

2112A021

BACHELOR OF VOCATION
Agriculture
Subject: Communication Skills
Subject Code: ENG-501
Semester: First
December 2021
Theory (External): 35 Marks
Time: 03 Hours

Instructions to the Students

1. This Question paper consists of two Sections. All sections are compulsory.
2. Section A comprises 10 questions of objective type in nature. All questions are compulsory. Each question carries 1 mark.
3. Section B comprises 8 essay type questions out of which students need to do any 5. Each question carries 5 marks.
4. Read the questions carefully and write the answers in the answer sheets provided.
5. Do not write anything on the question paper.
6. Wherever necessary, the diagram drawn should be neat and properly labelled

Roll Number

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25

SECTION -A (SHORT/OBJECTIVE TYPE QUESTIONS)

(10x1=10 Marks)

- A The problems arising in communication are otherwise known as
a) Enquire
b) Barriers
c) Encoding
d) Decoding
- B Gestural communication is a type of
a) Non-verbal message b) Direct conversation
c) Oral communication d) Written communication
- C Jacob _____ look after the child in your absence.
a) must b) will
c) ought to d) need
- D Maria lost her ring _____ the party.
a) by b) in
c) at d) on
- E Which of the following behaviours are part of active listening?
a) Maintain eye contact b) nodding
c) Asking for clarification d) All of the above
- F Which of these is NOT a deterrent/barrier to effective listening?
a) Lack of interest b) Ego
c) Confidence d) Fear
- G Reading rapidly in order to find specific facts is called
a) Skimming b) Scanning
c) Speed reading d) Proofreading

LS

Year	2014	2015	2016	2017	2018	2019
Number of Trees Planted	150	220	350	400	300	380

Represent this information on a graph/ chart.

b) Illustrate the process of communication with a diagram.

Q8 Explain the format and components of a technical report.

*****END OF THE PAPER*****

H Conveying the core idea briefly, in simple words and short time is done through _____.

- a) Precis writing
- b) Editing
- c) Proofreading
- d) Publishing

I _____ is a list of the meeting activities in the order they are taken up in the meeting.

- a) Official notes
- b) Agenda
- c) Minutes of the meeting
- d) Reporting

J In a technical report, the topics discussed in the report along with the corresponding page numbers are written in the _____.

- a) List of illustrations
- b) Index
- c) Table of Contents
- d) Bibliography

SECTION -B (ESSAY TYPE QUESTIONS)
(5x5=25 Marks)

- Q1 Describe the barriers to communication. Also discuss the essentials of good communication.
- Q2 Do as directed:
- She sat _____ the shade of a tree. (preposition)
 - _____ you tell me the way to Surajkund please? (Modal)
 - Bread and omelette _____ my favourite breakfast. (is/are)
 - Vocation (give synonym)
 - Neutral (give antonym)
 - One who studies and applies psychology (Give one word substitution)
 - Creativity is _____ valuable quality in children. (article)
 - _____ ence (form word)
 - Dhoni _____ cricket for fifteen years. (play)
 - We _____ France next month. (visit)

Q3 'Active listening is the key to strong workplace relationships.' Discuss.

Q4 Read the passage carefully and write a precis, giving it a suitable title.

Road rage is aggressive act which may lead to loss of life of an innocent individual. Almost all road users particularly drivers have encountered an incidence of road rage. Though most of these incidences are as blameless as a rude gesture, most of people have lost their lives through them. Traffic is an activity of cooperation and thus when an individual decides to violate the road rules, the consequences might be very fatal.

Most road rage incidences are a result of misunderstanding or ignorance like failure of a driver to look on road before taking a

turn or forgetting to switch off the turn signal after a turn. Most people have the tendency of taking the things wrongly and as a result, the term 'road rage' was developed. Thousands of road accidents are a result of simple mistakes on the road. In the modern world, over eighty four thousands incidences are reported every year. However, not all road rage incidents result into accidents but they involve aggressive acts. Anybody can be involved in road rage irrespective of their gender, race, religion or age.

In most aggressive driving accidents include more than a vile word or rude gesture. Often, weapons are used in road rage incidences. In fact, almost every motorist is always armed either with a knife, fire arms or other weapons. The most reported cases of weapon used in road rage involves the use of guns. Road rage occurs in various actions and forms which determines the consequential effects.

The fact that road rage originated from United States does not imply that is limited to American nations only. Incidents of road rage have been reported from various nations of the world such as Australia, African nations, and most of the European nations.

No. of words in the passage: 288

Q5 You are Mr. Sanoj and you recently bought a car from Smart Automotive Company. Write an e-mail to Mr. Sanjay, the manager of Smart Automotive Company, explaining the poor quality of vehicle service offered to you in the city.

Q6 Write short notes on:
a. Levels of reading
b. Types of listening

Q7 a) The number of trees planted by Eco-club of a college in different years is given below: