

- Q6 Draft a well-formatted email for your friend, narrating your experiences of the lockdown period.
- Q7 What is a technical report? Explain the components of a technical report.
- Q8 Do as directed:
- Politics _____ the business of his life. (is/are)
 - The boss along with the employees _____ on a trip to Spain. (is/are)
 - He sells sweets and pastries. He is a _____. (One word substitution)
 - We drove at a speed of 100 kmph. (Write the sentence in past continuous tense)
 - "I am going to attend Anu's birthday party today. Are you coming to _____ party?" (Article)
 - He works one job _____ the day and the other at night. (Preposition)
 - Questions were asked regarding her behaviour. (Change to active voice)
 - One _____ love one's country. (Use Modal)
 - We have been working _____ this morning. (Preposition)
 - One who knows everything is _____. (One word substitution)

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

2202A010

BACHELOR OF VOCATION
Agriculture
Subject: Communication Skills
Subject Code: AGB-21101
Semester: First
February 2022
Theory (External): 70 Marks
Time: 03 Hours

Instructions to the Students

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

Roll Number									

SECTION -A (SHORT/OBJECTIVE TYPE QUESTIONS)
(10x2=20 Marks)

- A _____ is communicated from the receiver of the information to the sender.
 a) Channel
 b) Feedback
 c) Noise
 d) Encode
- B In _____ communication network, each person in the organization can communicate with his two fellow colleagues.
 a) free
 b) circular
 c) chain
 d) wheel.
- C Each student _____ to submit a project report.
 a) have
 b) having
 c) has
 d) have not
- D The planes are flying _____ India.
 a) across
 b) over
 c) on
 d) in
- E 'Emotions' are barriers to effective listening.
 a) True
 b) False
- F Which of these is NOT a type of listening?
 a) Empathetic
 b) Discriminative
 c) Selective
 d) Paradoxical
- G _____ is reading the text to locate specific words/phrases.
 a) Skimming
 b) Scanning
 c) Proof reading
 d) Pointer reading
- H The 'inside address' in a business letter refers to the address of the
 a) sender
 b) Receiver
 c) manager
 d) Typist

- I The _____ is a record of things discussed in the meeting.
 a) minutes of the meeting
 b) agenda
 c) articles
 d) memorandum
- J Which of these is NOT a feature of a precis?
 a) Clarity and brevity
 b) Lifting sentences from the original
 c) Logical & well-knit
 d) Having a title

SECTION -B (ESSAY TYPE QUESTIONS)
(5x10=50 Marks)

- Q1 Define communication. Explain the barriers to communication.
- Q2 a. Importance of 'smile' in a conversation.
 b. List any 5 rules of subject verb agreement, with suitable examples.
- Q3 You are attending a seminar on a topic that is not of your interest. Explain the type of listening you would follow. Also explain the other types of listening.
- Q4 a. Illustrate the process of listening.
 b. Explain the various levels of reading.
- Q5 Read the following bar chart and explain the information given:

