

Worksheet

Name:

Roll No: Class: Section:

Date:

COMMUNICATION SKILLS-I

Unit-1

1. Answer the following questions:

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

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

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

C. Write the type of the following sentence:

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

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

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