



INDIAN SCHOOL AL WADI AL KABIR



Class: X	DEPARTMENT OF SCIENCE 2024-25 SUBJECT: Employability Skills [SKILL BASED]	DATE OF SUBMISSION: 28/08/2024
HANDOUT (Question bank)	TOPIC: COMMUNICATION SKILLS	A4 FILE FORMAT
CLASS & SEC:	NAME OF THE STUDENT:	ROLL NO.

Session 6: Pronunciation Basics

Q1. Why is it important to pronounce words correctly?

Ans - To communicate well when you speak, you need to know how to pronounce words correctly. Correct pronunciation will help you express yourself in a clear and confident manner. It will also help others to understand your words easily.

Q2. Write any two pairs of words which are pronounced in the same way but have different spellings?

Ans – Son – Sun, Sail – Sale

Q3. What is the best way to learn correct pronunciation of words?

Ans – The best way to learn pronunciation of words is to listen carefully.

Q4. How do we pronounce words?

Ans - We use sounds to speak. Every word is made up of one or more sounds. We put these sounds together to pronounce words.

Q5. What is phonetics? Explain giving example.

Ans - Phonetics is the study of the sounds that we make when we speak.

For example, the word dog is made of three sounds put together: d-o-g. Speak the word aloud as shown in Hindi to help you pronounce it correctly ड + ौ + ग = डौग

Q6. Why does a word's spelling not always match its pronunciation?

Ans - The English alphabet has 26 letters, from A to Z. But each of these letters can be pronounced in different ways in different words. We use 26 letters to write in English. But, we use more than 26 sounds when we speak English. This is why a word's spelling does not always match its pronunciation.

Q7. List the three basic types of sounds that all English words are made of?

Ans - The three basic types of sounds that all English words are made of are –

i. Vowels

ii. Diphthongs (combination sound of two vowels)

iii. Consonants

Q8. What are Diphthongs give example.

Ans - We make a diphthong sound when we combine two vowels. Diphthongs start as one vowel sound and go to another.

For example, the sound 'ou' in the word "house" is a diphthong or a combination.

SESSION 7: Greetings and Introductions

Q1. What is the difference between 'greetings' and 'introduction'?

Ans - We use certain words called 'greetings' before we start talking to friends, people familiar to us, or people whom we are meeting for the first time.

We use certain sentences to tell about ourselves or others, to people who do not know us. This is called an Introduction.

Q2. How do greetings change?

Ans - The greetings change depending upon who we are talking to and even according to the time of the day.

Q3. How many ways of greetings are there? Explain.

Ans - There are two ways of greetings.

Formal greetings are used if you do not know the person. It is used to greet senior, elderly people or people with whom we have formal relations like teachers or customers. This is used more often in schools, colleges and offices. For example – Hello, Good morning, Good afternoon, Good evening.

Informal greetings are used when you talk to friends, family or a known person. For example – Hi, Hey, What's up? What's going on?

Q4. When and how do you introduce yourself to someone?

Ans - When you are meeting someone for the first time, or if others want to know about you, you need to 'Introduce' yourself.

You can do this by telling your name and some general information like about your hometown, your job or subjects as a student, your interests, etc.

When introducing yourself, remember to look at the other person and smile.

Q5. How can we introduce someone to others?

Ans - We can introduce someone to others by telling their name, what they do, how we know them, or even by describing something interesting about them. One example is – “This is my friend Sonu. We study in the same class. She is a good singer.”

SESSION 8: Talking About Self

Q1. Talk about yourself supposing you are introducing yourself for the first time?

Ans - You usually start by telling your name. Then you can talk about other things, such as what you do, your age, where you live, or even about the things or activities that you like or dislike. For all these sentences, you will use nouns and verbs.

For example – My name is _____.

I study in class IX.

I like history. I dislike Geography.

I like listening to music and playing violin.

Q2. What is a form?

Ans - A form is a typed or printed page with blank spaces for information.

Q3. How should you fill a form?

Ans - Each form is different, so we should read it properly before filling. Write neatly taking care to use the correct spellings.

Q4. What are the fields of personal information in a form?

Ans. A form usually has the following fields for personal information –

- i. Name
- ii. Date of birth
- iii. Address
- iv. PIN code
- v. Signature (or Sign)

SESSION 9: Asking Questions - I

Q1. What is a question?

Ans. A question is a request for information. It could be any type of information, such as an answer to a question in the textbook, information about a person or a place or about how to do a task. We always use a question mark (?) at the end of a question.

Q2. How does asking questions help?

Ans. Asking questions helps us to

- gain new knowledge, get information,
- make sure that what we know is correct,
- avoid doubts, confusion, misunderstanding, and
- start talking to people by asking about them and their ideas.

Q3. What will happen if you do not ask correct question at the correct time?

Ans. If you do not have information about how to reach a place, you will not be able to reach it. If you do not know how to do some work, you will not be able to complete it, unless you ask questions and get information. Asking all the correct questions at the right time is also important.

Q4. What is 5W+1H Method for Asking Questions? Explain giving example.

Ans

5W+1H Method for Asking Questions

Question Word	Usage	Example
Who	'Who' is used to ask about people	Who is the new student in the class?
Where	'Where' is used to ask about a place	Where does she live??
When	'When' is used to ask about time	When did she join school?
What	'What' is used to ask about a thing, an idea or an action	What is her favourite subject?
Why	'Why' is used to find the reason	Why is she not talking to anyone in the class?
How	'How' is used to find the method	How can I help her make friends?

SESSION 10: Asking Questions - II

Q1. How many types of questions are there? Explain with example.

Ans - There are two basic types of questions: close-ended and open-ended.

Questions that can be answered with a “yes” or a “no” are called **close-ended question**. That is because the answer options are limited or closed. For example, when we ask “Do you have a TV at home?”, the answer could be either “Yes” or “No”

Sometimes, when we ask a question, we expect an answer with more details. For example, when we ask “What do you like to watch on TV?”, the answer could be “I like to watch movies on TV.” These are called **open-ended questions** because their answer options are not limited or closed. In this case, the person could have also said sports, news, or anything else.

Q2. How can we frame close-ended questions? Explain giving example.

Ans - We can form close-ended questions by adding helping verbs (called auxiliary verbs) like Be, Do and Have. These convey additional information, such as time and mood. Besides these, there are other auxiliary verbs (called modal verbs), such as Can, Shall, May, Should, could which show possibility or necessity. One method of framing close-ended questions is to take a sentence without the above words and place such words before the subject. For example, the sentence “I like it” can be changed into a close-ended question by adding the word “do” before the subject “I”. This creates the close-ended question: “Do I like it?”

In some cases, we exchange the positions of the subject and the verb to create a close-ended question. We can follow a similar method for sentences that already have auxiliary verbs. For example -

He is there. - Is he there?

You can help me. - Can you help me?

Q3. How can we frame open-ended questions? Explain giving example.

Ans - Some questions are called open-ended because their answers are not limited or closed. They have to be answered with more information than just a “yes” or a “no”. We can form open-ended questions by using question words, such as What, Why, Who, How, When and Where. Examples -

Open-ended questions	Answer sentence
What did you do?	I went to the park.
Why did you go there?	I went to meet my friend.
How did you go?	I cycled

Prepared by: Mr. Gerard Thomas	Checked by: AVP – Science & French
---	---