



KERALA AGRICULTURAL UNIVERSITY
B.Tech.(Food Technology) 2021 Admission
VII Semester Final Examination – December 2024

Beas.4114

Communication Skills and Personality Development (1+1)

Marks: 50
Time: 2 hours

I Answer the following

(10x1=10)

1. Verbal and Nonverbal Communication – Differentiate the terms
2. Define Cosmopolitan Culture.
3. Define Field Diary and Lab Record

State true or false

4. Group discussions are primarily focused on individual opinions, and there is no need for collaborative decision-making
5. Listening is a passive process that requires minimal effort on the part of the listener.

Fill in the blanks

6. Precise writing involves conveying information in a and manner.
7. Organizing seminars and conferences requires strong skills to coordinate and facilitate successful events.
8. Attributes of an effective leader include strong, clear communication, and the ability to inspire and motivate others.

Match the following

9. a. Impromptu presentation	i. Spontaneous and unprepared speech
b. Group discussion	ii. Sharing perspectives on a given topic
c. Summarizing	iii. Condensing information into a shorter form

10. Match the time management principle with its description:

a. Prioritization	i. Arranging tasks based on their importance and urgency.
b. Personal organization	ii. Establishing efficient systems and routines for daily activities.
c. Balancing	iii. Maintaining a harmonious distribution of time among various aspects of life.

II Write short notes on ANY FIVE of the following

(5x2=10)

1. Explain the significance of indexing and footnotes
2. Difference between structural and functional grammar.
3. In the context of organizing seminars and conferences, what skills are essential for successful event management?
4. What are some key attributes of effective public speaking?
5. How does an impromptu presentation differ from a prepared one?
6. Explain the role of stress management in personal well-being.
7. What does personal organization involve in the context of time management?

III Answer ANY FIVE of the following

(5x4=20)

1. Define the meaning of structural grammar and its role in effective written communication.
2. Briefly explain the significance of nonverbal communication in interpersonal interactions.
3. How can one overcome nervousness when engaging in public speaking?
4. How can effective communication skills impact the outcome of a job interview?
5. How can language labs benefit language learners?
6. Why is it important for leaders to prioritize tasks and balance their responsibilities?
7. Why is teamwork important in the workplace?

- IV** **Write an essay on ANY ONE of the following** **(1x10=10)**
1. Discuss the role of individual and group presentations in academic contexts.
 2. Explore the impact of technology on the digitization and organization of field diary entries.
