Ibn Khaldoun University -Tiaret –

Faculty of natural and life sciences

Department of Ecology, Environment and Biotechnology

**Expression &Communication Techniques Exam**

**January 2024**

**Duration: 1h30 2nd year Biotechnology**

1. What is the communication process? Explain the differences between the types of communication. (5pts)
2. Explain how to write a research paper? (5pts)
3. Discuss the conditions and sources necessary for taking notes. (5pts)
4. Give a summary about the scientific topic that you have done. (5pts)

 **Good Luck !**

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1. What is Communication process? Explain the differences between the types of communication. (5pts)

**Communication:** “Transmission of a message from a sender to receive in an understandable manner”

\*The communication process is a guide to award realizing effective communication (learn to write and to speak before an audience in order to get the ability to communicate effectively).



**\*Types of communication**

**1- Verbal communication:** refers to the form of communication in which message is transmitted verbally, communication is done by word of mouth and piece of writing.

• Verbal communication divided into:

- **Oral:** spoken words, face to face conversations, speech radio….etc.

- **Written** signs or symbols….etc.

**2-Non verbal communication:** have the following three elements:

**1/ Appearance:**

\*Speaker: clothing, hair style, neatness…..etc.

\*Surrounding: room size, lighting, decoration….etc.

**2/ Body Language:** facial expressions, gestures, postures, eye contact…..etc.

**3/ Sounds:** voice tone, volume, speech rate…..etc.

1. Explain how to write a research paper? (5pts)

**General structure of a research paper:**

**\* Title, abstract, keywords:** make them easy for indexing and searching (informative, attractive, effective).

**\* Main text (follows the IMRAD format):**

**- Introduction:** what did you or others do? Why did you do?

**- Methods:** how did you do it?

**- Results:** what did you find?

**- Discussions:** what does it all mean?

**- Conclusion**

**- Acknowledgements**

**- References**

1. Discuss the conditions and sources necessary for taking notes. (5pts)

**Taking notes:** is to write the essential information with maximum speed.

**\* Conditions necessary for taking notes:**

- The memory, attention and concentration, organization, structure and the economy.

**\*Sources of notes:**

1. From the oral: courses, meeting…
2. From your own mental sources: memory, thinking…
3. From direct observation of reality: phenomenon, experimentation…
4. From a written document: magazines, books…
5. Write a summary about the scientific topic that you have done. (5pts)