



End Semester Examination May 2025

AG3SE02 Communication Skills & Personality Development

Programme	: B. Sc. (Hons.)	Branch/Specialisation	: AG
Duration	: 3 hours	Maximum Marks	: 50

Note: All questions are compulsory. Internal choices, if any, are indicated. Assume suitable data if necessary. Notations and symbols have their usual meaning.

Section 1 (Answer all question(s))

Marks CO BL

Q1. Basic documents consisting of all the field observation including facts and interpretations on daily or at short intervals-	1	1	1
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Rubric	Marks
Field diary	1

- ☐ Textbook
 ☐ Thesis
- ☒ Field diary
 ☐ Lab record

Q2. Summarizing any kind of writing having crucial ideas of the text by way of clear, compact and logical summary is known as _____. 1 1 1

Rubric	Marks
Precise	1

- ☒ Precise
 ☐ Abstract
 ☐ Summary
 ☐ Article

Q3. An original research based on the data collection, analysis and meaningful interpretation by the author is called _____ . 1 2 1

Rubric	Marks
Research Paper	1

- ☒ Research paper
 ☐ Book chapter
☐ News paper article
 ☐ Review article

Q4. Field record should- 1 2 1

Rubric	Marks
Be a daily account of observations	1

- ☐ Not be maintained regularly
- ☐ Not based on objective
- ☐ Able to modify the data
- ☒ Be a daily account of observations

Q5. Performance indicators include . 1 3 1

Rubric	Marks
All of the above	1

- ☐ Sign
 ☐ Yawns
- ☐ Laughter
 ☒ All of the above

Q6. Which of the following is an artefactual code?

1 3 1

Rubric	Marks
Both	1

- ☐ Architecture ☐ Statue symbol
☒ Both (A) and (B) ☐ None of the above

Q7. The dog is _____ the table.

1 4 1

Rubric	Marks
Under	1

- ☐ Inside ☐ Below
☒ Under ☐ Beyond

Q8. Learning a language is _____.

1 4 1

Rubric	Marks
All of the above	1

- ☐ Writing skill ☐ Reading skill
☐ Speaking skill ☒ All of the above

Q9. An additional information written at the bottom the page is known as _____.

1 5 1

Rubric	Marks
Foot note	1

- ☒ Foot note ☐ Index
☐ References ☐ Bibliography

Q10. Yesterday she _____ loudly.

1 5 1

Rubric	Marks
Wept	1

- ☒ Wept ☐ Walked
☐ Wrote ☐ Sat

Section 2 (Answer all question(s))

Marks CO BL

Q11. Interpret the abstract writing with an example.

2 1 1

Rubric	Marks
Interpret the abstract writing with example.	2

Q12. Describe the types of footnote.

2 1 1

Rubric	Marks
Describe the types of footnote.	2

Q13. (a) Write about the adverb and adjective with examples.

4 2 2

Rubric	Marks
Write about the adverb with example.	2
Write about the adjective with example.	2

(OR)

(b) Write about the noun and verb with examples.

Section 3 (Answer all question(s))

Marks CO BL

Q14. Write the characteristics of good writing.

2 2 2

Rubric	Marks
Write the characteristics of good writing.	2

Q15. Define adjective along with types.

2 3 2

Rubric	Marks
Define adjective along with types.	2

Q16. (a) Discuss the barrier to communication.

4 3 2

Rubric	Marks
Discuss the barrier to communication.	4

(OR)

(b) Define nonverbal communication. Give a suitable example.

Section 4 (Answer any 2 question(s))

Marks CO BL

Q17. Describe the following heads-

4 4 2

- Indexing
- Use of footnote

Rubric	Marks
Describe the Indexing.	2
Describe the use of footnote.	2

Q18. Explain the role of punctuation in writing.

4 4 1

Correct the following sentences by using punctuation and capitals.

- Aircraft crew captain N. K. Bhatia informed the passengers that not to get panic for the disturbances caused by air turbulence due to bad weather.
- College principal Shri B. K. Mittal instructed students that no students will be allowed to indulge in any kind of unfair means in the examination at Medicaps University.

Rubric	Marks
Explain the role of punctuation in writing.	2
Correct the following sentences by using punctuation and capitals. <ul style="list-style-type: none">• Aircraft crew captain N. K. Bhatia informed the passengers that not to get panic for the disturbances caused by air turbulence due to bad weather.• College principle shri B. K. Mittal instructed students that no students will be allowed to indulge in any kind of unfair means in the examination at Medicaps University.	2

Q19. What are the key features of oral presentation skills? Discuss with an example.

4 4 2

Section 5 (Answer all question(s))**Marks CO BL****Q20.** Define listening.**2 5 1**

Rubric	Marks
Define listening.	2

Q21. Write a short note on field diary and lab records.**2 4 1**

Rubric	Marks
Write a short note on field diary.	1
Write a short note on lab records.	1

Q22. (a) Explain bibliography and standard bibliography procedures for citing a research paper and book chapter with examples.**4 5 1**

Rubric	Marks
Explain bibliography with example.	2
Explain standard bibliography procedures for citing a research paper and book chapter with example.	2

(OR)**(b)** Enlist various steps to organize an effective seminar. Give a suitable example.**Section 6 (Answer any 2 question(s))****Marks CO BL****Q23.** Interpret the abstract. How the effective abstracting can be done?**4 4 1**

Rubric	Marks
Interpret the abstract and how the effective abstracting can be done.	4

Q24. Write a short note on the following heads-**4 5 1**

- Group presentation
- Impromptu speech

Rubric	Marks
Write short note on the Group Presentation.	2
Write short note on the Impromptu Speech.	2

Q25. Discuss the various steps of precise writing.**4 5 2**

Rubric	Marks
Discuss the various steps of Precise writing.	4
