

HARI VIDYA BHAWAN

Work sheet-2

Class-X

Subject: English

Chapter:1 A Letter to God(foot print without feet)

Date:- 25/03/2020,

Questions for practice: Learn and write.

Q.1 why did Lencho see the rain as coins?

Q.2 which emotions does the story arouse in the readers?

Q.3 Lencho's life as a farmer was hard one. Comment.

Q.4 Lencho's faith on God was unshakable. Comment.

Q.5 Describe Lencho's desperation when rain turned to a hailstorm.

ACTIVITY:- write a letter to god, to fulfill your wishes by addressing them.

Hari Vidya Bhawan
Worksheet-2
Class-X
Subject Information Technology

L-1 Communication Skills

Date:-25.3.20

Note:- (Do all questions & answers in computer notebook and draw bold line at the end of all questions and answers)

Question and answers practice exercise -1

(page no.-14)

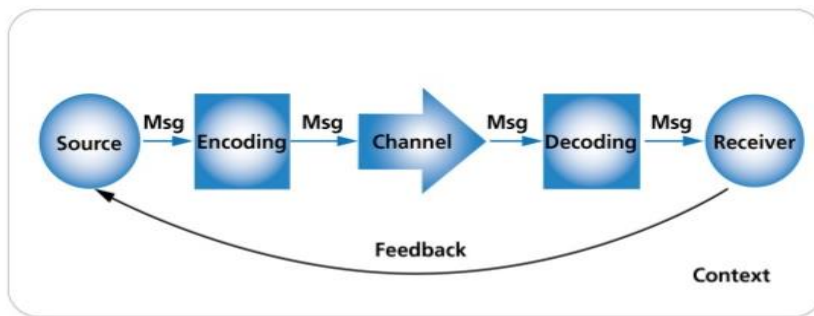
Q.1- Write down the five elements of a communication.

OR

Q.4 State the elements of communication process.

Ans.-

The Communication Process



Q.2 What are the essentials of communication ?

Ans.- Communication is essential for keep in touch, understanding each other's, and sharing information in the form of thoughts, ideas and emotions.

Q.3 What are the three methods of communication?

Ans.- Communication is a way of sharing information. There are three main types of communications Verbal, Non-verbal & Visual.

Q.5 Write the five communication methods that help to communicate face- to- face.

Ans.- Face- to- Face communications are the most effective way of communication there are five methods that helps in face- to- face communication, like interviews, group discussion, class conversion with teacher, counseling/helping colleagues, meetings, conferences etc.

Q.6 How appearance is important in non-verbal communication?

Ans.- Appearance plays an **important** role in **non-verbal communication**: Our choice of color, clothing, hairstyle,

and factors affecting appearance are also considered a means of non-verbal communication, Appearance can also alter physiological reactions, and judgments. When we communicate to large audience, the first impression is important.

Q.7 What is visual communication? Give five examples that show some visual clue related to communication?

Ans.- Visual communication is the transmission of information and ideas using symbols and imagery. It is one of three main types of communication, along with verbal communication (speaking) and non-verbal communication (tone, body language, etc.). Visual communication is believed to be the type that people rely on most, and it includes signs, graphic designs, films, typography, and countless other examples.

Q.8 What is the role of body language in communication?

Ans.- Body language is an important tool to help us to communicate with the people around us, Body language consists of the positions, gestures and whole body movements that we use to share how we are feeling or what we are doing. Body language convey meanings and messages.

Q.9 Give five examples where oral communication takes place.

Ans- Five examples where oral communication takes place- In the workplace such as conversation, interviews, group discussion, class conversation with teacher, counseling/helping colleagues, meetings, conferences etc.

Q.10 Give two examples of written communication.

Ans.- Two examples of written communication are SMS, and E-mail.

Q.11 Why e-mail is an important method of effective communication?

Ans.- E-mail is an important method of effective communication that is fast, cheap, accessible and easily replicated.

Q.12 Why most people prefer visual communication as an effective way of communication.

Ans. - Visual communication is the art of passing information to people by the use of gestures, images, signs, posters and short films advertisement among others. [Visual communication](#) is the most effective way of passing information because the human mind processes things in images. The majority of people respond quickly to visual images instead of texts.

Q.13 Give at least 4 examples where computer is useful for communication.

Ans.- Almost any business, small or large, needs to use computers to communicate nowadays.

- 1) Customers expect to be able to find information about a business online
- 2) Communicate via email.
- 3) Social media, accessible through a computer or a smart phone, has also become a major tool for communicating With customers and the public.
- 4) Many businesses find it valuable to maintain presences on Facebook, Twitter, Instagram or other platforms.