

B.SC. FOOD SCIENCE & TECHNOLOGY
SEMESTER- 1ST
COMMUNICATION SKILLS
BFST-106

Duration: 3 Hrs.

Marks: 70

Part : A (Objective) = 20

Part : B (Descriptive) = 50

[PART-B : Descriptive]

Duration: 2 Hrs. 40 Mins.

Marks: 50

[Answer question no. One (1) & any four (4) from the rest]

1. What is Technical writing? What is the difference between Technical writing and Academic writing? 4+6=10
2. What do you understand by the term Group Discussion? Write down some ways to make a successful Group Discussion. 5+5=10
3. What do you mean by Effective Communication? Write at least five barriers to effective communication. 5+5=10
4. Explain how body language is important in communication. 10
5. What are the different ways of defending an Interrogation during a Presentation? Explain 10
6. What are the benefits of using Audio Visual Aids during a Presentation? Write about the different Audio Visual Aids that can be used during a Presentation. 5+5=10
7. What are the factors that should be kept in mind while giving a Power Point Presentation? 10
8. What are the types of technical writing? Discuss in short about the various types. 5+5=10

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[PART-A : Objective]

Choose the correct answer from the following :

1X20=20

1. Which one of the following is a static visual aid?
 - a. Video
 - b. Poster
 - c. Animated Computer Graphics
 - d. Short film/documentary
2. During a Group Discussion, the candidate is generally judged on:
 - a. Intellectual Ability
 - b. Tolerance
 - c. Group Behaviour
 - d. All of the above
3. Which expression is most appropriate while Opening a Presentation?
 - a. Moving on to the Question of...
 - b. The Title of my Presentation is...
 - c. You will note that...
 - d. I recommend that...
4. One of the ways to defend an Interrogation is by:
 - a. Dressing appropriately
 - b. Being prepared in advance with the anticipated questions
 - c. Not responding to the question
 - d. None of the above
5. Towards the Conclusion of your Presentation, which of the following should **NOT** be done:
 - a. Refer to the Introduction
 - b. Review and collaborate all the points in the main body
 - c. Introduce new information
 - d. End with enthusiasm
6. All are the components of listening except-
 - a. Hearing
 - b. Attending- being attentive
 - c. Answering
 - d. Understanding and remembering
7. Oral communication is the interchange of ----- between the sender and receiver.
 - a. Cues and clues
 - b. Verbal messages
 - c. Signs and gestures
 - d. Written messages
8. Body talk is also known as:
 - a. Noise
 - b. Physical communication
 - c. Leakage
 - d. Overflow
9. Oral communication is also known as:
 - a. Verbal communication
 - b. Non-verbal communication
 - c. Face-to-face communication
 - d. Impersonal communication
10. A certain look or glance is an example of:
 - a. Verbal communication
 - b. Oral communication
 - c. Written communication
 - d. Non-verbal communication
11. The full form of OHP is
 - a. Over Head Projector
 - b. Over Head Presentation
 - c. Over the Head Preparation
 - d. Over Head Project
12. A successful Group Discussion is possible only if the members maintain
 - a. Anger
 - b. Pride
 - c. Arrogance
 - d. Harmony
13. The exchange of opinions, information, views, perspectives and ideas about a topic among members of a group is:
 - a. Presentation
 - b. Group Discussion
 - c. Personal Interview
 - d. Body Language
14. _____ are blank or prepared sheets of charts that are put up during a Presentation as Visual Aids
 - a. Flipcharts
 - b. Artifacts
 - c. Props
 - d. Black board

15. Which of the following skills forms an integral part of the Group Discussion?

- a. Reading skills
- b. Vocational skills
- c. Listening skills
- d. Life skills

16. Okulesik is related to -

- a. Body position
- b. Eye position
- c. Leg position
- d. Hand position

17. Which of these is an electronic mode of communication?

- a. Letter
- b. Manuals
- c. Fax
- d. Circulars

18. When a person receives a message, it is their responsibility to provide the sender-

- a. Nonverbal cues
- b. Feedback
- c. Perception
- d. Self-concept

19. Communicating without words-

- a. Nonverbal communication
- b. Body language
- c. Gestures
- d. All of the above are examples of communicating without words

20. This is actively paying attention-

- a. Listening
- b. Verbal communication
- c. Hearing
- d. Nonverbal communication

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UNIVERSITY OF SCIENCE & TECHNOLOGY, MEGHALAYA



[PART (A) : OBJECTIVE]

Duration : 20 Minutes

Serial no. of the
main Answer sheet

Course :

Semester : Roll No :

Enrollment No : Course code :

Course Title :

Session : 2017-18 Date :

Instructions / Guidelines

- The paper contains twenty (20) / ten (10) questions.
- Students shall tick (✓) the correct answer.
- No marks shall be given for overwrite / erasing.
- Students have to submit the Objective Part (Part-A) to the invigilator just after completion of the allotted time from the starting of examination.

Full Marks	Marks Obtained
20	

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Scrutinizer's Signature

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Examiner's Signature

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Invigilator's Signature