

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 use?

a) e-mail

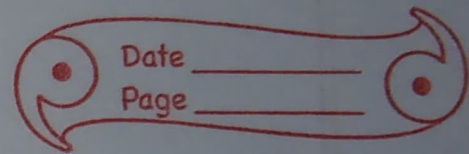
3) By which action can senders send their messages?

c) Reading

1) Which of the following is an example of oral communication?  
c) Phone call

2) What are the types of words we should use for verbal communication?  
b) Simple

3) Why do we use emails?



- a) To communicate with many people at
- ~~a)~~ the same time
- b) To share documents and files.



A) 1) Which of these is a positive facial expression?

b) Maintaining eye contact

2) What does an upright body posture convey or show?

c) Confidence

3) Which of these is Not an appropriate non-verbal communication at work?

a) Keeping hands in pockets while talking

4) Which of the following statement is true about communication

d) 7% communication is done using words.

A) 1) Which of these are examples of positive feedback?

~~1) Following up your eyes~~

a) Excellent + your work has improved

2) Which of these are examples of

negative feedback?

a) ~~Please~~ I hate to tell you this but your drawing skills are poor.

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

b) Direct & honest

c) Specific.



A) 1) Which of these is NOT a common communication barrier?

c) Financial barriers

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

a) Respecting each other's difference

b) Using a translator



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

a) Radha has a red dress.

c) The girl on the Train is a best-seller.

2) Which of these sentences is capitalised correctly?

c) The tiger is a strong animal.

d) She is arriving on Monday.

3) Which of these sentences are punctuated

correctly?

c) I am so excited about my first foreign trip!

d) This is Abdul's notebook

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

a) Divya drinks milk every day.

B) 1) a) The boy is swimming.

b) The children are playing

c) The students are ~~now~~ writing

d) Rahim is driving the car.

e) Mr. Sen is teaching

f) The cat is eating.

Writing Skills - Sentences

Parts of a Sentence



A) 1) Identify the object, verb and subject in the sentence, 'The car crashed into a tree.'

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

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

d) audience

3) Which of these is an imperative sentence?

d) Oh no! I missed my flight

4) Which of these sentence is in active voice?

c) He is reading a book.

B) 1) Write two sentences of each type of sentence -

### Statement -

- o Blue is my favorite colour.
- o The farewell party begins in two hours.

### Question -

- o Is it raining?
- o Have you had lunch?

### Exclamatory -

Oh, my goodness, we won!

I can't wait for the party!

### Order -

Please lower your voice.

Respond immediately.