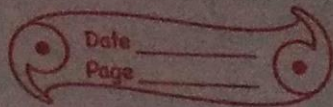


Communication Skills



1) Which of the following is not a element of communication within the communication process cycle?

Ans - Time

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

Ans - Email

3) By which action can senders their messages.

Ans - speaking.

4) (Session-2)

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

Ans - Phone call.

2) What one type words we should use for verbal communication?

Ans - b) simple

3) Why do we use E-mail?

Ans - b) To share documents

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

Ans -

- 1) Interpersonal Communication.
- 2) Intrapersonal Communication.
- 3) Small group Communication.
- 4) Public Communication.

Session 3

1) Which of these is a positive social expression?

Ans - c) Smiling continuously.

2) What does an upright body posture convey or show?

Ans - c) Confidence.

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

Ans -> keeping hands in pockets while talking.

4) which of the following statement is true about communication?

Ans -> 90% communication is done using body movement, face, arms, etc.

5) Put a mark against the action below which one example is alone. Verbal communication

Ans -> i) Laughing during normal conversation - X

ii) stretching ear = X

iii) yawning while listening - X

iv) Biting nails = X

v) clenching jaw = X

vi) looking away when someone speaking to you - X

vii) picking nose = X

6) Visual communication: In position where relies on eyesight. Visual communication is broad spectrum that includes signs, typography, drawing, graphic design, illumination, industrial design, advertising, animation, color and electronic neon signs.

Topic: Session - 4

1) Which of the is one example of positive feedback?

Ans - a) Excellent, Your work has improved,

2) Which of these is one example of negative feedback?

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

3) Which of the following one effective component of a good feedback?

Ans - b) Direct and honest.

4) What do you mean by feedback?

Ans - Feedback is a kind of communication that tells us what we have performed is good or bad.

Session-5

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

Ans - 1) Organisation barriers are not a common communication barrier.

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

Ans - a) Respect each other's differences.

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

Ans - i) Language barrier :

The region may have a different language and you may find it difficult to understand that language.

ii) Cultural Barrier

The region may have a different culture and it is not easy for you to let down there.

Section-6

Ans

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

- Ans - a) Red
b) French
c) Beet
d) Pure

2) Which of these sentences is capitalised correctly?

Ans - d) She is arriving on Monday.

3) Which of these sentences are punctuated correctly?

4) In which of these sentences can you find an ~~adverb~~ adverb?

Ans - d) Site is 5 feet tall.

Section 7

1) Identify the subject in the sentence "The children played Football?"

Ans - The children.

2) Which of these sentences has both Indirect and Direct Object?

Ans - a) He wrote his sister a letter.

b) The clock was repaired by Raju.

4) a) Object: A tree, verb: crashed
Subject: The car.

b) Audience.

Statement

- i) The Butter was in cupboard yesterday.
- ii) This ^{is} my favourite movie.

Question

- i) would you like milk?
- ii) where is Butter?

Exclamatory

- i) I can't find boon.
- ii) I love this song.

Orders or command

- i) Show me money.
- ii) Open the door.

a) Diwali is my favourite festival. It is the festival of lights; It is celebrated in many parts of the country. A few days before Diwali, people clean their ^{houses} and shops and buildings are illuminated with earthen lamps, candles and electric bulbs. Children move about in their best clothes. People exchange sweets, gifts. Children spend money in buying sweets, toys and crackers. At night people worship goddess 'Laxmi'. The

goddess of wealth. Diwali is a festival of joy.
on this day Every becomes happy.

The much awaited festival of light is here,
Diwali also known as Deepavali is celebrated
across India with great enthusiasm. It
symbolises the victory of good over evil. Derived
from Sanskrit word Deepavali, which means a
row of lights. Diwali has been celebrated since
time immemorial.

Diwali is celebrated 20 days after Lord Ram
killed Ravana and rescued Sita from the
Lanka. The celebration marks the return of
Lord Ram to Ayodhya after 14 years. To
welcome Lord Ram, Lakshman and Sita, the
entire village decided and the people celebrated
the city with diya to welcome them.

This festival started with lighting of diya
which was celebrated and welcomed good luck
wealth and prosperity.