

Define Pre-judgment-

viii) Prejudgment - An opinion about a situation or a person that is formed before knowing or considering all of the facts are called prejudgment -

ix) Passive listening is one-way communication where the receiver doesn't provide feedback or ask questions and may or may not understand the sender's message -

Active listening include responses that demonstrate that you understand what the other person is trying to tell you about his or her experience -

x) Stage fright = or is the anxiety, fear or persistent phobia which may be aroused in an individual by the requirement to perform in front of an audience - Many people suffering from fear of public speaking believe that they are alone in feeling so frightened -

ii) What is Communication?

Ans: Communication is any behaviour, verbal or non-verbal that is perceived by another.

iii) What is Youattitude?

Ans: It means conveying message with the reader in mind thinking how the reader will react to the message - It should make the reader aware of the fact that the writer is doing something for his needs and problems.

iii) D/f b/w listening and hearing?

Ans: Hearing is simply the act of perceiving sound by the ear. If you are not hearing impaired, hearing simply happens.

However, listening is something you consciously choose to do - Listening requires concentration so your brain processes meaning from word and sentence.

iv) External Stimuli: The external stimuli may be a note, letter, memo, fax, electronic mail, telephone call, a meeting or even a casual conversation. Response to this, stimulus or prompt may be oral or written depending on the situation.

vj = Para-language -

Paralanguage includes voice volume, rate articulation, pitch and the other sounds like throat clearing and sighing. Voice quality and extra sounds a speaker makes while speaking are called para-language.

vij = Body Language -

It includes the facial expressions, gestures, posture and movement, smell and touch and voice and sounds. All these things exercise definite influence on the receiver and determine his attitude towards the message conveyed.

vij = Define Audience analysis?

Audience analysis means identifying and analyzing the audience and adopting a speech to their interest and level of understanding attitude and belief.

ii)- Define message?

Ans- Message is a set of ideas or opinions etc, which a person sends to the other- It is the important element of communication-

iii)- What is medium in communication?

Ans- The way that is adopted to send the message is called the medium in communication-

Non-Verbal Communication:-

It is a communication without the words or symbols - It is done through the bodily movements and facial expressions.

Feed-back:-

It is response or reply to the message. It can be written or oral depending on the situation. Feedback determines the success or failure of the communication.