of the C.V.
15. Identify six functions of a dictionary to a student-teacher.
16. Identify the principles of effective communication.