

**THE UNITED REPUBLIC OF TANZANIA
NATIONAL EXAMINATIONS COUNCIL OF TANZANIA
GRADE A TEACHER CERTIFICATE EXAMINATION**

624

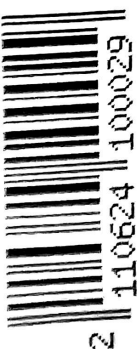
COMMUNICATION SKILLS

Time: 3 Hours

Year : 2021

Instructions

1. This paper consists of sections A and B with a total of **sixteen (16)** questions.
2. Answer **all** questions in section A and **four (4)** questions from section B.
3. Section A carries **forty (40)** marks and section B carries **sixty (60)** marks.
4. All communication devices and any unauthorised materials are **not** allowed in the examination room.
5. Write your **Examination Number** on every page of your answer booklet(s).



SECTION A (40 Marks)

Answer **all** questions in this section.

1. What are the factors that should be considered when choosing the medium of communication? Give four points.
2. (a) What is a Curriculum Vitae?
(b) Briefly analyse the following types of Curriculum Vitae:
 - (i) Chronological Curriculum Vitae.
 - (ii) Functional Curriculum Vitae.
 - (iii) Hybrid Curriculum Vitae.
3. Giving one example for each, analyse two uses of the following punctuation marks:
 - (a) Capital letter.
 - (b) Apostrophe.
 - (c) Full stop.
 - (d) Comma.
4. You have been given a task of writing an academic work, what references would you cite for a scholarly work? Give four points.
5. What are the important techniques to be considered when skimming a text? Give four points.
6. Briefly describe four stages that are involved in surveying a book.
7. Why is it important to take notes during lecture or seminar presentation? Give four reasons.
8. (a) Briefly explain the word "context" in relation to communication process.
(b) Communication in any organization can have specific patterns that operate within such organization. Briefly explain three of the patterns giving one example for each.
9. Effective communication has several characteristics. Briefly describe four characteristics that indicate an effective communication in the classroom.
10. What are the objectives of giving Oral presentation? Provide four objectives.

SECTION B (60 Marks)

Answer **four (4)** questions from this section.

11. "In order to be an Effective note taker, one must have techniques of note taking." Justify this statement by using five techniques needed for effective note taking.
12. Why do we assess learners during the teaching and learning process? Explain by giving five reasons.

13. What features would you consider important in writing a good report? Elaborate five features.
14. Essay types can be described through their features. By using five points, describe features of a narrative essay.
15. As a Head teacher, you expect to have a staff meeting at your school. Explain five things to consider in creating an effective agenda before the meeting.
16. Barriers to effective listening during oral presentation may be caused by many factors. Evaluate five factors.