THE UNITED REPUBLIC OF TANZANIA

NATIONAL EXAMINATION COUNCIL OF TANZANIA

DIPLOMA IN SECONDARY EDUCATION EXAMINATION

724 **COMMUNICATION SKILLS**

Time: 3 Hour. **Monday, 13th May 2001 p.m**

Instructions

1. This paper consists of sections A**,** B and C**.**
2. Answer **all** questions in sections A, **two (2)** questions from section B and **two (2)** questions from section C**.**
3. Section A and B carries 40 marks each and section C carries 20 marks.
4. Cellular phones are **not** allowed in the examination room.
5. Write your **Examination Number** on every page of your answer booklet(s).

SECTION A (40 Marks)

Answer all questions in this section.

1. State four functions of non-verbal communication in a teaching and learning environment.
2. Mention four reasons why students should develop good dictionary skills.
3. Give four differences between formal and informal communication.
4. List four qualities of an effective oral presentation.
5. Mention four purposes of using the question mark in writing, with examples.
6. State four advantages of note-making over note-taking.
7. Identify four ways teachers can make classroom instructions clearer to students.
8. Give four reasons why public speaking is important for students.
9. Mention four challenges students face during group discussions.
10. State four situations where you would use the definite article “the” and give examples.

SECTION B (40 Marks)

Answer two (2) questions from this section.

11. With relevant examples, explain the following word formation processes: (a) Suffixation (b) Abbreviation (c) Borrowing (d) Back-formation.
12. Describe five methods a teacher can use to improve students’ listening skills during lessons.
13. Discuss five ways reading newspapers can improve students’ communication skills.
14. Explain five factors that contribute to effective classroom discussions.

SECTION C (20 Marks)

Answer two (2) questions from this section.

15. Imagine you are the secretary of a school debate club. Explain five reasons why keeping proper minutes of meetings is important.

16. Study the sentence below and answer the questions that follow:

    "The teacher who explained the topic clearly received loud applause from the students."

    (i) Write the main clause.

    (ii) Write the subordinate clause.

    (iii) Identify two verb phrases in the sentence.

    (iv) Replace the word “applause” with a word having a similar meaning.

17. Explain five barriers to effective classroom communication and suggest ways to overcome each.

18. Identify five ways skimming and scanning can be applied in academic work and explain each.