

17/8/21

F-642 - COMP
SEAT NO: 4076569
ADM. NO: 2020PE0484
PCE-I

C - SCHEME

Drf.

classmate

Date _____
Page _____

Q. 2. 4+4=8

Q2A] Instructions to generate a link in Google meet

Step 1 : Go to Google

Step 2 : Go to Google meet

Step 3 : Click on New Meeting

Step 4 : Select an option :

1. Create a meeting for later :

- To share the meeting details for a future meeting, copy the meeting link and share with the participants.
- To directly start the meeting with this link paste the link into a browser or enter the link into "Enter a code or link" field.

Click on Join.

2. Start an instant meeting :

Create a new meeting and join the meeting directly and copy the generated link.

3. Schedule in Google Calendar :

To schedule a meeting, you will be directed to Google Calendar.

Add details mentioned in the Google calendar that is time, mail, description, guest permissions etc. and then copy the generated link.

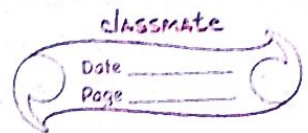
Note : Google Workspace Essentials users cannot schedule a meeting in Google calendar.

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[Signature]



Q2C]

- (i) Usually we think that the process of communication starts with words, but it is not necessary.
- (ii) Even before we start communicating with words, we communicate using our body language.
- (iii) Now, body language may comprise of our gestures, hand movements, facial expressions, appearance, eye movements etc. all these can communicate.
- (iv) Some aspects of body language are personal appearance, touch, posture, space, vocal quality.
- (v) We say that "the first impression is the last impression", hence we know that we convey some information based on how we dress, how we look, how presentable we are. So, personal appearance
- (vi) One of the most important aspect of body language is touch. ~~It is~~ From the touch of a person we can make out his/her actual intentions.
- (vii) Our posture, that is the way we sit or stand can also communicate many things.
- (viii) Another aspect of body language is space. ~~space~~ It is the space / distance between the sender and the receiver. It depends upon the closeness between the sender & the receiver. If they already know each other the space between them may be less but in a formal settings this space is more.
- (ix) Hence, from all the above mentioned points we can conclude that 'one cannot not communicate'.