

3. Answer any *four* of the following questions. 5×4=20
- What do you mean by effective communication? Point out the characteristics of effective communication.
  - Write short note on structural and functional grammar.
  - What do you mean by an indexing? Briefly describes the types of indexing.
  - What do you mean by group discussion? Mention its objectives.
  - Write a short note on footnote and bibliographic procedures.
  - Write a dialogue between two friends on the cyber security awareness in the present day scenario.
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**B.Sc. 1st Semester (Honours) Examination, 2022-23****FORESTRY****COURSE ID: 13506 COURSE CODE: SH/FST/BS 1102****COURSE TITLE: Communication Skills and Personality Development****(New Syllabus)***Time : 2 Hours**Full Marks : 50**The figures in the right hand margin indicate full marks.**Candidates are required to give their answers in their own words as far as practicable.*

1. Answer any *Ten* questions : 1×10=10
- What is the objective of communication?
  - What are the basic differences between formal and informal communication?
  - Mention the limitations of oral communication.
  - What is formal communication?
  - Write down two features of verbal communication.

- f. Mention two differences between direct communication and mediated communication.
- g. What is horizontal communication?
- h. What do you mean by lateral communication?
- i. What do you mean by group presentation?
- j. What is a non-finite verb? Explain with example.
- k. What do you mean by a summary?
- l. Define imperative sentence with example.
- m. What are the advantages of paraphrasing?
- n. What is passive voice?
- o. Mention the three basic types of conjunction.

2. Answer any *ten* of the following questions :

2×10=20

- a. What are the four important steps of effective communication
- b. Point out the barriers of effective communication.
- c. Mention the differences between verbal and non-verbal communication?

- d. Write down the advantages of wheel indexing.
- e. What is an indicative abstract?
- f. What do you mean by extensive and intensive reading. Explain with example?
- g. Write down the importance of indexing.
- h. What do you mean by structural grammar?
- i. What are the functions of a field diary? Identify any two.
- j. Write down the difference between falling intonation and rising intonation? Explain with example.
- k. What is the difference between active and passive voice. Explain with example.
- l. Briefly describe different types of conjunction.
- m. Mention two differences between informative abstract and critical abstract.
- n. How do you cite a book in your writing? Explain with example.
- o. Put stress on the following words: Presentation, Examination.