

B.Sc. (Hons.) Agriculture

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| Semester | : II (New) | Term | : II | Academic Year | : 2021-22 |
| Course No. | : EXTN-123 | Title | : Communication Skills and Personality Development | | |
| Credits | : 2(1+1) | Time (hrs.) | : 2 hrs. | Total Marks | : 40 |
| Day & Date | : | | | | |

- 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 diagrams wherever necessary.

SECTION 'A'

Marking
scheme

Q.1. Define the concept 'communication'? Enlist and discuss the types of communication?

Ans:

• Definitions-

Mr. Legans -

Communication "is a process by which two or more people exchange idea, facts, feelings or impression in ways that each gains a common understanding of meaning, impact and use of the message".

Mr. Schramm-

Communication as "a tool that makes societies possible and distinguish human from other societies".

Mr. Berelson and Steiner-

Communication as the transmission of information, ideas, emotions, skills through the use of symbols, words, pictures, figures, and graph.

Mr. Rogers

"Communication is the process of transmitting / ideas, information, and attitudes from the source to a receiver for the purpose of influencing with intent".

Mr. Kar-

Communication as "all those planned or unplanned processes through which one person influences behaviour of others."
(accept any definition which is not mentioned)

• Types of communication-

1. Verbal communication
2. Non - verbal communication
3. Extra personal communication -
4. Intrapersonal Communication-
5. Interpersonal communication
6. Small group communication
7. Mass communication
8. Dyadic communication
9. Public speaking
10. organizational communication

Q.2. How to prepare/frame a public speech?

Ans:

Things that precedes preparing a speech

1. Meditate upon the topic
2. Collect get various dimensions of the topic through –
3. Our own experience
4. Famous scholars and books
5. Websites
5. Discussions

FRAMING A SPEECH

Introduction-

- GAIN ATTENTION IN THE OPENING IT CAN BE DONE BY:
- HUMOR
- QUOTATIONS
- QUESTIONS
- SONGS
- INTRODUCTION SHOULD INDICATE YOUR TOPIC

Body-

- ELABORATE THE SUBJECT
- DIVISION OF THE SUBJECT
- EMPHASIS THE CHANGES BETWEEN THE DIVISIONS
- PUT RELEVANT EXAMPLES TO SUPPORT YOUR STAN

Conclusion –

- RESTATE THE SUBJECT
- SUMMARIZE THE KEY POINTS
- GIVE A STATEMENT OF CONCLUSION
- MAIN MESSAGE

Q.3
Ans:

What are the types of impromptu speech? Discuss the benefits of it.

• Types of Impromptu

- (1) Collegiate impromptu
- (2) Editorial Impromptu
- (3) High School Competition

• Benefits of impromptu speech

- 1) Improves oral expression of thought
- 2) Develop confidence in public speaking
- 3) Think quickly on your feet
- 4) Develop leadership and communication skills

Q.4.

Ans:

Define what 'Group Discussion' is? How to conduct a group discussion?

1. Group discussion

Group discussion is a method by which two or more persons meet, express or convey their ideas, clarity and bring about a solution to the commonly felt problems by their own efforts.

How to conduct a group discussion

1. The extension worker or village leader should locate and identify the

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- individual interested in a particular problem through individual contact and invite them informally to meet for informal group discussion.
2. The time, date, place and the topic should be informed to the people concerned well in advance.
 3. The seating arrangements should be in a circular or semicircular fashion, so that the speaker faces the audience.
 4. The extension worker should receive the member with a welcoming smile and see they are comfortably seated,
 5. He should find out whether any one member of the group is capable of leading the discussion and request him to start the discussion. If nobody prefers to lead the discussion, the extension worker himself takes the lead.
 6. The atmosphere of the meeting should be kept friendly and informal.
 7. The group leader should be elected democratically.
 8. At the beginning of discussion, ideas should be invited from members of the group and the problems should be defined. If the person goes on talking the extension worker should politely ask him to end his speech. The easiest way to avoid this is for the extension worker to tell him, "You have given a nice idea and spoken nicely. Shall we hear others" opinion also?
 9. Extension worker should not dominate the discussion.
 10. Extension worker should encourage all the persons of the group to express their suggestions, because the objective of group discussion is to get maximum participation by the members present.
 11. The discussion should promote recognition of problem by the group and also create the desire for a solution. All the available information about the problem should be presented before the group, preferably with some visual aids.
 12. The extension worker should not give the impression that his solution is the best and should not condemn the existing and suggested practices. Even a shy person of the groups should be persuaded by the extension worker to give his suggestion. It is quite possible that his suggestion may be the best of all suggestions.
 13. At the end of group, discussion made the summary of the problem, solution arrived at by the members through discussion and the actions that are to be taken should be given.
 14. Appreciate the members for their valuable contribution.

(B)

15. Undertake a systematic follow-up.

Q.5 What is a seminar? Enlist and explain different types of seminars?
Ans: "Seminar is an instructional technique of higher learning which involves paper reading on a theme and followed by the group discussion to clarify the complex aspects of the theme."

• Types of seminars

1. Mini seminar
2. Main seminar
3. State seminar
4. National seminar
5. International seminar

Q.6. How one should develop his/her listening skills?

Ans: Good listeners make good communicators. They listen carefully to what others say.

Here are some suggestions to develop listening skills:

1. Stop talking sometimes. Most communicators tend to talk too much.
2. Put the audience at ease. Show them that you respect their opinions.
3. Concentrate on what someone is saying.
4. Don't allow others to talk and to distract you from listening
5. Avoid making assumptions. Don't assume that you know what someone is going to say to you.
6. Look for hidden or deeper messages.
7. Ask questions. Questions will often prompt students to respond better.
8. Listen actively; restate and rephrase what has been said to you before responding.
9. Familiarize yourself with the sound system of English
10. Focus on your purpose
11. Have a positive attitude towards the speaker and the topic
12. Listen with your eyes as well as ears

Q.7.

Ans:

Define indexing. What are the types of it? Explain wheel indexing with its advantages and disadvantages.

"The process of pointing out the proper location of document or records in files easily and quickly is called indexing."

1. Page Index
2. Book Index
3. Loose leaf index
4. Vowel indexing
5. Loose or Vertical card index
6. Visible card index
7. Strip index

8. Wheel indexing

(1) Wheel indexing

It is modern method of visible indexing. It is suitable for big organization. Here cards are arranged about the circumference of a wheel which may be portable or set in a cabinet or desk. A single wheel can hold as many as 5,000 cards and as many as six such wheels can be set up within the easy reach of a clerk. Cards can be taken out or inserted without disturbing other cards. It is arranged alphabetically. Wheels are rotated to find card.

• Advantages

- Saves time by quick and easy reference.
- Requires less space.
- Flexibility as cards can be taken out or inserted without disturbing the order.
- Scope for expansion.

• Disadvantages

- It is costly
- It is not suitable for small organization

Q.8 Define word 'Personality'. What are the factors do affect personality?

- Ans:
- "Personality is that which makes one effective, or gives one influence over others. In the language of psychology it is one's social stimulus value." (May, 1932).
 - "A man's personality is the total picture of his organised behaviour, especially as it can be characterized by his fellow men in a consistent way." (Dashiell, 1937).
 - "Personality is the dynamic organization within the individual of those psychological systems that determine his unique adjustments to his environment." (Allport, 1937).
 - "Personality is the quality of an individual's total behaviour." (Woodworth)

• FACTORS AFFECTING PERSONALITY

- (1) Biological factors
- (2) Environmental factors

(1) Biological factors

- A. Physical structure
- B. Endocrine glands

(2) Environmental influences

- a. Home Influences
- b. School Influences
- c. Birth Order
- d. Heredity
- e. Physical And Geographical Environment
- f. Culture
- g. Unique Experiences

Q.9 What are the main five important elements should be considered in the writing of a bibliography? Give an example of citing a book and journal.

Ans:

FIVE IMPOTANT THINGS

1. NAME OF THE AUTHER
2. YEAR
3. NAME OF THE BOOK
4. NAME OF THE CITY OF PUBLICATION
5. PUBLISHER'S NAME

Example of citing a book and journal.

A BOOK

Ahmed, S. (2012). *On being included: Racism and diversity in institutional life*. Duke University Press.

An Encyclopedia

McGhee, K., & McKay, G. (2007). Insects. In *Encyclopedia of animals*. (p.175). National Geographic Society.

Q.10.

What is field diary? Explain the components of standard field diary?

Ans:

"The field diary is the basic document which contains all the data collected."

Facts and interpretations are to be written separately and conversations to be noted in the vernacular languages.

The components of standard field diary
It consists of four components

- A. Diary
- B. Species accounts
- C. Catalogue
- D. equipment

SECTION 'B'

Q.11. State Whether the Following Statements are True or False.

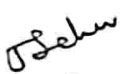
5. The first scientific study of non-verbal communication was done by Charles Darwin.-TRUE
6. The word 'precis' is derived from the English language-FALSE
7. Proxemics is the study of how people use and perceive the physical space around them.-TRUE
8. The word personality probably had its origin in the Greek verb persona.-FALSE

Q.12 Match the Paris


Ans:

| Column A | | Answers | Column B | |
|----------|--------------|---------|----------|-----------------------|
| 1. | Extrovert | D | A. | 'How it is said' |
| 2. | Introvert | C | B. | 'How the body speaks' |
| 3. | Kinesis | B | C. | Inclined to worry |
| 4. | Paralanguage | A | D. | Free from worriers |

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