

Communication Skills Assignment

A MCQ

1. Which of the following is not an element of communication within the communication process cycle?

→ Time

2. You need to apply leave at work? which method of communication will you use?

→ e-mail

3. By which action can sender send their messages?

→ Speaking

A.B. Subjective question

1. Make a chart highlighting methods of communication.

→

Methods of communication

Verbal communication

↳ It is an easy mode of communication in which you can exchange ideas by saying what you want and get a quick response

• Verbal communication also enable you to keep changing your interaction as per the other persons response

Non-Verbal communication

↳ It is expression or exchange of info or messages without using any spoken or written word

• It other words we send signals and messages to other through expressions, gestures, postures, touch, spaces, eye contact and para language

Session 2.

MCQ

1. In which of the following is an example of oral communication?

→ Phone

2. ~~You need to apply least at least 2 methods of communication with you as~~

2- what type of word we should use for verbal communication?

→ Simple

3. why do we use e-mails?

a- To share documents and files.

B. Subjective question.

1. List different types of verbal communication. include ex/pt for each verbal communication.

Different methods of communication

• Intrapersonal → ex - 2 friends discussing homework
communication

• written communication → Ex - SMS Social media

• Small group • Ex - • Board meetings • Presentation

• Public communication - Ex - Election campaign

Session 3.

MCQ

1. Which of these is a (true) facial expression?
→ Smiling continuously.

2. What does an upright body-posture convey or show?
→ Confidence

3. Which of these is NOT an appropriate non-verbal communication at work?
→ Keeping hands in pockets while talking.

4. Which of the following statements is true about communication?

b) 20% communication is done using body movement, face, arms, etc.

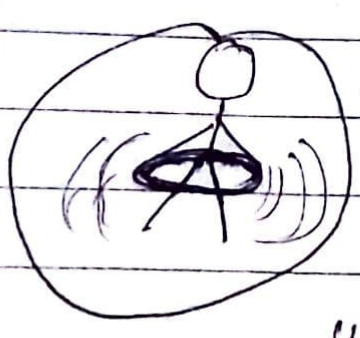
Session-6.

5. Put a 'X' mark against the actions below which are examples of bad non-verbal communication:

- Scratching head
- Yawning while listening
- Biting nails

B Subjective Q

• Draw common signs used for visual communication. Explain what it conveys and where did you see it?



A boy is
→ A Swimming
→ A canuey; swimming
Zone, we see it in near
waterbodies like lake or pon



→ Stop sign
→ conveys to stop at particular
place
• It is used in near building
or in roads



→ U-turn

→ It shows it is allowed to take turn from your path

→ we see it in roads.



→ No parking sign

→ It shows it is not allowed to park in that particular area

→ we see it near houses and buildings



→ No cigarette

→ It shows it is not allowed to smoke

→ It is seen in near petrol pumps.

Session 6

MCQ

1. In which of the following, the underlined word is an adjective?
a) Red
2. Which of the following sentence is capitalised correctly?
→ She is arriving on Monday.



3. Which of the sentences are punctuated correctly?
b) c) d)

4. In which of these sentences can you find an adverb?
a) - Site is 5 feet tall.

B. Fill in the blanks

- a) The girl is swimming
- b) The children are playing
- c) The student are sitting.
- d) Mr. Rohan is driving the car.
- e) Ms. Sen is teaching
- f) This cat is drinking milk

c) Subjective question
1) ident. f. the conjunction and preposition from the list below and write this in the correct box.

conjunction

Because

And

Since

Although

or

But

Preposition.

Under

Over

in

at

Up

on

By

Session 7.

MCQ

1. Identify subject in Sentence "The children played football"

1. The children

2. Identify the object in the sentence "The

1. football

3. Which of these sentences has both indirect and direct objects?

1. He wrote his sister a letter

4. Which of these sentences is in passive voice?

B. Subjective Question.

Q. What do you mean by feedback?

Ans. The acknowledgement ^{from} of the receiver about getting the message across.