



Registration No:
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4th SEMESTER REGULAR EXAMINATION-NOV-2019
EE-124
Communication Skills and Personality Development
Time : 2 Hours Maximum : 50 Marks

(Answer all questions of Section – A)

SECTION – A

Q.1 Fill up the Blanks with suitable and meaningful word(s): [10x0.5 = 5]

- a Perhaps the most difficult communication skill to practice is_____
- b _____ is a key idea that the sender wants to communicate
- c Non – verbal things in communication are called_____
- d The science dealing with touch is_____
- e Charts, graphs, tables etc are called _____
- f In listening, ____ means assigning meaning or decoding the words received
- g Communication taking place between peers is called____
- h The rate of speech is between ____words per minute
- i _____ verb is used to help a main verb in expressing the progress of an action/ a fact or happening.
- j Study which deals with the distance that the people keep themselves between the speaker and the listener is termed as_____

Q.2. Define or Explain the following in one or two sentences [5 × 1 = 5]

- a) Bibliography b) Structural Grammar c) Skimming
- d) Impromptu Presentation e) communication

Q.3. Select the most appropriate one [10 × 0.5 = 5]

- a) When key words are arranged alphabetically at the end of a book is called
 - a) Illustration b) Index c) Pagination d) Glossary
- b) Few key words are essential after the
 - a) Abstract b) Précis c) Summary d) Foot notes
- c) Group discussion is done to assess
 - a) Communication skill b) leadership skill c) presentation skill d) All the above
- d) A coordinator of seminar will inform the participants well in advance through
 - a) Leaflet b) Telephone c) Brochure d) all the above
- e) When a lecturer delivering his lecture on different programmes chronologically, which note taking method is most suitable
 - a) Cornell method b) Out lining c) Mapping d) linear notes
- f) I saw him to play, here “to” is
 - a) Infinitive b) participle c) gerund d) object
- g) when any staff communicate to his colleagues it is called
 - a) up ward b) down word c) grape vine d)horizontal



- h) Which one is termed as ‘mental wrapping’
a) encoding b) decoding c) feedback d) noise
- i) Communication is a part of ___ skills
a) soft b) hard c) rough d) short
- j) Marks or symbols used to mean something is termed as
a) Objective languages b) sign language c) action language d) Vocalics

Q.4. Write TRUE or FALSE against the following statements [10 × 0.5 = 5]

- a) Two individual exposed to the same message could go away with same perceptions
- b) Response is one of the important component in Leagans model
- c) The instructive functions of communication are more observable in formal organisations
- d) Reading a passage very quickly is called scanning
- e) A précis must be one- fourth of the text
- f) Footnote are placed at the end of chapter
- g) A gerund is double part of speech viz; a noun and verb combined
- h) Listening to sales person before purchase thing is called critical listening
- i) Indexing is done at the end of chapter of a book
- j) Bibliography and reference is the same thing

SECTION – B: (Short Answer Questions)

(Attempt any five questions. Each question carries equal marks)

[5 x 6 =30]

- Q.5 What are the various barriers of listening? Describe the strategy to overcome the barriers of listening.
- Q.6 Define communication. Explain briefly different types of communication
- Q.7 Classify the types of reading. Discuss briefly about the importance of reading skills
- Q.8 Explain briefly the advantages and limitation of public speaking
- Q.9 Explain briefly the elements and steps of oral presentation skills
- Q.10 Is bibliography same as reference? How do you write bibliography references?

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