



ACADEMIC YEAR 2023/24

CL1101 COMMUNICATION SKILLS

ASSIGNMENT CATEGORY ONE

GROUP PRESENTATIONS

Group One

You have been given an assignment by your instructor which you have to submit after two weeks. In the preparation of your task, you visit library, websites and other learning materials for the completion of the assignment. As far as reading skills is concerned;

- a) Explain with examples the following concepts: (2½ mark)
 - i) Reading
 - ii) Reading skills
 - iii) Types of reading
- b) What is the purpose of your reading for your task? (½ mark)
- c) Give a brief and detailed description of the three (3) stylistic features used by readers. (1½ mark)
- d) You have been given a text which is complex to grasp its content. What are three (3) steps you will use to read that text. (1½ mark)
- e) By giving three (3) examples, define the term 'chunking' as a strategy used by readers. (4 marks)

Group Two

- a) Differentiate between the terms as used in Critical Thinking Skills: (5 marks)
 - i) Argument and Argumentation
 - ii) Deductive and Inductive reasoning
 - iii) Counterargument and Conclusion
 - iv) Premise and Evidence
 - v) Facts and Opinions
- b) Briefly outline the classification of fallacy with examples. (2 marks)
- c) Outline any six (6) types of inductive fallacy (3 marks)

Group Three

As a professional writer, you have a vast knowledge in writing skills. Your fellow who is an amateur writer needs your help to make him/her an experienced one. Explain with examples to them the following concepts as used in writing approaches:

- a) Topic sentence and Paragraph (1 mark)
- b) Logical order of writing (2 mark)
- c) Editing and proof reading (1 mark)
- d) Types of essays (2 marks)
- e) Introduction of a paragraph (1 mark)
- f) Conclusion of an essay (1 mark)
- g) Tone of writing (1 mark)
- h) Coherence terms (1 mark)

Group Four

Imagine you are on the final phase of your academic semester and you expect to sit for an examination in a near future.

- a) Discuss with your colleague on the terms and issues related to examination on the following areas: (5 marks)
 - i) Examination ethics
 - ii) Revision strategies
 - iii) Examination clue words
 - iv) Pre examination planning
 - v) Coping with nerves
- b) Discuss eight (8) importance of communication to an academic institution like SUZA.

Group Five

You have been employed by the State university of Zanzibar as a lecturer for CL 1101 Communication Skills. Prepare notes for first year students on the topic: **Referencing Sources** using Cornell Method of Note Taking or Sentence Note-Making Method. Your focus should be in the following sub-topics:

- a) APA Referencing 7th Edition
- b) Direct Quotation, Paraphrasing and Summarising
- c) In-Text Citation/Reference
- d) Plagiarism and Collusion
- e) References Vs. Bibliography
- f) The end-of-the text reference

ASSIGNMENT CATEGORY TWO

TIMED – TEST (Individually): to be done on the 14th December, 2023

The following five (5) questions should be studied in its totality by each and every student. Only **one** (1) question will be chosen based on criterion decided on the exam hall on the scheduled date. The test will last for half an hour (30 minutes).

QUESTION ONE

Briefly compare and contrast the following concepts of communication:

- a) Vertical and Horizontal Communication
- b) Communication Noise and Principles of Effective Communication
- c) Referencing And Plagiarism
- d) Face to Face Communication and Electronic Communication
- e) Channel and Sender of Communication

QUESTION TWO

With examples, explain two (2) communicative strategies that could be applied to overcome each of the following barriers to communication: (2 marks each)

- a) Physiological barriers
- b) Semantic barriers
- c) Environmental barriers
- d) Cultural barriers
- e) Social barriers

QUESTION THREE

Using illustrations, define all the terms used in the 'communication network' (10 marks).

QUESTION FOUR

For an academic scholar, they are obliged to cite and refer to sources from which their writings are authenticated. Failure to adhere to that notion leads to an academic offence which disqualifies their academic professional. In light of this statement;

- a) Name and define the academic offence referred to in the extract above. (3 marks)
- b) What is the difference between the concept in (a) above and 'Referencing' (2 marks)
- c) Briefly, discuss the APA Referencing 7th edition. (2 marks)
- d) Give an example on "APA Referencing 7th Edition" for each one below: (1 mark)
 - i) Book with three authors
 - ii) A journal citation
 - iii) A website citation

QUESTION FIVE

- a) There are a number of models put forward by scholars for taking notes in lectures, seminars and conferences. Outline four (4) methods that a student of CL 1101: Communication Skills at SUZA can apply in their studies. (2 marks)
- b) Briefly describe the [outline method of note taking](#) (1 mark)
- c) Outline three advantages and three disadvantages of the method (3 marks)
- d) Using the method mentioned in (b) above, re-write the following text. (4 marks)

THE TEXT:

THE GEOGRAPHY AND HISTORY OF ZANZIBAR

GEOGRAPHY

Zanzibar, an island in the Indian Ocean, lies 22 miles (35 km) off the coast of east-central Africa. In 1964 Zanzibar, together with Pemba Island and some other smaller islands, joined with Tanganyika on the mainland to form the United Republic of Tanzania. Its area is approximately 600 square miles (1,554 square km).

Rocks/Soil, Relief and Vegetation

Soil

Both Zanzibar and Pemba have various types of limestone which form the base of both islands. Raised sands and sandstones also occur, together with varied residual deposits similar to alluvial strata on the adjacent mainland. Extensive weathering of the limestones combined with erosion and earth movements have resulted in a variety of soils including red earths, loams, clays, and sands. Flat areas of coral limestone occur to the east, south, and north of Zanzibar and on the western islands. In places the coral is overlain by shallow red earth or alluvium.

Relief

The general impression of Zanzibar when approached from the mainland is of a long, low island with small ridges along its central north–south axis. It is 53 miles (85 km) at its greatest length and 24 miles (39 km) broad. The highest point of the central ridge system is Masingini, 390 feet (119 m) above sea level. Higher ground is gently undulating and gives rise to a few small rivers, which flow west to the sea or disappear in the coral country.

Climate

The climate is typically solar, tropical, and humid, with an average annual rainfall of 60 to 80 inches (1,500 to 2,000mm). Rainfall is reliable and well-distributed in comparison with most of eastern Africa. Northeast trade winds blow from December to March and southeast trade winds from May to October. The “long rains” occur between March and May and the “short rains” between October and December.

Flora (Vegetation) and Fauna (Animals)

Vegetation

Small patches of indigenous forest and isolated large trees support the view that much of the island was originally covered by dense evergreen forest. Coconut palms and other vegetation cover the land surface. The open coral-outcrop country supports dense thicket vegetation. The flat clay plains are grass-covered.

Animals

The major wild animals include leopard, civet cat, mongoose, species of monkey, lemur, the African pig, forest duiker, pigmy antelope, species of bat and some forms of snakes. Mosquito breed during the rainy seasons. Insect pests such as the coreid bug, which attacks coconuts, and animal insects and parasites, such as tse-tse flies and ticks are also found across the island.

HISTORY

Indigenous People

The southern and eastern portions of Zanzibar Island have been mainly populated by a Bantu-speaking people known as the Hadimu. The northern part of the Island and the adjacent Tumbatu Island has been occupied by people known as the Tumbatu. These two groups represent the earliest arrivals in Zanzibar. The first immigrants were the Africans; the next were the Persians, during the 10th century. This African-Persian population converted to Islam and adopted many Persian traditions. Even today, most of Zanzibar's African population calls itself "Shirazi," from the ancient Persian principality of 'Shiraz'.

Language

The language most widely spoken is called Kiswahili. Arabic is the language of the 'madrassa' (Islamic schools), religious sermons and social gatherings; wedding and Mawlid. English is the language for diplomacy, higher education, media, medication and high court. Gujarati and Hindi are spoken by the Zanzibaris of Asian descent.

Gulf Immigrants

Arabs had the deepest influence on Zanzibar, because the island's position made it a perfect 'hub' for Arabs conducting oceangoing commerce. Arabs from Oman became especially important, for they began establishing colonies of merchants and landowners in Zanzibar. Eventually they became the Emperors of the island.

European Settlers

The Portuguese then came in the 16th century and conquered all the seaports on the eastern African coast, including Mombasa, the richest and most powerful, as well as such islands as Zanzibar and parts of the Arabian coast, including the Omani capital of Muscat. The purpose of the Portuguese, however, was largely commercial rather than politically imperial, and, when their power declined in the course of the 17th century, they left few marks of their stay.