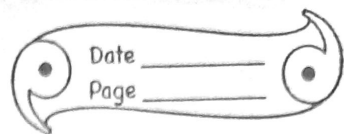


Hru
22/5/2021

Chapter - 1



SESSION - 1

~~Can Communication?~~

1. What is Communication?

The Act of sharing or ~~ex~~ exchanging information.

2. Other methods

2. List the Barriers to Effective Communication.

⇒ Dissatisfaction

⇒ Inability to listen to others

⇒ Lack of transparency & Trust

⇒ Communication Styles ~~when they~~
~~differ~~

⇒ Conflicts in the work place

⇒ Cultural differences & Language.

MCQs

I. ~~a)~~ d) Inform; Influence; Share thought-
-hls, ideas & feelings

II. Which of the Information is used to receive info or information from the

Sends through a letter?

d) Writing

III. How do you receive information on phone?

a) Listening

Column A

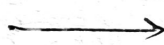
Column B

1. Language



C. Talking in hindi while others know Tamil.

2. Emotional



D. Parents ~~are~~ are not talking to the child

5. a) i) Be patient in your speaking.
ii) Think before you speak.
iii) The listener should be ~~there~~
~~in~~ your world in good mood.
iv) Equality should be there
in your world.
v) Positive words should be used.
vi) Talk in the perfect tone.
vii) Be calm & in the prosperity.

a) Clear communication ex^o :-

⇒ Use simple, familiar words
& phrases.

⇒ Use appropriate expressions &
references.

⇒ Avoid jargon & unfamiliar acronyms
or expressions.

⇒ Avoid chains of nouns.

⇒ Explain complex terms & ideas

b) Complete Communication: One message

Session - 2

A. 1. c) Face to face conversation

2. b) Simple words

3. b) To share documents & files

4.

4 types of Verbal Communication are :-

→ Intrapersonal Communication

→ Interpersonal Communication

→ Small Group Communication

→ Public Communication

Session - 3

A. 1. b) Nodding while listening.

2. c) Confidence

3. a) Putting arm around a coworker's shoulder.

4. d) a) focus on the objectives of the presentation.

b) practice your speech in front of a mirror or friend.

c) do ~~short~~ rehearsal to time your presentation of slides.

B. ~~Put~~ a) Laughing during formal communication. X

b) Scratching head. X

c) Smiling when speaking to a friend

d) ~~Standing straight~~ Nodding when you agree with something.

e) standing straight

f) Yawning while listening X

g) sitting straight

h) Maintaining eye contact while speaking.

- i) Biting nails X
- j) Firm Handshake
- k) Clenching jaws
- l) Looking away when someone is speaking to you
- m) Intense stare

C. ⇒ hello! signs, typography, drawing, graphic design

Session - 4

1. what is a sentence?

b) a group of words that communicate a complete thought.

2. d) She lives in Delhi

3. d) This is Abdul's house

~~4. a) Sanjay plays foot ball every day.~~

- B.
- a. The Boy is running.
 - b. The Girl is cycling.
 - c. The man is reading.
 - d. The women are talking.
 - e. Raju is _____.
 - f. The dog is barking.

Session 5

1. a) The children

2. d) Football

~~3. a) I am watching TV~~

~~b) She bought a blue pen~~

3. d) He wrote his sister a letter

4. b) The clock was repaired by Raju

B. 1. I am a boy.

⇒ Who are you?

⇒ I got concert tickets!

DIWALI

2. The festival of lights Diwali has been for a long time. According to Hindu mythology, Lord Rama returned home to Ayodhya ~~lighted~~ lighted the streets & houses with oil lamps (diyas) to celebrate the occasion. Since then, the Hindus have been following the tradition by celebrating the festival with ~~the~~ pomp & ~~fever~~ fervour. It is easily the favourite festival for kids as they get to eat their favourite sweets & ~~wear~~ wear clothes.

The festival ~~is~~ teaches us that good always wins over evil & that we must eradicate darkness with light. A festive atmosphere can be seen during Diwali in every Indian household. Everyone is busy

Cleaning house, re preparing
Suedi