

**End Semester/Reappear (Semester II) Examination May 2025**
**Programme: B. Sc. (Hons.) Agriculture**
**Course: Communication Skills and Personality Development**
**Course Code: 40B.152**
**Enrolment no. \_\_\_\_\_**
**Full Marks: 50**
**Time: 2 Hrs.**

Q.No.	Questions	CO	Bloom Taxonomy Category	Marks
<b>Section I</b>				
1	<b>Short Answer type questions.</b>			
a	Explain various functions of communication in your own words.	CO1	Understand	<b>4 x 5 = 20</b>
	or			
b	Explain various types of verbal communication style.	CO1	Understand	
	or			
c	Enlist the principles of effective listening.	CO2	Remember	
	or			
d	Define note taking in your own words. Mention the importance of note taking.	CO2	Understand	
	or			
e	Discuss comprehension in your own words. Mention some practical tips to enhance comprehension.	CO2	Understand	
	or			
f	Define technical writing. Discuss the objectives of technical writing.	CO2	Remember	
	or			
g	Discuss some important tips to deliver effective group presentation.	CO4	Understand	
	or			
h	List the steps in the process of organizing seminars or conferences.	CO4	Remember	
	or			
<b>Section II</b>				
<b>Long Answer type questions. Answer any two.</b>				<b>2 x 15 = 30</b>
2	a. Explain the objectives of technical writing. Tabulate various forms of technical writing along with its purposes.	CO3	Analyze	10
	b. Define summarizing. Enlist various advantages of summarizing.	CO3	Remember	5
or				
3	a. Explain precise writing in your own words. Enlist various advantages of precise writing.	CO3	Analyze	10
	b. Define reading. Briefly discuss the importance of reading.	CO3	Remember	5
4	a. Briefly organize all the required material for an effective presentation.	CO4	Analyze	10
	b. Mention skills required for organizing seminar or conferences.	CO4	Remember	5
or				
5	a. Explain individual presentation in your own words. Briefly discuss purpose of an individual presentation.	CO4	Analyze	10
	b. Define the process of G.D.	CO4	Analyze	5

**Course Outcome:**

On completion of the Course, the students will be able to:

CO 1: Understand the importance and appropriate use of communication skills. Identify the best means of communication as it pertains to specific situations.

CO 2: Apply knowledge learned on proper decorum, good manners and right conduct in any given situation.

CO 3 : Manifest a wholesome, personality inclusive of the five dimensions (Physical, Social, Emotional, Intellectual and Moral).

CO 4 : Explain the most common mechanisms for communication within the organisation and also describe the interpersonal communication process.