

Session 1 :-

A4 Multiple choice questions.

14 Which of the following is NOT an element of communication within the communication process cycle?

d4 Time

24 You need to apply leave at work. Which method of communication will you use?

a4 e-mail.

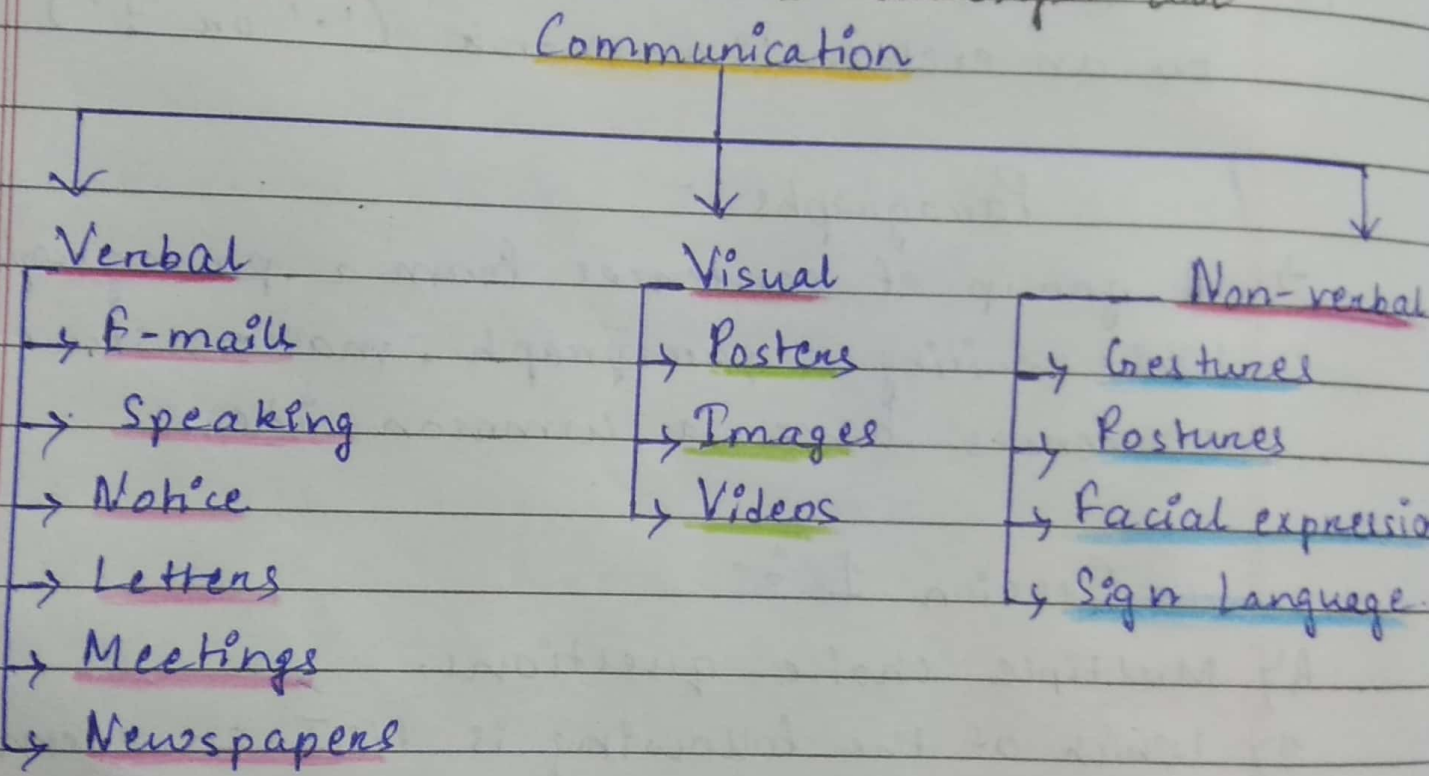
37 By which action can senders send their messages?

Ans- a) Gestures, b) Speaking, c) Writing.

B) Subjective question.

17 Make a chart highlighting all the methods of communication. Use markers and colours to highlight differences amongst all.

Ans-



Session 2 :-

A) Multiple Choice Questions.

17 Which of the following is an example of oral communication?

c) Phone call.

2) What are the types of words we should use for verbal communication?

Ans- b) Simple

3) Why do we e-mails?

Ans- a) To communicate with many people at the same time.

b) To share documents and files.

B) Subjective Question.

1) List the different types of verbal communication. Include examples for each verbal communication type.

Ans- There are 4 types of verbal communication :-

i) Interpersonal Communication: Ex - face-to-face conversation.

ii) Written Communication: Ex - letter.

iii) Small Group Communication: Ex - business meeting.

iv) Public Communication: Ex - newspapers.

Session 3 :-

A) Multiple Choice Questions.

1) Which of these is a positive (good) facial expression?

Ans- c) Smiling continuously.

b) Maintaining eye contact

24) What does an upright body posture convey?
~~convey?~~

Ans - c) Confidence

34) Which of these is NOT an appropriate non-verbal communication at work?

Ans - a) Keeping hands in pockets while talking.

44) Which of the following statement is true about communication?

Ans - b) 20% communication is done using body movements, face, arms, etc.

54) Examples of bad non-verbal communication are:

* Laughing during formal communication.

* Scratching head.

* Yawning while listening.

* Biting nails

* Clenching jaws

* Looking away when someone is speaking to you

B5) Subjective Question.

14) Draw any 5 common signs used for Visual Communication. Explain what each conveys and where did you see it?

Ans - 14



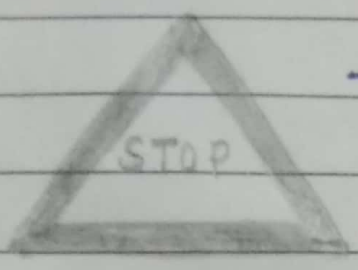
- No entry (where the entry of people is strictly prohibited)

2)



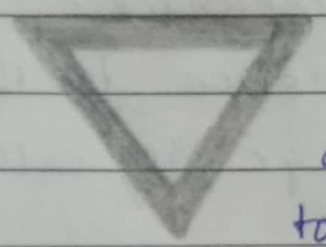
- No parking (places where parking is not allowed like footpaths)

3)



- Stop (places where we can't go any further on it is ~~an~~ a dead end)

4)



- Give Way (places like roadways and intersections to give way to traffic coming from the right)

5)



- Speedbreaker (when a speedbreaker is ahead on a road and we need to slow down our vehicle)

Session 4 :-

A7 Multiple Choice Questions.

1) Which of these are examples of positive feedback?

Ans- a) Excellent, your work has improved.

b) I noticed your dedication towards the project.

2) Which of these are examples of negative feedback?

Ans- a) I hate to tell you this but your drawing skills are poor

3) Which of the following are effective components of a good feedback?

Ans- by Direct and honest.

a) Specific

d) Opinion-based

B) Subjective Question.

1) What do you mean by feedback?

Ans- The reply sent by the receiver to the sender after decoding the message is called a feedback.

Session 5:-

A) Multiple Choice Questions.

1) Which of these is NOT a common communication barrier?

Ans- c) Financial Barrier.

2) Which of these are ways to overcome communication barriers?

Ans- a) Respecting each other's differences.

b) Using a translator.

B) Subjective Question.

1) Write down the common communication barriers you may come across when you move to a new city or country.

Ans- → Linguistic barrier
→ Cultural barrier.

Session 6:-

A4 Multiple Choice Questions.

17 In which of the following, the underlined word is an adjective?

Ans- a7 Radha has a red dress

27 Which of these sentences is capitalised correctly?

Ans- d7 She is arriving on Monday.

37 Which of these sentences are punctuated correctly?

Ans- d7 This is ~~Abd~~ Abdul's notebook.

47 In which of these sentences can you find an adverb?

Ans- a7 Divya drinks milk everyday.

B4 Fill in the blanks.

17 a7 The boy is swimming

b7 The children are playing.

c7 The students are writing

d7 Rahim is driving the car.

e7 Mrs. Sen is teaching

f7 The cat is eating.

Q) Subjective Question.

1) Identify the conjunctions and prepositions from the list below and write them in the correct box.

Conjunction	Preposition
Because, And, Since, Although, or	Over, Under, In, At, Up, On, Beside

Session 7 :-

A) Multiple Choice Questions.

1) Identify the subject in the sentence, "The children played football."

Ans-a) The children.

2) Identify the object in the sentence, "The children played football."

Ans-d) Football.

3) Which of these sentences has both indirect and direct objects?

Ans-d) He wrote his sister a letter.

4) Which of these sentences is in passive voice?

Ans-b) The clock was repaired by Raju.

5) Identify the object, verb and sentence subject in the sentence, 'The band played music for the audience'.

Ans - a) Object : a tree ; Verb : crashed ; subject : the car

6) Identify the indirect object in the sentence, 'The band played music for the audience'.

Ans - c) music

B) Subjective Question

1) Write two sentences of each type of sentence - statement, question and exclamatory in order.

Ans - Statement : i) My father loves fishing.
ii) He goes to school everyday.

Question : i) What are you doing?
ii) Are you tired?

Exclamatory : i) Bravo! Everyone played well!
ii) What a beautiful picture it is!