THE UNITED REPUBLIC OF TANZANIA

NATIONAL EXAMINATION COUNCIL OF TANZANIA

DIPLOMA IN SECONDARY EDUCATION EXAMINATION

724 **COMMUNICATION SKILLS**

Time: 3 Hour. **Monday, 12th May 2003 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 reasons why active listening is important for students during lessons.
2. State four benefits of using visual aids when teaching abstract concepts.
3. Give four differences between intensive reading and extensive reading.
4. Mention four qualities that make a classroom discussion effective.
5. List four ways a teacher can reduce communication barriers caused by classroom arrangement.
6. State four functions of the full stop in writing and give examples.
7. Give four advantages of preparing lesson plans before teaching.
8. Mention four uses of non-verbal communication in maintaining classroom discipline.
9. State four reasons why teachers should encourage students to read newspapers regularly.
10. Give four challenges that can affect oral presentations by students.

SECTION B (40 Marks)

Answer four (4) questions from this section.

11. With examples, explain the following word formation processes: (a) Back-formation (b) Abbreviation (c) Borrowing (d) Conversion.
12. Describe five ways teachers can encourage shy students to participate in class discussions.
13. Outline five roles of feedback in improving communication between teachers and learners.
14. Discuss five effects of poor reading culture among secondary school students.

SECTION C (20 Marks)

Answer two (2) questions from this section.

15. Imagine you are the head of a public speaking club. Explain five training activities you would organise to improve members' speaking skills.

16. Study the short dialogue below and answer the questions that follow:

    Teacher: "Why didn't you complete your homework?"

    Student: "I had to help my parents at the market."

    (i) Identify the type of communication used.

    (ii) State one barrier to communication evident in this conversation.

    (iii) Suggest one way the teacher could respond to maintain a positive relationship.

    (iv) Replace the word "complete" with another having a similar meaning.

17. Explain five reasons why listening skills are essential for teachers in the classroom.

18. Identify five problems students face when using dictionaries and suggest solutions for each.