

HOME ASSIGNMENT [Session-1]

1. What is communication?

Ans) Communication is the process of transferring or sharing of information, ideas and thoughts between 2 or more people.

2. List the barriers to an effective communication?

- Ans)
- * Language
 - * Verbal perception
 - * Past experience
 - * Prejudice
 - * Feelings
 - * Environment
 - * Personal factors
 - * Culture

∴ These are the barriers to an effective communication

So Multiple choice Questions

Read the questions carefully and circle the letter (a), (b), (c) or (d) that best answers the question.

I. What is the purpose of communication?

- (d) All of the above :-
- (a) Inform (tell someone about something)
 - (b) Influence (get someone to do something you want)
 - (c) share thoughts, ideas, feelings

II. Which of the following methods are used to receive information from the ~~mother~~ ^{sender} through a letter?

(d) Writing

III. How do you receive information on phone?
Listening

4. Match the columns :-

Column A: communication Barriers

Column B: examples

1. Language

A - Trying to read a book when somebody else is watching TV in the same room

2. Emotional

B. In some cultures, wearing shoes and walking inside the kitchen is considered rude and disrespectful.

3. Environment

C. Talking in Hindi when others know only Tamil.

4. Cultural

D. Parent is not talking to the child

Answers:-

1 → C, 2 → D, 3 → A, 4 → B

5. Short answer question:-

1. Write down the seven factors affecting perspectives in communication.

Ans) 7 factors affecting perspectives in communication:-

- * Language
- * Visual perception
- * Past experience
- * Prejudice
- * Feelings
- * Environment
- * Culture

2. Give an example of the following

(a) clear communication :-

When you want to apologize or approach someone to whom you hurt, say him/her clearly that you're sorry for it, by not hesitating.

(b) complete communication :-

If our friend wants to know about something that he/she don't know, we should have a complete communication with them, so that they don't get confuse and know about the thing clearly, if our friend wants to know about the location of a place, then we should have a complete communication so, that he/she would get a complete. location idea of the place.

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HOME ASSIGNMENT [Session-II]

- f. Multiple choice questions.

Read the questions carefully and circle the letter (a), (b), (c) or (d) that best answers the question.

1. Choose the correct example of oral communication.

(C) Face to face communication or conversation.

2. When we communicate verbally, we should use

(a) difficult words (b) simple words (c) confusing words (d) abbreviations

3. Why do we send emails?

(b) To share documents and files.

4. Short answer question:

Q. Write down the different types of verbal communication. Give an example for each type.

Ans. Different types of verbal communication are:-
There are 2 types of verbal communication:-

* Oral or spoken communication

Examples:

→ Face to face communication

Talking to a teacher about doubts in classroom

* Written communication

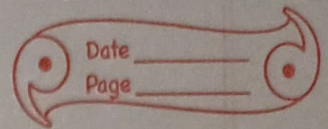
Examples:

→ Writing letters

Writing a letter to the friend.

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HOME ASSIGNMENT [Session - III]



A. Multiple choice questions.

Read the following questions carefully and circle the letter (a), (b), (c) or (d) that best answers the question.

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

(B) Nodding while listening.

2. What does an upright (straight) body posture convey / show?

Ans) (C) Confidence.

B. Put a X mark against the actions below which are incorrect.

A. For demonstrating the use of non-verbal communication.

B. Laughing during formal communication. X

C. Scratching head. X

D. Smiling when speaking to a friend.

E. Nodding when you agree with something.

F. Standing straight.

G. Yawning while listening. X

H. Sitting straight.

I. Yawning while listening. X

H. Sitting straight.

I. Maintaining eye contact while speaking.

J. Biting nails. X

- K. Firm handshake
- L. Clenching jaws X
- M. Looking away when someone is speaking to you X
- N. Intense stare

(a) Which of these is not an appropriate non-verbal communication at work?

- A. Putting arm around a co-worker's shoulder
- B. Shaking hands firmly.
- C. Looking at the speaker with a smile.
- D. Standing with an upright posture.

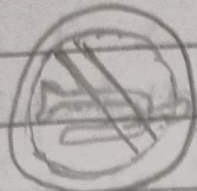
(b) When you are preparing for a presentation, you should

- A. Focus on the objectives of the presentation
- B. Practice your speech in front of a mirror or friend.
- C. Do rehearsals to time your presentation of slides.
- D. All of the above.

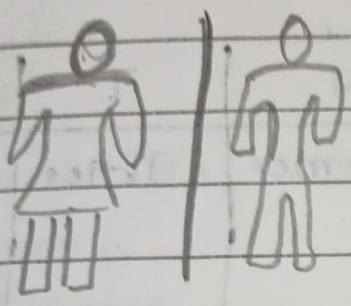
C. Short answer questions:

1. Give examples of any four common signs used

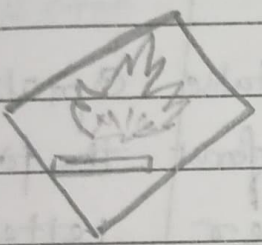
for visual communication.



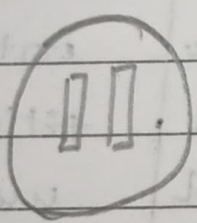
Traffic symbol which communicates not to blow horn.



Sign for ladies and gents toilet.



Sign for flammable substances.



sign used to pause a video or audio file on Smartphone or Computer.

HOME ASSIGNMENT [SESSION - IV]

- A. Multiple choice questions.

Read the questions carefully and circle the letter (a), (b), (c) or (d) that best answers the questions.

1. What is a sentence?

A set of words that contains all the basic punctuation marks.

2. Which of these sentences use uppercase letters correctly?

D. She lives in Delhi.

3. Which of these sentences are punctuated correctly?

D. This is Abdul's house.

4. Underline the noun, pronoun, adjective, verb and adverb in these sentences.

(a) Sanjay plays football everyday.

(b) Divya gave him new books.

(c) I opened the red box carefully.

Answers

(a) Sanjay - noun, plays - verb, football - noun, everyday - adverb.

(b) Divya - noun, gave - verb, him - pronoun, new - adjectives, books - noun.

(c) I - pronoun, opened - verb, red - adjective, box - noun, carefully - adverb.

B. Fill in the blanks

Fill correct nouns and verbs from the box to fill in the blanks given below.

- (a) The boy is running.
- (b) The girl is riding.
- (c) The boy is studying.
- (d) The girls are skipping.
- (e) Raju is drinking.
- (f) The dog is barking.

HOME ASSIGNMENT [SESSION-V]

- A. Multiple choice questions.

Read the questions carefully and circle the letters (a), (b), (c) or (d) that best answers the question.

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

(A) ^{The} children

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

(D) Football

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

(D) He wrote his sister a letter.

4. Which of these sentences is in passive voice?

(B) The clock was repaired by Raju.

(B) Short answers questions.

1. Write one sentence of each type - statement, question, exclamatory and order.

Ans) Statement - I go to school everyday.

question - Did you go to school?

exclamatory - I came first in class!

order - Go to college today.

2. Which is your favourite festival? Write two paragraphs about your favourite festival. Each paragraph should have a minimum of four sentences. Make sure you follow all the rules about sentences and paragraphs you have learnt.

Ans)

My favourite festival

My favourite festival is Holi. Holi is known as the festival of colours. It is one of the most important festivals in India. Holi is celebrated each year with zeal and enthusiasm in the month of March by followers of the Hindu religion. Those who celebrate this festival, wait for it every year eagerly to play with colours and have delectable dishes.

Holi is about celebrating happiness with friends and family. People forget their troubles and indulge in this festival to celebrate brotherhood. In other words, we forget our enmities and get into the festival spirit.

Holi is called the festival of colours because people play with colours and apply them to each other's faces to get coloured in the essence of the festival.

3. Practice speaking correct sentences with your classmates. Try and find the parts of sentences which you use commonly.

Ans) "Hi, how are you doing?"

Nice to meet you.

Bye, take care.

Hi, mate! have you done your homework?
What are you doing?