

H.W

* Ch-1: Communication Skills :- Session 2

* Answer the following questions :-

Q1. Which of the following is not an element of communication within the communication process?
(1 mark)

- a. Channel
- b. Receiver
- c. Sender
- d. Time

Q2. Anil is asking something from Ravi about "Cloud Computing". In reference to this communication process, Anil is a

(1 mark)

- a. Sender
- b. Receiver
- c. Channel
- d. None of the above

Q3. What are the 7 elements of communication?
(2 marks)

A. Sender, encoding, message, channel, decoding, receiver, feedback (memorise in the order)

Q4. What are the different methods of communication?
(Write any 2)

(2 marks)

A.* Face-to-face informal communication method
* E-mail method

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Q5. What do you mean by verbal communication?

A. * Includes sounds, words, language & speech.

* Speaking is one of the most effective ~~ways~~ & commonly used way of communicating.

* It helps in expressing our emotion in words.

* By improving our verbal communication skills, we will build rapport, & have a better connect.

Q6. What are the different parameters to choose right method of communication?

A. Target audience, costs, kind / type of information, urgency / priority.