THE UNITED REPUBLIC OF TANZANIA

NATIONAL EXAMINATION COUNCIL OF TANZANIA

DIPLOMA IN SECONDARY EDUCATION EXAMINATION

724 **COMMUNICATION SKILLS**

Time: 3 Hour. **Monday, 13th May 2002 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. Mention four features of effective communication.
2. State four reasons why teachers should practise good listening skills in the classroom.
3. Give four differences between verbal and non-verbal communication.
4. List four uses of the comma in writing with examples.
5. Mention four challenges that may hinder students from participating in oral presentations.
6. State four purposes of using punctuation marks in writing.
7. Identify four ways in which skimming can help students during examinations.
8. Give four advantages of group discussion as a method of learning.
9. Mention four factors that can cause communication breakdown in a classroom.
10. State four benefits of keeping minutes during meetings.

SECTION B (40 Marks)

Answer four (4) questions from this section.

11. With suitable examples, explain the following word formation processes: (a) Prefixation (b) Acronyms (c) Clipping (d) Blending.
12. Outline five methods a teacher can use to prepare students for an oral presentation.
13. Discuss five ways in which non-verbal communication can complement verbal communication in teaching.
14. Describe five barriers to effective listening and suggest solutions for each.

SECTION C (20 Marks)

Answer two (2) questions from this section.

15. Imagine you are leading a reading club. Explain five activities you would organise to promote a culture of reading among members.

16. Read the short passage below and answer the questions that follow:

    "Some learners struggle with public speaking because they lack preparation, while others fear making mistakes in front of their peers."

    (i) Write the main idea of the passage.

    (ii) Identify two causes of poor performance in public speaking mentioned in the passage.

    (iii) Suggest one way to overcome fear of public speaking.

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

17. Explain five advantages of preparing lesson notes before teaching.

18. Identify five common note-taking problems and suggest ways to overcome each.