



Enrollment No.....

Faculty of Agriculture

End Sem (Even) Examination May-2022

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.

- Q.1 i. The person who transmits the message is called the: **1**
 (a) Receiver (b) Sender
 (c) Transmitter (d) None of these
- ii. The response to a sender's message is called: **1**
 (a) Feedback (b) Messenger
 (c) Both (a) and (b) (d) None of these
- iii. The pronoun for 'Dad' is _____. **1**
 (a) He (b) She
 (c) It (d) The
- iv. We use an interrogative adjective to _____. **1**
 (a) Ask question (b) Answer question
 (c) Both (a) and (b) (d) None of these
- v. What are the characters of good writing? **1**
 (a) Accuracy (b) Correctness
 (c) Clarity (d) All of these
- vi. Communication includes tone of voice, body language, facial expression _____. **1**
 (a) Non-verbal (b) Verbal
 (c) Oral (d) All of these
- vii. Information includes in bibliography _____. **1**
 (a) Author name (b) Volume
 (c) Title of publication (d) All of these
- viii. _____ it is an art of shorting of document. **1**
 (a) Precise writing (b) Technical writing
 (c) Content writing (d) All of these

- ix. Types of the impromptu presentation: **1**
 (a) Three (b) Four (c) Five (d) Six
- x. What are the features of slow delivery? **1**
 (a) Gives you time to think ahead
 (b) Avoid nervousness
 (c) Both (a) and (b)
 (d) None of these
- Q.2 i. Define communication skill. **1**
 ii. What is interrogative sentence? Give an example with its structure? **2**
 iii. Describe in detail the basic unit of writing. **5**
 OR iv. Describe in detail the parts of speech. **5**
- Q.3 i. Write down the factors affecting listening. **1**
 ii. Discuss group presentation in detail. **3**
 iii. Discuss verbal and non-verbal communication in detail. **4**
 OR iv. Describe listening. Write down its types and stages in listening process. **4**
- Q.4 i. Write the difference between field diary and lab record. **2**
 ii. What is foot note? Describe its types. **6**
 OR iii. Discuss indexing and bibliographic procedure. **6**
- Q.5 i. Describe in brief- individual and group discussion. **2**
 ii. Explain articles in brief. **2**
 iii. Introduce precise writing and write down its features. **4**
 OR iv. Define abstract writing. Write down the important points that should be followed during abstract writing. **4**
- Q.6 Attempt any two:
 i. What is impromptu presentation? Describe its types. **4**
 ii. Write down the benefits of seminars. **4**
 iii. Write do's and don'ts during group discussion. **4**

P.T.O.

Marking Scheme

AG3SE02 Communication Skills & Personality Development

Q.1	i.	The person who transmits the message is called the:		1
		(b) Sender		
	ii.	The response to a sender's message is called:		1
		(a) Feedback		
	iii.	The pronoun for 'Dad' is _____.		1
		(a) He		
	iv.	We use an interrogative adjective to _____.		1
		(a) Ask question		
	v.	What are the characters of good writing?		1
		(d) All of these		
Q.2	vi.	Communication includes tone of voice, body language, facial expression _____.		1
		(a) Non-verbal		
	vii.	Information includes in bibliography _____.		1
		(d) All of these		
	viii.	_____ it is an art of shorting of document.		1
		(a) Precise writing		
	ix.	Types of the impromptu presentation:		1
		(a) Three		
	x.	What are the features of slow delivery?		1
		(c) Both (a) and (b)		
Q.2	i.	Definition of communication skill.		1
	ii.	Interrogative sentence	1 mark	2
		Example	0.5 mark	
		Its structure	0.5 mark	
	iii.	Basic unit of writing		5
OR		As per the explanation		
	iv.	Parts of speech		5
		As per the explanation		
Q.3	i.	Factors affecting listening.		1
	ii.	Group presentation		3
	iii.	Verbal communication	2 marks	4
		Non-verbal communication	2 marks	

OR	iv.	Listening	1 mark	4
		Its types	1.5 marks	
		Stages in listening process	1.5 marks	
Q.4	i.	Difference between field diary and lab record.		2
		Field diary	1 mark	
	ii.	Lab record.	1 mark	6
		Foot note	2 marks	
OR	iii.	Its types	4 marks	6
		Indexing	3 marks	
		Bibliographic procedure	3 marks	
Q.5	i.	Individual	1 mark	2
		Group discussion	1 mark	
	ii.	Explain articles		2
	iii.	Precise writing	1 mark	4
		Its features	3 marks	
OR	iv.	Abstract writing	1 mark	4
		Important points followed during abstract writing	3 marks	
Q.6	Attempt any two:			
	i.	Impromptu presentation	1 mark	4
		Its types	3 marks	
	ii.	Benefits of seminars		4
	iii.	Do's during group discussion	2 marks	4
		Don'ts during group discussion	2 marks	
