

## Home Assignment

### Communication Skills - (11)

Date \_\_\_\_\_  
Page \_\_\_\_\_

#### Session-1

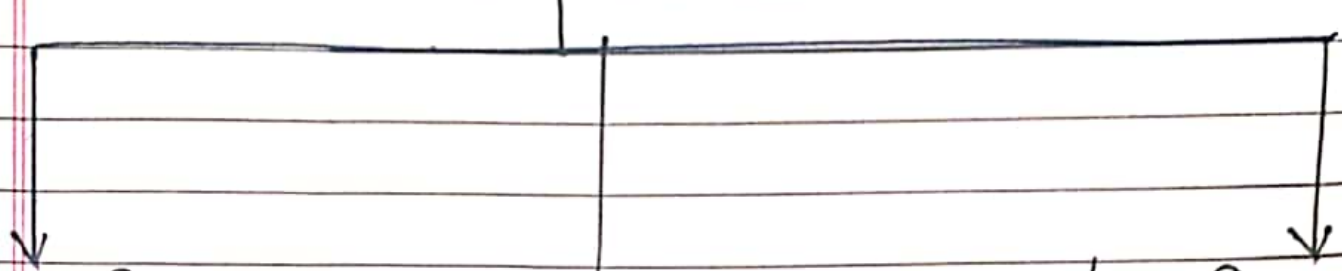
A. 1) - d) Time

2) a) E-mail

3) a) Gestures  
b) Speaking  
d) Writing

B.

# Communication



## Verbal

### Communication

(It includes speech, words, language, and importantly sounds.)

## Visual

### Communication

(It includes the Pictures, videos, Movies, Traffic Signal and signs, Billboards, Danger signs etc.)

## Non-Verbal

### Communication

(It includes facial expressions, postures, gestures, Body languages, Eye Contact, Paralanguage, Space etc.)



## Session 2

A.1) c) Phone Calls

2) b) Simple

3) a) To communicate with many people at same time

b) To share documents and files

c) To keep a record of the communication.

B. The different types of Verbal communications are →

- \* Interpersonal Communication:- Two friends discussing homework, conversation between two persons on a video call etc.
- \* Written Communication:- Manager writing an email to his boss, writing a letter to grandmother enquiring about her health, etc.
- \* Small group communication:- Press conferences, meetings etc.
- \* Public Communication:- Election Campaigns, Stand UP comedy shows etc.

### Session 3

A) 1) b) Maintaining eye contact  
c) Smiling continuously

2) a) Pride  
b) Professionalism  
c) Confidence

③ a) Keeping hands in pockets while talking.

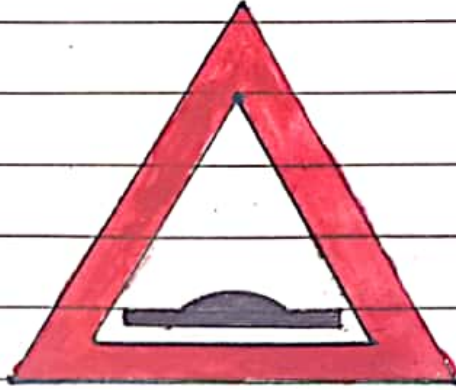
4) a d) 7% communication is done using words.

5) Bad Non Verbal Communications →

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

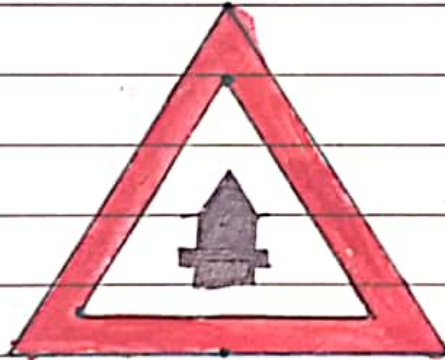
B 5 Common Signs →

(i)



Speed breaker/  
Humps

(ii)



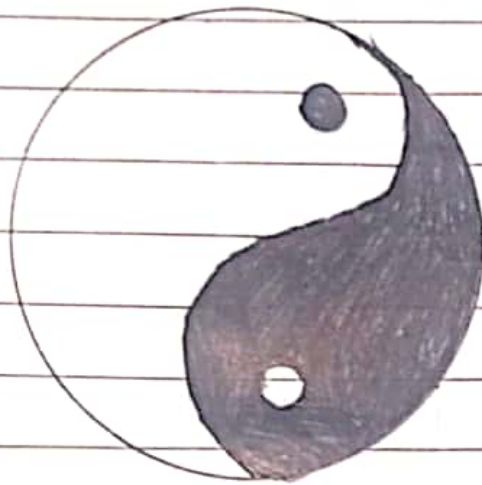
Crossroads Ahead

(iii)



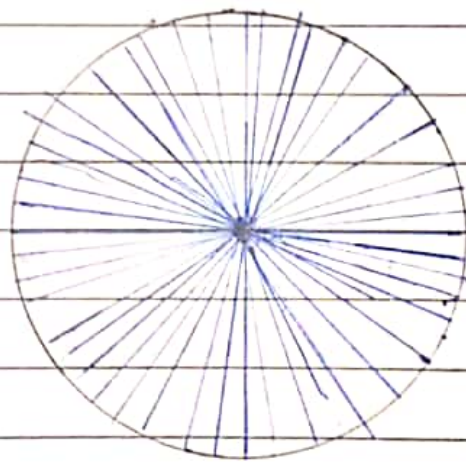
→ Maximum Speed

(iv)



Ying-Yang Symbol

(v)



Ashoka Chakra

## Session 4

A. 1) a) Excellent your work has improved  
b) I noticed your dedication towards the project

2) a) I hate to tell you but your drawing skills are poor.

b) You surely can improve your drawing

c) This is a good drawing but you can do better.

3) ~~a)~~ b) Direct and honest

~~Q.1)~~ Feedback

B.1) Feedback is the opinion of the receiver which would tell about the message which would increase the effectiveness of the communication.



## Session 5

A.1) & c) Financial barrier

2) a) respecting each other's difference.

B.1) The following barriers we may come after across when we move to a new country →

\* Linguistic Barrier

\* Cultural Barrier

## Session 6

A. 1) #

a) Radha has a red dress

b) I can speak French.

c) "The girl on the train" is a best seller.

d) Abdul can swim fast.

2) d) She is arriving on Monday.

3) c) I am so excited about my first foreign trip.

d) This is Abdul's notebook.

4) d) Sita is 5-feet tall.

5) a) The boy is swimming.

b) The children are playing.

c) The students are writing.

d) Bahim is driving the car.

e) Ms. Sen is teaching.

F.) The cat is eating.

C) 1) Conjunction →  
because, and, although, or

Preposition →

Over, under, since, in, at, up, on.

Session 7

4.1) a) The Children

a) d) Football

3) d) He wrote his sister a letter.

4) b) The clock was repaired by Raju.

5) a) Object → a-tree; Verb → Crashed; Subject →  
-the car.

b) d) audience

### B) Statement →

- ⊕ I like to drive in rain.
- ⊕ This bat is mine.

### Question →

- ⊕ Do you like eating ice-cream?
- ⊕ How are you?

### Exclamatory →

- ⊕ May god bless you!
- ⊕ Hurray! India won the match.

### Order →

- ⊕ Close the door.
- ⊕ Bring me a glass of water

2) Diwali is my favorite festival. It is also known as the festival of light. When I ~~was~~ was a kid I used to burst crackers, but now-a-days I have learnt that fire-crackers pollute our

environment we must not burn them. Now I love to use the Sky Lantern. Our whole colony members use the Sky Lanterns, as they look beautiful in the sky.

From the mythology we can say that Diwali was first started in Ayodhya. In order to welcome ~~the~~ Lord Ram, Sita, ma and Lord Laxman from 14 years of Vanavasa. They used all the diyas for the decoration of Ayodhya. And from that day onwards we used to celebrate Diwali.

(3) \_\_\_\_\_

C.1) Statement →

- ⊕ I love to make drawings
- ⊖ This laptop hangs a lot.

Questions →

- ⊕ What are you doing?
- ⊖ Could you mind lending me your book?

~~Exclamatory~~

## Exclamatory →

- ⊖ What a beautiful scene!
- ⊖ Wow! it is awesome.

## Order

- ⊖ Switch on the fan
- ⊖ Go to your school today.

2) Paneer Butter Masala is one of my most favorite dish. This is the only thing in the world I can eat everyday without hesitation. Undoubtedly this is one of the best dish in a Indian Cuisine. It ~~was~~ originated in Punjab, but due to it's fantastic combination of spiciness and creaminess of it's gravy made it very famous among Indian.

As the name suggests it must have paneer and butter in it's recipe but along with these we gonna need ~~on~~ onions, ginger, garlic, tomato, clove,

Cashew Nuts, Bay leaf, Green chilies, milk Meethi, Garam Masala, Coriander powder, Fresh cream, and salt. By blending these amazing things we can prepare the mind blowing Paneer butter masala. The main problem that many people face during its preparation, is making the gravy, which is the heart and soul of this dish. So, gravy must be engraved properly. So that we could enjoy the Paneer Butter Masala.