

Enrollment No.....



Faculty of Agriculture
End Sem (Odd) Examination Dec-2019
AG3CO15 Communication Skills and Personality
Development

Programme: B.Sc. (Ag.) 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.

- Q.1 i. _____ refers to the time of action. **1**
 (a) Tense (b) Transitive
 (c) Intransitive (d) Main Verb
- ii. Reading is a _____ Process. **1**
 (a) Encoding (b) Decoding (c) Listening (d) Talking
- iii. Which of these is the most important tool of communication? **1**
 (a) Body Language (b) Gestures
 (c) Language (d) Posture
- iv. Which of these must be avoided in any presentation? **1**
 (a) Proper grammar (b) Complex words
 (c) Short sentences (d) Clear voice
- v. What is the meaning of E-Documents? **1**
 (a) All Documents other than printed
 (b) Non-Paper documents
 (c) In electronic form such as Cassettes, CD-ROMs, etc.
 (d) Audio visual tools
- vi. Footnotes, Endnotes, Indexes are inserted as: **1**
 (a) Bookmarks (b) Cross-references
 (c) Hyperlinks (d) Word fields
- vii. _____ is the ability to process text, understand its meaning, **1**
 and to integrate with what the reader already knows, is known as:
 (a) Reading Comprehension (b) Writing Skills
 (c) Verbal Ability (d) Cross Words

P.T.O.

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- viii. _____ is an exercise in compression which is the gist of a passage. **1**
 (a) Précis writing (b) Summary
 (c) Gist (d) Excerpt
- ix. Which of the following is the first step of research? **1**
 (a) Identification of subject
 (b) Identification of nature of problem
 (c) Both (a) and (b)
 (d) None of these
- x. Research can be conducted by a person who: **1**
 (a) Has studied research methodology
 (b) Holds a postgraduate degree
 (c) Possesses thinking and reasoning ability
 (d) Is a hard worker
- Q.2 i. What is meant by the process of communication? **2**
 ii. What is structural and functional grammar? **2**
 iii. What are the 7 C's of communication? **4**
 OR iv. What are the five basic communication skills? **4**
- Q.3 i. Which is more powerful verbal or nonverbal communication? **2**
 ii. Why is listening skills important? Explain with examples. **2**
 iii. What are the techniques of note taking? Give in detail. **4**
 OR iv. How do you start an oral presentation? Elucidate. **4**
- Q.4 i. Give at least two examples of a bibliography? **2**
 ii. What is the difference between a footnote and a bibliography? **2**
 iii. What is field diary and lab record? Give suitable examples of it. **4**
 OR iv. What is indexing and give types of indexing? Explain it with proper examples. **4**
- Q.5 i. What do you understand by reading with comprehension? **2**
 ii. What is Summarizing in communication? Give an example. **2**
 iii. What is precise writing and its rules? Explain in detail. **4**

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- OR iv. What is individual and group presentation? **4**
- Q.6 i. What is the purpose of impromptu speech? **2**
 ii. What is the golden rule of public speaking? **2**
 iii. How to organize an Academic Conference? Explain in detail. **4**
 OR iv. "You can speak well if your tongue can deliver the message of your heart." Justify **4**

Marking Scheme

AG3CO15 Communication Skills and Personality Development

Q.1	i.	_____ refers to the time of action.		1
		(a) Tense		
	ii.	Reading is a _____ Process.		1
		(b) Decoding		
	iii.	Which of these is the most important tool of communication?		1
		(c) Language		
	iv.	Which of these must be avoided in any presentation?		1
		(b) Complex words		
	v.	What is the meaning of E-Documents?		1
		(c) In electronic form such as Cassettes, CD-ROMs, etc.		
	vi.	Footnotes, Endnotes, Indexes are inserted as:		1
		(d) Word fields		
	vii.	_____ is the ability to process text, understand its meaning, and to integrate with what the reader already knows, is known as:		1
		(a) Reading Comprehension		
	viii.	_____ is an exercise in compression which is the gist of a passage.		1
		(a) Précis writing		
	ix.	Which of the following is the first step of research?		1
		(c) Both (a) and (b)		
	x.	Research can be conducted by a person who:		1
		(c) Possesses thinking and reasoning ability		
Q.2	i.	Meaning of process of communication(As per answer)		2
			2 marks	
	ii.	Define structural grammar	1 mark	2
		Define functional grammar	1 mark	
	iii.	What are the 7 C's of communication?		4
		(Each C's 0.5 mark	(0.5 mark*7)	
		Proper explanation	0.5 mark	
	OR	iv.		
		Basic communication skills (List)	(0.5 marks*5)	4
		Short explanation	1.5 marks	
Q.3	i.	Powerful verbal or nonverbal communication	1 mark	2
			1 mark	
	ii.	Importance of listening skill	1.5 marks	2
		Examples	0.5 mark	

OR	iii.	List of techniques of note taking	2 marks	4
		Details of techniques	2 marks	
	iv.	How do you start an oral presentation	2 marks	4
		Explanation with example.	2 marks	
Q.4	i.	Two examples of a bibliography	(1 mark*2)	2
	ii.	Difference between a footnote and a bibliography	(0.5 mark*4)	2
	iii.	Field diary with example	2 marks	4
		Lab record with example	2 marks	
OR	iv.	Definition of indexing	1 mark	4
		Types of indexing	(0.5 mark*4)	
		Examples.	1 mark	
Q.5	i.	Definition of reading with comprehension		2
		(As per answer)	2 marks	
	ii.	Definition of Summarizing	1 mark	2
		Example	1 mark	
	iii.	For precise writing	0.5 mark	4
		For each rule explained	3.5 marks	
	OR	iv.		
		Definition of group presentation	2 marks	4
		Definition of individual presentation	2 marks	
	Q.6	i.		
		Definition of impromptu speech	1 mark	2
		Purpose of impromptu speech	1 mark	
		ii.		
		Mention of golden rule	1 mark	2
		Explanation	1 mark	
		iii.		
		Definition/ Meaning of Academic conference	1 mark	4
		Explanation	3 marks	
	OR	iv.		
		Justification points	(1 mark*4)	4
