

**MAHARASHTRA ANIMAL AND FISHERY SCIENCES UNIVERSITY, NAGPUR**  
**SEMESTER END THEORY EXAMINATION, B.Tech. (D.T.)**

Semester	: I (V Dean)	Academic Year	: 2023-2024
Course No.	: DBM-102	Course Title	: <b>Communication Skills</b>
Credits	: 1+1=2	Total Marks	: 50
Day & Date	: Saturday; 02/03/2024	Time	: 2.00 hrs.

- Note :**
- 1) All questions from **Section 'A'** are compulsory.
  - 2) Solve **Any Three** questions from **Section 'B'**.
  - 3) Draw neat and well labeled diagram wherever necessary.

**SECTION - 'A'**

Q. 1 A) Define the following. (05)

- i) Foot note
- ii) Passive listening
- iii) Curriculum vitae
- iv) Bibliography
- v) Pronouns

B) Match the pairs. (05)

**Column 'A'**

- i) Postscript
- ii) Gestures
- iii) Salutation
- iv) Distortion
- v) Extensive reading

**Column 'B'**

- a) Greeting to the recipient of the letter
- b) Barrier to effective communication
- c) Message not included in the body of the letter
- d) Looking quickly over a text or content
- e) Non-verbal communication

Q. 2 A) State whether True or False. If false rewrite the statement after making necessary corrections in underlined word(s). (05)

- i) A noun is a word that names a person, place, thing, or animal in a sentence.
- ii) Communication is always a two way process.
- iii) Communication always involves words as well as non-verbal gesture/signs and signals.
- iv) An adverb is a word that can modify a verb, an adjective, or another adverb.
- v) Circular is sent to specific group of people whereas notice may be meant for general public.

B) Choose the most appropriate answer from the options given below. (05)

- i) The channel in communication process is .....
  - a) Person who responds to the communication
  - b) Person who started the communication
  - c) The location where communication takes place
  - d) The tool being used to communicate
- ii) The person who transmits the message is called .....
  - a) Channel
  - b) Sender
  - c) Receiver
  - d) Response

**(P.T.O.)**

- iii) In letter writing ..... indicates to the reader of the letter what the ..... is about.
- a) Subject, Letter
  - b) Salutation, Letter
  - c) Subject, Notice
  - d) Body, Memo
- vi) Communication through ..... and ..... is called verbal communication.
- a) Written material and gestures
  - b) Gestures and spoken words
  - c) Spoken words and written material
  - d) Body language and gestures
- v) An adjective is a word that tells us more about .....
- a) Noun
  - b) Pronoun
  - c) Verb
  - d) Both a) and b)

### SECTION - 'B'

- Q. 3 A) Explain in detail the listening process. (05)  
B) What role do facial expressions, gestures and pauses play in communication? (05)
- Q. 4 A) Discuss the importance and process of communication. (05)  
B) Enlist different models of communication and explain any two. (05)
- Q. 5 A) What is feedback in communication skills? (03)  
B) Write a short note on abstracting? (03)  
C) What is the difference between a resume and a curriculum vitae? (04)
- Q. 6 A) Write few innovative methods to enhance vocabulary. (03)  
B) What is written communication? (03)  
C) What are the basic parts of speech in the English language? (04)
- Q. 7 Write a detail note on different types of barriers in effective communication. (10)

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