

MAHARASHTRA AGRICULTURAL UNIVERSITIES EXAMINATION BOARD PUNE
SEMESTER END THEORY EXAMINATION

B.Sc.(Hons.) A.B.M.

Semester	: II (New)	Term	: Second	Academic Year	: 2021-22
Course No.	: EXTN 122	Title	: Communication Skills and Personality Development		
Credits	: 2 (1+1)				
Day & Date	: Friday, 16.09.2022	Time	: 09:00 to 11:00 hrs	Total Marks	: 40

- Note :
1. Solve ANY EIGHT questions from SECTION 'A'.
 2. All questions from SECTION 'B' are compulsory.
 3. All questions carry equal marks.
 4. Draw neat diagram wherever necessary.

SECTION 'A'

- Q.1 Define Communication and explain the types of communication.
- Q.2 Write the steps for précis writing.
- Q.3 What is Group Discussion? Write the importance of group discussion.
- Q.4 What are the characteristics of good writing?
- Q.5 Define Personality. Enlist and explain the personality traits.
- Q.6 Define Listening Skills. Write the process of listening.
- Q.7 Define Motivation. Write the different types of motivation.
- Q.8 Define Impromptu. How to give an impromptu speech?
- Q.9 What is Bibliography? Classify the different types of bibliography.
- Q.10 Explain the concept of reading skill. What are the types of reading?

SECTION 'B'

- Q.11 Define the following terms:

- | | |
|-------------|----------------|
| 1) Footnote | 2) Field Diary |
| 3) Attitude | 4) Perception |

- Q.12 Fill in the blanks:

- 1) Outline, Visuals or Cornell are the types of _____.
- 2) _____ is the final step of the process that ensures that the receiver has received the message.
- 3) The common fear of public speaking is called _____.
- 4) A _____ refers to the discussion in a small group, in which the result of original research or advanced study is presented through oral or written reports.

