

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) $1 \times 50 = 50$ 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 anoth

er adverb.

a) Adverbb) Adjectivec) Pronound) 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 som ething	b) It is a short concise summing up of any ma terial, either auditory or written
c) Both a & b	d) Shortened form of the main points
(9) Gathering citations and reference list at the engage.	d of each chapter or at the end of the p
a) Endnotes	b) Footnotes
c) Footer	d) All of the above
(10) We require several skills for acquiring	
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 rs old. He did not receive any formal education	
a) Doctor, labourer	b) Labourer, teacher
c) Explorer, labourer	d) Teacher, doctor
(13) involves processing and reconstructing the ds beat your eardrums.	e data, butis letting the soun
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 dmeans all the significant and important det	
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 knownguage 2. The ability to interpret 3. The known f 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: I in the evening. She isa letter	
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 emp	loyees.
a) Eliminate	b) motivate
c) Threaten	d) Apprise

(20) means checking whether the earlier stages r not.	of reading were followed promptly o	
a) Survey	b) Question	
c) Read	d) Review	
(21) Identify the pronoun in the sentence, 'I work me.'	nore on the product development sid	
a) I	b) work	
c) more	d) the	
(22) While listening, when we assess what the speak	ker 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 evide	nt in legal cases.	
a) Notice	b) Minutes of a meeting	
c) Agenda	d) Memo	
(26) Select appropriate articles to fill in the blanks: nd absolute happiness? Or better, what makes per t, a good cook, and good digestion said, Jean Ja	people happy? good bank accoun	
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 comm unication	b) verbal communication; face-to-face comm unication	
c) face-to-face communication; telephonic co nversation	d) verbal communication; nonverbal communication	
(28) If staff in an organization is suspected of major sue a which will mention the against the en 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 n editor or reporter the newsworthiness of a pa duct.	•	
a) false; first	b) pseudo; third	
c) real; second	d) original; third	
(31) describes all forms of human that are n	not verbal	

a) hap tics, conversation	b) Para language, communication
c) prosody, connection	d) gestures, communication
(32) In listening, the listener has a purpose of n also using this deep connection in order to help evelop in some way.	
a) dialogic, leaner	b) empathetic, reader
c) appreciate, listener	d) therapeutic, speaker
(33) The most crucial part of the process is thir ears.	nking of converting to what one h
a) reading; understanding	b) speaking; meaning
c) hearing; interpreting	d) listening; meaning
(34) The most crucial part of the process is thir ars.	nking or converting to what one he
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 rela	ationship are:
a) next, after	b) after, consequently
c) hence, to summarize	d) while, because
(37) In comprehension listening, to comprehend the nd all rules of and by which one can u	
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 envious on what he is and avoids	ronment because it will help the f
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, phrase contexts.	es and have to be used in their
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 sp	pecific 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	b) Verbal	
c) Written	d) Indirect	
(44) Rooms selected for the meeting should be –		
a) Well ventilated, quite adequate lighting.	b) Spacious	
c) Any	d) Manager's room.	
(45) Elements of communication would include:		
a) Channel	b) Message	
c) Sender	d) All	
(46) describes all forms of human communication that are not verbal.		
a) prosody	b) vocalics	
c) haptics	d) paralanguage	
(47) Hearing disorder or illness etc fall into the category of –		
a) Physiological	b) Physical	
c) Mentally	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	b) Anderson	
c) Bellows	d) None	
(49) Q21- Successful people reveal the value of		
a) Money	b) Time	
c) Knowledge	d) Information	
(50) What are the principles of effective communication.		
a) Clarity of objective	b) Selection of media	
c) Feedback	d) All	