

Roll No.: .....

## SGT UNIVERSITY

### END TERM THEORY EXAMINATION JULY - 2022

Faculty/College of Study:	Agricultural Sciences	Year/Semester:	2 <sup>nd</sup> Semester
Program:	B.Sc. (Hons.) Agriculture	Duration:	03:00 Hrs.
Course/Subject:	Communication Skills and Personality Development	Maximum Marks:	50
Course/Subject Code:	11010209	Batch:	2020 & 2021

**Instructions: -**

1. Write Your Roll No. on the Question Paper.
2. Candidate should ensure that they have been provided correct question paper. Complaint(s) in this regard, if any should be made within 15 minutes of the commencement of the exam. No complaint(s) will be entertained thereafter.
3. All Questions are compulsory. Marks are indicated against each question.
4. Illustrate your answer with diagram wherever required.

### SECTION-A

#### (Very Short Answer Type Questions)

**Note: All Questions are compulsory: -**

**[12X1=12]**

S. No.	Question	Marks Allotted
1	<b>Which of the following shows a positive facial expression?</b> a) Frowning while concentrating b) Maintaining eye contact c) Smiling continuously d) Rolling up your eyes	1
2	<b>The telephone, letter and email are example of the.....</b> a) Feedback b) Encoding c) Decoding d) Channel	1
3	<b>Footnotes, endnotes, and indexes are all inserted as _____?</b> a) bookmarks b) cross-references c) hyperlinks d) world fields	1
4	<b>A conference is not attended by___</b> a) invited guests b) common people c) permitted observers d) people with common interests	1

5	<p><b>Which of these qualities are important in a group discussion?</b></p> <p>a) Emotional stability b) Hostility c) Ignorance d) Aggressiveness</p>	1
6	<p><b>The presenter acts as the:</b></p> <p>a) delivery of the information b) medium of the information c) advocate of the information d) supporter of the information</p>	1
7	<p><b>A precise must use the _____ tense of verbs.</b></p> <p>a) present b) past c) future d) present continuous</p>	1
8	<p><b>The listening difference between the sounds is.....</b></p> <p>a) Dialogic b) Empathetic c) Comprehensive d) Discriminative</p>	1
9	<p><b>A good presenter should</b></p> <p>a) sequencing your idea b) manage the time c) clear all the confusion d) all of these</p>	1
10	<p><b>A good technique to get your audience attention</b></p> <p>a) a statement made to surprise b) asking rhetorical questions c) asking introduction to the audience d) none of these</p>	1
11	<p><b>TRUE OR FALSE</b></p> <p>1. Summarizing is a retelling in your own words, a short version of the main ideas, events and details.</p>	1
12	<p><b>Which of these is not a type of public speech?</b></p> <p>a) short speeches b) informal speech c) written speech d) professional speech</p>	1

**SECTION-B**  
**(Short Answer Type Questions)**

**Note: All Questions are compulsory: -**

**[4X2=8]**

S. No.	Question	Marks Allotted
13	What is the preliminary objective in a group discussion?	2
14	How do you prepare for an impromptu presentation?	2
15	Define field diary.	2
16	How does the process of communication work?	2

**SECTION-C**  
**(Descriptive Answer Type Questions)**

**Note: All Questions are compulsory: -**

**[3X4=12]**

S. No.	Question	Marks Allotted
17	Describe the uses of functional grammar.	4
18	Define Summarizing and abstracting.	4
19	How do you write a bibliographic procedures?	4

**SECTION-D**  
**(Long Answer Type Questions)**

**Note: All Questions are compulsory: -**

**[3X6=18]**

<b>S. No.</b>	<b>Question</b>	<b>Marks Allotted</b>
20	Describe 7Cs of effective communication.	6
21	Discuss do's and don'ts of group discussion.	6
22	What are the ten steps for good precise writing?	6