



BRAINWARE UNIVERSITY

Term End Examination 2021 - 22

Programme – Bachelor of Science (Honours) in Agriculture

Course Name – Communication Skills and Personality Development

Course Code - CC-BAG204

(Semester II)

Time allotted : 1 Hrs.5 Min.

Full Marks : 50

[The figure in the margin indicates full marks.]

Group-A

(Multiple Choice Type Question)

1 x 50=50

Choose the correct alternative from the following :

- (1) The primary skill to acquire knowledge about everything in the world.

a) Reading skill	b) Writing skill
c) Listening skill	d) Speaking skill
- (2) It is a Psycho- linguistic guessing game

a) Reading	b) Writing
c) Listening	d) Learning
- (3) Listening process involves -

a) Processing the data	b) Reconstructing the data
c) Giving meaning to the data	d) All of the above
- (4) 'C' stands for carbon and 'Ca' stands for calcium are examples of

a) Field abbreviations	b) Common abbreviations
c) Personal abbreviation	d) None of the above
- (5) Those sentences which make statements or assertions are called

a) Declarative or Assertive sentence	b) Interrogative sentence
c) Imperative sentence	d) Exclamatory sentence
- (6) An is a word used to add something to the meaning of a verb, an adjective, or another adverb.

a) Adverb	b) Adjective
c) Pronoun	d) Clause
- (7) The to form a complete, recognizable whole is called cohesion.

a) Connection	b) Linking
c) Gluing	d) All of the above

- (8) A summary is known as -
- a) A brief statement of the main points of something
 - b) It is a short concise summing up of any material, either auditory or written
 - c) Both a & b
 - d) Shortened form of the main points
- (9) Gathering citations and reference list at the end of each chapter or at the end of the page.
- a) Endnotes
 - b) Footnotes
 - c) Footer
 - d) All of the above
- (10) We require several skills for acquiring _____ and _____
- a) Knowledge, wisdom
 - b) Knowledge, information
 - c) Information, experience
 - d) Both b & c
- (11) Important kinds of workers are -
- a) Growers, diggers
 - b) Makers, movers
 - c) None of the above
 - d) All of the above
- (12) David living stone worked as a _____ in a cotton mill when he was only ten years old. He did not receive any formal education and was his own _____
- a) Doctor, labourer
 - b) Labourer, teacher
 - c) Explorer, labourer
 - d) Teacher, doctor
- (13) _____ involves processing and reconstructing the data, but _____ is letting the sounds beat your eardrums.
- a) Listening, hearing
 - b) Hearing, listening
 - c) Casual listening focused listening
 - d) None of the above
- (14) The general categories of communications are -
- a) Speech, writing
 - b) Printing
 - c) Electronic communication
 - d) All of the above
- (15) _____ means no external, unnecessary details have to be included, while _____ means all the significant and important details should be included.
- a) Accurate, complete
 - b) Orderly, clear
 - c) Accurate, clear
 - d) Clear, complete
- (16) Common kinds of narrative skills are -
- a) How to do something
 - b) How something works
 - c) Both a & b
 - d) Arrange the information properly
- (17) To read efficiently one has to have: 1. The knowledge of the writing system of the language 2. The ability to interpret 3. The knowledge of the language 4. Knowledge of the world
- a) 1, 2, 3
 - b) 1, 2, 3, 4
 - c) 1, 3, 4
 - d) 2, 3, 4
- (18) fill in the blanks by using appropriate tenses: Mary _____ to school every day. She _____ in the evening. She is _____ a letter now. Many _____ to Delhi yesterday.
- a) Went, swim, write, went
 - b) Goes, swims, writing, went
 - c) Goes, swim, writing, goes
 - d) None of the above
- (19) Communication helps officials to _____ the employees.
- a) Eliminate
 - b) motivate
 - c) Threaten
 - d) Apprise

- (20) ___ means checking whether the earlier stages of reading were followed promptly or not.
- a) Survey
 - b) Question
 - c) Read
 - d) Review
- (21) Identify the pronoun in the sentence, 'I work more on the product development side.'
- a) I
 - b) work
 - c) more
 - d) the
- (22) While listening, when we assess what the speaker is speaking, it is ___.
- a) comprehensive listening
 - b) dialogic listening
 - c) systematic listening
 - d) critical listening
- (23) Pick the pronoun from the sentence; 'She was quite good looking'
- a) She
 - b) Was
 - c) Quite
 - d) Good looking
- (24) ___ should be provided in a resume only on request
- a) Telephone number
 - b) Reference
 - c) Educational qualification
 - d) Work experience
- (25) ___ is a document that can be used as an evidence in legal cases.
- a) Notice
 - b) Minutes of a meeting
 - c) Agenda
 - d) Memo
- (26) Select appropriate articles to fill in the blanks: Is there ___ irrefutable, permanent, and absolute happiness? Or better, what makes people happy? ___ good bank account, a good cook, and good digestion said, Jean Jacques Rousseau.
- a) a; an
 - b) an; the
 - c) an; a
 - d) an; an
- (27) We communicate orally in two ways: ___ and ___
- a) telephonic conversation; non verbal communication
 - b) verbal communication; face-to-face communication
 - c) face-to-face communication; telephonic conversation
 - d) verbal communication; nonverbal communication
- (28) If staff in an organization is suspected of major misconduct, the organization may issue a ___ which will mention the ___ against the staff concerned and ask for a written explanation
- a) notice, information
 - b) memo, praise
 - c) show cause notice, allegations
 - d) letter, punishment
- (29) A resume needs conceptualization of your ___ and ___ all into one document.
- a) objectives; experiences
 - b) projects; skills
 - c) accomplishments; experiences
 - d) skills; aims
- (30) A press story is ___ news story, written in ___ person that seeks to demonstrate to an editor or reporter the newsworthiness of a particular person, event, service, or product.
- a) false; first
 - b) pseudo; third
 - c) real; second
 - d) original; third
- (31) ___ describes all forms of human ___ that are not verbal

- a) hap ties, conversation
 - b) Para language, communication
 - c) prosody, connection
 - d) gestures, communication
- (32) In ___ listening, the listener has a purpose of not only empathizing with the ___ but also using this deep connection in order to help the speaker understand, change or develop in some way.
- a) dialogic, learner
 - b) empathetic, reader
 - c) appreciate, listener
 - d) therapeutic, speaker
- (33) The most crucial part of the ___ process is thinking of converting to ___ what one hears.
- a) reading; understanding
 - b) speaking; meaning
 - c) hearing; interpreting
 - d) listening; meaning
- (34) The most crucial part of the ___ process is thinking or converting to ___ what one hears.
- a) reading, understanding
 - b) speaking, meaning
 - c) hearing, interpreting
 - d) listening, meaning
- (35) In letter writing, ___ indicates to the reader of the letter what the ___ is about.
- a) salutation, letter
 - b) subject, notice
 - c) body, memo
 - d) subject, letter
- (36) The semantic markers used to express time relationship are:
- a) next, after
 - b) after, consequently
 - c) hence, to summarize
 - d) while, because
- (37) In comprehension listening, to comprehend the ___, one requires a lexicon of ___ and all rules of ___ and ___ by which one can understand what others are saying.
- a) words, syntax, meaning, grammar
 - b) Grammar, syntax, words, meanings
 - c) word, meaning, syntax, grammar
 - d) meaning, words, grammar, syntax.
- (38) While listening it is important to the right environment because it will help the ___ focus on what he is ___ and avoids ___.
- a) chance, reader, reading, distribution
 - b) choice, speaker, speaking, disturbance
 - c) choose, listener, listening, distraction
 - d) change, writer, writing, discrimination
- (39) While communication with the ___, ___ phrases and ___ have to be used in their ___ contexts.
- a) customers, polite, expressions, appropriate
 - b) relatives, harsh, gestures, inappropriate
 - c) subordinates, impolite, impressions, true
 - d) audience, rude, dialogues, actual
- (40) The most effective way of communication –
- a) Written
 - b) Verbal
 - c) Both of above
 - d) None of the above
- (41) What do you think is necessary to perform a specific job in the desired manner.
- a) Advice
 - b) Administration
 - c) Management
 - d) All of the above
- (42) ___ is an announcement sheet that is sent to a specific group of people.
- a) Notice
 - b) Memo
 - c) Circular
 - d) Letter
- (43) Eye contact is very important in –

- a) Face to face communication
- c) Written

- b) Verbal
- d) Indirect

(44) Rooms selected for the meeting should be –

- a) Well ventilated, quite adequate lighting.
- c) Any

- b) Spacious
- d) Manager's room.

(45) Elements of communication would include:

- a) Channel
- c) Sender

- b) Message
- d) All

(46) ___ describes all forms of human communication that are not verbal.

- a) prosody
- c) haptics

- b) vocalics
- d) paralanguage

(47) Hearing disorder or illness etc fall into the category of –

- a) Physiological
- c) Mentally

- b) Physical
- d) None

(48) "Communication" is an exchange of facts, ideas, opinions, and emotions by two or more persons. It is quoted by.

- a) Newman & Summers
- c) Bellows

- b) Anderson
- d) None

(49) Q21- Successful people reveal the value of

- a) Money
- c) Knowledge

- b) Time
- d) Information

(50) What are the principles of effective communication.

- a) Clarity of objective
- c) Feedback

- b) Selection of media
- d) All