

**B.Sc. (Honours) Agriculture Semester-II Examination, 2018**

**Course No: AEX-122**

**(Communication Skills Personality Development )**

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|------------------------------------|
|                                    |
| Signature of Centre Superintendent |

**Roll No. :** (in figure) \_\_\_\_\_ (in words) \_\_\_\_\_

Student Index No. \_\_\_\_\_ Regn. No. \_\_\_\_\_ of \_\_\_\_\_

**Time : Two Hours**

**Full marks : 50**

Questions are of value as indicated in the margin

**Part - I**  
**(Objective and Short Answer Type)**  
**(Use only ball point pen)**

**Time : 30 minutes**

**Full marks : 20**

- Note:** 1. Answer in question paper itself.  
2. Striking, rewriting or overwriting are not allowed in the objective type questions.

1. **Fill up the blanks with most appropriate words :** 1×5=5
- (i) Effective listening is an active \_\_\_\_\_ process.
- (ii) According to Katz Business School Organization rated \_\_\_\_\_ skill as the most important factor in selecting their employees.
- (iii) ‘+’ is an example of \_\_\_\_\_ communication.
- (iv) Reading is a complex \_\_\_\_\_ process.
- (v) There is no special format in writing a \_\_\_\_\_ diary.

2. Match the column : 1×5=5

- |  |                         |
|--|-------------------------|
| i) Taking notes on the spot                                    | a) Good listening skill |
| ii) Business and Travel Brochures<br>(quickly to get informed) | b) Field diary          |
| iii) The prerequisite of note taking is                        | c) Skimming             |
| iv) References should not be cited in                          | d) Arrows, asterisks    |
| v) Signal marks  | e) Abstract             |
| i) ..... ii) ..... iii) ..... iv) ..... v) .....               |                         |

(2)

3. Write short notes (**any five**) :

2×5=10

i) Field diary

ii) Public speaking

iii) Impromptu presentation

iv) Abstracting

v) Importance of note taking

vi) Intensive reading

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**Part - II  
(Descriptive Type)**

**Time : 100 Minutes**

**Full marks : 30**

Questions are of value as indicated in the margin

**Answer *any three* questions**

4. What is non Verbal Communication? Briefly discuss different types of Non Verbal Communication. 3+7=10
  5. Define effective listening. Improving listening skills. 2+8=10
  6. What is Lab note book? Narrate the procedure or methodology for maintain Lab record book. 2+8=10
  7. Discuss in brief the rote taking skill skill. 10
  8. Elucidate the term 'abstract'. Discuss the steps in writing the scientific abstract. 2+8=10
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