

## Q. 2. $4+2=6$

Q. II.A

- Open your internet browser ('Chrome' or 'Opera') in your device ('Computer', 'laptop' or 'cellphone').

- In your search bar, type 'Google Meet' and click enter.

- Google Meet website will be opened.

- Click on 'New Meeting'.

- You will be presented with three options:

- Create meeting for later.
- Start an instant meeting.
- Schedule in google calendar.

★ Create meeting for later:

- To share the meeting details for a future meeting, copy the meeting link and share with participants.
- You can start the meet by directly clicking on the link.

★ Start an instant meeting:

- Create a new meeting and join the meet directly.

★ Schedule in google calendar:

- To schedule a meeting you are directed to google calendar.

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Q.II.C

"One cannot not Communicate"

- This sentence boldly says the "Everything one does is a message, even when we do nothing, verbally or non-verbally, we are transmitting something".
- Any perceivable behaviour, including the absence of action, has the potential to be interpreted by other people as having some meaning.
- So it is impossible not to communicate.  
It is a fact that "Non-communication does not exist".
- But it does not imply that what we are communicating must be understood by the other.

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