

KERALA AGRICULTURAL UNIVERSITY
B.Tech. (Food Technology) 2024 Admission
I Semester Final Theory Examination- February-March 2025

BES 1116

Communication Skills (1+1)

Marks : 50

Time: 2 hours

I Fill in the blanks

(10x1=10)

1. The term communication stems from the Latin word _____.
2. Behavioural expression or Cues are the example for _____ type of communication.
3. Gist or main theme of a passage expressed in as few words as possible is _____.
4. A _____ indicates the action done by the subject.
5. The nouns that cannot be felt, seen or heard are called _____.

State True or False

6. An example of an Interrogative Pronoun is "That".
7. Avoid dark colour backgrounds in slides that are difficult to read.
8. Listening is an active process of communication.
9. Kinesics is a part of verbal communication.
10. Rice is a countable noun.

II Write short notes on ANY FIVE of the following

(5X2=10)

1. Distinguish between verbal and non-verbal communication
2. Define Communication Skills.
3. Writing skills
4. Distinguish between a CV and a Resume.
5. Note-taking
6. Curriculum Vitae
7. Noise

III Answer ANY FIVE of the following

(5x4=20)

1. Enlist some innovative methods to enhance vocabulary.
2. What are the stages of the listening process?
3. Discuss the important points to be considered in precis writing.
4. What are the elements of communication? Discuss briefly.
5. Explain the barriers to effective listening.
6. Enlist and brief about the characteristics of a good public speaker.
7. Explain the principles of effective oral communication.

IV Write an essay on ANY ONE of the following

(1x10=10)

1. What is Group discussion? What are the prerequisites of a Group Discussion? Discuss the salient features of Group Discussion.
2. Draft a letter of application to a reputed firm by imagining the advertisement published in a leading newspaper, and also write a curriculum vitae for this.
