

Home Assignment

1) What is communication?
It is the process of transferring or sharing of information between 2 or more people.

2) List the barriers to an effective communication?
Environmental, Situational & Individual barriers.

Under Individual barriers :- Attitudinal, Linguistic Ability, Attention, Emotional state.

3) MUD :

1) What is the purpose of communication?

a) Inform

b) Influence & share thoughts, ideas, feelings

c) All of the above

2) Which of the following methods are used to receive information from the sender through a letter?

a) Listening b) Speaking

c) Reading d) Writing

3) How do you receive information on phone?

a) Listening b) Speaking

c) Reading d) Writing

4) Match the columns :

A	B
1) Language (c)	1) Trying to read a book when some body else is watching T.V in the game room.
2) Emotional (a)	2) In some cultures, wearing shoes and walking inside the kitchen is considered rude and disrespectful.
3) Environmental (d)	3) Talking in Hindi when others know only Tamil
4) Cultural (b)	4) Parent is not talking to the child.

5) Short answer question :

1) Write down the seven factors affecting perspective in communication :

- Language
- Visual perception
- Past experience
- Feelings
- Prejudices
- Environment
- Cultural
- Personal factors

~~REPORT~~

Write an eq:

of clear communication

Be clear about what you want to say

By simple communication

Communication should contain all the needed information.

Home Assignment

Q. 1. Q. 1.

1. Change the format of oral communication -

- a) Reports
- b) Newspapers
- c) Face-to-face conversations
- d) Notes

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?

- a) To search online
- b) To share documents and files
- c) To talk to each other
- d) To meet each other

4. Q. 2.

1. Write down the different types of verbal communication - one. Give an eg. for each.

Ans 7

• oral communication
Eg: Talking on phone

• Writing communication
Eg: Email

Home Assignment

Q) Q10

- Q1) Which of these is a positive (good) facial expression?
- a) Slanting head
 - b) Nodding while listening
 - c) Winked eye head
 - d) Looking away from the speaker

- Q2) What does an upright body posture convey/show?
- a) Shyness
 - b) Fear
 - c) Confidence
 - d) Intelligence

- Q3) Which of these is not an appropriate non-verbal communication at work?
- a) Patting your own neck or shoulder
 - b) Speaking loudly firmly
 - c) Looking at the speaker with a smile
 - d) Standing with an upright posture

4) 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

5) Put a (X) mark against the actions below which are incorrect for demonstrating the use of non-verbal communication.

1) Laughing during formal communication X

2) Scratching head X

3) Smiling when speaking to a friend ✓

4) Nodding when you agree with something ✓

5) Standing straight ✓

6) Yawning while listening X

7) Sitting straight ✓

- 8) Maintaining eye contact while speaking ✓
- 9) Biting nails X
- 10) Firm handshake ✓
- 11) Clenching jaws X
- 12) Looking away when someone is speaking to you X
- 13) Intense stare ✓

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Give eg: of any 4 common signs used for visual communication.

- hello - typography
- drawing - graphic design
- advertising - animation
- Color - see electronic newspapers

Home Assignments

Q. 100

1. What is a sentence?

- a) A group of ideas that form a complete paragraph
- b) A group of words that communicate a complete thought
- c) A set of rules that we must follow to write correctly.
- d) A set of words that contains all the basic punctuation marks

2. Which of these sentences use uppercase letters correctly?

- a) Sam Hungry
- b) Sanya and Daniel are reading
- c) The bucket is full of water
- d) The lions in Delhi.

3. Which of these sentences are punctuated correctly?

- a) Where are you going.
- b) I have a pen, a notebook and a pencil.
- c) I am so happy to see you!
- d) This is Aladul's house.

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

- a) Sanya plays football everyday
- b) Sanya gave him new books
- c) I opened the lid very carefully

⑬ Fill in the blanks

a) The boy is swimming

b) The ~~boy~~ girl is riding

c) The boy is studying

d) The ~~girls~~ are skipping

e) Raju is drinking

f) The dog is searching