

THE UNITED REPUBLIC OF TANZANIA
NATIONAL EXAMINATIONS COUNCIL OF TANZANIA
GRADE A TEACHER CERTIFICATE EXAMINATION
624 COMMUNICATION SKILLS

Time: 3 Hours

ANSWERS

Year: 2022

Instructions

1. This paper consists of section A and B.
2. Answer all questions.

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1. How would you describe each of the following types of library?

(a) Public library

(b) National library

(c) School library

(d) Special public library

(a) Public library:

A public library is a community resource open to all individuals, offering a wide range of books, magazines, and digital resources, such as novels and educational materials, to support general learning and leisure reading.

(b) National library:

A national library serves as a country's primary repository of knowledge, preserving a nation's literary heritage, such as historical documents and rare manuscripts, and often functions as a copyright depository.

(c) School library:

A school library is designed for students and staff, providing textbooks, reference materials, and study spaces tailored to the curriculum, such as biology resources for classroom projects.

(d) Special public library:

A special public library caters to specific groups or subjects, such as a medical library for healthcare professionals, offering specialized resources like medical journals and research papers.

2. Briefly explain four types of noise which can affect communication process.

One type of noise is physical noise, such as loud machinery or traffic sounds, which interferes with the clarity of spoken messages during a conversation.

Another type is psychological noise, arising from emotional states like anger or stress, which distorts a listener's ability to process information effectively.

Semantic noise occurs due to misunderstandings from language differences or jargon, such as technical biology terms confusing a layperson.

Lastly, physiological noise, like hearing impairment or fatigue, hinders a person's ability to receive or interpret communicated messages accurately.

3. Scanning and skimming are types of reading. Briefly explain two aspects that differentiate these types of reading.

One aspect that differentiates scanning and skimming is their purpose: scanning involves quickly searching for specific information, like finding a date in a text, whereas skimming is used to get a general overview of the content, such as understanding the main idea of a chapter.

Another aspect is the technique: scanning requires moving eyes rapidly over the text to locate keywords or phrases, like a name, while skimming involves lightly reading headings, first sentences, and summaries to grasp the overall structure, such as the flow of an essay.

4. What is the importance of referencing? Give four points.

Referencing is important because it gives credit to original authors, acknowledging their work, such as a scientist's research on genetics, preventing plagiarism.

It enhances the credibility of your work, showing that claims, like those about evolution, are supported by reliable sources.

Referencing allows readers to locate and verify sources, such as a biology textbook, facilitating further study or debate.

It helps avoid legal or ethical issues, ensuring compliance with academic standards by properly citing data on ecosystems.

5. Good relationship in communication is promoted by good behaviours of a person. State types of good behaviours that may promote such good relationship in communication. Give four points.

One type of good behaviour is active listening, where a person pays full attention to the speaker, nodding or responding to show understanding, fostering trust.

Another is empathy, showing understanding of the speaker's feelings, such as acknowledging a colleague's concerns, building rapport.

Respectful language, avoiding interruptions or offensive terms, ensures a positive exchange, enhancing mutual respect.

Clear and concise expression, delivering messages without ambiguity, like explaining a biology concept simply, promotes effective communication.

6. Categorise each of the sentence (a)–(d) by choosing the appropriate instructional words given:

Description, Classification, Argument, Definition, Exemplification, Comparison and Contrast, Cause and Effect.

(a) Jesca is a tall, black and charming girl.

This sentence is categorized as Description, as it provides detailed characteristics of Jesca, focusing on her physical traits like height and appearance.

(b) Linguistics is the study of language, including its structure and sound system.

This sentence is categorized as Definition, as it explains the meaning of linguistics by outlining its scope and components.

(c) Barambala sells hot, cold, alcoholic and non-alcoholic drinks.

This sentence is categorized as Exemplification, as it provides examples of the types of drinks Barambala offers, illustrating his business.

(d) Both Baraka and Edwin are smart students, but Edwin is a little smarter than Baraka.

This sentence is categorized as Comparison and Contrast, as it compares the intelligence of Baraka and Edwin while highlighting a difference in their levels.

7. Suppose you are given the assignment of taking notes during the classroom presentation, briefly explain four hints you will consider in order to accomplish the assignment successfully.

One hint is to listen actively, focusing on key points like the main stages of photosynthesis, to capture essential information accurately.

Another is to use abbreviations or symbols, such as “P/S” for photosynthesis, to write notes quickly without missing details.

Organizing notes by headings or bullet points, such as “Cell Structure” or “Functions,” helps structure the content for easy review.

Lastly, reviewing and summarizing notes immediately after the presentation, like condensing a lecture on genetics, ensures clarity and retention.

8. In which context can a comma be used in writing? With one example for each, give four points.

One context is to separate items in a list, such as “The lab contains microscopes, slides, pipettes, and chemicals,” clarifying each component.

Another context is to set off introductory phrases, like “After the experiment, we analyzed the results,” marking the beginning of the sentence.

A comma can also separate clauses in a compound sentence, such as “She studied biology, but he preferred chemistry,” connecting related ideas.

Lastly, it is used to indicate a pause or break, like “However, the data was inconclusive,” enhancing readability and emphasis.

9. Pupils were assigned to read books in the library. Unfortunately, some of them did not know how to search books in the library. Describe how you could teach them two ways to be used to accomplish the task.

One way to teach them is to demonstrate using the library catalog, showing how to search by title or author, such as typing “biology” into the system, and guiding them to locate the book on the shelf.

Another way is to explain the Dewey Decimal or Library of Congress classification system, teaching them to identify subject sections, like the 500s for science, and walk them through finding a biology book like “Campbell Biology.”

10. Your fellow student – teacher fails to differentiate types of essays. How would you help your colleague to understand the following types of essays?

(a) Expository essay

(b) Argumentative essay

(c) Descriptive essay

(d) Persuasive essay

(a) Expository essay:

I would explain that an expository essay aims to inform or explain a topic, such as describing the process of photosynthesis, using facts and evidence without personal opinion, and provide an example like a “How Plants Make Food” essay.

(b) Argumentative essay:

I would clarify that an argumentative essay presents a claim and supports it with evidence, like arguing for conservation of endangered species, and suggest practicing with a topic like “Why Protect the Elephant.”

(c) Descriptive essay:

I would describe a descriptive essay as one that paints a picture with words, such as detailing a forest ecosystem, and recommend writing about “A Day in the Rainforest” as an exercise.

(d) Persuasive essay:

I would note that a persuasive essay seeks to convince the reader, such as advocating for recycling, and suggest drafting an essay like “Why We Should Recycle” to practice this style.

11. Suppose your communication skills tutor has assigned you to read different types of essays and then identify the good ones. Analyse five characteristics that could guide you to carry out such a task.

One characteristic is clarity, where a good essay, like one on cell division, presents ideas logically without confusion, aiding understanding.

Another is coherence, ensuring the essay flows smoothly, such as linking paragraphs on genetics with clear transitions.

A strong evidence base, using data or examples, like citing studies on evolution, marks a good essay as credible.

Engaging language, avoiding monotony with vivid descriptions, such as in an ecology essay, keeps the reader interested.

Finally, proper structure, with an introduction, body, and conclusion, like in a respiration essay, ensures it meets academic standards.

12. Selecting a place for private study when you are at school or college is very crucial. Suggest five factors you must consider when selecting such place.

One factor is quietness, choosing a spot like a library corner free from noise, to enhance focus on biology notes.

Another is comfort, ensuring the chair and desk, such as in a study room, support long study sessions without strain.

Good lighting, like natural light near a window, prevents eye fatigue during reading on genetics.

Accessibility to resources, such as textbooks on the shelf, ensures materials are within reach for quick reference.

Finally, minimal distractions, avoiding areas with frequent interruptions, like a busy hallway, supports concentration on complex topics.

13. Imagine you are invited as the guest speaker during the parents' day in one of the primary school at your village. Analyse five strategies you will use in the preparation of your speech.

One strategy is researching the audience, understanding parents' interests, like education benefits, to tailor the speech on biology's role.

Another is outlining key points, such as the importance of science, to structure the talk logically and maintain engagement.

Practicing delivery, rehearsing with a timer, ensures a confident presentation on health topics for 15 minutes.

Using visual aids, like charts on ecosystems, enhances understanding and keeps the audience attentive.

Finally, preparing answers to potential questions, such as on career paths, ensures readiness to address parental concerns.

14. Suppose you are given a text to read intensively; and then to summarise it into one paragraph. Explain how you would summarise it. Give five points.

One step is reading the text thoroughly, noting main ideas like the stages of mitosis, to grasp the overall content.

Another is identifying key points, such as the role of enzymes, to focus on essential information.

I would then paraphrase the content, rewording details on cell division in my own language, to avoid plagiarism.

Next, I would organize the summary logically, starting with an overview of the topic, like genetics, followed by supporting details.

Finally, I would limit the paragraph to one concise section, around 100 words, ensuring it captures the text's essence, such as the process and significance of DNA replication.