

COMMUNICATION & SKILLS

1) Which of the following is not an element of communication within the communication process cycles?

- (a) Channel
- (b) Receiver
- (c) Sender
- (d) Time

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

- (a) Email
- (b) Poster
- (c) New sheet
- (d) Blog

(iii) By which action can sender send their message?

- (a) Gestures
- (b) Speaking
- (c) Reading
- (d) Writing

Which of the following is an example of a ~~male~~ example?

- (a) Newspaper
- (b) Letters
- (c) Phone call
- (d) email

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

- a) Acronyms
- (b) Simple
- (c) Technical

3) Why do we use email

- (a) To communicate with many people at the same time
- (b) To share documents and files
- (c) To talk to each other in real time.
- (d) To keep a record of communication

1) Which of these is a positive facial expression

- (a) frowning while concentrating
- (b) Maintaining eye contact
- (c) Smiling continuously
- (d) rolling up your eyes

(2) what does an upright body posture convey or show

- (a) Pride

- (b) Profession
- (c) Confidence
- (d) Humility

3) which of these is not an appropriate non verbal communication at work

- (a) Keeping hands in pockets while talking
- (b) Talking at moderate speed
- (c) sitting straight
- (d) Tilting head a bit to listen

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

- (a) 50% of our communication is non verbal
- (b) 20% of our communication is done using body movement face arms etc
- (c) 5% communication is done using voice tone
- (d) 7% communication is done using words

(5) Put a X mark against the action below which are example of bad non verbal communication

- laughing during formal communication X
- scratching head X
- smiling when speaking to a friend
- nodding when you agree with something

- * Standing Straight
- * Maintaining eye contact while speaking
- * Biting nails X
- * Flimsy Handshake
- * Clenching Jaws X
- * Looking away when someone is speaking to you - X
- * Intense stare X

1 Which of these are examples of positive feedback

- (a) Excellent, your work has improved
- (b) I noticed, you're dedicated towards the project
- (c) You are always, dedicated doing it the wrong way
- (d) All of the above

(2) Which of these are examples of negative feedback

- (a) I hate to tell you this but your drawing skills are poor
- (b) You can surely improve your drawing
- (c) This is a good drawing but you can do better
- (d) None of the above

(3) Which of the following are effective components of good feedback

- (a) Detailed and time consuming
- (b) Direct and honest

✓ Specific

(a) opinion-based

1 Which of these is not of common communication barriers

(a) linguistic barriers

(b) interpersonal barriers

✓ (c) financial barriers

(d) organisational barriers

(2) Which of these are ways of overcome communication barriers

✓ (a) respecting each other's differences

✓ (b) Using a translator

(c) Not communicating at all

(d) using your own language for common

(1) In which of the following the underlined word is an adjective.

✓ (a) Roha has a red dress

(b) I can speak French

✓ (c) The Girl on the Train is bestseller

(d) Abdul's son swim fast

(2) Which of these sentences is capitalised correctly

(a) Ravi and I are going to the movies

(b) Salim is visiting India in July

(c) The tiger is strong animal

(d) She is arriving on Monday

3 Which of these sentences are punctuated correctly

(a) When is the party.

(b) I had bread, a omelette and a Banana Pan

(c) breakfast

(d) I am so excited about my first foreign trip

(e) This is Abdul's notebook

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

(a) Divya drinks milk everyday

(b) Sanjay gifted me a new pair.

(c) I opened the door lock

(d) Sita is 5 feet tall

Short answer questions

(1) Write one sentence of each type

→ Statement → exclamatory

→ question → order

Statement - I like eating vegetables
question - Do you like eating vegetables?
exclamatory - Oh it's so cold
order - wear your sweater

(2) Which is your favorite festival? Write two paragraphs about your favorite festival. Each paragraph should have a minimum of four sentences. Make sure you follow all the rules about sentences and

Holi is my favorite festival. Holi is the most famous festival of colours. It is celebrated with great joy and enthusiasm every year in the month of March by the people of Hindu religion. It is celebrated with great joy and enthusiasm as it brings feeling of love and closeness among people. Colourful colours are spread out by the people on each other. At this day we meet each other handshakes and apply colors on the foreheads to each other. We sing religious songs with musical instruments like tabla or kirtan etc. At this special day we eat special things like gujiya, sweets, chips etc. Also before Holi is holi den.