

H/W
aspirat

HOME ASSIGNMENT

Q1) What is communication?

Communication is the process of transferring or sharing of information, ideas or thoughts between two or more people.

Q2) List the barriers to an effective communication?

The barriers to an effective communication are as follows:

- Language
- Visual Perception
- Past experience
- Prejudice
- Feelings
- Environment
- Personal factors
- Culture

Q3) MCQs

(i) What is the purpose of communication?

(d) all of the above { inform, influence & share thoughts, ideas & feelings }

(ii) Which of the following methods are used to receive information from the sender ~~thru~~ through a letter?

(d) Writing

(iii) How do you receive information on phone?

(a) Listening.

Match the columns:

4) COMMUNICATION BARRIERS

EXAMPLES

Language

Talking in Hindi when others know only Tamil.

Emotional

Parent is not talking to the child.

Environmental

Trying to read a book when someone is watching TV in the same room.

Cultural

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

5) Short answer questions.

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

The seven factors affecting perspectives in communication are as follows:

→ Language

→ Visual perception

- Past experience
- Prejudice
- Feelings
- Environment
- Personal factors

(1) Give an example of the following:

→ Clear communication:

→ The sentences should be short and simple.

→ We should prefer active voice over the passive voice.

→ If we have to convey several messages then it is ~~convi~~ convenient to state it in separate bulleted points.

→ Complete communication:

→ The listener should wait till the speaker finishes.

→ The speaker shouldn't speak while there is a noisy environment.