



**GANDHI INSTITUTE OF ENGINEERING AND TECHNOLOGY UNIVERSITY,
ODISHA, GUNUPUR
(GIET UNIVERSITY)**

**B. Sc. (Ag.) (Fourth Semester) Examinations, April – 2025
EE-224 – Communication Skills and Personality Development**

Time: 2 hrs

Maximum : 50 Marks

The figures in the right hand margin indicate marks.

PART – A

Q.1. Fill in the blanks with suitable word / figure.

(0.5 x 10 = 5 Marks)

- Communication is the process of exchanging _____.
- Non-verbal communication includes gestures and _____.
- The full form of GD is _____.
- Maintaining eye contact is _____ communication.
- _____ lists all reference sources.
- _____ and _____ are two main types of communication.
- Maintaining a _____ helps in recording field observations.
- _____ involves shortening a passage without losing its essence.
- _____ means shortening a passage while keeping its main ideas.
- A _____ is a formal meeting for discussion on a specific topic.

Q. 2. Define (or) Explain the following in one or two sentences.

(1 x 5 = 5 Marks)

- Verbal Communication
- Abstracting
- Group Discussion
- Non -Verbal Communication
- Impromptu Presentation

Q3. Match the following

(0.5 x 10 = 5 Marks)

Column – A

Column – B

- | | |
|---------------------|-----------------------------|
| (a) Listening | (i) Note-taking |
| (b) Bibliography | (ii) List of references |
| (c) Non-verbal cue | (iii) Eye contact |
| (d) Precise writing | (iv) Summarizing |
| (e) Seminar | (v) Formal discussion |
| (f) Abstract | (vi) Short summary |
| (g) Footnote | (vii) Reference at bottom |
| (h) Seminar | (viii) Formal discussion |
| (i) Field Diary | (ix) Record of observations |
| (j) Precise Writing | (x) Concise summary |

Q4. Write True or False against each statement

(0.5 x 10 = 5 Marks)

- a. Non-verbal communication includes written letters.
- b. Abstracting is the same as paraphrasing.
- c. Field diaries are used to record lab experiments.
- d. Public speaking requires no preparation.
- e. Group discussions assess communication and teamwork skills.
- f. Eye contact is verbal communication.
- g. Bibliography lists references.
- h. Public speaking needs no practice.
- i. Note-taking aids memory.
- j. GD is solo activity.

PART – B

Attempt ANY FIVE questions. All question carries equal marks

(6 x 5 = 30 Marks)

- 5. Explain the meaning and process of communication with a diagram.
- 6. Discuss the importance of listening and note-taking skills in academic and professional life.
- 7. Differentiate between verbal and non-verbal communication with examples.
- 8. Describe the steps involved in organizing a successful conference.
- 9. What is public speaking? Suggest 3 improvement tips.
- 10. Describe preparation steps for group discussion.

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