

Q. 2. 4+2=6

Seat No: 4116879

Roll No: 662

Ad No: 2020PE0731

Q.2 A) → Set of instructions to generate a link in meeting.

1. Open meet browser.

2. Click on new meeting

3. Select an option

a) Start an instant meeting

i) Share the link with other participants to join the meet.

warning: Do not share link to third party.

b) Schedule in google calender for later.

i) To schedule a meeting, you will be directed to Google calendar.

ii) Select the appropriate date & time

iii) Share the link with other participants.

4. ~~Be~~ ~~cautions~~ Don't allow third party participants.

5. Stop the start recording for future records.

6. Stop recording at the end.

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Q.2. c) → One cannot communicate.

Person not only communicate with words. There are many verbal & non-verbal signals with which person is communicating. Person's body language, physique, touch, skin colour, vocal quality is also involved during communication.

Person is always communicate with others or itself. Communication is a two way process. It is depends on the receiver. If the receiver is giving appropriate feedback either verbal or through non-verbal signals then communication is interactive. Sender The

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Communication would not be longer if receiver is not responding or paying attention to sender. Sender always modify their speech according to receiver's response. Hence, for a healthy communication, feedback from receiver is equally important. Hence, one can't communicate