

Worksheet

Name:

Roll No: Class: Section:

Date:

COMMUNICATION SKILLS

Unit-1 | Chapter-1

1. Answer the following questions:

- What is communication?
- What do you mean by public speaking?
- Write the names any four types of non-verbal communication?
- What do you mean by perspective?
- Write the names of any four factors affecting perspective in communication.
- What are the advantages of visual communication?
- Enlist the 7 C's of communication.

2. Convert the following sentences from active voice to passive voice:

- I read a book.
- I will clean my table every day.
- She sends her application for a new job.
- He ate a mango.
- You are a nice girl.

3. Write the type of the following sentence:

- Get out of the class.
- Can you please help me?
- Please give me a glass of water.
- Bravo! You did a fantastic job.
- He is an intelligent boy.

4. Write the parts of speech of underlined words in the following sentences:

- I got an umbrella from my friend.
- Let's go for a movie.
- I have a big basket full of toys.
- He completed his homework neatly.
- They are playing cricket.