

KERALA AGRICULTURAL UNIVERSITY
B.Tech (Agricultural Engg.)
II Semester Final Examination
BES 1205: Communication Skills

Time: 2hrs

Marks: 50

I. Fill in the blanks.

(1x10-10)

1. The physical distance between the sender and the receiver is _____.
2. Machines must be _____ (maintain) every month to prevent breakdowns. (Add correct form of verb)
3. The transmission of the receiver's response to the sender is _____.
4. Write a synonym for **Distract**.
5. Write an antonym for **Ambiguous**
6. Who is the _____ (rich) woman on earth? (Fill in the correct form of the word)
7. The office keys are kept _____ the top drawer of the desk. (Add proper preposition)
8. _____ is the medium through which the message travel.
9. I bought _____ dozen mangoes (Add suitable article)

II. Write short notes on the following.

(5x2-10)

11. Edit the passage.

The Himalayan mountains is one of the most beautiful natural wonders in the World. Every year, thousands of traveler visit the region to see the snowy peaks. However, pollution have become a serious problem lately. We must take strict steps to protect this fragile ecosystems before it is too late

12. Define Communication.
13. Define Clarity in Communication.
14. Complete the following
 - i. _____ the internet is!
 - ii. You look _____.
 - iii. This is a _____.
 - iv. My mother was angry but, _____.
15. State two importance of feedback.
16. Scanning and Skimming.
17. What is Haptics?

III. Answer any THREE of the following.

(3x4-12)

18. Models of Communication
19. Write a paragraph about "The Cashless Future"
20. What are the points you keep in mind while giving an Oral Presentation?
21. How can an individual use spatial awareness to build trust in a workplace setting?
22. How do you use nonverbal communication to build rapport or establish trust with someone?

- IV. 23. Read the following paragraphs to answer the following questions below.
(5x1-5)

Does economic progress clash with real progress? By economic progress I mean material advancement without limit, and by real progress I mean moral progress, which again is the same thing as progress of the material element in us. The subject may therefore be stated thus: Does not moral progress increase in the same proportion as material progress? I know that this is a wider proposition than the one before us. If, therefore, material progress does not clash with moral progress, it must necessarily advance the latter.

- 1) What does the passage speak about?
- 2) What does it mean by economic progress and real progress?
- 3) Assign a suitable title to the passage
- 4) What is progress in your opinion?
- 5) Summarize the above passage.

- V. 24. Rearrange the following words/phrases to form meaningful sentences.
(3x1-3)

- a) how/you had/at/interview/done/us/the/let/know
- b) mistakes/are/learning/important/part/of/an/process/the
- c) practicing/my/i/piano/enjoy/lessons/every/evening

- VI. Attempt any ONE of the following (1x10-10)

25. A reputed agro-machinery and irrigation firm, Agro-Tech Solutions Pvt. Ltd., has advertised a vacancy for the post of Graduate Engineer Trainee. Write a formal application addressed to the HR Manager of the company and attach your comprehensive Resume.
26. "Effective listening is not a passive act of hearing, but a dynamic, active process essential for successful organizational communication". Elucidate.