

Worksheet

1

Name:

Roll No: Class: Section:

Date:

COMMUNICATION SKILLS-I

Unit-1

1. Tick (✓) the correct option.

- (a) Which of the following is not an element of communication cycle?
- | | | | |
|----------------|--------------------------|-------------------------|--------------------------|
| (i) Sender | ☐ | (ii) Receiver | ☐ |
| (iii) Feedback | ☐ | (iv) Oral communication | ☐ |
- (b) Which of the following methods of communication is used when we write an e-mail to our friend?
- | | | | |
|-------------------------|--------------------------|--------------------|--------------------------|
| (i) Verbal | ☐ | (ii) Non verbal | ☐ |
| (iii) Both (i) and (ii) | ☐ | (iv) None of these | ☐ |
- (c) Which one of these is not a type of non-verbal communication?
- | | | | |
|-------------|--------------------------|--------------|--------------------------|
| (i) Posture | ☐ | (ii) Touch | ☐ |
| (iii) Space | ☐ | (iv) Written | ☐ |
- (d) Find the verb in the given sentence.
Do you have your homework ready?
- | | | | |
|------------|--------------------------|---------------|--------------------------|
| (i) You | ☐ | (ii) Homework | ☐ |
| (iii) Have | ☐ | (iv) Ready | ☐ |

2. Fill with correct article (a/an/the):

- (a) Our neighbours have dog.
- (b) My grandfather told me story.
- (c) Neha is intelligent girl of poor farmer.
- (d) school will remain closed for three days.
- (e) I am looking for apartment.
- (f) He saw elephant walking across the road.

3. Circle the correct option for the following underlined words:

- (a) I bought a beautiful dress at the mall. (Adverb / Adjective / Pronoun)
- (b) What did she ask you to do? (Pronoun / Preposition / Noun)
- (c) I left my shoes under the kitchen table. (Adjective / Preposition / Adverb)
- (d) If we finish our work quickly, we can go to the movies. (Adverb / Verb / Adjective)
- (e) On Saturdays, I work from nine to five. (Verb / Adverb / Preposition)
- (f) Swati is my best friend. (Pronoun / Noun / Adverb)