

**BCM SCHOOL BASANT AVENUE, DUGRI ROAD, LUDHIANA
CLASS-X**

SUBJECT- ARTIFICIAL INTELLIGENCE

Assignment (ANSWER KEY)

Q1. Which of the following is NOT an element of communication within the communication process cycle?

- A) Channel
- B) Receiver
- C) Sender
- D) Time

Answer (D)

Q2. You need to apply for leave at work? Which method of communication will you use?

- A) e-mail
- B) Poster
- C) Newsletter
- D) Blog

Answer (A)

Q3. By which action can senders send their messages?

- A) Gestures
- B) Speaking
- C) Reading
- D) Writing

Answer (C)

Q4. Which of the following is an example of oral communication?

- A) Newspapers
- B) Letters
- C) Phone call
- D) e-mail

Answer (C)

Q5. What are the types of words we should use for verbal communication?

- A) Acronyms
- B) Simple
- C) Technical
- D) Jargons

Answer (B)

Q6. Which of these is a positive (good) facial expression?

- A) Frowning while concentrating
- B) Maintaining eye contact
- C) Smiling continuously
- D) Rolling up your eyes

Answer (B)

Q7. What does an upright (straight) body posture convey or show?

- A) Pride
- B) Professionalism
- C) Confidence
- D) Humility

Answer (C)

Q8. Which of these is NOT an appropriate non-verbal communication at work?

- A) Keeping hands in pockets while talking
- B) Talking at moderate speed
- C) Sitting straight
- D) Tilting head a bit to listen

Answer (A)

Q9. Which of the following statement is true about communication?

- A) 50% of our communication is non-verbal
- B) 20% communication is done using body movements, face, arms, etc
- C) 5% communication is done using voice, tone, pauses, etc.
- D) 7% communication is done using words

Answer (D)

Q10. Which of these are examples of positive feedback?

- A) Excellent, your work has improved
- B) I noticed your dedication towards the project.
- C) You are always doing it the wrong way.
- D) All of the above

Answer (D)

Q11. Which of these are examples of negative feedback?

- A) I hate to tell you this but your drawing skill is poor.
- B) You can surely improve your drawing
- C) These are good drawings but you can do better.
- D) None of the above

Answer (A)

Q12. Which of the following is an effective components of good feedback?

- A) Detailed and time consuming
- B) Indirect
- C) Specific
- D) Opinion-based

Answer (C)

Q13. Which of these is NOT a common communication barrier?

- A) Linguistic barrier
- B) Interpersonal barrier
- C) Financial barrier

D) Organisational barrier

Answer (C)

Q14. In which of the following, the underlined word is an adjective?

A) Radha has a red dress

B) I can speak French

C) The Girl on the Train is a best-seller

D) Abdul can swim fast

Answer (A)

Q15. Which of these sentences is capitalised correctly?

A) Ravi and i are going to the movies

B) Salim is visiting India in July

C) The tiger is a Strong animal

D) She is arriving on Monday

Answer (D)

Q16. Which of these sentences are punctuated correctly?

A) When is the party.

B) I had bread omelette and a Banana for breakfast?

C) I am so excited about my first foreign trip,

D) This is Abdul's notebook.

Answer (D)

Q17. In which of these sentences can you find an adverb?

A) Divya drinks milk every day.

B) Sanjay gifted me a new pen

C) I opened the door lock

D) Sita is 5-feet tall.

Answer (A)

Q18. Identify the indirect object in the sentence, 'The band played music for the audience.'

- A) The band
- B) played
- C) music
- D) audience

Answer (D)

Q19. Which of these is an imperative sentence?

- A) Switch off the fan
- B) Sheila has gone to the market
- C) Where are my pen colours?
- D) Oh no! I missed my flight

Answer (D)

Q20. Which of these sentences is in active voice?

- A) A movie is being watched by them.
- B) The car was repaired by Raju
- C) He is reading a book.
- D) The thief was being chased by a policeman

Answer (C)

Q 1 What do you mean by feedback? Let's take a scenario. Radha is your co-worker. Together you are making a report on how to manage the waste in your store. Since she has not completed her work on time, the whole report has got delayed and the manager has given you both a warning. Write down the feedback you would like to give your workers on time management. Try to keep the feedback specific and polite.

Ans Feedback is the final component and one of the most important factors in the process of communication since it is defined as the response given by the receiver to the sender.

Feedback to Radha

You are a great asset to the team. You are very professional and focused on your work. Despite the difficult deadlines for the report on how to manage the waste in your store, you maintain a positive attitude. You respond to problems without getting angry or frustrated. Whenever you have free time I see you studying or looking over someone's shoulder trying to troubleshoot a problem. It would benefit the entire department if you paid more attention to the delivery time.

2. Write down the common communication barriers you may come across when you move to a new city or country.

Ans. The common communication barriers a person may come across when the move to a new city or country is:

Physical Barriers: Physical barriers are the environmental and natural conditions that act as a barrier in communication. For example, text messages are often less effective than face-to-face communication.

Linguistic Barriers: The inability to communicate using a language is known as the language barrier to communication. Language barriers are the most common communication barriers, it leads to misunderstandings and misinterpretations of the message. For example slang, professional jargon.

Interpersonal Barriers: Barriers to interpersonal communication occur when the sender's message is received differently from how it was intended. It is also very difficult to communicate with someone who is not willing to talk or express their feelings and views.

Organisational Barriers: Organisations are designed on the basis of formal hierarchical structures that follow performance standards, rules and regulations, procedures, policies, behavioural norms, etc. Superior-subordinate relationships in a formal organisational structure can be a barrier to the free flow of communication.

Cultural Barriers: Cultural barriers is when people of different cultures are unable to understand each other's customs, resulting in inconveniences and difficulties. People sometimes make stereotypical assumptions about others based on their cultural background, this leads to a difference in opinions and can be a major barrier to effective communication.

3. Write two sentences of each type of sentence — statement, question, exclamatory and order.

Ans. The two sentences of each type of sentence are:

Statement

- 1) Blue is my favourite colour.
- 2) The farewell party begins in two hours.

Question

- 1) Do you want tea or coffee?
- 2) Is it raining?

Exclamatory

- 1) This is the best day of my life!
- 2) Oh, my goodness, we won!

Order

- 1) Please lower your voice.
- 2) Respond immediately.

4. What is Goal Setting?

Ans. Goal setting is a process that helps a person to decide where he wants to go in life. This will help them to decide where to put their efforts to achieve that goal. After deciding the goal

or aim of life one can easily go through the process of achieving it. This gives you the motivation to work hard.

5. In SMART goals, what does 'S' stand for? Explain.

Ans. In SMART goals 'S' stands for Specific goal. A specific and clear goal answers six questions. Who is involved in the goal? What do I want to do? Where do I start? When do I start and finish? Which means do I use? Why am I doing this? For Example:

Not a specific goal: "I want to become a doctor."

Specific goal: "I want to become a doctor by studying MBBS after my school gets over. After getting my MBBS degree I will make a hospital in my village."

6. What is the best way to work on long-term goals?

Ans. The best way to work on long-term goals is:

Part-1 Develop a long-term goal

- Ask yourself where you'd like to see yourself in the next few years.
- Build a goal from your board ideas.
- Write out a specific goal.
- Separate short and long-term goals.
- Assess your goal to make sure it's manageable.

Part-2 Achieving your Long-Term Goal

- Commit to one long-term goal at a time.
- Break your goal into sub-goals.
- Set up a timetable for your goal and sub-goals.
- Work on your self-discipline.
- Develop habits that aid in accomplishing your goal.
- Review your progress regularly.
- Identify obstacles you might encounter.

Part-3 Staying Motivated for Long-Term Goals

- Take breaks regularly.
- Try to make your goal fun.

Celebrate your successes