

TEACHERS COLLEGES OF JAMAICA

BACHELOR OF EDUCATION

MAY 2016 – EXAMINATIONS

COMMON PAPER

LANGUAGE ARTS

COMMUNICATION SKILLS 1

[LA 101GEB]

**YEAR 1
E.C/PRIM./SEC.**

TIME: 2 ½ HOURS

**INSTRUCTIONS: Candidates are required to answer TWO questions, ONE from
Section A and ALL of Section B.**

DO NOT OPEN THE BOOKLET UNTIL YOU ARE TOLD TO DO SO.

SECTION A

The Expository Essay - 30 marks.

Choose ONE of the following topics and write an essay of between 450-500 words.

1. Evaluate THREE benefits of having an efficient justice system in Jamaica
2. Outline THREE ways in which Jamaicans can become more self-reliant.
3. Discuss THREE measures to prevent cyber-identity theft.
4. Discuss THREE ways in which the school can help to develop students' socialization skills.
5. Explain THREE ways in which an individual can maintain a healthy lifestyle.
6. Highlight THREE advantages OR disadvantages of having the shift system in schools.

SECTION B

Read the article below and answer ALL the questions that follow.

THE EFFECTIVE PRINCIPAL

School administrators are the ones who set the tone and create the overall climate of the school. They have a significant influence on the school's day to day activities, and can build or bring restoration to this particular organization, or totally demolish it by their attitudes and actions. They are expected to make decisions that are beneficial to the entire school community, as
5 failure to make the right ones will have a negative impact on the school in general. In essence, the success of a school is contingent upon the effectiveness of the principal.

A good principal creates a vision of high standards which is later imparted to all stakeholders. It is one that calls for excellence, is strong, clear, and is articulated in such a way that employees are convinced to "buy into" it. The vision outlines what needs to be accomplished and the steps
10 required in achieving the desired goals. The school leader also determines what resources and materials are needed to make the vision a reality, and provides them. In any case, it is crucial to have a plan or, as the popular saying goes, "Where there is no vision the people perish." Many schools eventually crumble because of a lack of direction.

Having a strong character is one of the qualities of an effective principal. Such a leader
15 demonstrates self-control, will power, persistence, confidence, is well organized, and consistent. One must exert a certain level of tenacity and have a positive attitude even in adverse situations. The effective principal knows what is good for the school and pursues it with confidence. Teachers, students, parents, and other community members have more faith in a school leader who displays these and other positive traits.

An outstanding principal doesn't get easily agitated in the face of turmoil, but remains calm and is level headed. Principals who remain calm in unpleasant situations also demonstrate strength of character. They possess sound judgment which causes them to frequently make good decisions. As a result, they earn the trust and the respect of the people around them.
20 Unfortunately, some principals have difficulty maintaining their composure in stressful
25 situations. They become uptight, their tempers flare, and their frustrations are oftentimes unleashed on staff members. This kind of conduct does not create a positive environment but one of disgruntlement. This also indicates instability on the part of the principal.

An exceptional principal celebrates the achievements of all staff members and shuns discrimination. These principals know that celebrating the accomplishments of all employees
30 will motivate them to do their best. It is unfortunate that some practice favouritism, as this is one of the negative components that they need to strive to eradicate from the school environment. A number of them highlight the accomplishments of some teachers while completely disregarding the achievements of others. Some teachers have dedicated many years of their lives to the cause and have gained no recognition for their hard work and dedication. These unsung heroes are like
35 shadows on a wall that fade away in the background. Many are not perceived to be "good teachers" even though they work feverishly to provide quality education for their students.

40 **An effective principal includes all stakeholders in the decision making process.** These administrators are cognizant of the fact that it takes teamwork to build an effective school. They are fully aware that they cannot do it alone and therefore willingly share power by delegating authority to other members of the faculty, and intervene only when necessary. They are good listeners, who often incorporate the input of staff members when making pertinent decisions. A principal who strives to do everything on his own, excluding the advice and suggestions of others, is considered a dictator, and dictatorship is never advantageous to any organization.

45 **Being a good role model is one of the essential characteristics of an exceptional school administrator.** Principals need to conduct themselves in ways that teachers, students, parents, and other community members would want to emulate. Effective school leaders demonstrate respect and dignity at all times. They do not perceive staff members as slaves, but as part of a team. Strong principals are people of integrity who embrace diversity, do not entertain gossips, build good interpersonal relationships, and are not intimidated by the accomplishments of faculty members, but are confident in themselves and in their ability to lead. Such behaviours will ensure that the school continues to be a success for many years to come.

1. What is the writer's purpose for writing this article? [1 mark]
2. What is the target audience at which this article is directed? Give one reason for your answer. [2 marks]
3. Explain what is meant by the following:
 - (i) 'These unsung heroes are like shadows on a wall that fade away in the background.' (lines 34-35)
 - (ii) 'buy into' (line 9) [2 marks]
4. According to the writer, what are TWO important personal traits which effective leaders should possess? [1 mark]
5. According to the article what are TWO qualities of a principal that can cause persons to lose confidence in him/her? [2 marks]
6. Explain FOUR of the following as used in the passage:
 - (i) tenacity (line 16)
 - (ii) eradicate (line 31)
 - (iii) feverishly (line 36)
 - (iv) pertinent (line 41)
 - (v) emulate (line 46) [4 marks]
7. Explain why the writer puts the phrase 'good teachers' in quotation marks. [2 marks]
8. Provide an example of contrast from the passage and comment on its effectiveness. [2 marks]

9. According to the passage, with which group is it critical that the principal has a good relationship to ensure the success of the school? Provide supporting evidence. [2 marks]
10. According to the writer, what are two ways in which poor leadership can impact a school community? [2 marks]

END OF EXAMINATION

