

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

624

COMMUNICATION SKILLS

Time: 3 Hour.

ANSWERS

Year: 2024

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.

maktaba.tetea.org



SECTION A (40 Marks)

Answer all questions from this section,.

1. Give the meaning of in-text citation, end of text citation, direct quotation and indirect quotation.

In-text citation is a method of acknowledging the source of information within the body of a text by inserting brief details such as the author's surname and year of publication inside brackets immediately after the quoted or paraphrased information.

End of text citation refers to a list provided at the end of a document that contains full publication details of all sources referred to in the text, often arranged in alphabetical order.

Direct quotation is when a writer copies another person's exact spoken or written words and includes them within quotation marks to preserve their original wording and meaning.

Indirect quotation is when a writer expresses another person's ideas in their own words without changing the intended meaning, often known as paraphrasing, and usually still requires citation.

2. Identify the roles of the sender, receiver, message and feedback.

The sender is the person or source who initiates communication by encoding and delivering a message to a receiver using an appropriate medium.

The receiver is the person or group who receives the message, decodes it, and attempts to understand its meaning.

The message is the content or information that the sender wishes to convey to the receiver, which could be an idea, instruction, or request.

Feedback is the response given by the receiver to the sender after interpreting the message, indicating whether the message was understood or requires clarification.

3. Explain the meanings of the bolded words in the provided passage. The words were Prosperity, Motto, Self-Reliance and Goals.

Prosperity means a state of success, wealth, or good fortune in aspects such as health, business, or general well-being.

Motto refers to a short phrase or sentence that expresses a guiding belief or principle of a person, school, company, or nation.

Self-Reliance is the ability to depend on one's own capabilities, decisions, and resources instead of seeking constant help from others.

Goals are the intended outcomes or achievements that a person or organization aims to reach through effort and planning within a given time.

4. Critically evaluate reading materials by requiring them to identify four key factors a reader should consider in selecting the appropriate reading type for their purpose.

A reader should first consider the purpose of reading, whether it is for academic research, leisure, or professional knowledge.

Secondly, the reader should check the relevance of the material to their intended topic or area of interest before choosing it.

Thirdly, a reader must evaluate the credibility of the author or source to ensure the information is accurate and reliable.

Lastly, one should consider the level of difficulty and language used in the material to ensure it matches their comprehension ability.

5. Elaborate signal markers that can be used when someone makes notes.

To add information, one can use signal markers like *in addition*, *furthermore*, *also*, and *moreover*.

When giving examples, signal markers such as *for example*, *such as*, and *for instance* are appropriate.

For indicating contrast, words like *however*, *on the other hand*, and *although* are useful signal markers.

To show cause and effect, one can use markers like *because*, *therefore*, *as a result*, and *thus*.

6. Explain briefly the reasons for skimming a text.

A reader skims a text to get a general overview or idea of the content without reading every detail.

Skimming helps to identify the main topics or points in a document quickly, especially when there's limited time.

It allows one to decide whether a text is relevant enough for deeper reading based on the main ideas captured.

Lastly, skimming is useful for reviewing content already read before to refresh the memory of the major points.

7. Write four components of an invitational card.

The first component is the name of the event, which informs the reader what the occasion is about.

The second component is the date and time of the event, guiding attendees when it will take place.

The third component is the venue or location, indicating where the event will be held.

The fourth component is the sender's or organizer's name and contact information for confirmation or inquiries.

8. Explicate the critical considerations for effective composition writing.

A writer must first clearly understand the topic and the type of composition required before beginning to write.

Secondly, one should plan the structure of the composition, including the introduction, body paragraphs, and conclusion.

Thirdly, it's important to use appropriate language, grammar, and vocabulary suitable for the audience and purpose.

Lastly, proofreading and editing the work before submission ensures clarity, accuracy, and elimination of errors.

9. Analyse the potential challenges that would be posed by the absence of the internet in daily life.

Without the internet, communication would become slower and less efficient, limiting instant messaging, emailing, and video calls.

Access to information would be greatly reduced, as people would rely on limited physical resources like libraries and newspapers.

E-learning and virtual education platforms would be unavailable, affecting students' learning opportunities and academic progress.

Business operations and online services such as banking, e-commerce, and marketing would also be disrupted, affecting the economy.

10. Explain in brief four strategies that can enable someone become the winner of the debate.

One should conduct thorough research on the debate topic to gather convincing and factual evidence.

The debater needs to master the rules and procedures of debating, including turn-taking, rebuttals, and concluding statements.

Practicing public speaking skills such as voice projection, clarity, and confidence is essential for effective delivery.

Finally, anticipating counter-arguments and preparing suitable responses strengthens one's position and increases chances of winning.

SECTION B (60 Marks)

Answer all questions from this section.

11. Evaluate the truth of the provided statement by critically analyzing the distinguishing characteristics of dictionaries and encyclopedias.

Dictionaries are reference tools designed to provide the meanings of words. They offer concise definitions, correct spellings, pronunciations, and sometimes information on word origin and grammatical usage. Their primary focus is on language and vocabulary, helping users understand how to use words correctly.

Encyclopedias, in contrast, provide detailed information on a wide range of subjects. They explain concepts, historical events, people, places, and more, often in a comprehensive and descriptive manner. Encyclopedias aim to educate by giving broader knowledge rather than just word meanings.

The key difference lies in purpose and content: dictionaries are linguistic resources, while encyclopedias are informational resources. Therefore, any statement comparing the two must recognize that dictionaries focus on words themselves, whereas encyclopedias focus on topics and knowledge.

If the statement ignores these distinctions or suggests that dictionaries and encyclopedias serve the same function, it would be false or misleading. Correct evaluation requires acknowledging their unique roles and how each supports learning in different ways.

12. Analyse techniques they may use when making notes.

One effective note-making technique is outlining. This involves organizing information hierarchically, using main headings and subheadings to structure ideas clearly. It helps in understanding the relationship between major concepts and supporting details.

Another technique is mind mapping. This visual method places a central idea in the middle of the page and branches out related concepts, showing connections in a non-linear way. It aids creativity and helps see how ideas link together.

The Cornell method divides the note page into three sections: notes, key points or questions, and a summary at the bottom. This encourages active engagement by prompting review and reflection after the initial note-taking.

Highlighting and underlining important information while making notes draws attention to key facts or concepts. This helps during revision to quickly identify essential material.

Summarizing or paraphrasing content in your own words is also useful. It forces understanding, making it easier to remember and apply information later, rather than just copying verbatim.

13. Explain five advantages of using written medium.

First, written media provide a permanent record. Once something is written down, it can be stored, retrieved, and referred to as needed, allowing for ongoing access to information.

Second, written communication allows for careful organization. Writers can arrange ideas logically, edit their wording, and present information clearly before sharing it with others.

Third, writing supports complex and detailed communication. It enables the expression of precise facts, arguments, or instructions that might be difficult to convey accurately through speech alone.

Fourth, written media can reach a wide audience across different times and places. Unlike spoken words, writing does not require the sender and receiver to be present simultaneously.

Fifth, engaging with written material helps learning and memory. Reading and writing reinforce understanding, making it easier to retain and recall information later.

14. Analyse six tips to consider when getting prepared to do a test.

First, creating a study schedule is important. Planning specific times to study different topics helps cover all material systematically and reduces last-minute cramming.

Second, understanding the test format and content helps focus preparation. Knowing the types of questions and topics expected allows for targeted studying.

Third, reviewing notes and key concepts regularly is better than trying to learn everything at once. Spaced repetition improves retention and reduces stress.

Fourth, practicing past papers or sample questions prepares you for the style and timing of the actual test. This practice builds familiarity and confidence.

Fifth, ensuring adequate rest and proper nutrition before the test keeps the brain alert and improves concentration during the exam.

Sixth, developing a positive mindset and managing anxiety are crucial. Techniques such as deep breathing or visualization can calm nerves, helping to perform better under pressure.