



INDIAN SCHOOL AL WADI AL KABIR

Class: X	Department: Commerce
Topic	PART- A Employability Skills
Worksheet: 01	Chapter 1 Communication Skills

Q. No	OTQs
1	The term communication is derived from _____. a. French b. Latin c. Greek d. None of the above
2	The word 'communication' comes from the Latin word <i>commūnicāre</i> , which means _____. a. to share b. to communicate c. to know d. to pass
3	Communication cycle include the following parts: a. transmitting b. listening c. feedback d. all the above
4	Which type of communication has an advantage of meticulous presentation? (OR) Which of the following is an example of verbal communication? a. Written communication b. Verbal communication c. Facial expression d. None of these
5	_____ plays an important role in communication as it tells both sender and receiver, how the message was interpreted. a. Media b. Source c. Courtesy d. Feedback
6	In the communication process, what does "encoding" refer to? a. Receiving the message b. Deciphering the message c. Transmitting the message into symbols or language d. Providing feedback
7	Which of the following is not an element of communication in the process of communication? a. Channel b. Sender c. Receiver d. Time
8	Name any two types of Communication.
9	What is "noise" in the context of communication? a. Unwanted interference that disrupts the communication process b. Feedback provided by the receiver c. The channel used for communication.

	d. Non-verbal cues during a conversation
10	Verbal communication primarily involves the use of: a. written words b. spoken or written words c. non-verbal cues d. body language.
11	When two people engage in a face-to-face conversation, what form of verbal communication is being used? a. Written communication b. Interpersonal communication c. Mass communication d. Non-verbal communication
12	In verbal communication, the sender is responsible for: a. Understanding the message b. Encoding the message c. Decoding the message d. Providing feedback
13	The process of receiving and understanding a message is called: a. encoding b. feedback c. decoding d. listening
14	Which of the following is a paralinguistic element of non-verbal communication? a. Hand gestures b. Tone of voice c. Eye contact d. Body posture
15	What is an advantage of verbal communication? a. Ambiguity b. Immediate feedback c. Permanent record d. Limited expressiveness
16	What is the primary purpose of visual communication? a. To convey information through words. b. To communicate using only audio. c. To convey information through images and visuals. d. To transmit messages through smell and taste.
17	Which type of feedback is most helpful for improving communication? a. Negative feedback b. Positive feedback c. No feedback d. Indirect feedback
18	How does timely feedback benefit communication? a. It confuses the message b. It increases misunderstandings c. It enhances the effectiveness of communication d. It discourages further communication
19	Which type of feedback is focused on pointing out areas for improvement? a. Constructive feedback b. Negative feedback c. Positive feedback d. Indirect feedback

20	Which of the following is NOT a characteristic of effective feedback? a. Specific b. Timely c. Vague and ambiguous d. Constructive
21	Which communication channel is non-verbal in nature? a. Telephone call b. Facial expression c. Email d. Video conference
22	Language differences, slang, jargon, and cultural variations can be categorized as: a. semantic barriers b. physical barriers c. psychological barriers d. perceptual barriers
23	Information overload is a type of: a. physical barrier b. semantic barrier c. psychological barrier d. organizational barrier
24	Which of the following is an example of an organizational barrier to effective communication? A. Poor listening skills b. Lack of feedback c. Bureaucracy and complex hierarchies d. Cultural differences
25	What is the part of speech of the word “happy” in the sentence: “She was very happy with her test results.” a. Noun b. Verb c. Adjective d. Adverb
26	Identify the part of speech for the word “quickly” in the sentence: “She ran quickly to catch the bus.” a. Noun b. Verb c. Adjective d. Adverb
27	What part of speech is the word “apple” in the sentence: “She ate a delicious apple for a snack.” a. Noun b. Verb c. Adjective d. Adverb
28	Identify the part of speech for the word “jumped” in the sentence: “The cat jumped onto the table.” a. Noun b. Verb c. Adjective d. Adverb
29	Which of the following sentences uses correct capitalization for a proper noun? a. “My favourite book is ‘to kill a mockingbird.’” b. “My favourite book is ‘To Kill a Mockingbird.’” c. “My favourite book is ‘To kill a Mockingbird.’” d. “My favourite book is ‘to kill A mockingbird.’”

30	Which punctuation mark is used to express strong emotion, surprise, or emphasis in a sentence? a. Comma b. Full stop (period) c. Apostrophe d. Exclamation mark
31	Which of the following is a coordinating conjunction? a. Because b. Although c. But d. During
32	In the sentence “The book was read by Sarah,” which voice is being used? a. Active voice b. Passive voice c. Declarative voice d. Interrogative voice
33	What part of the sentence receives the action of the verb in a passive voice sentence? a. Subject b. Object c. Predicate d. Modifier
34	Which type of sentence is typically used to issue a command or make a request? a. Declarative sentence b. Interrogative sentence c. Imperative sentence d. Exclamatory sentence
35	Which of the following is an example of a declarative sentence? a. How are you? b. I love ice cream. c. Go to bed d. What a surprise!
36	Interjections are often used to express: a. Conjunctions b. Strong emotions or exclamations c. Time and place d. Possession
37	The receiver’s acknowledgement and response to the message is called _____ in communication a. Feedback b. Channel c. Information d. Transfer
	DTQs (2M)
1	What is communication? (OR) Define Communication
2	What are the key elements of the communication process, and how do they interact to facilitate effective communication between individuals or groups?
3	Define verbal communication.
4	Write types of verbal communication with examples.

5	What are the advantages of verbal communication?
6	List out some disadvantages of verbal communication?
7	What is non-verbal communication? What are the types of non-verbal communication?
8	Briefly explain visual communication.
9	What is feedback and what are the types of feedback?
10	What is the importance of feedback in communication?
11	What are the basic principles of effective communication? (OR) What are 7Cs of effective Communication?
12	Explain barriers to effective communication.
13	What are some strategies to overcome barriers to effective communication? (Or) List the best practices for effective communication?
14	Write types of sentences with examples.
15	What is a paragraph?
16	What are the linguistic barriers in Communication?