

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

624

COMMUNICATION SKILLS

Time: 3 Hours

Year: 2022

Instructions

1. This paper consists of sections A and B with a total of **fourteen (14)** questions.
2. Answer **all** questions.
3. Section A carries **forty (40)** marks and section B carries **sixty (60)** marks.
4. Read **all** the instructions in the answer booklet.
5. All communication devices and any unauthorised materials are **not allowed in the** examination room.
6. Write your **Examination Number** on every page of your answer booklet(s).



SECTION A (40 Marks)

Answer **all** questions in this section.

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
2. Briefly explain four types of noise which can affect communication process.
3. Scanning and skimming are types of reading. Briefly explain two aspects that differentiate these types of reading.
4. What is the importance of referencing? Give four points.
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.
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.
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- (a) Jesca is a tall, black and charming girl.
- (b) Linguistics is the study of language, including its structure and sound system.
- (c) Baramba sells hot, cold, alcoholic and non-alcoholic drinks.
- (d) Both Baraka and Edwin are smart students, but Edwin is a little smarter than Baraka.
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.
8. In which context can a comma be used in writing? With one example for each, give four points.
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.
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

SECTION B (60 Marks)

Answer **all** questions in this section.

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.
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.
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.
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.