

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:	60
Course/Subject Code:	17010217 11010209	Batch:	2018 2019

**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	Give synonym of Interim	1
2	Give synonym of Baffle	1
3	Give antonym of Extravagant	1
4	Give antonym of Virtuous	1
5	Give one word for ' <i>One who pretends to be what he is not</i> '	1
6	Give one word for ' <i>A medicine to counteract poison</i> '	1
7	I will be arriving in Delhi __ 3 <sup>rd</sup> may. Can you book me a room?	1
8	The birds build nests __ the trees.	1
9	His wife died five years ago; __ then he has been living as a widower.	1
10	Neither he nor his friends __ reading.	1
11	What is a sign of under confidence?	1
12	What is the best way to establish a proper rapport with audience?	1

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

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

**[4X2=8]**

S. No.	Question	Marks Allotted
13	Define varied perception	2
14	What is communication selectivity?	2
15	Define Too many transfer stations	2
16	What do you mean by oral communication?	2

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

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

**[4X4=16]**

S. No.	Question	Marks Allotted
17	Define flow of communication. Name the direction of flow with proper explanation and examples.	4
18	Define levels of communication. Name the different levels with proper explanation and examples.	4
19	What is oral and written report? What are the differences between both of them?	4
20	Define précis. Discuss the essential qualities of writing a good précis.	4

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

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

**[4X6=24]**

S. No.	Question	Marks Allotted
21	<p><b>Read the following paragraph and give answer to the questions given below</b></p> <p>Generally speaking, the radio functions as a diverting 'companion' for man. Firstly, it helps to fill voids that are created by routine and boring tasks. To the over worked mother, whose environment is child-and -work centred for the good part of the day, the radio introduces an 'adult' element that is perceived to be both companionable and diverting. Secondly, it fills voids created by feelings of social isolation. To the truck driver, who by virtue of his occupation, is cut off from much social participation during the normal course of the day, the radio helps to keep him 'in touch' with the 'realities' of normal social life. Finally, the radio also helps relieve feelings of loneliness. To the invalid, who by virtue of his incapacity is also cut off from social participation, the radio serves as a reliable, non-threatening human companion.</p> <p>a) What is the topic sentence and what order has been used to develop the paragraph? b) Name two ways in which the radio functions as a companion to man? c) What devices have been used to give coherence to the paragraph?</p>	6
22	Write the complete structure of a business letter with illustrations.	6
23	What are the main barriers to communication? Suggest ways to overcome the communication barriers.	6
24	What is a letter of claim? Write a letter of claim letter to a supplier who has sent you a consignment of goods, with damaged articles. Invent necessary details.	6