

A. Short Answer Type

Q1. What is Encoding in Communication?

Ans - Encoding is sending a message in the form of text, signs, symbols or any other visual which the receiver has to decode to know its actual meaning.

Q2. How environment affects perspective in communication?

Ans - If the surrounding area of the communication is imbalanced, then, the impact of the communication will not be much matters, fear, anxiety, etc. strongly affects the communication skills.

B. Long Answer Type

Q1. Write short note on Interjection and conjunction.

Ans - Interjection: An interjection is a word or a phrase that expresses a sudden or a strong feeling. Grammatically they are not related in a sentence but expresses a relationship between a word and a phrase in a sentence.

For example:

- Alas! I am so lost without you.
- Great! You are coming with me.

Conjunction: Conjunction is a word that joins words, phrases, clauses, or sentences together. Some conjunctions may be used to make a list while some may be used to connect thoughts, ideas or actions.

For example:

- I bought a pen, pencil, and ruler for my exams.
- Neither this bridge nor that road is good to travel by car.

Q2. Discuss any two types of non-verbal communication.

Ans - Facial expressions - Facial expressions are a very powerful way of conveying different forms of feelings and emotions. For effective non-verbal communication, you should smile when you meet someone, match your expressions with your words, and nod while listening. Being aware of your own facial expressions is very important in a professional environment.

Eye Contact - Keeping a proper eye contact shows you are mentally present and actively involved in communication. The way you look at someone will reflect some of the strongest emotions and feelings during a social conversation.

Q3. What are the 3P's of public speaking? Discuss any two.

Ans - Prepare: Prepare the content of your speech. Think about what your audience is expecting you to speak and then plan your content. Make it interesting in such a way that your audience feel engaged and are full of praises for you.

Practice: Rehearse out loud your speech before your D-day. Work to control your voice modulation, make a list of few filler words and plan your body movement and hand gestures. Practice, pause and breathe. Use a clock to check your timings and allow time for the unexpected.

Perform: If you have done the preparation and practiced well, then, half of your battle is won. Just be confident of yourself and do not feel nervous.

Q4. What are adjectives? Give an example.

Ans - An adjective is word that defines a noun or a pronoun.

For example -

1. I have a beautiful dress.

Q5. What is Apostrophe(')? Where are they used?

Ans - Apostrophe can be used to indicate the omission of some letters in a word.

It is used to show possession of a thing.

For Example -

1. Adrissa's eyes are blue in colour.