

# ASSIGNMENT

## Session - 1

A-1) Which of the following is not an element of communication within the communication process cycle?

(d) Time

2) You need to apply a leave at work? Which method of communication will you use?

(a) email

3) By which action can senders send their message?

(d) Writing

B-1) Make a chart highlighting all the methods of Communication. Use markers and colours to highlight difference.

## Methods of Communication :

- (a) **Verbal Communication :** Verbal Communication occurs when we engage in speaking with others, along with sign language to communicate, along with written text.
- (b) **Non-Verbal Communication :** Non-Verbal Communication involves passive communication through the use of gestures, tone of ~~body~~ voice, body language and facial expressions, without even actually speaking.
- (c) **Written Communication :** Written Communication includes communication through writing, typing or printing. Channels include letters, text messages, ~~email~~ emails, etc.
- (d) **Visual Communication :** Visual Communication uses graphs, charts, photographs, maps and logos to share information. It is mostly used in combination with verbal or written communication in order to simplify the information.
- (e) **Oral - Communicating by speaking.**

## Session - 2

A) 1) Which of the following is an example of oral?

(c) Phone Call

2) What are the types of words we should use for Verbal Communication?

(b) Simple

3) Why do we use e-mails?

(b) To share documents and files

B) 1) List the different types of Verbal Communication

Ans) (a) Intrapersonal Communication: This form of communication is extremely private and confined to ourselves.

Example: ~~A group of three friends having a conversation.~~ ~~One talks~~ One talking to himself / herself.

(b) Interpersonal Communication : This form of communication takes place between two individuals, thus is a one-on-one conversation.

Example : Two friends having a conversation.

(c) Small-group Communication : This type of communication can take place only when there are more than two people involved in a conversation.

Example : Group of five friends hanging out, with a spicy chit-chat.

(d) Public Communication : This type of communication takes place when one individual addresses a large gathering of people.

Example : PM Modi ~~address~~ addressing the nation through his <sup>long</sup> speeches.

### Session - 3

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

(b) Maintaining eye contact.

2-> What does an upright (straight) body posture convey?

(c) Confidence

3-> Which of these is not an appropriate non-verbal communication at work?

(a) Keeping hands in pocket while talking.

4-> Which of ~~these~~ the following statement is true about communication?

(b) ~~20% of communication is done using body movements, face, arms, etc.~~

(d) 71% communication is done using ~~words~~ words.

5.) Put a X-Mark against the actions below which are examples of bad-non-verbal communication.

Ans.) Laughing during formal communication X

Scratching head X

Yawning while listening X

Biting Nails X

Clenching jaws X

Looking away when someone is speaking to you X

Intense stare X

B.) 1.) ~~Write~~ Draw any five common signs used for Visual Communication. Explain what each conveys and where did you see it?

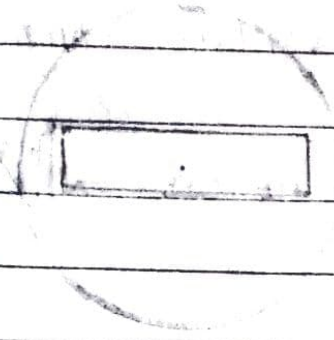
Ans.) (a)



Highly Inflammable : Applied to avoid any spark near highly inflammable substances (like petrol, etc.)

Place : Petrol Pump

(b)



No Entry : Applied to prohibit the entry of ~~no~~ masses (people)

Place : Cockpit of Planes (to ~~can~~ restrict the entrance of common passengers)

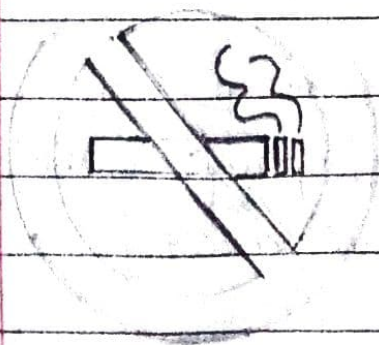
(c)



No Parking : Applied to restrict the parking of vehicles.

Place : ~~Market~~ Market place / Shops  
● on the sides of busy and crowded roads.

(d)



No Smoking : To prohibit Smoking

Place : Schools, Hospitals, Malls,  
Petrol Pumps, etc.

• (e)



No horns : To prohibit the usage of horns in order to avoid noise pollution

Place : Schools, Hospitals, Libraries etc.

### Session-4

A) 1) Which of these are examples of positive feedback?

(d) All of the above.

2) Which of these are examples of negative feedback?

(a) I hate to tell you this but your drawing ~~also~~ skills are poor.

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

(c) Specific (Task-Specific)  
~~and~~ (and)

(b) Direct and honest



B) 1) What do you mean by feedback?

Ans) feedback is ~~is~~ defined as a return of information about a result of a process (input). feedback is the response of the audience.

### Session - 5

A) 1) Which is not a common barrier of communication?

(c) financial barrier

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

(a) Respecting each other's differences  
(and)

(b) Using a translator

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

Ans) (a) Physical barriers: Physical barriers ~~are~~ <sup>are</sup> the environmental ~~barriers~~ (conditions) that act as a barrier in communication. For example: Text messages are often less effective than face to face communication.

(b) Linguistic barrier: The inability to communicate using a language is known as language barrier to communication. For example: difference in language ~~may~~ lead to difficulties in ~~communication~~ communication.

(c) Interpersonal Barrier: Barriers to interpersonal communication occur when the sender's message is received differently from how it was intended. It's very difficult to communicate with the one who's not willing to talk.

(d) Organisational Barrier: Organisations are designed on the basis of hierarchy (formal). Superior-subordinate relationships in a formal structure is a barrier.

Session - 6

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

(a) Radha has a red-dress

(and)

(c) The girl on the train is ~~the~~ best-seller.

2. Which of the following are Capitalised correctly?

(d) She is arriving on Monday.

3. Which of these are punctuated correctly?

(d) This is Abdul's notebook.

4. In which of the following sentences can you find an adverb?

(a) ~~Divya drinks milk~~ (a) Divya drinks milk every day.

(b) ~~Sanjay gifted me a new pen~~

B. > (a) The boy is swimming.

(b) The children are playing.

(c) The students are writing.

(d) Rahim is driving the car.

(e) Ms. Sen is teaching.

(f) The cat is eating.

C. > Conjunction

Because

And

Although

Or

Preposition

Over

Under

Since

In

At

Up

On

Beside.

## Session - 7

- 1-> (a) The children
  - 2-> (d) football
  - 3-> (d) He wrote his sister a letter
  - 4-> (b) The clock was repaired by Raju.
  - 5-> (a) Object: a tree • Verb: crashed subject: the car
  - 6-> (d) ~~write~~ the audience
- B> 1-> Statement: Sun is the ultimate source of energy.

Question: Who is she?

Exclamation: What a beautiful bird!

Order: Open the door!

2.) Holi, the festival of colours, is not only favoured by Indians but also has a <sup>significant</sup> ~~special~~ <sup>space</sup> place, in hearts of the people all over the world.

Playing with gulab, eating gujiya, only these aren't the things, Holi is so famous for, Holi is a symbol of brotherhood as people of all cast, religion, etc. ~~are~~ play together and thus uniting the whole country into one. Holi enriches the generations with the feeling of oneness, and ~~teaches~~ teaches to them all the moral values. India is a country, rich in festivals ~~and~~ but in all of them Holi is considered to be the greatest by the majority. It is the symbol of ~~victory~~ triumph of truth over evil.

C.) 1.) Statement: He is leaving tomorrow  
She will visit us tomorrow.

Question: Why are you so late today?  
Where is she going?

Exclamation: Hurrah! finally we won the trophy!  
What a pleasant morning!

Order : Give me ● that book !

● Turn on the AC !

2-> Being a foodie, I ~~enave~~ can crave for anything at anytime but nothing can beat ~~the~~ <sup>my</sup> craving for biriyani. Biriyani is a meal that I'm totally obsessed to and can eat it anytime ~~except~~, when served. The taste and quality matters a lot. Biriyani with an ~~avg~~ average taste and quality will surely disappoint but being - a biriyani lover I'm not gonna leave the meal anyway. It has a very significant place in my heart. and I'm crazy about it.