WORKSHEET 1

Name: ....

Roll No: .... Class: .... Section: ....

Date: ....

COMMUNICATION SKILLS

Chapter-1

1. **Tick (✓) the correct option.**

(a) Which of the following is an example of Non-Verbal Communication?

    (i) Gestures ☐   (ii) E-mail ☐

    (iii) Traffic signals ☐   (iv) Group discussion ☐

(b) Which of the following is an undesirable input due to which communication barriers enter the communication process and cause distortion of the message?

    (i) Encode ☐   (ii) Decode ☐

    (iii) Noise ☐   (iv) Channel ☐

(c) Which of the following is the response of the receiver after perceiving the message?

    (i) Decoding ☐   (ii) Feedback ☐

    (iii) Channel ☐   (iv) Receiver ☐

(d) Which of the following are obstacles or difficulties that come in the way of communication?

    (i) Barriers ☐   (ii) Roads ☐

    (iii) Stones ☐   (iv) All of these ☐

(e) Which of the following is not a part of 7C's of communication?

    (i) Concise ☐   (ii) Concrete ☐

    (iii) Concentrate ☐   (iv) Coherent ☐

(f) "Are you ready to go?" is a kind of .... sentence.

    (i) Imperative ☐   (ii) Interrogative ☐

    (iii) Declarative ☐   (iv) Exclamatory ☐

2. **Fill in the blanks.**

(a) In .... barrier, messages are interpreted according to viewpoint and past experience of receiver.

(b) The term 'communication' is derived from the Latin word .... which means to share.

(c) In verbal and visual communication, the message is converted from one system to another system in the form of codes. This is known as ....

(d) A .... is a group of words giving a complete thought.

(e) Specific information in the form of written comments and oral conversation is .... feedback.

Grade: ☆ ☆ ☆ ☆ ☆   Teacher's Signature: ....