

THE OPEN UNIVERSITY OF TANZANIA

INSTITUTE OF CONTINUING EDUCATION
OFC 017/ODC040: COMMUNICATION SKILLS
ANNUAL/SUPPLEMENTARY EXAMINATION

DATE: Wednesday, 11 June 2014

TIME: 11:45 – 14:45 HRS

INSTRUCTIONS

- This paper consists of **SIX** questions.
 - Attempt **FOUR** questions only.
 - ALL questions carry equal marks
 - Your answer should be clear, precise and relevant.
 - Remember to fill in the required details as directed on the cover of your answer sheet.
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1. "Communication is just for mutual understanding amongst people in communities" Discuss (**25 marks**)
2. What is your understanding of the following words in relation to communication (**25 marks**)
(i) Visual communication (ii) attentive listening (iii) in-depth reading (iv) essay (v) report
3. Explain using examples how does In-depth reading differ from critical reading (**25 marks**)
4. Illustrate with examples the distinction between techniques of writing an essay and that of a report(**25 marks**)
5. Describe your understanding on the following in relation to written discourse and construct two sentences on each to support your discussion (**25 marks**)
 - i. Full stop
 - ii. Comma
 - iii. Semi-colon
 - iv. Quotation marks
 - v. Question marks
6. Discuss each of the following terms with at least two examples on each (**25 marks**)
 - a) Subject b) complement c) Adverbial d) Noun Phrase e) Predicate

END
