

Worksheet

2

Name:

Roll No: Class: Section:

Date:

COMMUNICATION SKILLS-I

Unit-1

1. Fill in the blanks.

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

2. Write short note on:

- Phrase
- Adjectives
- Articles
- Feedback
- Non verbal communication

3. Convert the following sentences from Passive to Active:

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

4. Answer the following questions:

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