

CAMBRIAN PUBLIC SCHOOL, KANKE ROAD, RANCHI

INFORMATION TECHNOLOGY

CLASS X

PART-A : EMPLOYABILITY SKILLS

UNIT-I : COMMUNICATION SKILLS

SESSION-1: METHODS OF COMMUNICATIONS

ASSIGNMENT QUESTIONS

A. Answer the following questions:

1. Compare and contrast verbal communication and non-verbal communication.

Answer: -

Verbal Communication	Non-Verbal Communication
Verbal communication happens through the usage of words to exchange thoughts, feelings, and ideas with others.	Non -Verbal Communication happens in the absence of any oral or composed words.
A language is an important tool.	Non-Verbal prompts like body movement, gestures, facial expressions, symbols, images, etc. are an important tool.

2. Explain some functions of non – verbal communication through examples.

Answer: - I. Leads to an emphasis on verbal communication. Example: - head nod or head shake to say 'Yes' or 'No'.

II. Replaces verbal communication using behaviors that are easily recognized by others.

Example: - In case to reply yes to a question, nod your head.

III. In order to communicate emotions. Example: - Drooping shoulder to a sad friend.

3. List some factors that enhance our oral communication skills.

Answer: - I. The speech which is an art of delivering a formal oral communication to an intended audience with clarity and appropriate words.

II. Vocabulary which is the correct usage of words by reading new words from the dictionary daily.

III. A rhythm which expresses one's attitude and different array of emotions such as surprise, happiness, etc.

IV. The tone of the speaker creates an impact on the listeners by reflecting the attitude and emotions of the speaker.

4. How can we enhance our communication skills?

Answer: - I. Reading out loud.

II. Taking part in activities where public speaking is involved.

III. Talking to the people in a manner that will show interest.

5. How can we say that visual content is an effective form of communication?

Answer: - I. It plays a vital part in mankind's existence and expression.

II. It is an effective way of passing information as the human mind processes images.

III. Even an illiterate person can easily understand the information that is being presented using visual aids.

6. List any five points that should be kept in mind while preparing a presentation.

Answer: - I. Make sure that your content is suitable for visual presentation.

II. All fonts should be legible and appropriate for the communication style.

III. Use callouts in modernization to highlight vital information.

IV. Use colors spraying to highlight important information.

V. Try and avoid bright or dull colors in the presentation.

7. 'Non-verbal cues complement verbal communication'. Justify.

Answer: - Non-verbal communication depends on different non-verbal prompts like body movement, gesture, facial expressions, symbols and so on to express sentiments, attitudes or information. Complementing or reinforcing verbal communication in such a way that while smiling and hugging a friend one can exclaim "Wow, I am so happy for you!".

