

1.5
2

The hippo is a large grey animal ^{which} spends much of its time under water. The males often fight ^{and but} they have to compete for territory in overcrowded conditions. Sometimes a hippo is killed in a fight ^{even though even and} usually the wounds cause little damage/a hippo's skin heals extremely quickly.

Question 18:

Read the situations below and complete the sentences:

- A) The rain started two hours ago. It's still raining now.
It is raining has been raining for two hours.
- B) Years ago you started writing to a pen-friend. You still write to each other regularly now.
We are pen-friends have been pen-friends for years.

Question 19:

Are the main verbs in the following sentences correct or incorrect? Write 'C' for correct and 'I' for incorrect in the space provided.

- A) The Chinese have invented printing. I | C | I | X
- B) Aristotle has been a Greek philosopher. I | I | I |
- C) Mother is not at home. She's gone shopping. I | C | I |
- D) Albert Einstein has been the scientist who has developed the theory of relativity. I | I | I |

Column A	1	2	3	4	5	6	7	8
Column B	✓	✓	✓	✓	✓	✓	✓	✓

Question 2: Mention the important aspects that a presenter should put into consideration during preparation for the presentation.

1. The presenter should pay attention to the topic ✓
2. The presenter should know the type of audience ✓
3. The presenter should dress properly ✓
4. The presenter must consider time ✓
5. The presenter must pass through resources before presentation ✓
6. The presenter must be well prepared materially ✓
7. The presenter must know the needs or what the audience like ✓
8. The presenter should make practice before presenting ✓
9. The presenter should relate his/her presentation with the previous ✓
10. He/she must consider the size/area covered by the audience ✓

Question 3: Outline the things that a presenter should not do during presentation.

1. The presenter must avoid fearings ✓
2. He or she must not put off / switch of the phone ✓
3. He/she must not lie to the audience ✓
4. The presenter must not present a lot of information in short time ✓
5. He/she must not go too slowly or too fast ✓
6. The presenter must not be harsh to questions asked ✓
7. The presenter must not use nick names ✓
8. The presenter must not use sexist language ✓
9. He/she should not overemphasize / too much to repeat ✓
10. The presenter must avoid abusive language ✓

1. The word *incessantly* in paragraph 2 means
 (A) slowly (B) quietly (C) constantly (D) pleasantly
2. The word *edge* in paragraph 8 means:
 (A) funny. (C) dangerous.
 (B) calm (D) easily annoyed.
3. Which of the following would be the best title for this passage?
 (A) More important Than I knew (C) Talkative Mark
 (B) My Life as a Teacher (D) A tragic Death
4. Upon reading their lists for the first time, Sister Helen's students
 (A) were disappointed.
 (B) pretended to think the lists were stupid although they really liked them.
 (C) smiled but were not happy.
 (D) smiled and seemed pleased.
5. In the days after the assignment to write down something nice about one another,
 (A) students didn't mention the assignment again in class.
 (B) students often brought their lists to school.
 (C) Sister Helen received calls from several parents complaining about the assignment.
 (D) Sister Helen decided to repeat the assignment in every one of her classes.
6. Which sentence best expresses the main idea of the passage?
 (A) Although Sister Helen sometimes doubted Mark's devotion to teaching, he appreciated her devotion to teaching.
 (B) When a former student of hers died, Sister Helen discovered how important one of her assignments had been to him and his classmates.
 (C) When her students were cranky one day, Sister Helen had them write down something good about each of their classmates.
 (D) A pupil whom Sister Helen was especially fond of was tragically killed while serving in Vietnam.
7. We can conclude that when Sister Helen was a third-grade teacher, she
 (A) was usually short tempered and irritable
 (B) wasn't always sure how to discipline her students
 (C) didn't expect Mark to do well in school
 (D) had no sense of humour
8. According to Vicki,
 (A) Mark was the only student to have saved his list.
 (B) Vicki and Mark were the only students to have saved their lists.
 (C) Vick, Mark, Charlie, Chunk, and Marilyn were the only students to have saved their lists.
 (D) all the students had saved their lists.
9. The author implies that
 (A) she was surprised to learn how much the lists had meant to her students.
 (B) Mark's parents were jealous of his affection for Sister Helen.
 (C) Mark's death shattered her faith in God.
 (D) Mark's classmates had not stayed in touch with one another over the years.
10. According to the passage, which of the following is TRUE?
 (A) Three of Mark's classmates had gotten married
 (B) Mark had gotten married
 (C) Non of Mark's classmates had gotten married
 (D) Only Chuck is said to have been married

C ✓

B ✓

B ✓

D ✓

A ✓

C ✓

D ✓

D ✓

A ✓

D ✓

SECTION III: NOTE MAKING/TAKING SKILLS

5. Read the passage given below and then on the space given after it apply all the note-taking techniques we saw in class to take notes on the passage. Strictly, write only on the space provided.

Animals living in modern zoos enjoy several advantages over animals in the wild; however, they must also suffer some disadvantages. One advantage of living in the zoo is that the animals are separated from their natural predators; they are protected and can, therefore, live without risk of being attacked. Another advantage is that they are regularly fed a special, well-balanced diet; thus, they do not have to hunt for food or suffer times when food is hard to find. On the other hand, zoo animals face several disadvantages. The most important disadvantage is that since they do not have to hunt for food or face their enemies, some animals become bored, discontented or even nervous. Another disadvantage is that zoo visitors can endanger their lives. Some animals can pick up airborne diseases from humans.

Notes on the passage:

1. Pay attention

(i)

Get the concept of the subject matter
i.e. Advantages of zoo

(ii)

For remembering in future

i.e. Important of animals to the environment

2. Must have book

(i)

Note-book (wild animals disadvantages)

(ii)

Laptop (take pictures of animals)

xxxxxxx END xxxxxxxx

UNIVERSITY OF DAR ES SALAAM
COLLEGE OF ARTS AND SOCIAL SCIENCES
DEPARTMENT OF FOREIGN LANGUAGES AND LINGUISTICS

CL 106 WRITING SEMINAR SHEET

1. Every essay question has at least one key instruction word which tells us what is to be done. Study the following key instruction words and show the required action.

- (a) criticize
- (b) enumerate
- (c) interpret
- (d) trace
- (e) relate
- (f) illustrate
- (g) describe
- (h) state
- (i) review
- (j) evaluate

Read the following essay questions and identify the key instruction words by underlining and the special conditions by (bracketing).

- (a) Compare the characteristics of a (sole trader, a partnership, and a limited company), illustrating your answer with an example of each type of business.
- (b) The migration of youth from rural to urban in Tanzania is a predestined pattern which cannot be checked. Discuss.
- (c) What is planning? Discuss and explain how planning of adult education in Tanzania is done. Show in your discussion, by using practical examples, how planning of adult education could be improved.
- (d) Define and comment on irrigation farming (in Tanzania).
- (e) With the aid of a diagram, describe how business education is administered in Tanzania. What are the weaknesses of the structure and how can the administration of business education be improved?

CL 106 SEMINARS

Dr. Kadegehe, M. Y
FLL

FUNCTIONAL ENGLISH ACTIVITY: 1

What would you say in the following situations?

1. You are taking an assignment to your tutor's office for marking. What do you say to him?
2. You have just finished eating a delicious meal at your aunt's home. What do you say to her in appreciation?
3. "Would you like some more meat, please?", a server asks you? Reply negatively.
4. You are at the table eating and would like the salt container passed to you from the other end. What do you say?
5. Your guest misses a step as he goes the stairways and falls down. What do you say to him?
6. Jane is taking her registration form round for lecturers' signatures. What should she say to the CL 106 lecturer?
7. You have accidentally stepped on another person's foot causing him some pain. What do you say to him/her?
8. Peter looks too tired. Advise him.
9. Some people are watching TV but you would like to change the channel. What do you say to them?
10. You are working in a team and would like to smoke. Seek others' approval.
11. Your lecturer is carrying a basket full of books and you would like to help him. What do you say to him?
12. Mary is late for a meeting for half an hour. What does she say to the chairperson?
13. You have run short of money and would wish to borrow some from your friend. What do you say to him?

ACTIVITY: 2

Respond to the following:-

- (i) How do you do?
- (ii) Happy new year.
- (iii) Thank you for the meal.
- (iv) Please meet Anne.
- (v) You look smart today.
- (vi) Have another beer.

CL106
WRITING
SEMINAR SHEET

M. M. M. M.
Barbara
0768 553575

Q.1; Read the following extract and answer the questions that follow it.

"In tropical Africa, for example, as Roser (1972:33) points out, 1.6 million people lived in urban areas and 98.4 million people in rural areas in 1920, an urban proportion of only 1.6 per cent. However, by the end of the present century, 105.6 million people will be living in urban areas and 419 million in rural areas. This implies an urban proportion of 20 per cent". (Dwyer 1975:243)

From: Dwyer, D.J. 1975: *People and Housing in the Third World*, Longman, London.

(a) Complete the following table using the information in the extract above.

Year	Urban Population in Millions	Rural Population in Millions	Urban Percentage
1920			
2000			

(b) Using the table, make a statement about the proportion of the total population of tropical Africa which lived in urban areas in 1920.

In 1920

(c) Make a statement about the proportion of the total population of tropical Africa which is expected to live in urban areas by the end of the century.

It is estimated that by the end of the century

(d) Join together the two statements you have written in (b) and (c) above and add an acknowledgement of the source. (Remember you have used Dwyer's reference to Roser, not Roser's work itself).

3. She has borrowed a lot of money from the bank.

- 0.5 a) She has not borrowed a lot of money from the bank.
b) Has she borrowed a lot of money from the bank?

4. They sing well.

- 1 a) They ^{do} not sing well.
b) Do they sing well?

5. This book belongs to nobody.

- a) This book does not belong to anybody.
b) (Does this) book belong to anybody?

Complete each sentence by writing the form of verb in parentheses. (@ 0.5 marks)

1. Ball team scored a touchdown. (past tense/score)

2. A football team leave for Europe Tuesday. (future tense/leave) shall have left

3. The travel agent planned a fantastic trip for him. (Past tense/plan)

4. My dad wants to hear the details. (present tense /want)

5. All our students promise under the elm tree. (future tense/promise)

6. By this time next month my chicken will lay 20 eggs. (future perfective tense/lay)

The future perfect tense is used to show that one action or condition in the future will begin and end before another event in the future starts. The future perfect tense is formed with the past participle of the verb and the construction will have.

Change the following sentences in the same way. (@ 0.25 marks = 1)

The first one has been done for you.

12.7

The following statements are not logically organized; arrange them in the right order to make a summary of the reading text on kinship. In the table provided, write the letters of the sentences in the order they should appear. (@ 1.5 marks)

- A. Again, in some societies the family will be extended to include kin relatives and relatives by marriage.
- B. A nuclear family is not always complete.
- C. In the case of a polyandrous society, on the other hand, the nuclear family is extended by the addition of one or more husband.
- D. In such societies, therefore, both consanguineal and affinal relatives may become members of the family.

Sentences	1	2	3	4
Order in Letters of sentences	B	A	D	C

SECTION C: COMMUNICATION THEORY (Total 11 marks)

- 3.6 a) Fill in the spaces provided with a list of elements of communication. (@ 0.5 mark)
- (i) Goal (ii) Sender (iii) channel (iv) Receiver
 - (v) setting (vi) feedback (vii) message/file (viii) sender & receiver
- b) If you were to be a manager of an office, list down five channels/media of communication that you would employ to ensure efficiency in organizing, directing, controlling and coordinating the day to day activities and to maintain external relationships. (@ 0.5 mark)

1. I will use telephone.
2. computer
3. Television
4. Newspaper
5. I will create connection through Notice-board.

7 In the third column of the table below, write 'F' for false and 'T' for True against each of the statements in column two (@ 0.5 mark)

i.	Body language includes things like pitch of the voice and intelligence.	T
ii.	Human capacity to listen is far less than the capacity to speak.	T
iii.	Physical noise is a barrier to communication but it is not the only barrier.	T
iv.	Communication is goal oriented	T
v.	Communication is said to be successful only if it succeeds to achieve the speaker's purpose.	T
vi.	Verbal and non-verbal communication work in complementary and supplementary relationship.	T
vii.	Attire includes things like personality and confidence.	F
viii.	In every communication the speaker or writer must have a purpose	T
ix.	Your audience's culture, the venue (setting), size of the audience, time of the day, mannerism and the nature of the topic will affect your public presentation.	T

- 03 B. They needed a supply of labour, and only Africa could provide it
(only Africa could provide the supply of labour)

Q9. Complete the definitions below by adding the information in brackets.
A. A diplomat is an official who represents his country abroad.
(He represents his country abroad)

1 B. An orphan is a child whose parents are dead.
(His parents are dead)

Q10. Rewrite the following sentences using the passive form. Avoid unknown or uninteresting agents.

A. (Workmen) completed the new bridge in 1990.

1 The new bridge was completed in 1990.

B. (Somebody) will deliver the order soon.

The order will be delivered soon. (4)

C. (People) have mined gold for hundreds of years.

Gold has been mined for hundreds of years.

Q11. Complete the following sentence by writing the verbs in the correct form.

A: Severe bleeding (treat) is treated by (keep) keeping
the patient flat and (apply) applying pressure to the wound.

B: Soil (enrich) is enriched by (add) adding fertilizers which
(provide) provides the necessary chemicals for plant growth.

Q12. Rewrite the following sentences into indirect speech.

A: "You must complete your assignments and submit them this Saturday," the lecturer said.
20 The lecturer said that you must complete your assignments and submit them the coming Saturday.

B: "Did you lend her the money?" Juma asked.

Juma asked if you lent her money.

Q13. Read the following situations carefully and rewrite them in appropriate conditional sentences.

A: He drove recklessly and caused an accident.

6.0 If he drove recklessly, he would have caused an accident.

B: I can't get the job because my English is very poor.

If my English is very poor, I will not get the job.

COLLEGE OF HUMANITIES
CENTRE FOR COMMUNICATION STUDIES (CL 106 - TEST 2)

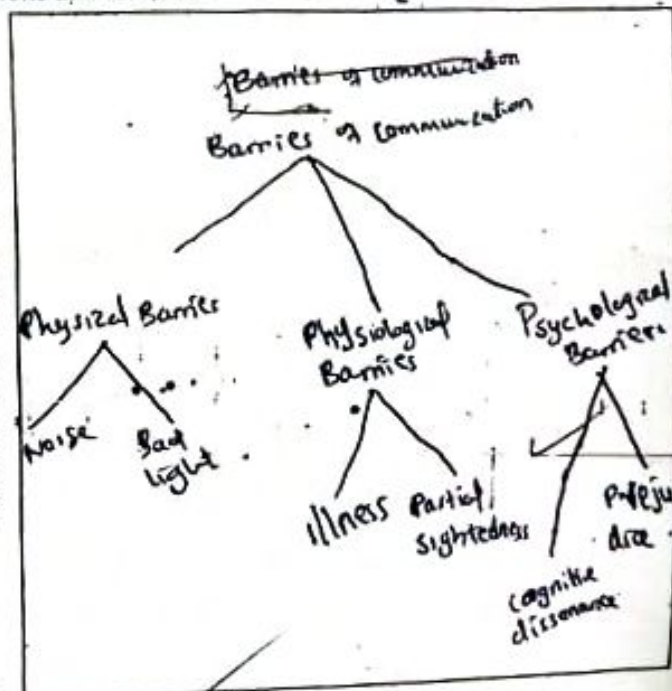
Name: _____ A.Reg. No: _____ Programme: SOCIAL WORK

1. In the column to the right of the following statements, write the letter T if the statement is true, or F if you think the statement is false.

i)	The topic sentence of a paragraph is always the first sentence of the paragraph.	F	(2)
ii)	Note writing and note making follow the same process, except that the latter is more detailed.	TL	
iii)	The extemporaneous method of presentation could also be referred to as the rehearsed approach.	T	
iv)	Hearing can always be taken for granted where listening is involved, but not the other way round.	FL	
v)	Regarding the five ways to listen, therapeutic listening could be equated to sympathetic listening.	FL	
vi)	The 'outline', 'tree diagram' and 'spoke diagram' are all note-taking skills.	TL	
vii)	During reading, 'reading between the lines' could be equated to 'hearing what has not been said', during listening.	FL	
viii)	A thesis statement, in most cases, belongs towards the end of your first paragraph, also known as your introduction.	FL	
ix)	The best way to deal with body disorders while giving a presentation is to pretend they are not there.	FL	
x)	Believing that some people are better than yourself is self-defeating, and it will interfere with your ability to communicate effectively.	TL	

2. Read the following paragraph and answer the questions that follow it.

The first category is known as physical barriers. Such barriers include noise, physical objects like pillars in the middle of the room, venues that have bad light, noisy transmission e.g. a bad telephone line, illegible handwriting in written communication, etc. The second category is physiological barriers. For example inability to hear properly due to illness or auditory defects, and partial sightedness, so that you cannot pick up the gestures and body movements from speakers. The third category of barriers is known as psychological barriers. In this category we consider issues like stereotyping, prejudice, cognitive dissonance, emotional state of the individual, and perception.



- i) Propose the title of this extract (not more than five words): Barriers of Communication

- ii) Write an appropriate topic sentence for the paragraph. The first category is known as physical barriers.

- iii) In the box provided above, write efficient notes from the paragraph, using a tree diagram.

30000

TEST 2

(15/20)

UNIVERSITY OF DAR ES SALAAM
CENTRE FOR COMMUNICATION STUDIES (CCS)

COURSE CODE: CC 106

TIME: 45 min

2013-04-01684

EST 2

Name: YOHANA, PETER

Reg No:

Instructions:

Answer all the questions
Write neatly and limit your answers only to the space provided

Question 1. Read the following statements and decide whether each is TRUE or FALSE, and then write if it is true and F if it is false in the brackets provided against each statement.

- a. It is necessary for students to make notes from texts they read and take notes from lectures because:
- i. They can use the notes for revision later
 - ii. The notes will be helpful to a friend who missed the lecture
 - iii. They can have a record of the entire lecture for future use
- b. It is claimed that note taking starts before the lecture because:
- i. Students obtain lecture notes from friends who did the course in previous years
 - ii. They can guess the main points on a topic before the lecture
 - iii. Students can read ahead on the topic of the lecture

IT I ✓
IF I ✓
IT I ✓
IT I ✓
IF I ✓

(4)

Question 2. Match the statements in Column A with their respective terms in Column B. Write your answers in the box provided below.

SN	COLUMN A	COLUMN B
1	Making sense out of the subject of study using your own thoughts, experience and knowledge.	A. scanning
2	Ability to interpret the information symbols a writing system represents, and re-create those same symbols so that others can derive the same meaning.	B. listening
3	Ability to direct all your effort and attention to one thing, without thinking of other things.	C. reflecting
4	Making a logical guess either from the text, or by using your knowledge of the world, or both.	D. literacy
5	Going through a text quickly to get the main points while skipping details.	E. reviewing
6	Making sense, interpreting, examining and giving appropriate response to what is said.	F. inference
7	Looking over the text to find specific words or phrases that are important to your task.	G. concentration
8	Reading your notes so as to retain most of what you have learned for greater effectiveness.	H. skimming