

BCM SCHOOL BASANT AVENUE, DUGRI ROAD, LUDHIANA
CLASS-IX
SUBJECT-INFORMATION TECHNOLOGY (402)

ASSIGNMENT (COMMUNICATION SKILLS AND SELF-MANAGEMENT)

ANSWER KEY

1. _____ are ideas, views or fixed ways of thinking.
 - a) Respective
 - b) Communication
 - c) Channel
 - d) Perspectives
2. Which of the following is not 7'C of communication?
 - a) Clear
 - b) Concise
 - c) Correct
 - d) Conscious
3. Anuj is feeling nervous, speaking in front of large group. His friend Sonam suggest him to use the _____ to get over your fears, and become a confident and effective speaker.
 - a) 3Ps method
 - b) 3As method
 - c) 3Cs method
 - d) 3Rs method
4. Classroom teaching is an example of _____.
 - a) Written Communication
 - b) Verbal Communication
 - c) Non-Verbal Communication
 - d) None of the above
5. The internal stress caused by
 - A) pent-up worries
 - B) laziness
 - C) survival stress
 - D) experience
6. Self-Reliance means _____.
 - A) Ability to Work Independently
 - B) Complete the task effectively
 - C) Both of the above
 - D) None of the above
7. 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

8. What is Goal Setting?
9. What is time management and how can you manage your time?
10. Write a paragraph about favorite book. Make sure you follow all the rules about the sentences and paragraphs.