

FORESTRY

Course ID: 13506

Course Code: SH/FST/BS1102

Course Title: Communication Skills and Personality Development

Time: 2 Hours

Full Marks: 50

The figures in the margin indicate full marks

Answer all the questions.

Section-A

1. Answer any ten of the following:

10×1=10

- a) What do you mean by 'non-verbal communication'?
- b) What is meant by 'communication'?
- c) Give an example of non-verbal communication.
- d) Give an example of informal communication.
- e) What is extensive reading?
- f) Give an example of a sentence which serves the function of requesting.
- g) "Let's go for a tour." – What function does the sentence have?
- h) "He is our captain." Is the word 'captain' an object or a complement?
- i) What is tone?
- j) What is indexing?
- k) What is a footnote?
- l) "We ----- (wait) here for half an hour." Use the proper form of the verb.
- m) "Who taught you English?" Change the voice.
- n) "The cat jumped ---- the table." Use a preposition to fill in the gap.
- o) "We don't have an access ---- the library." Use an appropriate preposition.

Section-B

2. Answer any ten of the following:

10×2=20

- a) Name four major communication skills.
- b) What is the difference between formal communication and informal communication?
- c) Identify any two kinds of reading.
- d) How important is note-taking while listening? Identify any one aspect.
- e) What are the functions of a field diary? Identify any two.

- f) What is meant by 'functional' grammar?
- g) Write down the advantages of vertical card index.
- h) Differentiate between précis and summary.
- i) Identify whether the conjunctions used in the sentences below are subordinating or coordinating:

My best friend is tall **but** weak.

I will surely support you **if** you attend the meeting.

- j) Use a verb in its simple present past tense and its present perfect tense in separate sentences.
- k) What is the main difference between footnotes and bibliography?
- l) What is individual presentation?
- m) How is writing skill important in communication?
- n) What is indicative abstract?
- o) Put stress on the following words: Condition, character

Section-C

3. Answer *any four* of the following questions: 4x5=20

- a) What is more effective, individual presentation or group presentation? Discuss briefly.
- b) Identify and discuss some factors which you have to keep in mind while communicating with others.
- c) Discuss how you will organize a seminar.
- d) What do you mean by an index? Briefly describe different types of indexing
- e) Write a dialogue between you and your friend on the prospect of a course in Forestry.
- f) How can you make a good abstract? Discuss.
- g) Write a note on the concept of stress in English.