

1. What is communication?

communication is the process of transferring or sharing information between two or more people.

Q2) List the barriers to an effective communication?

- * clear
- * Concise
- * Concrete
- * correct
- * coherent
- * complete
- * Courteous.

Q3) MCQ's

1. What is the purpose of communication?

- a) Inform (tell someone about something)
- b) Influence (get someone to do something you want)
- c) Share thought; ideas, feelings.
- d) All of the above.

Q2) Which of the following methods are used to receive information from the sender through a letter?

- a) Listening
- b) Speaking
- c) Reading
- d) Writing.

Q3) How do you receive information on phone?

- a) Listening
- b) Speaking
- c) Reading
- d) Writing

Q4) Match the column:-

COLUMN A

COLUMN-B

1. Language → Talking in Hindi when others know only Tamil.
2. Emotional → Parent is not talking to the child.
3. Environmental → Trying to read a book when somebody else is watching TV in same room.
4. Cultural :- In some cultures, wearing shoes and walking inside the kitchen is considered rude and disrespectful.

Q1) Short Answer Question

1. Write down the seven factors affecting perspective in communication.

- ans- ⇒ Language
⇒ Visual Perception
⇒ Past Experience
⇒ Prejudice
⇒ Feelings
⇒ Environment
⇒ Personal factors
⇒ Culture.

Q2) Give an example of the following:-

- Clear Communication.
- Complete communication

clear: The message should not be vague.

complete: The message should be complete i.e., it must include all the required information. The complete message answers most of the questions that receivers might have, thus reducing the need for further correspondence.

Start speaking confidently.

H.W

HOME ASSIGNMENT:-

MCQ's

- Q1) choose the correct example of oral communication
- a) Reports
 - b) Newspapers
 - c) Face to face conversation
 - d) Notes
- Q2) When we communicate verbally, we should use _____.
- a) difficult words
 - b) simple words
 - c) confusing words
 - d) abbreviations

Q2) Why do we send emails ?

- a) To reach on time
- b) To share documents and files.
- c) To talk to each other.
- d) To meet each other.

SAQ

Q1) Write down the different types of verbal communication. Give an example for each type.

* ORAL COMMUNICATION :-
ex :- group discussion.

* Talking on a phone.

* Written communication :-
ex :- Writing letters.

MCO's

Q1) Which of these is positive facial expression?

- a) Starting hard
- b) Nodding while listening.
- c) ~~Wrinkled forehead.~~
- d) Looking away from the speaker.

Q2) What does an upright (straight) body posture convey/show?

- a) shyness
- b) Fear
- c) ~~confidence~~
- d) Intelligence.

Q3) Which of these is not an appropriate non verbal communication at work?

- a) ~~Putting arm around a coworker's shoulder.~~
- b) Shaking hands firmly.
- c) Looking at the speaker - with a smile.
- d) Standing with an upright posture.

4) When you are preparing for a presentation, you should :-

- focus on the objectives of the presentation.
- practice your speech in front of a mirror or friend.
- do rehearsals to time your presentation of slides.
- All of the above.

C. SAQ :-

1. Give examples of any four common signs used for visual communication.

- * Traffic lights
- * Sign showing railway crossing.
- * Sign showing zebra crossing.
- * Sign for slippery surface.

- | | |
|----------|--------------|
| B) A → X | I → X |
| B → X | J → ✓ |
| C → ✓ | K → X |
| D → ✓ | L → X |
| E → ✓ | M → X |
| F → X | N |
| G → ✓ | |
| H → ✓ | |

HOME ASSIGNMENT :-

MCQ's

Q1) What is a sentence?

- a) A group of ideas that form a ~~com~~ complete paragraph.
- b) A group of words that communicate a complete thought.
- c) A set of rules that we must follow to write correctly.
- d) A set of words that contains all the basic punctuation marks.

Q2) Which of these sentences use uppercase letters correctly?

- a) I am hungry.
- b) Dinya and Sumil are reading.
- c) The bucket is full of water.
- d) ~~The~~ lines in Delhi.

Q3) Which of these sentences are punctuated correctly?

- a) Where are you going.
- b) I have a pen a notebook and a pencil.
- c) ~~I~~ am so happy to see you!
- d) This is Abdul's house.

Q4) Underline the noun, pronoun, adjective, verb or adverb in these sentences:-

- Sanjay plays football everyday.
- Dinaya gave him new books.
- I opened the red box carefully.

Fill In The blanks:

- The boy is running.
- The ~~boy~~ ^{girl} is riding.
- The boy is studying.
- The ~~girl~~ girls are skipping.
- Raju is drinking.
- The dog is barking.

HOME ASSIGNMENT :-

MCQ's

1. Identify the subject in the sentence. "The children played football."

~~a) The children~~

b) children played

c) Played

d) Football

2. Identify the object in the sentence, "The children played football."

- a) The children
- b) children played
- c) Played
- d) ~~football.~~

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

- a) I am watching TV.
- b) She bought a blue pen.
- c) The girls played cricket.
- d) ~~He wrote his sister a letter.~~

4. Which of these sentences is in passive voice?

- a) They are watching a movie.
- b) ~~The clock was repaired by Raju.~~
- c) He is sleeping in the room.
- d) My pet dog bit the postman.

B. SHORT ANSWER QUESTIONS :-

1. Write some sentence of each type - statement, question, exclamatory and order.

ans → statement: I love eating icecream.

question: Do you know about this book?

exclamatory: Alas! My dog is dead.

Order: Close the windows.

2. Which is your favourite festival? write two paragraphs?

My favourite festival is Diwali. It is called the festival of lights. It's the mark of victory over evils. Every one celebrates this festival vigorously.

It is celebrated all over the India. On this day, Lord Shri Ram along with his wife Sita and brother Lakshman returned to his native place i.e. Ayodhya after 14 years of exile. The citizens of Ayodhya welcomed them with lighting the lamps. That is why this festival is called festival of lights.