

05/05/2022

Home Assignment

Date 05/05/22
Page

Answer the following Questions

FM-10

Q1 Which one of the following is not an element of communication process within the communication cycle?

(A) channel

(C) Sender

(B) Receiver

(D) Time

Q2 Anil is asking something ^{from Ravi} about "cloud computing". In reference to this communication process, Anil is a

(A) Sender

(C) channel

(B) Receiver

(D) None of the above

(2 mark each Questions)

Q3 What are the 7 elements of communication?

7 elements of communication are :-

→ Sender,

→ Ideas,

→ Encoding,

→ Communication channel,

→ Receiver,

→ Decoding and

→ Feedback

Q4 What are the different methods of communication? (Write any two).

Different methods of communication are :-

→ Verbal communication

→ Non-verbal communication

→ Written communication

→ Visual communication

Q5 What do you mean by verbal communication?

- Verbal communication includes sounds, words, language and speech.
- Speaking is one of the effective and commonly used way for communicating. It helps in expressing own emotion in words.
- By improving own verbal communication skill we will build a rapport and have a better connect.

Q6- What are the different parameters to choose right method of communication

Different parameters are :-

- Nature of message
- Cost
- Recend
- Distance
- Scale of organisation
- Supporting technology
- Urgency and
- Secrecy.