

# Worksheet

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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.