

MAHARASHTRA AGRICULTURAL UNIVERSITIES EXAMINATION BOARD, PUNE
SEMESTER END THEORY EXAMINATION

B.Sc.(Hons.) Horticulture

Semester	: V (New)	Term	: First	Academic Year	: 2023-24
Course No.	: H/EXTN 352	Title	: Communication Skill and Personality Development		
Credits	: 2 (1+1)				
Day & Date	: Thursday, 7.12.2023	Time	: 14:00 to 16:00 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 is meant by precise writing and describe in brief the guidelines for precise writing.
- Q.2 Discuss various points to be considered for an effective group presentation.
- Q.3 Explain in brief verbal and non-verbal types of communication.
- Q.4 State the important points to be considered for effective public speaking.
- Q.5 Describe the bibliographic procedure to be followed for scientific writing.
- Q.6 Enlist various types of listening and describe any one in detail
- Q.7 Define the term Indexing and enlist the types of indexing.
- Q.8 Discuss various factors affecting personality.
- Q.9 Enlist word classes and write its use in structural grammar.
- Q.10 Enlist various methods of note taking and write importance of note taking

SECTION 'B'

- Q.11 Fill in the blanks:
- 1) The term 'Communication' is derived from the word _____.
 - 2) _____ is an explanatory or documenting note placed at the bottom of page referring to the specific part of text on the page.
 - 3) _____ is a presentation of short message without advance preparation.
 - 4) The word 'Precise' is derived from the _____ word 'Precisus'.
- Q.12 State True or False:
- 1) Abstract is presented at the end of research paper.
 - 2) Indexing helps to find out record easily and quickly.
 - 3) Presentation skills are not required for facing an interview.
 - 4) Field diary enables researcher to record events in orderly manner.

