

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

624

COMMUNICATION SKILLS

Time: 3 Hour.

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.

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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*.
2. Identify the roles of the *sender*, *receiver*, *message* and *feedback*.
3. Explain the meanings of the bolded words in the provided passage.
The words were *Prosperity*, *Motto*, *Self-Reliance* and *Goals*.
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.
5. Elaborate signal markers that can be used when someone makes notes.
6. Explain briefly the reasons for skimming a text.
7. Write four components of an invitational card.
8. Explicate the critical considerations for effective composition writing.
9. Analyse the potential challenges that would be posed by the absence of the internet in daily life.
10. Explain in brief four strategies that can enable someone become the winner of the debate.

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.
12. Analyse techniques they may use when making notes.
13. Explain five advantages of using written medium.
14. Analyse six tips to consider when getting prepared to do a test.