



GIET UNIVERSITY, GUNUPUR – 765022

B. Sc. (Ag) (Fourth Semester) Examinations, June' 2021

EE 224 – Communication Skills and Personality Development

Time: 2 hrs

Maximum: 50 Marks

The figures in the right hand side indicate marks**PART – A****Q.1. Fill in the blanks with suitable word / figure.****(0.5 x 10 = 5 Marks)**

- a. Communication through touch is called ____ and through sound is called ____.
- b. ____ is called action reaction interdependence.
- c. ____ is the physical production of source in communication process.
- d. ____ & ____ are two types of notes.
- e. 'A' and 'an' are the _____ articles
- f. A ____ is known as a short concise summing up of any material, either auditory or written
- g. The word communication is derived from the word ____.
- h. ____ is the physical bridge between sender and receiver.
- i. The nouns which cannot be felt, seen or heard are called _____
- j. A systematic and sequential list of all captures and collections, including reference numbers is called ____.

Q. 2. Define (or) Explain the following in one or two sentences.**(1 x 5 = 5 Marks)**

- a. Communication Skill
- b. Verbal Communication
- c. Feedback
- d. Index
- e. Footnote

Q3. Choose the most appropriate answer from the following**(0.5 x 10 = 5 Marks)**

- a. Communication is a non stop _____.

(i) paper	(ii) process
(iii) programme	(iv) plan
- b. First model of communication was given by

(i) Berlo	(ii) Leagans
(iii) Aristotle	(iv) Lasewell
- c. Environmental barriers are the same as _____ noise.

(i) physiological	(ii) psychological
(iii) physical	(iv) sociological
- d. The method of non verbal communication through body movement is _____.

(i) kinesics	(ii) Haptics
(iii) Phonetics	(iv) Chronemics

- e. Writing is a ____ skill
 (i) Encoding (ii) decoding
 (iii) Both (iv) None
- f. Reading is a _____ process.
 (i) Encoding (ii) Codification
 (iii) Decoding (iv) None of the above
- g. The systematic write up in alphabetical order of the reference cited in a text is ____.
 (i) Footnote (ii) Index
 (iii) Bibliography (iv) Abstract
- h. Listening process involves –
 (i) Processing the data (ii) Reconstructing the data
 (iii) Giving meaning to the data (iv) All of the above
- i. Identify the subject and predicate in the given sentence – ‘The Sun was shining.’
 (i) The, the sun was shining (ii) The Sun. was shining
 (iii) The Sun was, shining (iv) None of the above
- j. Our dress code is an example of _____ communication.
 (i) verbal (ii) nonverbal
 (iii) written (iv) spoken

Q4. Write True or False against each statement

(0.5 x 10 = 5 Marks)

- Eye contact is an example of non verbal communication.
- Message is the medium through which communication takes place.
- Slow reading is helpful for examinations.
- Optimum sentence length is 7-8 words for maximum understanding..
- A reader can understand a text only when s / he actively uses his / her mental abilities
- Proper noun always begins with small letter.
- Paraphrasing is a technique that involves changing a text-matter so that it is similar to the main source.
- Communication is a part of soft skills.
- Verbal communication includes tone of voice body language, facial expressions etc.
- A clause is a word used to add something to the meaning of a verb, an adjective, or another adverb.

PART – B

Attempt ANY FIVE questions. All question carries equal marks

(6 x 5 = 30 Marks)

- What do you mean by Communication? Describe the elements of communication process in detail.
- What is listening? Describe the characteristics, types and steps of listening.
- What do you mean by Feedback? Describe the role of feedback in communication.
- What do you mean by Non verbal communication and what are the different types of non verbal communication?
- What is Writing Skill? Describe the general guidelines for writing field diary and laboratory records.
- Discuss in detail the process of organising seminars and conferences.

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