

Q.2 a. What is communication?

Answer: Page no. 3 of text book.

b. State two barriers to communication and suggest ways to overcome these barriers.

Answer: Page no. 11-12 of text book.

Q.3a. Explain three types of reading styles.

Answer: Page no. 23 of text book.

b. Write short notes on Agenda and Minutes of a meeting.

Answer: Page no. 46 of text book.

Q.4 a. Read the passage below and answer the questions that follow:

What Australian mammal can leap 25 feet in one hop and move for short periods at 35 miles an hour? The red kangaroo. A full grown male stands as tall as a six foot person and weighs 200 pounds. This is slightly bigger than the grey kangaroo, making it the world's largest marsupial. What's a marsupial? A mammal where the mother has a pouch for carrying, feeding and protecting her young. While a red kangaroo may be the largest marsupial, the newborn baby is tiny, under an inch long. After a few months of sleeping, nursing and growing in mom's stomach pouch the young kangaroo (joey) begins to come out. But it hurries back to the pouch fast when frightened, hungry or cold. Eventually, the joey gets so big it hangs out of the pouch. Then, at eight months old, it stays out. But the joey remains close to mom until ready to live on its own. Red kangaroos are good swimmers. However, they are best known for their hopping abilities. Their long, powerful hind legs have big feet. Hopping moves them quickly over their grassy, shrubby and desert habitats. Meanwhile, a thick tail helps them balance and steer. What do red kangaroos eat? Grass, leaves and other vegetation. And guess what - they often regurgitate food and chew their cud just like a cow. The red kangaroo's vegetarian diet provides much of its water. It can also go long periods without drinking. Staying in the shade, panting and limiting most activity to nighttime helps the red kangaroo conserve water and stay cool. Red kangaroos travel together in groups called mobs. Mobs include both males and females, with one male being dominant. Males show their dominance by "boxing" with other males. They balance on their tails and try pushing each other off balance with their forearms or by kicking their hind legs. This kicking ability, along with their sharp claws, can also be used by kangaroos to defend against Australia's wild dog, the dingo.

(i) Why is the kangaroo called a marsupial animal?

(ii) What do the red kangaroos eat?

- (iv) How do the kangaroos defend themselves from their enemies?
- (v) Describe the early childhood of a kangaroo baby.

Answer:

- (1) The kangaroo is called a marsupial animal because it has a pouch for carrying, feeding and protecting her young baby.
- (2) The red kangaroo eats grass, leaves and other vegetation.
- (3) Staying in shade, panting and limiting most activity to night time helps the kangaroo to go long periods without water.
- (4) The kangaroo balance on their taller tails and push their forearms or by kicking their hind legs. Apart from their kicking ability they use their sharp claws to attack.
- (5) The young baby of kangaroo is very tiny, barely an inch long at its birth. It sleeps for months in its mother's stomach till it grows big enough to hang out of its mother's pouch. At eight months old, it comes out.

b. Do as directed

- (i) Who has written the book? (Change to Passive)
- (ii) No other flower is as beautiful as lotus. (Change to Superlative)
- (iii) The committee is meeting for the fourth time. (Correct the sentence)
- (iv) He has tried all plans. (Change to Negative)

Answer: Page no. 99 of text book.

Q.5 a. List four features of good listening.

Answer: Page no.192 of text book.

b. What is the difference between Hard Skills and Soft Skills?

Answer: Page no.186 of text book.

Q.6 a. Explain any two methods of collecting data.

Answer: Page no.283 of text book.

b. Write synonyms of the following nouns:

- | | |
|---------------|-------------|
| (i) Value | (iv) Riches |
| (ii) System | (v) Envy |
| (iii) Subject | (vi) Defect |

Answer: Page no.71 of text book.

Q.7 a. Write a short note on body language for interviews.

Answer: Page no. 213 of text book.

b. Describe three features of a good report.

Answer: Page no. 272 of text book.

Q.8 a. Find out the Direct Object from the following sentences:

1. I read him the letter.
2. Please show me that book.
3. He denies her nothing.
4. Will you lend me ten rupees?

Answer: Page no.110 of text book.

b. Write the antonyms of the following nouns:

- | | |
|------------|------------|
| (i) Adult | (ii) Birth |
| (iii) Host | (iv) Youth |
| (v) War | (vi) Sale |

Answer: Page no.198 of text book.

Q.9 a. Make a sample resume of Ravi / Rashi applying for the post of Technical Manager in Flipkart.

Answer: Page no.205 of text book.

b. What are the etiquette skills expected by MNCs while attending telephone calls by their employees.

Answer: Page no.227 of text book.

TEXT BOOK

THE FUNCTIONAL ASPECTS OF COMMUNICATION SKILLS BY DR. P PRASAD, SK KATARIA & SONS, 5th EDITION (2011- 2012)