

(3.5) 1. An ✓  
 2. a ✓  
 3. an ✓  
 4. the ✓

5. a ✓  
 6. ✓ X  
 7. the ✓  
 8. a ✓

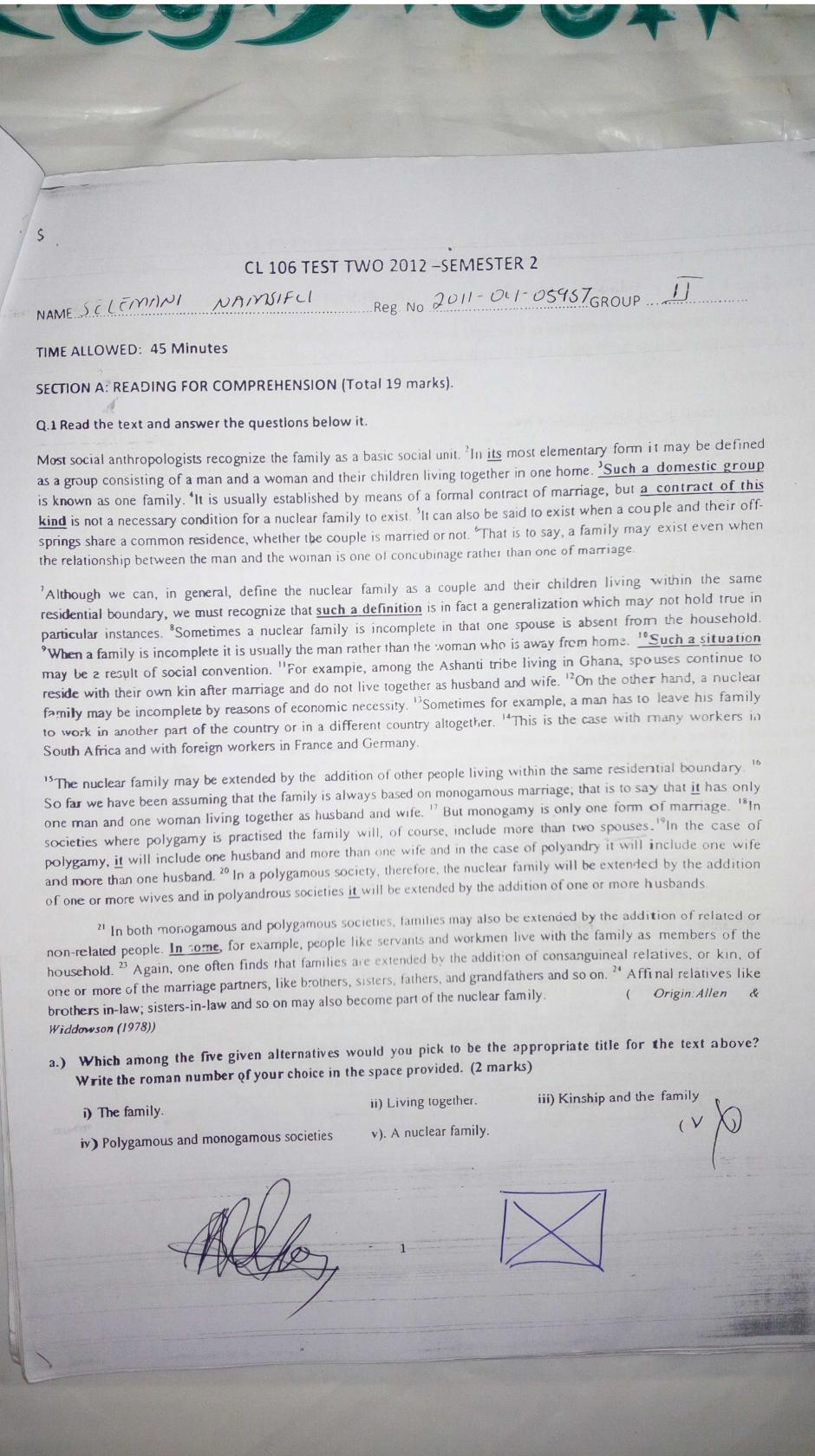
Q7. In the following paragraph the main verbs are missing, and the spaces are numbered. The words to use in each space are given below. Write the missing main verbs in their correct form.

A Computer (1) \_\_\_\_\_ do what it (2) \_\_\_\_\_ to do. It slavishly (3) \_\_\_\_\_ every instruction, without any discrimination. It (4) \_\_\_\_\_ to itself: That (5) \_\_\_\_\_ sensible." It just (6) \_\_\_\_\_. So instructions (7) \_\_\_\_\_, \_\_\_\_\_ to make sure that the computer (8) \_\_\_\_\_ to do anything illogical. Therefore, when a computer (9) \_\_\_\_\_ a bill for 00/-, the machine (10) \_\_\_\_\_ anything stupid. It (11) \_\_\_\_\_ a stupid instruction. The illogicality (12) \_\_\_\_\_ by the human operator who (13) \_\_\_\_\_ to foresee the situation. The art of computer programming (14) \_\_\_\_\_ therefore a skilled one. Every possible circumstance (15) \_\_\_\_\_ by the programmer, and an appropriate set of instructions (16) \_\_\_\_\_

1. Can + only + do	9. Issue
2. Be + tell	10. Have + not + do
3. Follow	11. Be + <del>be</del> <sup>want</sup> + cause o buy
4. Do + not + say	12. Have + just + obey hour + be + cause
5. Do + not + seem	13. Have + fail
6. Obey	14. be
7. Must + be + carefully + design	15. Must + be + consider
8. Will + not + be + ask	16. Must + be + work out

1. can only do  
 2. is told ✓  
 3. follows ✓  
 4. does not say  
 5. does not seem  
 6. obeys ✓  
 7. must be carefully designed  
 8. will not be asked  
 9. issues  
 10. has not done ✓  
 11. has just obeyed  
 12. is caused ✓  
 13. have failed  
 14. is  
 15. must be considered ✓  
 16. must be worked out. ✓

Q8. Complete the sentences below by adding extra information in brackets. Replace repeated words with suitable pronouns.  
 A. When Europeans reached America they recognized the potential of  
 (Europeans recognized the potential of America)



§

b) Decide whether the following statements are true or false according to the passage in question 1. Then in the bracketed spaces provided on the right, write 'T' for true and 'F' for False. (0.5 marks)

Paragraph 1

1. A nuclear family is always established by marriage.
2. A nuclear family is a domestic group.

( F ✓ )  
( T ✓ )

Paragraph 2

1. Ashanti husbands do not live with their wives.
2. Foreign workers in France are absent from their families because of social convention.
3. Sometimes a man leaves his family to find work away from home.
4. Nuclear families are sometimes incomplete for one reason or another.

( T ✓ )  
( T ✓ )  
( T ✓ )  
( T ✓ )

( 5 )

Paragraph 3

1. Nuclear families are monogamous.
2. There are two wives in polygamous homes.
3. In a polygamous society a man may be married to more than one wife.
4. In a polyandrous society a woman may have one or more husbands.

( F ✓ )  
( T ✓ )  
( T ✗ )  
( T ✗ )

Q.2 CONTEXTUAL REFERENCE

In the table below, the underlined words/phrases in column A are taken from the text in Q1. The number of the sentence where each one appears is indicated in bracket. In column B write what the underlined word/phrase refers to. The first one (i) has been done for you as an example. (@ 1 mark)

A (Word/Phrase)	B (Meaning)
i. <u>It</u> (5)	A nuclear family
ii. <u>It</u> (2)	A Family
iii. Such a <u>domestic group</u> is known as a nuclear family (3)	A man and woman and their children
iv. A <u>contract of this kind</u> is not a necessary condition for a nuclear family to exist. (4)	A formal contract of marriage
v. Such a definition is a generalization which may not always hold true in particular instances (7)	The nuclear family
vi. Such a <u>situation</u> may be the result of social convention. (10)	when a family is incomplete
vii. In the case of polygamy, <u>it</u> will include one husband and more than one wife. (19)	The family
viii. In polyandrous societies, <u>it</u> will be extended by addition of one or more husbands. (20)	The nuclear family
ix. In <u>some</u> , people like servants live with the family as members of the household. (22)	Polygamous and monogamous societies

Q. 3 DEFINITIONS OF WORDS/PHRASES. (Total 4 marks)

Column II of table I below provides the meanings for items in column I but they are jumbled up. Using table 2, match the items from column I of table I (numbered 1 – 9) with the letters of the appropriate meanings from column II of table I. The first one has been done for you as an example. (@ 0.5 mark)

Table 1

I	II
1. A nuclear family	A. The relationship of a man and a woman living together outside marriage.
2. Monogamy	B. A nuclear family in which one spouse is absent from the household.
3. Polygamy	C. The marriage of one man to more than one wife.
4. polyandry	D. a group consisting of a man and a woman with their offspring sharing a common residence
5. Consanguineal relatives	E. People who are related by marriage.
6. Affinal relatives	F. The marriage of one woman to more than one husband.
7. A spouse	G. The marriage of one man to one woman.
8. Concubinage	H. People who are related by birth.
9. An incomplete nuclear family	I. A partner in marriage.

Table 2

1	2	3	4	5	6	7	8	9
D	G	C	F	H	E	I	A	B

SECTION B: NOTE-TAKING (Total 10 marks)

Q.4 Read the text in Q1 again and write down the statement which expresses the most central idea in each paragraph. (@ 1 mark)

Paragraph 1: Couples living together with their offspring form a family.

Paragraph 2: A nuclear family is incomplete when one spouse is absent from the household.

Paragraph 3: The nuclear family is extended when there is wife or more than one spouse.

Paragraph 4: A family may be extended by addition of relatives and non-relatives

(05)

S

12.7

**Q. 5** The following statements are not logically organized; arrange them in the right order to make a summary of the reading text in question 1. 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 P ↗ 3

#### SECTION C: COMMUNICATION-THEORY (Total 11 marks)

**Q. 6 a)** Fill in the spaces provided with a list of elements of communication. (@ 0.5 marks)

- (i) ... goal ✓ ..... (ii) ... sender ✓ ..... (iii) ... channel ✓ ..... (iv) ... receiver .....  
 (v) ... setting ✓ ..... (vi) ... feed back ✓ ..... (vii) ... message/idea ..... (viii) ... sender/receiver (3)

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 ... a telephone = Secretary .....  
 2. .... computer = Telephone .....  
 3. .... Television Computer .....  
 4. .... News paper .....  
 5. .... I will ... communicate through Notice board .....

**Q. 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.	F ✓
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 ✓

**UNIVERSITY OF DAR ES SALAAM  
COLLEGE OF ARTS AND SOCIAL SCIENCES**

**CL 106 – COMMUNICATION SKILLS  
TEST 2 – 05/02/2011**

Name ... ELIAS, LIDYA .M. .... Reg. 2010-04-01196 Degree ECONOMIC & STA  
Seminar Group No ... I Seminar Tutor MR. MICHAEL KADDEGE

**INSTRUCTIONS:**

- 1 Carefully read the instructions for each question and answer accordingly. Failure to follow these instructions will be penalized.
- 2 All answers must be written in the spaces provided on the question paper as per instructions.
- 3 To avoid inconveniences, candidates shall not be allowed to leave the room before the end of the test hour.

**Question 1:** Read the following passages carefully and then answer the questions that follow by writing the letter of the correct answer in the box on the right. [10 marks]

**PASSAGE** (By Sister Helen)

He was in the first third-grade class I taught at Saint Mary's School in Morris, Minnesota. All thirty-four of my students were dear to me, but Mark Eklund was one in a million. He was very neat in appearance but had that happy-to-be-alive attitude that made even his occasional mischievousness delightful.

Mark talked incessantly. I had to remind him again and again that talking without permission was NOT acceptable. What impressed me so much, though, was his sincere response every time I had to correct him for his misbehaving—"Thank you for correcting me, Sister!" I didn't know what to make of it at first, but before long I became accustomed to hearing it many times a day.

One morning my patience was growing when Mark talked once too often, and then I made a novice teacher's mistake. I looked at him and said, "If you say one more word, I am going to tape your mouth shut!"

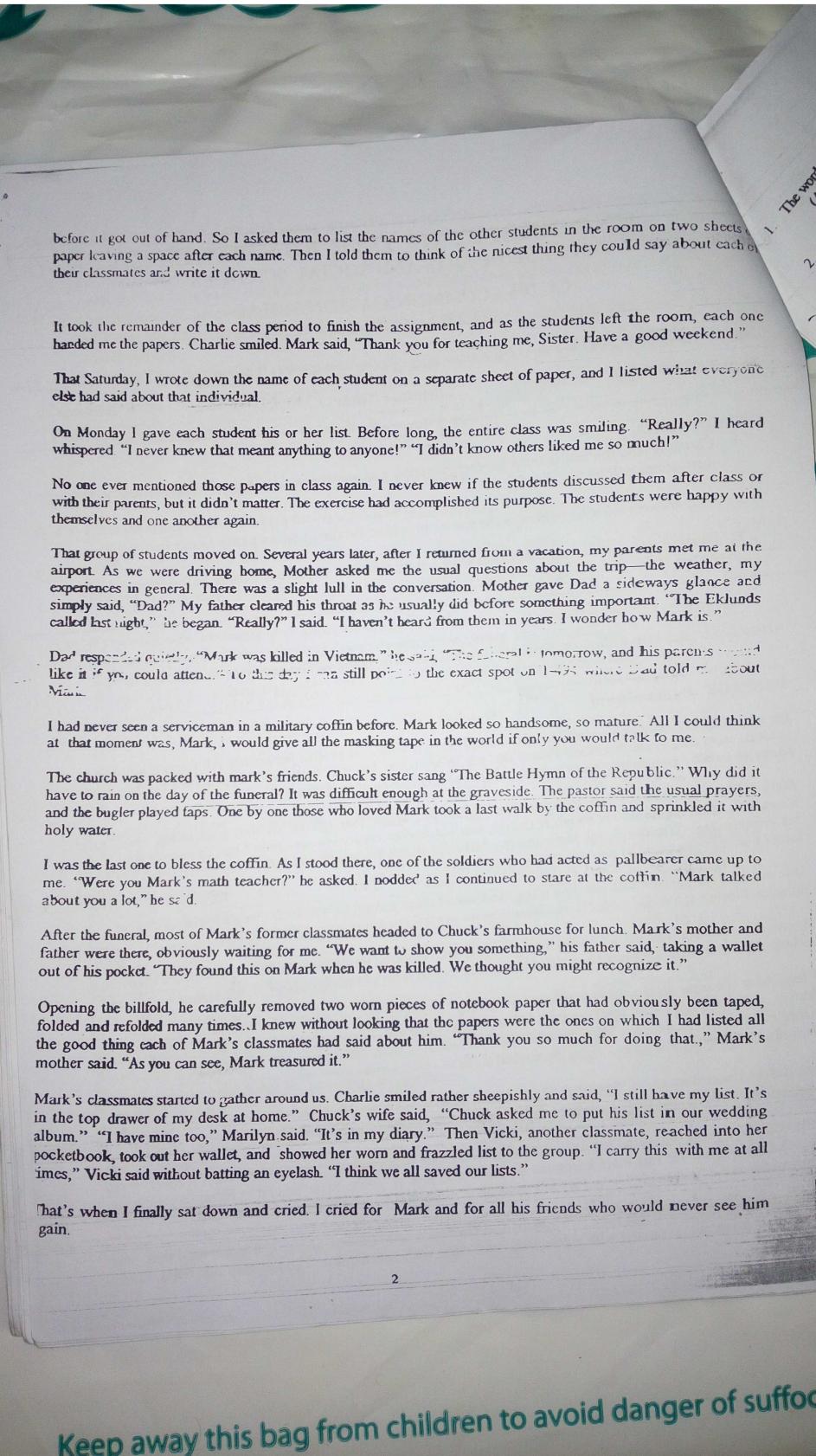
It wasn't ten seconds later when Charles blurted out, "Mark is talking again" I hadn't asked any of the students to help me watch Mark, but since I had stated the punishment in front of the class, I had to act on it.

I remember the scene as if it had occurred this morning. I walked to my desk, very deliberately opened my drawer, and took out a roll of masking tape. Without saying a word, I proceeded to Mark's desk, tore off two pieces of tape and made a big X with them over his mouth. I then returned to the front of the room. As I glanced at Mark to see how he was doing, he winked at me.

That did it! I started laughing. The class cheered as I walked back to Mark's desk, removed the tape, and shrugged my shoulders. His first words were, "Thank you for correcting me, Sister."

At the end of the year I was asked to teach junior-high math. The years flew by, and before I knew it Mark was in my classroom again. He was more handsome than ever and just as polite. Since he had to listen carefully to my instruction in the "new math," he did not talk as much in ninth grade as he had talked in the third.

One Friday, things just didn't feel right. We had worked hard on a new concept all week, and I sensed that the students were frowning, frustrated with themselves—and edgy with one another. I had to stop this crankiness.



- Two sheets of  
four each of*
- The word **incessantly** in paragraph 2 means  
 (A) slowly      (B) quietly      (C) constantly      (D) pleasantly  
 C ✓
  - The word **edgy** in paragraph 8 means:  
 (A) funny      (C) dangerous.  
 (B) calm.      (D) easily annoyed.  
 B ✗
  - 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  
 B ✗
  - 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.  
 D ✓
  - 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.  
 A ✓
  - Which sentence best expresses the main idea of the passage?  
 (A) Although Sister Helen sometimes enjoyed Mark Edlund, 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.  
 C ✗
  - 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  
 D ✗
  - 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) Vicki, Mark, Charlie, Chunk, and Marilyn were the only students to have saved their lists.  
 (D) all the students had saved their lists.  
 R ✓
  - 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.  
 A ✓
  - 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) None of Mark's classmates had gotten married  
 (D) Only Chuck is said to have been married  
 D ✓

**Question II:** When you are convinced that a passage or chapter in a book is worth reading for the purpose of using the information in writing an essay or report assignment, you will need to take down details about the book, before you take notes. In the spaces provided write down the five basic items that you will include in the details. (5 marks)

Details about a Book: (by one author)

1. NAME OF AUTHOR  
2. YEAR OF PUBLICATION  
3. PLACE OF PUBLICATION  
4. THE NAME OF PUBLISHER  
5. TITLE

**Question III:** For each of the statements listed below, on the line at the end, write TRUE if the statement is true. Write FALSE if the statement is not true. (5marks)

1. The term scanning is often used for reading to get a general view of a text FALSE
2. When reading for directions you must usually read every word FALSE
3. When reading for understanding one can rephrase the material in his own words without distorting the author's meaning TRUE
4. One is likely to lose concentration when actively involved in reading FALSE
5. To become an active reader, you should ask questions while you read TRUE
6. In an official letter the sender's name is part of the sender's address FALSE
7. When you are called for a job interview you need to search the organization TRUE
8. In an interview the interviewee should appear like an executive TRUE
9. Analyzing the demographics of the audience is the only thing one needs in doing audience analysis FALSE
10. An interview is purposeful exchange of information for a predetermined purpose in an unstructured situation FALSE

CL106  
WRITING  
SEMINAR SHEET

Mr. Mweleni  
Mwanza  
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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	1.6	98.4	
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).

- (c) Decide which book will appear in the bibliography, the one by Dwyer or the one by Roser?

- Q.2: In academic writing we do not always quote the sources directly. We often express other people's ideas in our own words. Read the direct quotation below and try to express it in your own words.

Geiger and Geiger (1973:210) comment that .....

- Q.3: In addition to distinguishing between facts and opinions we should also distinguish between well known facts and less well known facts. Read the following text and answer the questions that follow it.

*Singapore is an island off the coast of Malaysia, which was once a British colony. It is a city-state with a totally urban population. Although it has an area of only 581 sq. km., the population totaled 2.33 million in 1979.*

- (a) Is it necessary to give a reference for the following information about Singapore?

-it is an island	YES / NO
-it is off the coast of Malaysia	YES / NO
-it was once a British colony	YES / NO
-it is a City-State	YES / NO
-it has a totally urban population	YES / NO
-it had a population of 2.33 million in 1979	YES / NO

- (b) Give reasons for choosing YES or NO for each of the above statements.

- Q. 4: The following statements express opinions, not facts. In an essay they would require supporting evidence. Decide whether you agree or disagree with the statements and show this by using YES (agree) or NO (disagree).

- (a) English is a better language than Kiswahili for academic study. YES/NO  
(b) It is impossible to teach secondary school pupils in English alone; all teachers have to use some Kiswahili in the classroom. YES/NO

Make a list of the sort of evidence you would have to find to support these statements.

Q.5: For each of the following key instruction words provide the required action

- (a) Evaluate
- (b) Justify
- (c) Discuss
- (d) Review
- (e) Trace

To determine the value, quality, importance *what is it?*  
To prove the reality  
To make argument or Disagree  
To give a summary  
Find or discover by investigation series of facts

Q.6: Understanding the requirements of the essay question is an important step towards producing the right answer. Read the following essay question and identify the key instruction words by underlining them; and the special conditions by bracketing them.

*What is understood by Adult Education in Tanzania? Document the background to the Adult Education movement in Tanzania, and evaluate the major developments that have taken place since 1969.*

Q.7: Read again the question in Q.6 above and write an outline that you will use to answer it.

*- A.D.*

Q.8: Propose a suitable conclusion to the essay answering the question in Q.6 above.

*Propose a suitable conclusion over the yrs.*

12. A bibliography must include \_\_\_\_\_  
(A) all cited authors in an essay.  
(B) all materials read for the essay.  
(C) all the references consulted. ✓  
(D) authors, publishers, and page numbers. ✗
13. An author differs from an editor in that while the latter has worked on other people's articles, the former has \_\_\_\_\_  
(A) published a book  
(B) written his/her own book ✓  
(C) collected papers from others  
(D) his/her book has an ISBN number

#### SECTION D: NOTE-MAKING TECHNIQUES

14. A symbol; "@" in note-making means \_\_\_\_\_  
(A) layout (B) brevity (C) "at" (D) sum
15. If you are using other people's words as if they were yours, in academics you are \_\_\_\_\_ them.  
(A) plagiarizing (B) acknowledging (C) copying (D) stealing
16. If a professor says "There were two court systems in Tanzania; the subordinate courts and the local courts". How many points are you going to write down?  
(A) 1 (B) 2 (C) 3 (D) no point yet

#### SECTION D: VOCABULARY

Choose one word from the alternatives given whose meaning is closest to the underlined words or phrases:

17. This is a government ruled by a handful people.  
(A) aristocracy (B) autonomy (C) bureaucracy (D) oligarchy (E) kakistocracy
18. HIV/AIDS is nowadays wide spread.  
(A) endemic (B) epidemic (C) pandemic (D) sporadic (E) regular
19. Your handwriting is so bad that I cannot read it.  
(A) unreadable (B) illegible (C) inedible (D) legible (E) eligible
20. I owe Juma some money. This means that:  
(A) Juma must repay me.  
(B) I must pay back Juma.  
(C) Juma borrowed some money from me.  
(D) Juma is indebted.



CRTS CRT

THE END

C

3

Keep away this bag from children to avoid danger of suffocation

RESPONSE: No thanks. I've already had enough.

OFFER:.....

RESPONSE: No ,thanks. My uncle has already lent me some.

*Warms*

OFFER:.....

RESPONSE: Yes, please. It's very delicious.

*Large*

OFFER:.....

RESPONSE: Oh,no thanks. I've seen it several times.

OFFER:.....

RESPONSE: No,thanks. I'm warm enough.

OFFER:.....

RESPONSE: Yes,please. It's very heavy.

OFFER:.....

RESPONSE: Thanks, I'd love to. That sounds great.

OFFER:.....

RESPONSE: Thanks, but I've already got one of my own.

Student Reg. No.: 2026 - 04 - 03286 Seminar Group (1-12)

Which of the following is the best way of re-writing note No. 3?

- A. ibid., p. 22. C. op. cit., p. 22. E. loc. cit.  
B. Blubber, loc. cit. D. Blubber, op. cit., p. 22.

Which of the following is the best way of re-writing note No. 4?

- A. ibid. D. Bobs and Wills, op. cit., p. 20.  
B. Bobs, P. and Wills. D. Political E. P. Bobs and D. Wills (1990), *Political  
Education*, p. 20.  
C. P. Bobs et al. (1990), p. 20.

Which of the following is the best way of re-writing note No. 5?

- A. ibid. C. Bobs and Wills, ibid., p. 22. E. Bobs and Wills, op. cit., p. 22.  
B. ibid., p. 22. D. op. cit.

Which of the following is the best way of re-writing note No. 7?

- A. ibid. C. Magawa ibid., p. 62. E. loc. cit.  
F. ibid., p. 62. D. Magawa loc. cit.

Which of the following is the best way of re-writing note No. 9?

- A. Blubber, loc. cit. C. loc. cit. E. Blubber, ibid.  
B. Blubber, op. cit. D. op. cit.

Which of the following is the best way of re-writing note No. 10?

- A. C. Alden, op. cit. C. Alden, loc. cit. E. loc. cit.  
B. C. Alden, loc. cit. D. Alden, ibid.

1. Which of the following is the best way of re-writing note No. 11?

- A. op. cit., p. 20. D. Bobs and Wills, loc. cit.  
B. loc. cit. E. Bobs and Wills, op. cit., p. 20.  
C. Bobs and Wills, loc. cit., p. 20

1. Which of the following is the best way of re-writing note No. 12?

- A. B. Midiron, op. cit. C. Midiron, op. cit., p. 41 E. Midiron, op. cit., p. 14  
B. Midiron, loc. cit. D. Midiron, ibid.

2. What is an *indirect quotation*?

- A. A quotation that was quoted by someone else.  
B. A quotation that does not acknowledge the author.  
C. A quotation that corrects any error in the original text.  
D. A quotation in the form of a paraphrase of the original text.  
E. A quotation in which question marks are omitted.

33. The major difference between footnotes and endnotes is

- A. the type of quotations that each involves. D. the details that each can have.  
B. the numbering system each uses. E. the position where each has to appear.  
C. the number of entries that each can have.

Answers for Questions 24-33. ☺ You are not allowed to change any answer once you write it in this box ☺

Question	24	25	26	27	28	29	30	31	32	33
Answer	S	X	B	X	X	S	X	X	X	E

Student Reg. No.: WU6-02 - 05556

Seminar Group (1-12): 1

[10 marks]

use the following references (on the space provided thereafter) so that they appear as a list of well used references.

Hudson's book was written in 2000 with the title *Essential Introductory Linguistics*; it was published in London by Blackwell.

For the first time, *Kamusi ya Kiswahili Sanifu* was published by *Tansisi ya Uchunguzi wa Kiswahili* in 2001. This dictionary was published by Oxford University Press in Nairobi.

A reference was made to a chapter by E. Baker, namely *Problems in public administration*, that appears on pages 22-32 in the book: *Administration Theories and Practice*. The book was edited by M. Jones in 2000 and published in London by a famous publisher called London University Press.

Hudson, E. (2000). Essential Introductory Linguistics, Blackwell, London.

UKIA (1981). Kamusi ya Kiswahili Sanifu, Vol. 1, Oxford University Press; Nairobi.

Jones, M. (1990). Administration Theories and Practice: problems in public administration (p. 22-23). London University Press, London.

A  
10

1979/22

~~R. D. D. S. S.~~

6-7TU2.03.07.01



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