MAHARASHTRA AGRICULTURAL UNIVERSITIES EXAMINATION BOARD, PUNE
SEMESTER END THEORY EXAMINATION

B.Sc.(Hons.) Agriculture / B.Sc.(Hons.) Forestry

Semester	: II (New)	Term	: Second	Academic Year : 2023-24
Course No.	: EXTN 123	Title	: Communication Skills and Personality Development	
Credits	: 2 (1+1)			
Day & Date	: Thursday, 16.05.2024	Time	: 10:00 to 12:00 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 the term 'Communication' and explain verbal and non-verbal communications.

Q.2 What is Listening? Enlist the different types of listening and explain any two of them.

Q.3 What do you mean by Group discussion? Give the important points to be prepared for a group discussion.

Q.4 Give the important tips for good public speaking.

Q.5 What is Precis writing? Give the guidelines for precis writing.

Q.6 What is Impromptu speaking? Explain in brief the types of impromptu speaking.

Q.7 Enlist the types of presentation. Explain in brief any two of them.

Q.8 What is Indexing? Explain any two indexing systems with their advantages and disadvantages.

Q.9 What do you mean by Personality? Explain any two factors affecting personality.

Q.10 Explain the Eysenck's Personality Trait Theory.

SECTION 'B'

Q.11 Fill in the blanks:

1) Abstract is generally restricted to _____ words or even less.

2) A systematic and sequential list of all captures and collections including reference numbers, is called _____.

3) _____ is the term, used for a list of sources used to write an assignment.

4) _____ is a process, where sender uses certain words or non-verbal methods to translate the information into a message.

Q.12 State True or False:

1) The common fear of public speaking is called monophobia.

2) Notes of a meeting are called minutes.

3) 3'Cs ingredients of group presentations are clarity, control and command.

4) The receiver is the person for whom the message is intended or targeted.

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