

DIPLOMA CONCEPT

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PRACTICE SET(1)

Communication Skills

country could bring a revolution in it unless its everybody are educated enough to meet the challenges. Education makes a man realize about himself and his goals and how to achieve that goals.

Basically, Education is divided into three groups. The Education which teaches the concerns of a society is called Social Education. The Education which develops a personality inside a man himself is called Spiritual Education. The Education that concerns with the professionalism is called Vocational Education. The Technical Education comes under the branch of Vocational Education which deals practically in the field of trade, commerce, agriculture, medicine & Engineering.

We are living in the modern age of science where we found Technologies in every aspect of life. What makes life so brain friendly for us simply; these are the Technologies which we use for our ease and comforts. Not only in our daily life but also in the research centre, in defensive measured of a country, biological aspects etc. No nation could generate the progress unless it promotes technical aspects in its fields. The technical education produces technicians for all type of industries and it is true that the progress of a country much depend upon its Industrialization without which a handsome economy would not be possible.

Using a technology is far easier than to develop it. For developing a technology, it needed high skill teams which have a high data for the theme. It also needed a high amount of time and also money. To fulfill all these, there must be technical institutes which must cover all the faculties of technological studies and also the support of government to support financially & to construct it at international level. If it would be at International level then it would be easier to students to grab data in their own state so that they could do something for their own country.

Q.1. *Communication is the life blood of any civilization? Discuss.*

Ans. Same as Chapter 1, Q. No : 2(a)

Or *What is the importance of feedback in effective Communication?*

Ans. Same as Chapter 1, Q. No : 2(b)

Q.2. *What do you mean by the stages of communication process? Knowing your audience is the key to its process. How ?*

Ans. Same as Chapter 1, Q. No : 8

Q.3. *Define written Communication. What are its limitations?*

Ans.: Same as Chapter 2, Q. No : 11

Q.4. *How body language helps in effective communication? How it is different from graphic language ?*

Ans. Same as Chapter 4, Q. No : 9

Q.5. *What are the different techniques of overcoming communication barriers ? Discuss.*

Ans. Same as Chapter 3, Q. No : 2

Q.6. *What do you mean by visual aids? How for it is helpful in effective Communication?*

Ans.: Same as Chapter 4, Q. No : 10

Q.7. *Write short notes paragraph on one :*

(i) *Getting ready for a job interview.*

(ii) *Role of mobile phone in modern Communication system*

(iii) *Importance of technical education for women.*

Ans. (i) GETTING READY FOR A JOB INTERVIEW: Same as Chapter 5, (Some example of paragraph writing) Q. No : 6

(ii) ROLE OF MOBILE PHONE IN MODERN COMMUNICATION SYSTEM .

Same as Chapter 5, (Some example of paragraph writing) Q. No : 7

(iii) **Importance of Technical Education for Women** : Same as Chapter 5, (Some example of paragraph writing) Q. No : 8

Q.8. Write an application for the post of technical supervisor in a leading manufacturing company.

Or Write an application to your Polytechnic Principal to provide internet facility in your institue hostel.

Ans. Same as Chapter 5, Q. No : 1

Or,

Ans. Same as Chapter 5, Q. No : 2

Q.9. Write a report drawing attention of the B.D.O. towards poor road condition in your locality.

Or Write a report drawing attention of the B.D.O. towards poor road condition in your locality.

Ans. Same as Chapter 5, Q. No : 3

Or

Ans. Same as Chapter 5, Q. No : 4

Q.10. Draft a circular letter for opening of morning classes in the Institute campus.

Or On behalf of the Principal write a notice of the closure of office on the occasion of Eid-festival.

Ans. Same as Chapter 5, Q. No : 5

Or:

Ans. Same as Chapter 5, Q. No : 6

PRACTICE SET(2)

Communication Skill

Q.1. Define Communication. What do you mean by Communication cycle ?

Ans. Communication :- Same as Chapter 1, Q. No :

Communication Cycle :- Same as Chapter

- 1, Q. No : 10

OR What are different elements of Communication ?

Ans. Same as Chapter - 1, Q. No : 8

Q.2. What are the different types of Communication ? Differentiate between vertical and horizontal Communication.

Ans. Same as Chapter - 2, Q. No : 9

Vertical Communication :- Same as Chapter

2, Q. No : 14

Horizontal Communication :- This is a lateral communication process in which information flows between two persons of the same post or rank.

Q.3. Discuss the role of body language in effective Communication.

Ans. Same as Chapter 4, Q. No : 9

Q.4. Define oral Communication. What are its limitations ?

Ans. Same as Chapter - 2, Q. No : 7

Q.5. What do you mean by barriers to Communication ? Discuss.

Ans. Same as Chapter - 3, Q. No : 2

Q.6. What are the different non-verbal codes ? Discuss any four of them.

Ans. The non-verbal communication carries greater impact than verbal communication. The non verbal codes have instant effect on the receiver.

The different types of non-verbal codes are :-

(i) Kinetics (ii) Proxemics (iii) Haptics

(iv) Vocalics (v) Physical appearance

(vi) Chronemics(vii) Artifacts

(i) Kinetics :- The term kinesics refers to the study of body language. It is related to the study of gestures, postures and facial expressions. We communicate many messages by using our body parts.

- e.g.: (a) Waving of hand : to say good bye
 (b) Raising thumb : to say best of luck

(ii) Vocalics :- The term 'vocalics' refers to the study of voice in oral communication. The modulation of voice can convey many meanings. The voice of a person also reflects his personality. A superior person always speaks with a loud voice while lower voice. Loud voice expresses anger and soft voice expresses affection, friendliness etc.

(iii) Physical appearance :- Physical appearance and dress is also one of the codes of non-verbal communication. A person's dress and appearance has a lot of influence over others. Physical appearance and dress convey a lot of information about the concerned person.

If a person wears casual dress in the office, it reflects his casual attitudes towards work. If a person wears fashionable dress in his office, it reflects his lack of sincerity towards work.

(iv) Artifacts :- Artifacts are communication through objects. This form of communication is more useful for studying archaeological evidence from common man. Artifacts are objects that were made by people and can be moved without their appearance. Artifacts from a society with written history may also include clay tablets and other written records.

Q.7. Write a job application for the post of Junior Engineer advertised in the newspaper furnishing your full Bio-data.

Ans. Same as Chapter 5, Q. No : 7

OR On behalf of a Polytechnic Principal draft a supply order letter for supply of computer in the Institute.

Ans. Same as Chapter 5, Q. No : 8

Q.8. You have purchased 100 ceiling fans out of which 10 are defective. Write a letter of complaint to the supplier.

Ans. Same as Chapter 5, Q. No : 9

Q.9. As a head girl of your batch write a report on an accident that took place in the Chemistry lab.

Ans. Same as Chapter 5, Q. No : 10

OR Write a report drawing attention of the local corporation authority on the poor drainage system of your locality.

Ans. Same as Chapter 5, Q. No : 11

Q.10. Write a short paragraph on any one.

(i) Importance of modern Communication techniques

(ii) Movement of Anna Hazare.

Ans.(i) Importance of modern Communication techniques :- Same as Chapter 5, (Some example of paragraph writing) Q. No : 4

Ans.(ii) Movement of Anna Hazare :- Same as Chapter 5, (Some example of paragraph writing) Q. No : 5

PRACTICE SET(3)

Communication Skill

Q. 1. What are the different stages of communication? Explain with the help of a suitable diagram.

Ans. Same as Chapter 1, Q. No : 12

Q.2. What do you mean by verbal communication? Differentiate between Oral communication and Written communication.

Ans.: Verbal Communication : Same as Chapter 2, Q. No : 9

Refers to Q. No. 13, Chapter no. 2.

Q.3. Explain graphic language with its different types.

Ans.: Graphic language is the other method of communication. It is particularly relevant for students of technical subjects. These are very useful in technical writing.

It is rightly said that a picture is better than a thousand words.

Importance of graphic language:-

(i) Graphic language is useful for educated people.

(ii) Language is a highly developed system of communication.

(iii) Engineering drawings are made in lines with different views.

(iv) Graphic mode of communication is important in the engineering science.

(v) Communication without the use of words is non-verbal.

(vi) Maps, charts, graphs play an important role in non-verbal communication.

Different types of graphic language:-

(i) Table (ii) Bar chart / Bar graph (iii) Pie chart.

(i) Table : Tables are very often used in technical writing usually their function is to enable us to compare between two or more quantities. Generally table consists of numerical or statistical data.

Essential for good tables:-

(i) Draw required number of columns and rows.

Write heading of each column.

(ii) Learn to abbreviate headings correctly so that they fit into the column and at the same are understood by the reader.

(iii) Table should be drawn at the centre, between the left and right margins so that the table appears neat and clean.

(iv) The information in the table must be limited

and precise.

(ii) Bar Graph : Engineers are often required to prepare bar graphs or bar charts. The bar graph makes it particularly easy to compare the data.

Guidelines for a good bar graph:-

(a) Tabulate the given data.

(b) Name of graphical representation should be mentioned.

(c) It should have proper scale or unit of measurement.

(d) Appropriate title should be given

(e) Label the parts

(iii) Pie Charts : A special chart that uses "pie slices" to show relative sizes of data.

Q.4. What do you mean by communication barrier? Explain the different types.

Ans.: Refer to Q. No. 4, Chapter no. 3.

Q.5. Define any five of the following Non-verbal graphic codes.

(a) Kinesics (b) Proxemics (c) Haptics (d) Vocalics

(e) Physical appearance (f) Chronemics (g) Artifacts.

Ans.: Same as Chapter no. 4

Q.6. How 'Body Language' helps in effective communication? Explain the different types.

Ans.: Same as Chapter no. 1

Q.7. Write a short paragraph on any one of the following :

(a) Increasing importance of forest in coming days.

(b) Role of counsellor in a student's life.

(c) Importance of scholarship for a student.

Ans.: (a) Increasing importance of forest in coming days :— Same as Chapter 5, (Some example of

Paragraph Writing) Q. No : 1

(b) **Role of counsellor in a student's life** :- Same as Chapter 5, (Some example of Paragraph Writing)
Q. No : 2

(c) **Importance of Scholarship for a student** :

Same as Chapter 5, (Some example of Paragraph Writing) Q. No : 3

Q.8. Write an application for the post of Assistant Engineer to Indian Oil Corporation Ltd, Mumbai, which was published last saturday in Times of India, newspaper.

Ans.: Same as Chapter 5, Q. No : 12

OR, Write an application to your Polytechnic Principal to provide sports facility in your institute.

Ans.: Same as Chapter 5, Q. No : 13

Q.9. Write a letter of complaint to Modern Electronics, Main Road, Ranchi regarding poor working condition of your Television, which you had re-

cently bought.

Ans.: Same as Chapter 5, Q. No : 14

OR, Write a report drawing attention of the B.O.D. towards poor electricity supply in your locality.

Ans.: Same as Chapter 5, Q. No : 15

Q.10. Draft a circular letter from the Administrative Officer SBTE, to all polytechnic principals for furnishing the names of the toopers of the final batch 2013 of all the branches to honour them by the hands of Chief Minister.

Ans.: Same as Chapter 5, Q. No : 16

OR, You are the headboy / headgirl of your institute. Write a notice regarding the Annual Function which is going to be organised at the end of this month.

Ans.: Same as Chapter 5 (Format Notice) Q. No:

2016 (Odd)

Communication Skills -II

PART-I (ENGLISH)

GROUP A

1. Choose the most suitable answer from the following options.

$$16 \times 1 = 16$$

- (i) Choose the option that is not applicable to 'Communication'-

 - (a) It is natural
 - (b) It is needed by none
 - (c) It is a social affair
 - (d) Language is its most powerful tool.

Ans. (b)

- (ii) 'Communication' means-

 - (a) Oral communication only
 - (b) Written communication only
 - (c) Communication through body language
 - (d) All of these

Ans. (d)

- (iii) Sender as component of communication process is -

 - (a) The person who communicates ideas, motions and feelings to the receiver.
 - (b) The person who communicates only orally
 - (c) The person who communicates in writing only
 - (d) None of these

Ans. (a)

- (iv) Encoding as a component of communication process

 - (a) On the part of the receiver
 - (b) On the part of the sender
 - (c) Both (a) and (b)
 - (d) None of these

Ans. (b)

- (v) Downward and upward channels of communication are known as—

 - (a) Horizontal channel of communication
 - (b) Lateral channel of communication

- (c) Vertical channel of communication
(d) All of these

Ans. (c)

- (vi) Grapevine is a kind of –

 - (a) Formal network of communication
 - (b) Informal network of communication
 - (c) Both (a) and (b)
 - (d) None of these

Ans. (b)

- (vii) Consensus, a type of informal network of communication is—

 - (a) Related to political field
 - (b) Related to commercial field
 - (c) Both (a) and (b)
 - (d) Juicy and interesting in nature

Ans. (a)

- (viii) Business letters are—

 - (a) Formal in nature
 - (b) Informal in nature
 - (c) Neither formal nor informal in nature
 - (d) Half formal and half informal in nature

Ans. (a)

- (ix) Non-verbal communication does not include—
(a) Facial expressions (b) Body movements
(c) Writing research articles (d) Eye contact

Ans. (c)

- (x) General communications—
(a) Mostly oral in form (b) Day-to-day gossips
(c) Causal talks among peers (d) All of these

Ans. (d)

- (xi) In technical communication, we do not need to be—
(a) Proficient in the subject (b) Poor in the language
(c) Poor in structuring facts
(d) Both (b) and (c) above

Ans. (d)

- (xii) Choose the statement that is not applicable to horizontal channel to communication–

 - (a) It is a kind the formal communication.
 - (b) Persons, employees or officers standing at the same level in the heirarchy exchange their views
 - (c) There is no fear of concealing facts.
 - (d) There is always hesistation as there are barriers of hieerachy or sub-ordinate or head...

Ans. (d)

(xiii) Non-verbal communication means—

- (a) Absence of verbs in our communication
- (b) Presence of action in our communication
- (c) Communication through body movements.
- (d) None of these

Ans. (a)

(xiv) The source or the way through which the message is conveyed or transmitted is called the

- (a) Media
- (b) Receiver
- (c) Sender
- (d) Both (a) and (b) above

Ans. (a)

(xv) In a downward channel of communication—

- (a) Subordinates send messages to their superiors
- (b) Superiors send down messages to their subordinates
- (c) Both (a) and (b) above
- (d) None of these

Ans. (b)

(xvi) 'Chronemics' means—

- (a) Use of time
- (b) Vocal clues
- (c) Eye contact
- (d) All of these

Ans. (a)

GROUP-B

Answer all four questions :

$$4 \times 4 = 16$$

2. What is Communication ?

4

Or, What is Non -Verbal Communication ?

4

Ans. Same as Chapter 1. Q.1

Or, Same as Chapter 3

3. State the characteristics of Business letter.

4

Or, State and define the components of Communication.

4

Ans. Characteristics of Business Letter

1. Simplicity : A business letter should be simple. It should be written in a lucid (easy) language so that it is clear to the receiver. The language can be similar to that of social letters as long as formality is maintained. The letter should make an instant appeal to the reader.

2. Conversational style : An effective letter is one that an impression of face to face communication. Letters are the written media by which sender of the message speaks to the receiver. Hence a letter should be written in a conversational style. Conversational style is interactive in nature and is more or less informal.

3. Clarity of goal: The writer should be clear about what he wishes to convey. He should keep all the facts and figures of the information handy. The letter should be

written in such a way that it reflects the goal clearly and easily. There must not be any ambiguity.

4. Public relation: Business letters reflect the image of the organisation. All business letters should therefore be drafted keeping in mind the objective of enhancing the organisations goodwill, image and public relations.

5. The 'You' attitude : The business letters should be written keeping in mind the reader's point of view. It should be able to convey the sender's interest in the reader. For this the 'You' attitude should be adopted. The T's and We's should be avoided and more of You's should be included. This will show the sender's interest in the reader.

Or, Components of communication: Communication may be defined as a process concerning exchange of facts or ideas between persons holding different positions in an organisation to achieve mutual harmony. The communication process is dynamic in nature rather than a static phenomenon. Communication process as such must be considered a continuous and dynamic interaction, both affecting and being affected by many variables.

(1) Sender: The person who intends to convey the message with the intention of passing information and ideas to others is known as sender or communication.

(2) Ideas: This is the subject matter of the communication. This may be an opinion, attitude, feelings, views, orders, or suggestions.

(3) Encoding: Since the subject matter of communication is theoretical and intangible, its further passing requires use of certain symbols such as words, actions or pictures etc. Conversion of subject matter into these symbols is the process of encoding.

(4) Communication Channel: The person who is interested in communicating has to choose the channel for sending the required information, ideas etc. This information is transmitted to the receiver through certain channels which may be either formal or informal.

(5) Receiver : Receiver is the person who receives the message or for whom the message is meant for. It is the receiver who tries to understand the message in the best possible manner in achieving the desired objectives.

(6) Decoding: The person who receives the message of symbols from the communicator tries to convert the same in such a way so that he may extract its meaning to his complete understanding.

(7) Feedback: Feedback is the process of ensuring that the receiver has received the message and understood in the

same as sender meant it.

4. Write a short note on the either topic as given below :

(a) Visuals : Tables, charts and Graphs.

(b) Communication Process

(c) Notice

4

Or, How can feedback be encouraged ?

4

Ans. Tables, Charts, and Graphs: Same as Chapter - 4

(b) Chapter -1 Q.11

Ans.(c) A notice is a written or an oral statement that contains the particular of holding a meeting. When a circular is served among the members of the meeting to attend the meeting it is called a notice. It is letter of invitation that carries the request to the members to attend a meeting. A notice includes time, place data agenda of a meeting. The notice should be sent by the proper authority in due time so that the members can attend the meeting in time. So, notice is formal written or formal information, notification or warning about a fact or an invitation to the concerned person for attending the meeting.

Essential elements or factors of a valid notice

The essentials or elements or factors of a valid notice are given below :

1. Signature: The notice must be signed by the proper authority. Only the legal authority should be serve the notice.
2. Proper time: The notice must be served in proper time. It should be circulated according to the rules and regulations of the company or the organization.
3. Time date and place: There must be no condition or complexity in the notice about attending meeting. Always a notice is unconditional.
4. Unconditional: There must be no condition or complexity in the notice about attending meeting. Always a notice is unconditional.
5. Agenda : Agenda means topics to be discussed in a meeting. A valid notice should contain the agenda of the meeting.
6. Conciseness : The notice must be short in size. It should be clear simple and easy.
7. Proper persons : Notice should be served to the proper persons who are entitled to attend the meeting.
8. Enclosure : An explanatory statement should be sent with the notice.

Or, How can feedback be encouraged ?

Ans. Encourage feedback from employees can help you

improve your business. There are options you can consider to encourage ideas employees including:

- A feedback link in internal newsletters or on the intranet.
- Inviting employees to complete a postcard with ideas for example- what they can do to improve their performance, what their team can do to improve performance and what the wider business can do to pursue its strategy.
- Posing a monthly question to invite views, stimulate discussions and share key themes from the feedback.
- Giving managers a standing agenda for team briefings inviting questions and feedback from employees.
- Providing training or guidance to help managers seek and handle feedback
- Holding regular focus groups that seek feedback from a cross-section of employees across your business.
- Creating specific days during which employees can come and talk to senior managers with any views or issues.

5. Suggest some ways to overcome communication barriers.

4

Or, What is eye-contact ?

4

Ans. Same as Chapter - 2 Q.2

Or Same as Chapter - 2 Q.10

GROUP-C

Answer all three questions :

$3 \times 6 = 18$

6. Discuss the importance of communication in our day-to-day life.

6

Or, Prepare your resume for application. Remember you are Akash Verma/Shaline Gupta.

6

Ans. Same as Chapter - 1 Q.5

7. Write a letter to the General Manager of Usha Martin placing order for supply of some fans etc.

6

Or, Write a report on the incident of a road accident which you were an eye-witness.

6

Ans. Same as Chapter - 5Q.11

Or,

Same as Chapter - 2 Q.11

8. Discuss downward and upward channels of communication.

6

Or Write the Characteristics of grapevine or informal communication

Ans. Chapter - 2 Q.10

Or, Grapevine or informal communication is the process of spontaneous exchange of information between two or more persons at different status without following any

(vi) Formal Network of Communication includes—

- (a) Upward channel of communication
- (b) Downward channel of communication
- (c) Horizontal channel of communication
- (d) All of these

Ans. (d)

(vii) Decoding as a component of communication process is one the part of the—

- (a) Sender
- (b) Receiver
- (c) Jury
- (d) All of the above

Ans. (b)

(viii) Consensus is a kind of:

- (a) Informal Network of communication
- (b) Formal Network of communication
- (c) Disagreement
- (d) Dissatisfaction

Ans. (b)

(ix) Business letters are related to:

- (a) The world of trade
- (b) The world of Business
- (c) The world of commerce and Industry
- (d) All of the above

Ans. (d)

(x) Non-verbal communication is usually a process of communication through:

- (a) Body language
- (b) Letters
- (c) Newspaper
- (d) Office orders

Ans. (b)

(xi) Select the statement which is not applicable to technical communication:

- (a) It is a written or oral communication in professional field
- (b) It is written to a specific audience, for a specific purpose
- (c) It has got no specific format
- (d) It is clear, accurate and precise

Ans. (b)

(xii) Grapevine, a type of informal network of communication, is:

- (a) Backbiting
- (b) Backstabbing
- (c) Juicy, interesting and fresh
- (d) All of the above

Ans. (c)

(xiii) Non-verbal communication plays—

- (a) 65% role in communication
- (b) 35% role in communication
- (c) 15% role in communication

(d) No role in communication

Ans. (a)

(xiv) The receiver is one who—

- (a) Receives the message
- (b) Decodes the message
- (c) Gives feedback to the sender
- (d) All of these

Ans. (a)

(xv) Message passed on between employees working at the same organizational level are examples of—

- (a) Horizontal channel of communication
- (b) Vertical channel of communication
- (c) Downward channel of communication
- (d) None of these

Ans (a)

(xvi) 'Kinetics' refers to—

- (a) Vocal clue
- (b) Use of time
- (c) Space distancing
- (d) Facial expressions, postures, gestures & eye-contact

Ans. (d)

GROUP-B

2. State the importance of communication in professional life.

Ans. Same as Chapter - 1 Q.5(b)

Or What is verbal communication.

Ans. Same as Chapter - 2 Q.2

3. What do you understand by the term 'Feedback' ?

Ans. Same as Chapter - 3 Q.8

Or Define communication and state the different types of communication.

Ans. Same as Chapter - 1 Q.1

Types of communication—

Same as Chapter - 2 Q.1

4. Learn the qualities of a good report.

Ans. The objective of the report must be properly defined. Specific rules suitable to specific type of report should be followed:

Report should be drafted maintaining simple and familiar language.

There should be presentation of accurate and proper information in the report.

Proper planning should be made regarding the structure, system, content and style of the report.

The content of the report must be in details to provide clear idea. There should be statistical analysis, table presentation, graph, pictures and others to be included in a report if necessary.

WILHELM A.

- (vii) यह संस्कार का प्रमुख लक्षण है कि

 - (a) विद्युतीय
 - (b) विद्युतीय

(viii)

(ix) विद्युतीय के संदर्भ में यह

 - (a) विद्युतीय होता है
 - (b) विद्युतीय होता है
 - (c) विद्युतीय होता है
 - (d) विद्युतीय होता है

(x)

(xi) विद्युतीय का प्रमुख है

 - (a) विद्युतीय होता है
 - (b) विद्युतीय होता है
 - (c) विद्युतीय होता है
 - (d) विद्युतीय होता है

(xii)

(xiii) विद्युतीय का प्रमुख है

 - (a) विद्युतीय होता है
 - (b) विद्युतीय होता है
 - (c) विद्युतीय होता है
 - (d) विद्युतीय होता है

(xiv)

(xv) विद्युतीय होता है

 - (a) विद्युतीय होता है
 - (b) विद्युतीय होता है
 - (c) विद्युतीय होता है
 - (d) विद्युतीय होता है

00000-0

- किसी एक सूत्र का उपरान्त है :
संसार को समाजहृषि पर विश्विषण माल करने के लिए किस
उद्दीपकों को उपयोग करता चाहिए ?

三

10

मात्र यहाँ तक है ? गोपनीय अधिकारी की

GROUP C

- Q.** सभी दो प्रकारों का उत्तर है :
 'बापी जी शिष्टता' जाता है ? लेकिन अपनी बापी के साथम से शोलावटों को छोड़े प्रशासित कर सकता है ?

Ans. बापी जी शिष्टता : हमारा प्रत्येक शब्द हमारे असाधारण पर एक अधिक गुण छोड़ जाता है, जो हमारे स्वभाव और चरित्र की विवरण में दीवा रहता है। हमारे सभी विचारों और व्यवहारों में प्रत्येक शब्द के स्वतंत्र असाधारण उच्चते का संकेत किया है। कठोरीक शब्दों में अमृता सामाजिक है जो काम हम वर्षी में नहीं कर सकते उसी प्रकारी और पुराणाओं लघित अपने द्वारे हुए शब्दों को शक्ति से असाधारण में सम्बन्ध कर डालते हैं। उसका कारण भी यही है। असाधु हमें शब्दों को इस अदीर्घ सामाजिक का स्थान रखते हुए जानी का जब्ता नहीं, अविवर और विविकारी अन्यथा रखने का प्रस्तुत करना आविष्करण।

should be shown in yellow

1. शोला जी की सचिव ने लातूर राजकाल सकारा बड़ी बताता है कि शोला की पर्याप्त का लाभ लेता है।
 2. शोलार्जी का दिलासा यह है— उस उनसे जुड़े का प्रयाप्त कीजिए। यह एक ऐसी अपेक्षा तथा गति में आवा हुआ है जो उसका निकाल करें। उस गति के पूर्णतया सामाजिक की बात करें।
 3. शोलार्जी की लातूरिका वर्णना करें।
 4. शोलार्जी को दीर्घी पूरा पर धूमधार न करें काफी कठी हम किसी वर्ष की वर्षी वा लातूरिकार्जी को करें और वहाँ से उसे में धूमधार

5. *qui sait à quel point nous sommes dans la situation ?*
6. *quels éléments de cette situation nous permettent d'en faire*
quelques prévisions ?

and you can find this out from the DMR's
local office or agency site.

अन्त विनाश करने वाली विद्या है। यह विद्या को
प्राप्त करने जैसा कि आप अपनी जीवन में रखना चाहते हों। यह विद्या को
प्राप्त करने के लिए आपनी जीवन के सभी विषयों में ध्यान देना चाहिए। यह विद्या
को प्राप्त करने के लिए आपनी जीवन में अपनी जीवन के सभी विषयों में
ध्यान देना चाहिए। यह विद्या को प्राप्त करने के लिए आपनी जीवन के सभी विषयों में
ध्यान देना चाहिए। यह विद्या को प्राप्त करने के लिए आपनी जीवन के सभी विषयों में
ध्यान देना चाहिए। यह विद्या को प्राप्त करने के लिए आपनी जीवन के सभी विषयों में
ध्यान देना चाहिए। यह विद्या को प्राप्त करने के लिए आपनी जीवन के सभी विषयों में
ध्यान देना चाहिए।

- ३) यह सभी विषयात्मक प्रश्नों की क्रमांक अंकित करें।
 - ४) पूर्ण पत्र अनुसृत रूपालय अधिकारी पर अवृद्धि व विवरण में छापे ही रखें।
 - ५) पूर्ण राज्यों को संबोधित करना चाहिए, जहाँ के द्वारा विषय की अनुसृत अधिकारी रूपालय का रखें। उसके कानून विधि विभाग को देखें करें।
 - ६) पूर्ण यह विषयात्मक के आधार पर विषयात्मक प्रश्न पूछ सके जहाँ अपनी गति का समाचार करें।
 - ७) गैरिकों, कैफियत पर कृत्यकृति पर संक्षेप अवृद्धि, समाचारों पर वालों की विवरण दें।

前言

ज्ञान का लक्ष्य है। इसके अलावा जीवन की सुखना की ओर आधारित होना चाहिए। जीवन में उत्सुकी की विकास की वाली कामयाएँ हैं जो जीवन की अवधि और जीवन की गति को बढ़ावा देती हैं। यहाँ जीवन की विकास की वाली कामयाएँ हैं जो जीवन की अवधि और जीवन की गति को बढ़ावा देती हैं। यहाँ जीवन की विकास की वाली कामयाएँ हैं जो जीवन की अवधि और जीवन की गति को बढ़ावा देती हैं। यहाँ जीवन की विकास की वाली कामयाएँ हैं जो जीवन की अवधि और जीवन की गति को बढ़ावा देती हैं।

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अवधारणाक व्यवहार से आपस हैं शुरू सामग्री को स्थानपूर्वक पुनरावृत्ति पूर्ण बदली, चिकित्सा, आर्द्धशो-पिण्डिशो तथा सार्वजनिक के मध्य अधिक को गहरा करता। अवधारणाक व्यवहार के चिकित्सा के लिए आप चिकित्सिकों को शुरू सामग्री के मध्य विन्दु स्थानों के लिए कहा गया है जबकि उन्हें उपचारपूर्वक पार या कालिपासों में लिखने के लिए कहा गया है। अवधारणाक व्यवहार, व्यवहार के अन्य से भिन्नताओं की व्यापारिकता है।

第10章

वृक्ष विद्युत की अपेक्षा, उभयन की, जो विद्युत की वज्रों
के साथ विद्युत की अपेक्षा पर्याप्त नहीं होती है औ इस विद्युतीय
काला विद्युत विद्युत कहता है। यह विद्युत विद्युत विद्युत
विद्युत के विद्युत के रूप अविद्युत विद्युत है।

1999年

ਗੁਰ ਮਨ ਦੀ ਬੁਝੀ ਵੀ ਸਾਰਾ ਜਿਵੇਂ ਹੋਣੀ ਵੀ ਹੈ।

दृष्टि से विचार करता हुआ अपने पूर्व अनुभवों के आधार पर उनका मूल्यांकन करता है तथा निष्कर्ष निकालता है। भाषा-शिक्षक को विश्लेषणात्मक श्रवण के विकास के प्रति सजग रहना चाहिए क्योंकि सामाजिक व्यवहार में हम विश्लेषणात्मक श्रवण की ही अपेक्षा रखते हैं।

वैसे तो ये तीनों प्रकार के श्रवण परस्पर व्यापी है किन्तु प्रत्येक में श्रोता की मनःस्थिति में भिन्नता होती है। श्रवण के इन तीनों रूपों के शैक्षणिक उद्देश्यों में अंतर होने के कारण कुछ शिक्षा-शास्त्रियों का सुझाव है कि अवधानात्मक श्रवण तथा रसात्मक श्रवण हेतु किए गए सादर वाचन के समय केवल वाचक के हाथ में ही पुस्तक हो, श्रोता ध्यानपूर्वक सुनते रहे तभी वे सम्बद्ध वाचन की विशेषताओं की अनुभूति कर सकेंगे। पुस्तक सामने रखकर साथ-साथ पढ़ने के कारण न तो वे श्रुत सामग्री पर पूरी तरह ध्यान केन्द्रित कर पाएंगे और न ही वाचक ही भाव भींगिमा कहने के लहजे की उपयुक्त अनुभूति ही कर पाएंगे।

अतः श्रवण प्रक्रिया के पहले दो रूपों की सार्थकता के लिए वह उचित होगा कि श्रोता व वाचक के बीच कोई व्यवधान न हो। विश्लेषणात्मक श्रवण की स्थिति में शिक्षार्थी अवश्य ही वाचक के साथ साथ स्वयं भी पुस्तक से पढ़ता जाए, क्योंकि तभी वह विषय सामग्री में वर्णित तथ्य, विचार भाव आदि पर समीक्षात्मक दृष्टि डाल पाएगा। साथ ही शब्द के शब्द रूप के साथ उसकी वर्तनी का संबंध जोड़ने से शब्द विशेष के उच्चरित तथा विश्लेषणात्मक श्रवण की स्थिति में शिक्षार्थी अवश्य ही वाचक के साथ साथ स्वयं भी पुस्तक से पढ़ता जाए क्योंकि तभी वह विषय सामग्री में वर्णित तथ्य, विचार, भाव आदि पर समीक्षात्मक दृष्टि डाल पाएगा। साथ ही शब्द के श्रव्य रूप के साथ उसकी वर्तनी का संबंध जोड़ने से शब्द विशेष के उच्चरित तथा लिखित दोनों रूपों से परिचित होगा।

श्रवण कौशल विकास संबंधी क्रियाकलाप

श्रवण कौशल शिक्षण के उद्देश्य एवं प्रकारों पर विचार करने के पश्चात् भाषा शिक्षक के रूप में हमें यह विचार करना आवश्यक होगा कि वे कौन से क्रियाकलाप हो सकते हैं जिनकी सहायता से हम शिक्षार्थियों में श्रवण कौशल का सुनियोजित विकास कर सकेंगे।

- पूर्वाभ्यास क्या है? सफल प्रस्तुती के लिए पूर्वाभ्यास क्यों आवश्यक है?

Ans. पूर्वाभ्यास—किसी कार्य को दर्शकों के समक्ष प्रस्तुत करने के पहले उसका किया जानेवाला अभ्यास पूर्वाभ्यास कहलाता है। पूर्वाभ्यास महत्वपूर्ण है क्योंकि—

- आपको गलतियाँ सुधारने के काफी मौके मिलेंगे।
- आप अपने रोजमर्या के कार्यों में भी ध्यान लगा पाएंगे।
- आप अपनी हाव-भाव पर नियंत्रण कर पाएंगे।
- आपको रटने की ज़रूरत नहीं पड़ेगी।
- आवाज में उतार-चढ़ाव पर ख सकेंगे।
- जो भी गलतियाँ अभ्यास के दौरान आप करेंगे, वह भविष्य में स्वतः ही दोबारा नहीं होगी।
- हर अभ्यास आपका तनाव कम करेगा।

अथवा

प्रस्तुती में हास्य के महत्व को रेखांकित करें।

Ans. श्रोताओं को हँसाना किसी के लिए सरल तो किसी के लिए कठिन कार्य है। यदि आप चाहते हैं कि लोग आपकी बात सुने, जागृत रहे, मुस्कुराते रहे, ऊर्जावान रहे एवं आपसे जुड़े रहें तो आपको हास्य का सहारा लेना होगा आप किन्तु भी अच्छे वक्ता क्यों न हो, यदि आपकी बातों में हास्य का समावेश न हो तो थोड़ी देर बाद सुनने वाले उब जाते हैं। हास्य से श्रोता वक्ता से जुड़ते हैं। हास्य का अर्थ सिर्फ चुटकुले सुनाना नहीं है। अपनी बातों को अविस्मरणीय बनाने और श्रोताओं को गुदगुदाने के लिए आप बहुत कुछ कर सकते हैं। उदाहरण के लिए—

एक वक्ता ने कहा—

- यदि हिन्दुस्तान में टाइटेनिक फिल्म बनती तो कैसी होती—
- टाइनेटिक में क्षमता से दस गुणा ज्यादा लोग भरे होते।
 - हीरोइन सफेद पारदर्शी कपड़े पहनकर पानी में भींगते हुए गाना गाती।
 - फिल्म के अंत में बिछुड़े हुए भाई, बहन, माँ, बाप मिल जाते।
 - फिल्म का नाम होता 'प्यार ढूबता नहीं'।
 - लाइफ सेविंग बोट और जैकेट के लिए रिश्वत देनी पड़ती।