

Homework

Session - 1

(A)

1AW

Time

2AW

E-mail

3AW

Speaking

## Methods of Communication

Face to face informal there is nothing better communication than face to face communication. It helps the message to be understood clearly and quickly. Also, since body language can be seen in this case it adds to the effectiveness of the communication.

Email ✗ E-mail can be used to communicate quickly with one or many individuals in various locations. It offers flexibility convenience and low cost.

Notice / Posters ✗ It is effective when coming msg has to go to out to a large group of people. Generally used for where email communication may not be effective.

Business Meetings ✗ Communications during business meetings at an organisation are generally addressed to a group of people. It can be related to business management etc.

Other Methods ✗ There can be various other methods like social networks, message, phone call, newsletter etc.

## Session - 2

1AW

Phonecall

2AW

Acronyms

3AW

To communicate with many people

Type of Verbal Communication's  
Interpersonal communication &

This form of communication takes place between 2 individuals and is known as one on one conversation. It can be formal or informal.

Written Communication &

This form of communication involves writing words. It can be letters, e-mails, chat etc.



### Small Group Communication

This type of communication takes place when there are more than two people involved. Each participant can interact and converse with the rest.

### Public Communication

This type of communication takes place when one individual addresses a large no.

Session-3

- 1AW Maintaining Eyecontact
- 2AW confidence
- 3AW keeping hands in pocket
- 4AW 7% a done many words

X X

X X

✓

✓

✓

X

✓

✓

X

X

✓

Session 4

1AW Excellent your work has improved

2AW I hate to tell you this but your drawing is poor

3AW is specific

A feedback is something like a reply given. It has long term effect in managing and achieving goals

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### Session 5

1AW Financial barrier

2AW Not communicating at all

They are common barriers are

Physical Barrier

Linguistic Barrier

Interpersonal Barrier

Organizational Barrier

Cultural barrier

### Session 6

1AW red

2AW She is arriving on Monday

3AW This is Abdul's notebook

4AW New

B 1: The boy is swimming

The kids are playing

The children are studying

The girl is driving the car

The teacher is teaching

The cat is eating



Conjunction - Because, and, since, although, or  
Preposition Over, Under, In, at, On, By

Questions

- 1AW The children
- 2AW Football
- 3AW He wants to write a letter
- 4AW The clock was repaired by a girl
- 5AW Subject: Hindi      Verb: watched      Object: Her
- 6AW Audience (Movie)

Short Answer

- 1AW He drinks water
- Are you done?
- Yes! We were
- Go bring water for me

My fav festival is Diwali  
 It is a festival of lights  
 All relatives come to our home  
 We all enjoy together  
 We light diyas and burn cracker

My fav cuisine is Indian. It is a mixture of several spices. The food prepared is very delicious in taste. Many people from foreign countries visit to here to enjoy it.