

Total No. of Questions: 6

Total No. of Printed Pages:3

Enrollment No.....



Faculty of Agriculture  
End Sem Examination May-2024  
AG3SE02

Communication Skills & Personality Development

Programme: B.Sc. (Hons.) Branch/Specialisation: Agriculture

Duration: 3 Hrs.

Maximum Marks: 50

Note: All questions are compulsory. Internal choices, if any, are indicated. Answers of Q.1 (MCQs) should be written in full instead of only a, b, c or d. Assume suitable data if necessary. Notations and symbols have their usual meaning.

- Q.1 i. The person who transmits the message is called \_\_\_\_\_. **1**  
(a) Receiver (b) Sender (c) Channel (d) Response
- ii. Normally, communication is \_\_\_\_\_ in which the information **1**  
or message is transferred from one person to another.  
(a) Important (b) Interpersonal  
(c) Personal (d) Impersonal
- iii. What connects the sender to the receiver? **1**  
(a) Channel (b) Communication  
(c) Noise (d) Feedback
- iv. Oral presentation is one of the \_\_\_\_\_ method of teaching? **1**  
(a) Instructional (b) Encounters  
(c) Personal (d) Discipline
- v. Nonverbal communication (NVC) is the transmission of messages **1**  
or signals through \_\_\_\_\_.  
(a) Eye contact (b) Body language  
(c) Social distance (d) All of these
- vi. \_\_\_\_\_ is a basic document which contain all the data collected. **1**  
(a) Field diary (b) Textbook  
(c) Research journal (d) Magazine
- vii. Which of the following is used for reporting purpose? **1**  
(a) Abstract (b) Summary  
(c) Both (a) and (b) (d) None of these

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- viii. Abstract is generally restricted to \_\_\_\_\_. **1**  
 (a) 250-300 words (b) 1,000-3,000 words  
 (c) Both (a) and (b) (d) None of these
- ix. Which of these is vital for any organisation? **1**  
 (a) Debates (b) Group discussions  
 (c) Speeches (d) Arguments
- x. Which of the following must be avoided in a group discussion? **1**  
 (a) Speaking facts (b) Asking questions  
 (c) Speaking fast (d) Speaking with clarity
- Q.2 i. Define preposition and give examples. **1**  
 ii. Write in brief about the role of communication skills in personality development. **2**  
 iii. What are the essentials for a good writing? **5**
- OR iv. What do you understand by effective listening skill? Write about the barriers occurred in listening process. **5**
- Q.3 i. Define verbal and non-verbal communication. **2**  
 ii. What are the elements of communication? What is the role of feedback in communication? **6**
- OR iii. What are oral presentation skills with special reference to group presentation? **6**
- Q.4 i. Define indexing and foot notes. **3**  
 ii. What are field and lab records? Write general outlines for maintaining field records. **5**
- OR iii. Give various types of Indexing. Give importance of Bibliographic Procedures. **5**
- Q.5 Attempt any two:  
 i. What do you understand by precise writing? Explain in detail. **4**  
 ii. Write short note on summary and abstract. **4**  
 iii. Write short note on- **4**  
 (a) Individual presentation (b) Technical writing  
 (c) Group presentation

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- Q.6 Attempt any two:  
 i. What is an abstract? Write points to be followed while abstracting a research article. **4**  
 ii. What do you mean by impromptu presentation? Write down the different techniques to improve your impromptu presentation skills. **4**  
 iii. What are the important points to be kept in mind while organising a seminar? **4**

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# Scheme of Marking

	Faculty of Agriculture		
	End Sem Examination May-2024		
	Communication Skills & Personality Development (T) - AG3SE02 (T)		
Programme: B.Sc.		Branch/Specialisation:	

Q.1	i)	Sender	1
	ii)	Interpersonal	1
	iii)	Channel	1
	iv)	Instructional	1
	v)	All	1
	vi)	Field diary	1
	vii)	Both A&B	1
	viii)	250-300 words	1
	ix)	Group discussions	1
	x)	Speaking fast	1
Q.2	i.	Definition of preposition - 1/2 mark Examples 1/2 mark	2 1
	ii.	Each role attracts 1/2 mark	2 2
	iii.	Each essential - carries 1 mark	5
OR	iv.	Meaning of effective listening 2 Barriers 3	5

Q.3	i.	Definition - Verbal Commu. 1 mark " " " " Non Verbal 1 " "	2
	ii.	Oral Presentation skill Def. 2 " " Group Presentation 4 " "	6
OR	iii.	Each Element carries 1 mark Role of field Book 2 " "	6
Q.4	i.	Definition of indexing - 1.5 " " " " Footnote 1.5	3
	ii.	Definition - Field Record - 1.5 + 2 " " " " Lab Record - 1.5	5
OR	iii.	Types of Indexing 2 Bibliographic Procedure 3	5
Q.5	i.	Precis writing - meaning & features	4
	ii.	Summary - meaning - 2 Abstract - meaning - 2	4
OR	iii.	Individual Presentation 2 + 2 Technical writing	4
Q.6	(i)	Group Presentation ***** Abstract - meaning - 2 Abstracting Procedure 2	4
	(ii)	Impromptu Presentation - meaning - 2, Techniques 2	4
	(iii)	Seminar - Organise 4	4