

HW
15/5/21

Session 1

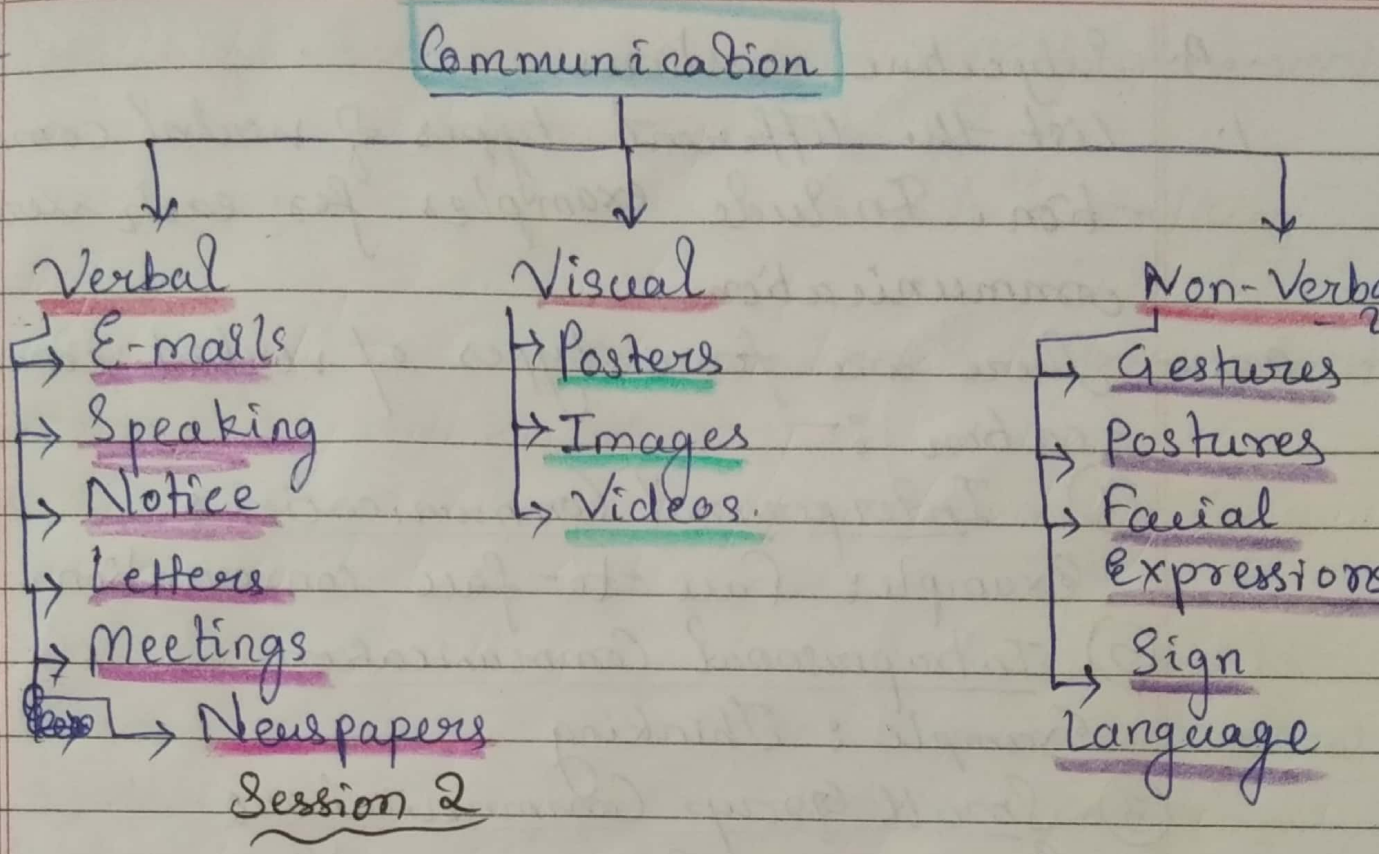
A Multiple Choice Questions.

1. Which of the following is not an element of communication within the communication process cycle?
(d) Time.
2. You need to apply leave at work? Which method of communication will you see use?
(a) email
3. By which action can senders send their messages?
(a) Gestures, (b) speaking, (c) ~~B~~ Writing.

B. Subjective Question

1. Make a chart highlighting all the methods of communication. Use markers and colours to highlight differences amongst all.

ans:-



A. Multiple Choice Questions.

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

ans:- (A) Phone call

2. What are the types of words we should use for verbal communication?

ans:- (b) Simple

3. Why do we use e-mails?

ans:- (a) To communicate with many people at the same time.

(b) To share documents and files.

B. Subjective question.

1. List the different types of verbal communication. Include examples for each verbal communication.

ans:- There are four types of verbal communication :-

(1) Interpersonal Communication

Example: Face-to-face conversation.

(2) Intrapersonal Communication

Example: Thinking

(3) Small Group Communications

Example: Business meeting,

(4) Public Communication

Example: Newspaper, Notices, etc

Session 3

A. Multiple choice questions.

1. Which of the following is a positive facial expression?

ans:- (b) Maintaining eye contact
(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: (a) Keeping hands in pockets while talking

4. Which of the following statement is true about communication?

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

5. Examples of bad non-verbal communication are:

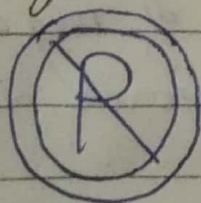
- Laughing during formal communication
- Scratching head
- Yawning while listening
- Biting nails
- Clenching jaws
- Looking away when someone is speaking to you.

B. Subjective Questions.

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

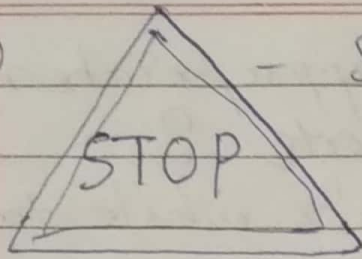
ans: -

①



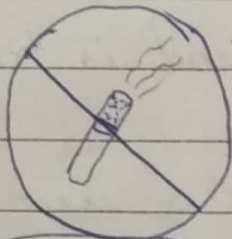
- No Parking (places where parking is not allowed like footpaths.)

2



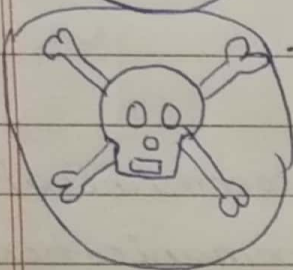
- Stop sign (places where we can't go any further or it is an deadend.)

3



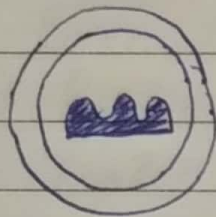
- No-Smoking (hospitals, theatres etc.)
Sign

4



- Danger Sign (near ^{chemical} factories, electric grids, nuclear power plants.)

5



- Speedbreaker Sign (when a speed break is ahead on a road and we need to slow down our vehicle.)

Session 4

A. Multiple Choice Questions.

1. Which of these are examples of positive feedback?

- ans:- (a) Excellent, your work has improved.
(b) I noticed your dedication towards the project.

2. Which of these are examples of negative feedback?

- ans:- (a) I hate to tell you but your drawing skills are poor.

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

- ans: (b) Direct and honest
(c) Specific
(d) Opinion-based.

B. Subjective question.

1. What do you mean by feedback?

ans: The reply sent by the receiver to the sender after decoding the message is called a feedback.

Lesson 5

A. Multiple Choice Questions.

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

ans: (c) Financial Barrier

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

ans: (a) Respecting each other's differences
(b) Using a translator.

B. Subjective Question.

1. Write down the common communication

barriers you may come across when you move to a new city or country.

ans - → linguistic barrier
→ Cultural barrier



Lesson 6

A. Multiple choice questions.

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

ans:- (a) Radha has a red dress.

2. Which of these sentences is capitalised correctly?

ans: (d) She is arriving on Monday.

3. Which of these sentences are punctuated correctly?

ans: (d) This is Abdul's notebook.

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

ans: (a) Divya drinks milk every day.

B. Fill in the blanks.

1. a) The boy is swimming.

b) The children are playing.

c) The students are writing.

d) Rahim is driving the car.

e) Mrs. Sen is teaching.

f) The cat is eating.

C. Subjective question.

1. Identify the conjunctions and prepositions from the list below and write them in the correct box.

ans: Conjunction

Because, And,
Since, Although
or.

Preposition

Over, Under, In, At,
Up, On, Beside.

Session 7

A. Multiple Choice Questions.

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

ans: (a) The children.

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

ans:- (d) football

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

ans:- (d) He wrote his sister a letter.

4. Which of these sentence is in passive voice?

ans:- (b) The clock was repaired by Raju.

5. Identify the object, verb and subject in the sentence, 'The car crashed into a tree.'

ans:- (a) Object: a tree ; Verb: crashed ; Subject: the car.

6. Identify the indirect object in the sentence, 'The band played music for the audience.'

ans:- (c) music

B. Subjective questions.

1. ans:- Statement: ① Reena likes to read horror stories.

question: ① ~~also~~ Where do you live?