

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

**624**

**COMMUNICATION SKILLS**

**Time: 3 Hour.**

**Year: 2024**

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**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.

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

Answer all questions from this section,.

1. Explain briefly the components of Curriculum Vitae (CV).
2. Differentiate oral communication from written communication.
3. Name four search engines which they can use to get information for learning.
4. Assign the type of communication barrier in each of the sentences they were given.
5. List down four preparations that are required to be made before sitting for examination.
6. Underline two words in each sentence that need apostrophes, then to correctly re-write the whole sentence:
  - (i) members of parents association constructed a park made of old tires for childrens playground
  - (ii) Jovin couldnt remember whether he had left his wallet in his cars drawer or at home
  - (iii) the aeroplanes tires are as big as Emmys car
  - (iv) Johns irrigation plan destroyed Annas crops.
7. Write four things that they have to consider when writing the minutes of the meetings.
8. Analyse the meaning of the underlined transitional words which were provided in the sentences.
  - (i) addition
  - (ii) time
  - (iii) illustration
  - (iv) conclusion.
9. Briefly explain how they were going to help their pupils to avoid poor reading habits.
10. Outline four characteristics to be shown by an effective note maker when he/she makes notes.

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

Answer all questions from this section.

11. Support the given statement by analysing three similarities and three differences that exist between a formal letter and a friendly letter.
12. Analyse five problems that learners may encounter when taking notes from an oral presentation.
13. Explain six techniques a reader should apply when reading for general information.
14. Anna sent a text message to John requesting him to go pick Dr. Alice at the airport; unfortunately, John replied that he was not in town. Use this sentence to explain five components of the communication process.