THE UNITED REPUBLIC OF TANZANIA
NATIONAL EXAMINATIONS COUNCIL
DIPLOMA IN SECONDARY EDUCATION EXAMINATIONS

724 COMMUNICATION SKILLS

Time: 3 Hours **Monday, 02nd May 2016 p.m.**

Instructions

1. This paper consists of sections A and B.
2. Answer **all** questions in section A and **four (4)** questions from section B.
3. Section A carries 40 marks and section B carries 60 marks.
4. Cellular phones are **not** allowed in the examination room.
5. Write your **Examination Number** on every page of your answer booklet(s).

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SECTION A (40 Marks)

Answer **all** questions in this section.

1. Briefly describe four elements of effective communication.

2. Briefly explain four ways on how you can identify a headword in a dictionary.

3. Identify four reasons of writing minutes during a meeting.

4. Read the following sentence and then answer the questions (a - d):

   "The bungalow on that hill can be seen from the mainland whenever the weather is fine."

   (a) What is the type of that sentence?

   (b) Identify the main clause in that sentence.

   (c) Write the subordinate clause of that sentence.

   (d) Identify any two noun phrases in that sentence.

5. Mention four qualities needed by a presenter in order to make an effective presentation to the audience.

6. Outline four characteristics of silent reading.

7. Briefly explain four sources of information.

8. Outline four different techniques of skimming a text.

9. Write four features of paralinguistic communication.

10. Briefly describe four importance of an encyclopaedia.

SECTION B (60 Marks)

Answer **four (4)** questions from this section.

11. Explain five features of non-verbal communication.

12. Describe the following terms used in word formation by giving two examples in each:

    (a) Clipping

    (b) Compounding

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(c) Suffixation

(d) Blending

(e) Conversion.

13. With examples, explain the usefulness of any five punctuation marks.

14. Suggest five strategies which can be used by a speaker in order to make oral presentation more meaningful.

15. Note making is very essential in a classroom context. Substantiate this statement by identifying five skills which can be used by learners in note making.

16. Explain five listening techniques that can be used by a student teacher when listening to a lecture.

17. Write an application letter for the following advertised job in the Daily News of Friday, April 22nd, 2016.

JOB VACANCY

Applications are invited from qualified and highly motivated Tanzanians to fill the post of Communication Skills tutor (1 post). The applicant should be a Diploma holder from a recognized Teachers' College, fluent in English with an experience of not less than 1 year. The applicant should not be above 35 years of age. Attractive remuneration will be offered to the successful applicant.

All applications must be submitted before May 24th, 2016

Write to:
The Principal,
Nguvukazi Teachers' College,
P.O.Box 6894,
MOROGORO.

18. Describe five roles of a card catalogue found in the library.

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