

Answer the following.

1. What is communication?

Ans - Communication is the exchange of information between two ~~or~~ or more things, such as people, devices, govt, etc.

2. List the barriers to an effective communication.

Ans - The barriers to an effective communication include :-

- * Environmental Barriers.
- * Situational Barriers
- * Individual barriers which include - Attitude, Linguistic ability, emotional state and
- * Inattention.

3. Write down the seven factors affecting perspectives in communication.

Ans The seven factors affecting the perspective in communication are :-

- * Visual perspective
- * Language
- * Past experiences
- * Attitude.
- * Prejudice.
- * Feelings
- * Beliefs.

4. Give an example of

- (i) Clear communication - ~~Ex~~ A communication clear enough to be understood by the listener.
- (ii) Complete communication - A complete sentence / paragraph where listener should wait until the sentence is completed.

5. Give examples of any 4 signs used for visual communication.

- Ans. (i) Mind maps (ii) Infographics
(iii) Presentations (iv) Flow charts

6. Write one sentence of each type - statement, question and exclamatory.

- Ans- Statement - The Earth is round in shape.
Question - Is the Earth round in shape?
Exclamatory - The ancients did not know that the Earth is ~~flat~~ round in shape.