

Q3:- Answer any five**(1x5= 5 marks)**

- 1 Verbal Communication involves the use of words in delivering the _____ messages
- a Intended
b Non Intended
c Both a,b
d None of these
- 2 The most significant advantage of oral communication is that it provides immediate _____
- a Feedback and clarification
b Result
c Both a,b
d None of these
- 3 The person or group that receives the messages is known as _____
- a Receiver
b Sender
c Both a,b
d None of these
- 4 Translation of an idea into a message by the source is called _____
- a Encoding
b decoding
c Botha,b
d None of these
- 5 A _____ feedback informs and motivates people to improve themselves
- a Constructive
b Non- constructive
c Both a,b
d None of these
- 6 _____ should be prepare to accommodate the planned tasks and other activities.
- a Estimate time
b Schedule
c Both a,b
d None of these

Q4 Answer any five marks)**(1x5= 5**

1. Cultural competences comprises an understanding of all aspects of a culture that is, social, educational, and _____
- a Emotional
b Organizational
c Institutional
d Situational
2. A _____ Attitude helps one to focus on the possible solutions.
- a Good
b Problem-centered
c Time-bound
d Solution-centered
3. When we _____ people we overlook their individual qualities and therefore fail to understand and appeal to them.
- a Categorize
b Merged
c Non Categorized
d Both a,c
- 4 Possible challenges and pitfalls in the pursuit of a goal are termed as
- a Threats
b Challenges
c Both a,b
d None of these
- 5 The use of _____ grabs the attention of the students and keep them engaged.
- a visual Aids
b Facial expression
c Both A,B
d None of these
- 6 _____ is an idea or opinion that is based on fact, logic or experience.
- a Attitude
b Prejudice
c Threats
d None of these

Q 5 Answer any five (True or False)**(1x5= 5 marks)**

- 1 Attitude is a mindset that decides how an individual perceives an idea or a situation.

- 2 Our past experience also serves as a caution, and helps us to protect ourselves from dangerous situation.
- 3 The process of expressing information or ideas through spoken words is written communication.
- 4 Communication is the process of transferring or sharing of information between two or more people.
- 5 Visual perspectives is the ability to see and interpret one's visual environment.
- 6 A constructive feedback informs and motivates people to improve themselves.

SECTION B: SUBJECTIVE TYPE

Q6 Answer any three

(2x3= 6 MARKS)

- Q1 What is written Communication?
- Q2 What is sender and receiver?
- Q3 Explain Non Verbal communication?
- Q4 What is Body language and facial Expression?
- Q5 What is Encode and Decode?

Q7 Answer any four

(2x4= 8 MARKS)

- Q1 Define the term Accountability?
- Q2 What is self-Management?
- Q3 Write any two strategies to avoid procrastination.
- Q4 What is Initiative?
- Q5 What are the two most prominent factors that contribute to building self-confidence?
- Q6 Write any two advantages of Oral communication.

Q8 Answer any three

(4x3= 12 MARKS)

- Q1 What is the significance of visual communication?
- Q2 Enlist the disadvantages of non verbal communication.
- Q3 What are the barriers to effective communication?
- Q4 Discuss any three strategies of Organization skill that you would like to apply in your life.
- Q5 What is SWOT? How is it useful?