

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

724

COMMUNICATION SKILLS

Time: 3 Hours

Monday, 06th May 2019 p.m.

Instructions

1. This paper consists of sections A and B with a total of **sixteen (16)** questions.
2. Answer **all** questions in section A and **four (4)** questions from section B.
3. Section A carries **forty (40)** marks and section B carries **sixty (60)** marks.
4. Cellular phones and any unauthorised materials 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. Write down one use for each of the following punctuation marks:
 - (a) Exclamation mark
 - (b) Quotation mark
 - (c) Comma
 - (d) Semi colon.
2. Write down four points on the importance of skimming a text.
3. Briefly explain four objectives of report writing.
4. Give four differences between business and friendly letters.
5. List down four reference materials a student should review before examination.
6. Briefly explain four causes of communication barriers.
7. Outline four advantages of extensive reading.
8. Mention four forms of oral presentations which are normally used in the classroom situation.
9. With examples, write down the following types of questions:
 - (a) Open-ended questions.
 - (b) Closed-ended questions.
10. State four uses of the definite article 'the'. Give one example from each use.

SECTION B (60 Marks)

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

11. Analyse six guidelines to be used in writing minutes of the meeting.
12. In six points, explain the process of communication focusing on effective communication.
13. Effective oral presentation involves two categories of activities; activities before and during the presentation. Explain six activities an oral presenter is obliged to perform before the presentation.
14. An intensive reading is done in order to serve particular purposes. Justify the truth of this statement, giving six points.

15. With examples, explain six uses of a dictionary.
16. In six points, describe the importance of note making to a learner.