

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	: 2022-23
Course No.	: EXTN 123	Title	: Communication Skill and Personality Development		
Credits	: 2 (1+1)				
Day & Date	: Friday, 04.08.2023	Time	: 9:00 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 What do you mean by personality development? Give its importance.
- Q.2 Write the importance of public speaking and give tips for better public speaking.
- Q.3 Enlist the ingredients of group presentations and write in detail the suggestions for an effective group presentation.
- Q.4 Explain verbal and non-verbal communication and give the advantages of both.
- Q.5 Define the term bibliography and describe in detail the bibliographic procedure.
- Q.6 Describe in detail the various types of listening.
- Q.7 Write in detail the types of indexing.
- Q.8 What is field diary? Explain the components of standard field diary.
- Q.9 Write in detail the factors affecting/determinants of personality.
- Q.10 Explain in detail the communication process.

SECTION 'B'

- Q.11 Define the following terms:

1) Conference 2) Abstract 3) Group discussion 4) Personality

- Q.12 Fill in the blanks:

- 1) Communication without language is known as _____ communication, which is also known as gestural communication.
- 2) _____ is the person who initiates the conversation and has conceptualized the idea that he intends to convey it to others.
- 3) _____ refers to the discussion in a small group in which the result of original researcher advanced study is presented through oral or written reports.
- 4) _____ is composed of traits such as reserve, lack of sociability, cautious and emotional control.



Model Answer Paper

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Model Answer

SECTION A

Q. No.	Particulars (Answers should include the following points)	Marks Distribution
1.	<p>Personality Development is the development of the organizational pattern of behavior and attitudes that makes a person distinctive. Personality Development occurs by then ongoing interaction of temperament, character and environment.</p> <p>Importance of Personality Development :</p> <ol style="list-style-type: none"> 1. Personality Development enhances confidence level. 2. It helps to inculcate positive attitude. 3. It increases better decision making ability. 4. It helps to improve communication skills. 5. It may provide stress free and healthier life of a person 	4
2.	<p>Importance of Good Public Speaking</p> <p>In public speaking, there are five basic elements, often expressed as "<i>who</i> is saying <i>what</i> to <i>whom</i> using what <i>medium</i> with what <i>effects</i>?" The purpose of public speaking ranges from simply transmitting information, to motivating people to act, to simply telling a story. Good orators should be able to change the emotions of their listeners, not just inform them. Interpersonal communication and public speaking have several components that embrace such things as motivational speaking, leadership / personal development, business, customer service, large group communication, and mass communication. Public speaking can be a powerful tool to use for purposes such as motivation, influence, persuasion, informing, translation, or simply entertaining. A confident speaker is more likely to use this as excitement and create effective speech, thus increasing their overall ethos. Professional public speakers often engage in on-going training and education to refine their craft. This may include seeking guidance to improve their speaking skills such as learning better story-telling techniques, for example, or learning how to effectively use humor as a communication tool as well as continuous research in their topic area of focus.</p>	2

Good public speaking skills works at the time of the interview. It is compulsory to have an interview before getting a new job. Interviewer will not only judge your personality but also your communication and fluency in general. In this technology- savvy world, your presentation skills and public speaking skills are also counted along with your technical qualification.

It is not that we only require public speaking skills to speak in front of audience or to give lectures. Public speaking skills are an asset that is worth millions. These skills are counted not only in our professional life but are also useful when a person is college student or a job getter.

It is common sense that on whatever topic you are speaking, clarity is a must because one would be able to convey your message or whatever you are trying to speak.

Tips for Public Speaking

- ☐ Know the needs of your audience and match your contents to their needs.
- ☐ Know your material thoroughly.
- ☐ Put what you have to say in a logical sequence.
- ☐ Ensure your speech will be captivating to your audience as well as worth their time and attention.
- ☐ Practice and rehearse your speech at home or where you can be at ease and comfortable, in front of a mirror, your family, friends or colleagues.
- ☐ Record your presentation with the help of mobile or digital camera or tape-recorder and listen to yourself and analyze it.
- ☐ Know what your strong and weak points are. Emphasize your strong points during your presentation.
- ☐ When you are presenting in front of an audience, you are performing as an actor is onstage. How you are being perceived is very important. Dress appropriately for the occasion.
- ☐ Be solemn if your topic is serious. Present the desired image to your audience.
- ☐ Look pleasant, enthusiastic, confident, proud, but not arrogant.
- ☐ Remain calm. Appear relaxed, even if you feel nervous.
- ☐ Speak slowly, enunciate clearly, and show appropriate emotion and feeling relating to your topic.

3. Ingredients of Group Presentations

(1) Clarity -

- a. Clarity of purpose -
- b. Clarity of roles -
- c. Clarity of message -

(2) Control-

- a. Control in introduction -
- b. Control in transitions -

c. Control vis-a-vis time and space –

(3) Commitment-

a. Commit to a schedule --

b. Commit to rehearsing –

c. Commit to answering your audience's questions -

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Suggestions for an effective group presentation

1. Appoint one of the speakers to be in charge. If this is not done and something unexpected occurs, no one has the responsibility for the group which may lose credibility because of uncertainty in how to respond. In addition, when a question is asked, the speaker – in – charge immediately refers it to the person with the appropriate expertise; thus there is no uncertain pause because no one knows who will answer the question.

2. Each speaker should know what the other speakers are going to say. This knowledge will help them avoid duplication of material and they can make appropriate references to another speaker's content if it applies. This knowledge helps insure continuity among the different speakers.

3. The last words of each speaker should synchronize with what the next speaker will cover. This adds unity to the entire presentation and gives the new speaker a smooth opening to his or her material. An example might be, "Now Susan will cover the financial aspects of our proposal and help you understand the benefits this will give you."

4. If possible, the strongest speaker should end the group presentation. The ending is the most important part of the presentation; people remember best what you say last. You want to have ending speaker who can show passion and enthusiasm for the topic.

5. Finally, a dress rehearsal is essential. The group members need to get a feel of the complete message to see how they can best contribute. In addition, with several people speaking it is hard to judge the time the speakers will take. This dress rehearsal allows the group to time the presentation and to make adjustments in each portion in order to be under the time limit; the more people involved the more unpredictable the total time.

With everyone hearing the other speeches, each speaker can give feedback to the others that will improve the quality of the whole presentation. Extraneous and redundant material can be eliminated as well.

4. Verbal and Non-Verbal Communication

Verbal Communication

The Verbal Communication is a type of oral communication wherein the message is transmitted through the spoken words. Here the sender gives words to his feelings, thoughts, ideas and opinions and expresses them in the form of speeches, discussions, presentations, and conversations.

Non-Verbal Communication

The Non-Verbal Communication is the process of conveying meaning without the use of words either written or spoken. In other words, any communication made between two or more persons through the use of facial expressions, hand movements, body language,

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6.	<p>Listening is both a physiological as well as a cognitive process, a sort of qualitative add-on to hearing. Listening is to give one's attention to sound. Hearing, which is only one part of the listening process, refers to the physical act of receiving sounds. It is a passive process that occurs even when we are in sleep. Listening on the other hand is work. It means not only hearing but also paying attention and understanding. Listening involves complex affective, cognitive, and behavioral processes. Affective processes include the motivation to attend to others; cognitive processes include attending to, understanding, receiving, and interpreting content and relational messages; and behavioral processes include responding with verbal and non-verbal feedback.</p> <p>Types of Listening</p> <ol style="list-style-type: none"> (1) Active Listening (2) Passive Listening (3) Appreciative (4) Conversational Listening (5) Courteous Listening (6) Critical Listening (7) Discriminative Listening (8) Sympathetic listening (9) Empathetic listening (10) Therapeutic 	1
7.	<p>Indexing</p> <p>The process of pointing out the proper location of document or records in files easily and quickly is called indexing. Indexing means to inform or to guide the persons or reader for the easy and quick location of required files or documents. An index is a reference list for locating a particular document in the file.</p> <p>Types of Indexing</p> <p>Types of indexes are also known as methods / systems of indexing. Each institute uses the indexing method that suits and aids its filing system. The following are some of the types of indexing systems.</p> <ol style="list-style-type: none"> (1) Page index (2) Loose or Vertical card index (3) Visible card index (4) Strip index (5) Wheel indexing 	1
8.	<p>What field diary? Explain the components of standard field diary.</p> <p>The field diary is the basic document which contains all the data collected. Facts and interpretations are to be written separately and conversation to be noted in the vernacular languages.</p> <p>The components of standard field diary</p> <p>It consists of four elements :</p> <ol style="list-style-type: none"> A) Diary B) Species accounts 	1
		3

	C) Catalogue D) Equipment	
9.	Factors Affecting Personality or Determinants for Personality Personality is an all encompassing phenomena and many factors shape and determine human Personality all through the life. The relative contribution of each of these factors is dependent on stage of life cycle the individual is passing through. <ol style="list-style-type: none"> 1. Heredity 2. Family factors 3. Intelligence 4. Health and physical states 5. Neighborhood 6. Culture 	3) un 4) ei 1
10.	Communication Process The communication is a dynamic process that begins with the conceptualizing of ideas by the sender who then transmits the message through a channel to the receiver, who in turn gives the feedback in the form of some message or signal within the given time frame. Thus, there are seven major elements / components of communication process: <ul style="list-style-type: none"> Sender Encoding Message Communication Channel Receiver Decoding Feedback 	

SECTION "B"

Q. 11. Definitions

- 1) **Conference-** Conference is gathering of people for a brief period for intensive discussions.
- 2) **Abstract-** An abstract is a concise and accurate representation of the contents of a document in a style similar to that of the original document.

OR

An abstract is a brief summary of a research paper, article, thesis, review, conference proceeding or any indepth analysis of a particular subject.