

Worksheet

2

Name:

Roll No: Class: Section:

Date:

COMMUNICATION SKILLS-I

Unit-1

A. Fill in the blanks.

1. The word communication comes from the Latin word
2. shows your confidence and feelings.
3. When a receiver communicates his/her response back to the sender, the process is called
4. Communication involves & of information.
5. is a medium through which the message is transmitted to the audience.

B. Write short note on:

1. Phrase
2. Adjectives
3. Articles
4. Feedback
5. Non verbal communication

C. Convert the following sentences from Passive to Active:

1. The pyramids were built nearly 5000 years ago by ancient Egyptians.
2. A stone was being thrown by the kid into the river.
3. The project was made by Siya.
4. An e-mail is written by Seema to her teacher.
5. The money was counted by the cashier.

D. Answer the following questions:

1. What is public speaking? Explain the 3P's which are helpful in public speaking.
2. What is verbal communication? What are its advantages and disadvantages?
3. What are the types of non-verbal communication? Explain them.
4. List the factors affecting communication.
5. Write about some measures using which the hurdles in communication can be eliminated or minimised.
5. How feedback affects a person or performance if it is negative?
7. Suggest some points that should be kept in mind while delivering a speech or catering to a group of audience.