

**MAHARASHTRA ANIMAL AND FISHERY SCIENCES UNIVERSITY, NAGPUR**  
**SEMEISTER END THEORY EXAMINATION, B. Tech. Dairy Technology 2019-20**

Semester : **I (V Dean)**

Academic Year : **2019-2020**

Course No. : **DBM-102**

Course Title : **Communication skills**

Credits : **1+1=2**

Total Marks : **50**

Day & Date : **Monday, 13.01.2020**

Time : **11.00 to 13.00 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) Choose and indicate the most appropriate answer for the following. (05)

- i) Any word that adds more meaning to the noun is called an .....
  - a) Verb
  - b) Adverb
  - c) Adjective
  - d) Noun
- ii) Abstracts should be limited to ..... words.
  - a) 600
  - b) 500
  - c) 1000
  - d) 250
- iii) The information which is transferred to the receiver has to be interpreted this process is called .....
  - a) Encoding
  - b) Decoding
  - c) Closing
  - d) Opening
- iv) Proper nouns always begin with .....
  - a) Running
  - b) Small
  - c) Capital
  - d) Numerical
- v) Letter, e-mail telephone are examples of .....
  - a) Channel
  - b) Encoding
  - c) Feedback
  - d) Message

B) Define the following. (05)

- i) Abstract
- ii) Draft
- iii) Indexing
- iv) Footnotes
- v) Bibliography

Q. 2 A) Answer in one sentence (05)

- i) State types of communication.
- ii) What is channel?
- iii) Give two examples of mass media.
- iv) State importance of abstract.
- v) What is a basic criterion for good listening?

(P.T.O.)

- B) State whether True or False. If false, rewrite the statement after making necessary corrections. (05)
- i) It is important to consider proper lighting in room where you are giving your presentation.
  - ii) A verb may be defined as the name of a person, place or thing.
  - iii) Our dress code is an example of non-verbal communication.
  - iv) Environmental barriers are the same as psychological noise.
  - v) Communication is a part of soft skills.

### SECTION – 'B'

- Q. 3 A) Write in details about different types of communication. (05)  
B) What is curriculum vitae and how to write a good CV. (05)
- Q. 4 A) Discuss in details about listening process. (05)  
B) Explain the elements of communication system. (05)
- Q. 5 A) Explain the basic functions of communication. (03)  
B) What is communication gap and give reasons for it. (03)  
C) Differentiate between verbal and non verbal communication. (04)
- Q. 6 A) Explain SCMRE model of communication. (03)  
B) Write in details on barriers in communication. (03)  
C) What is precise writing, abstracting and summarizing? (04)
- Q. 7 Explain the role of communication to improve oral presentation and to overcome fear. (10)  
Write in details about oral presentation.

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