

Homework

Session-1

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

ans - (d) time

(2) You need to apply leave at work? Which method of communication within the communication process cycle?

ans - (a) email.

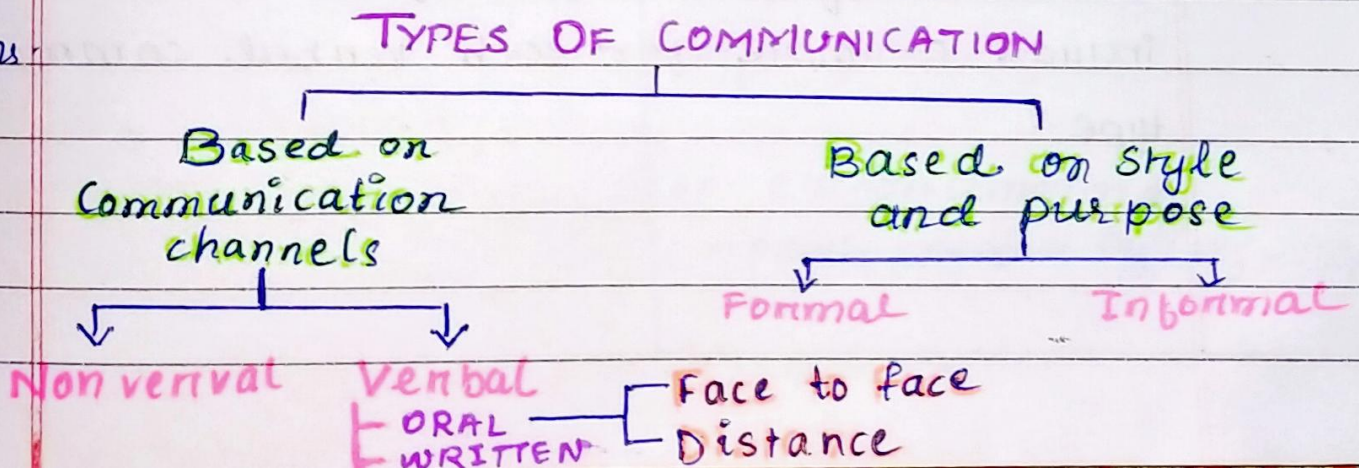
(3) By which action can sender send their message?

ans - (c) Reading

(B) Subjective questions

1. make a chart highlighting all the methods of communication, use markers and colours to highlight difference amongst all.

ans



Session - 2

(A) MCQs

(1) Which of the following is an example of oral communication.

ans - (C) Phone call

(2) What are the types of words we should use for verbal communication?

ans - (b) Simple

(3) Why do we use e-mails?

ans - (a) To communicate with many people at the same time.

(b) To share documents and files.

(B) Subjective question -

(4) List the difference types of verbal communication include example for each verbal communication type!

| ans. Types of verbal communication | Example |
|--------------------------------------|--|
| <p>➤ Interpersonal communication</p> | <p>this form of communication takes place between two people and it can be formal or informal.</p> <p>Ex - Two friend discussing homework.</p> |
| <p>➤ Written communication</p> | <p>This form involves writing words and it can be between two or more people.</p> <p>ex - writing a letter to grandmother enquiring about health</p> |
| <p>➤ Small group communication</p> | <p>This type takes place where there are more than two people.</p> <p>Ex - press conference - Board meetings</p> |
| <p>➤ public communication</p> | <p>This type takes place when one individual addresses a large gathering</p> <p>Ex - Election campaigns - public speeches by dignitaries</p> |

Session-3

(A) MCQs

(1) which of the following is a positive facial expression?

ans - Maintaining eye contact (c)

(2) what does an upright body posture convey or show?

ans - confidence (c)

(3) which is not an appropriate non-verbal communication at work?

ans. (a) keeping hands in pockets while talking

(4) which of the following statement is true about communication.

ans (d) 79% communication is done using words

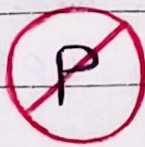
(5) put a x mark against the actions below which are examples of bad non-verbal communication.

- laughing during formal communication (X)
- scratching head (X)
- smiling when speaking to a friend
- Nodding when you agree with something
- standing straight.
- yawning while listening (X)
- sitting straight
- Maintaining eye contact while speaking
- Biting nails (X)
- firm handshake
- clenching Jaws (X)
- looking away when someone is speaking to you (X)
- intense stare (X)

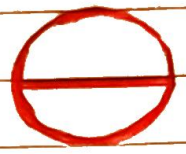
(B) Subjective question

(1) Draw any 5 ~~common~~ common signs used for visual communication. Explain what each conveys and where did you see it.

ans 1. No parking zone : This sign informs drivers that they can't park their vehicle in specific location.



(2) no entry : This sign indicates that entry into the area is forbidden.



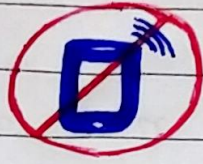
3. Danger warning : This sign indicates an immediate hazard which, if not avoided, ~~would~~ will result in death or serious injury



(4) under CCTV surveillance : This sign notify people of surveillance cameras posted withing vicinity.



(5) no mobile phone - This sign notify to both employees and visitors that the use of mobile phones are not allowed in a particular area.



SESSION - 4

(A) MCQs

(1) Which of these are examples of positive feedback?

ans. (a) all of the above.

(2) Which of these are examples of negative feedback?

ans. (a) I hate to tell you this but your drawing skills are poor.

(3) Which of the following are effective components of a good

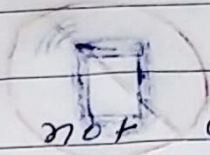
ans. (c) specific

B. subjective question.

(1) What do you mean by feedback?

ans. The receiver conveys their understanding of the message to the sender in the form of feedback to complete the communication.

Session-5



1. ~~Which~~ Which of these is not a common communication barrier?

ans. (C) Financial Barrier

(2) which of these are ways to overcome communication barriers?

ans. (a) Respecting each other's difference
(b) using translator.

(B) subjective questions.

1. write down the common communication barriers you may come across when you move to a new city or country.

ans. The common communication barriers a person may come across when move to a new city or country are -

* Physical barriers. -

Physical barriers are the environmental and natural condition that act as a barrier in communication in sending messages from sender to receiver.

ex - text.

- * **Linguistic Barrier** - The inability to communicate using a language is known as linguistic barrier. They are most common communication barriers which cause misunderstandings between people. Ex - Slang, professional jargon etc.
- * **Interpersonal barrier** - Barriers to interpersonal communication. occurs when the sender's message is received differently from how it was intended.
- * **Organisational Barrier** - Organisations are designed on the basis of formal hierarchical structures that follow performance standards, rules and regulations, etc.
- * **Cultural barriers** - It is when people of different cultures are unable to understand each other's customs, resulting in inconveniences and difficulties.

Session-6

MCQs

(1) In which of the following the underlined word is an objective?

ans- (b) Radha has a red dress

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

(2) Which of these sentences is capitalized correctly?

ans- (c) The tiger is a strong animal

(d) she is arriving on Monday.

(3) Which of these sentences are punctuated correctly?

ans- (c) I am so excited about my first foreign trip!

(d) This is Abdul's notebook.

(4) In which of these sentences can you find an adverb?

ans- (a) Divya drinks milk everyday.

(5) (a) ~~swimming~~ The girl is swimming.

(b) The children are playing.

(c) The students are writing.

d) Rahim a is driving the car.

e. Ms. sen is teaching

f. The cat is drinking

(c) (1) conjunction. Preposition

- | | | |
|------------|---------|----------|
| - Because | - over | - on |
| - And | - under | - Beside |
| - Since | - In | |
| - Although | - at | |
| - or | - up | |

Session-7

MCQs

(1) Identify the subject

ans- (a) The children

(2) Identify the object

ans- (d) football

(3) which of these statements have both indirect and direct object ?

ans- He wrote his sister a letter

(4) which of these sentences is in passive voice ?

ans - (b) the clock was repaired by raju.

(5) Identify the object, verb and subject in the sentence

ans - (a) object - the car, verb - crashed, subject - a tree

(6) Identify the indirect object in the sentence, the band played music for the audience.

ans - (d) audience.

(B) (1) ans - Statement -

* The party begins in two hours

Question

* Do you want tea or coffee ?

Exclamatory -

* Oh, my god, we won !

Order

→ Respond immediately

(2) Diwali is my favorite festival. It is the festival of lights, it is celebrated in all the parts of our country. A few days before Diwali, people clean their houses and shops and get them white washed. On Diwali, people also decorate their houses. On the night of Diwali, lamps are lit in every village, town and city.

All the houses, shops and buildings are illuminated with earthen lamps, candles etc. They exchange sweets and gifts in between relatives and neighbourhood. It is a festival of joy. On this day everyone is happy.