

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

**622**

**COMMUNICATION SKILLS**

**Time: 3 Hour.**

**Year: 2020**

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**Instructions**

1. This paper has Section A and Section B with a total of sixteen (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.

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

Answer all questions from this section.

1. Explain briefly four contexts where scanning skills can be used in one's daily life.
2. Four types of information that might be found in a dictionary.
3. List down four main channels of communication.
4. Give four reasons of reading the instructions before attempting the examination.
5. Outline four advantages of using visual aids during oral presentation.
6. Briefly four uses of Curriculum Vitae (CV).
7. (a) Differentiate intensive reading from extensive reading  
(b) Name three benefits of extensive reading.
8. Briefly describe four ways used to improve communication skills.
9. Mention four purposes of note taking.
10. (a) Define the term catalogue  
(b) Illustrate three types of catalogue system.

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

Answer all questions from this section.

11. Explain six factors that negatively affect communication process.
12. The importance of writing reference by using six points.
13. Explain six reading habits that can make a pupil be an effective reader.
14. Explain five differences between a debate and a speech.
15. Write a composition on the importance of forest conservation by giving six points.
16. State the significance of making notes from the written sources by using five points.