

Session - 1

A.1. d)

2. a)

3. a), b) & c)

B.1. Method of Communication

Description

Face-to-face informal communication.

Face to face communication occurs when two person starts communication by ~~the~~ direct contact. It helps clear and quick understanding of the message. It is an effective way of communication as body language is visible.

E-mail

E-mail can be used to communicate quickly with on or many individuals in various locations using electronic media. It offers flexibility, convenience and low cost.

Notices/Posters

It is an effective way of communication used when the same message has to go out to a large group of people at a same location. Ex- used in schools to provide some information to student's.

Business Meetings

Communication during business meetings at an organisation are generally addressed to a group of people. It can be related to business, management and organisational decisions.

Other Methods

Example - social networks, message, phone call for communication, newsletter, blog etc.

Session - 2

A.1. c) Phone call

2. b) simple

3. a) to communicate with many people at the same time and b) to share documents and files.

B. Type of Verbal Communication

Examples

Interpersonal Communication

A manager discussing the performance with an employee.

Two friends discussing homework

Two people talking with each other over voice or video call.

Written Communication

Employee writing a e-mail to manager.

Writing a letter to a friend or a family member.

Small Group Communication

Press conferences  
Board meetings  
Team meetings

Public Communication

Election campaigns  
Public speeches by dignitaries

Session-3

A. 1. b) Maintaining eye contact

2. c) Confidenc

3. a) keeping hands in pocket while talking

4. d) 7% communication is done using words

5. • ~~laughing~~ laughing during formal communication X

• Scratching head X

• Yawning while listening X

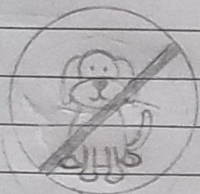
• Biting nails X

• Clenching jaws X

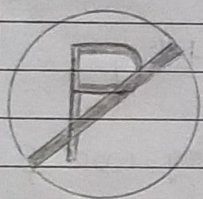
• Looking away when someone is speaking to you. X

• Intense store - X

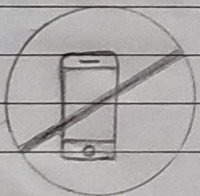
B.1.



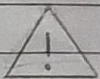
No pets - sign to avoid entrance of pets generally in restaurants and stores



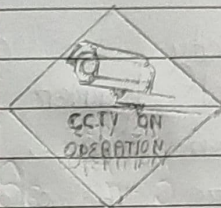
No parking zone - In front of someone's house or narrow road to avoid traffic jams.



No mobile phone - Generally present in hospitals to avoid disturbance.



Danger Warning - Generally present on switch boards or electrical appliances to warn people.



Under CCTV surveillance - Generally seen in banks.

### Session - 4

A.1. a) and b)

2. a) ~~b)~~ and ~~c)~~

3. b) and c)

B.1. Feedback is the final component and one of the most important factors in the process of communication since it is defined as the response of ~~sender~~ <sup>receiver</sup> to the sender.

### Session - 5

A.1. c) Financial barrier

2. A) Respecting each other's differences and B) Using a translator

B. While traveling to a new city we can face linguistic and cultural barrier while ~~the~~ communicating as we can find a difference in language and culture in other new city.

### Session - 6

A.2. c) and d)

3. c) and d)

4. a)

B.1 a) The boy is swimming.

b) The children are playing

c) The students are writing

d) Rahim 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, Beside.

### Session - 7

A.1. A) The children

2. ~~D) The children~~ Football

3. d) He wrote his sister a letter

4. B) The clock

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

6. d) audience

B.1. Statement - My name is Piyush

Question - How are you

Exclamatory - Oh My God!

Order - Shut the door.

2. My favourite festival is Diwali. Diwali is also known as festival of lights, and is one of the most famous festivals of Hindus. Every year people celebrate it with joy and happiness. It is said that on this day Lord Ram returned to Ayodhya after 14 years.

On this day people celebrate by lighting diya and bursting crackers. People wear new clothes and go to temples to worship the God. People also eat many different and tasty dishes. Because of all the enjoyment and fun Diwali is my favourite festival.