



KERALA AGRICULTURAL UNIVERSITY
B.Sc. (Hons.) Forestry 2018 Admission
I Semester Final Examination-February 2019

ass.1102

Communication Skills and Personality Development (1+1)

Marks:50
Time: 2 hours

Fill in the blanks:

(10x1=10)

- 1 Mathematical model of communication was proposed by _____ and _____
- 2 A process that is used for timely exchange of information between sender and receiver is _____
- 3 Percentage of impact determined by body language –posture, gesture and eye contact is _____
- 4 _____ is concerned with relations between signs / expressions and their users
- 5 First book on scientific study of non-verbal communication was written by _____

State True or False

- 6 Non-verbal communication is based on arbitrary symbols
- 7 Proxemics was first developed by Charles Darwin
- 8 Posture can be used to determine participant's degree of attention or involvement
- 9 Active listening is must to become an effective listening
- 10 Notes of the meeting are called minute

Write Short notes on ANY FIVE of the following

(5x2=10)

- 1 Note taking and its pre-requisites.
- 2 Method to insert footnotes using Word XP.
- 3 Pre-requisite for citation of seminar / conference proceedings.
- 4 Paraphrases and footnotes.
- 5 Suggestions to be followed for improving listening skills.
- 6 Four major areas of evaluation in Group Discussion.
- 7 Public speaking and the tips for mastering art of public speaking.

Answer ANY FIVE of the following

(5x4=20)

- 1 Steps involved in effective writing.
- 2 Writing rules for easy reading.
- 3 Differentiate verbal and oral communication
- 4 Guidelines for effective listening.
- 5 Guidelines to be followed for making oral presentation.
- 6 Documentation of a research process in field diary with the categories under which a diary content should be organized.
- 7 Necessary pre-requisite for writing citation in journals, books and edited books.

Answer ANY ONE of the following

(1x10=10)

- 1 Scientific writing and the standard structure of scientific writing.
- 2 Guidelines for keeping a laboratory record.
