

Worksheet

2

Name:

Roll No: Class: Section:

Date:

COMMUNICATION SKILLS-I

Chapter-1

1. Fill in the blanks.

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

2. Write short note on:

- (a) Phrase
- (b) Adjectives
- (c) Articles
- (d) Feedback
- (e) Non verbal communication

3. Convert the following sentences from Passive to Active:

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

4. Answer the following questions:

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