

CLASS NOTES

Class: IX

Subject: INFORMATION TECHNOLOGY

**Topic: UNIT-I
COMMUNICATION SKILLS
(SESSION 1 TO 15)**

1. What are the various elements of communication ?

Ans:

The elements are-

- Sender
- Information
- Encoding
- Communication Channel
- Receiver
- Decoding
- Feedback

2. What is the importance of communication skills?

Ans:

The importance of communication skills is listed through following points:

- Get the message across correctly.
- Professional success.
- Increased productivity.
- Help in problem solving.
- Better professional image.
- Better networking and relationship.

3. The content of the communication is called: A message.

4. To convert a message into groups of words, symbols, gesture, or sounds that present ideas or concepts is called: **Encoding.**

5. Which of the following is an example of non-verbal communication media?

- a) **Facial Expression** b) Bulletin board c) Space d) a)and c)

6. Any communication that conveys a message consisting of printed words is called: **Written communication.**

7. A certain look or glance is an example of : **Non-verbal communication.**

8. **Decoding** is the process by which the receiver interprets the symbols used by the source of the message by converting them into concepts and ideas.

9. An effectively written article does not contain: **Jargons.**

10. Companies use logos to tell their customer about brands and their missions. This form of communication is **Visual** communication.

11. You have written an email to Prime Minister's Office to know about recently launched student welfare schemes. What type of communication is this?

Ans: **Written Communication.**

12. Write Affirmative, negative and interrogative sentences for the sample sentences given below:

a) Tahira loves to watch cricket.

Ans: **Affirmative**

b) Does he go to the gym daily?

Ans: **Interrogative**

c) I do not watch serials.

Ans: Negative

d) You like to sing.

Ans: Affirmative

13. Write sentences for first person, second person, third person perspective from the sample sentence given below:

You are a good singer.

Ans:

I am a good player (First person)

He is a good player (Third person)

You are a good player (Second person)

14. Write the questions formed from the following sentences.

a) **They will go to Delhi.**

Ans: Will they go to Delhi?

b) **My Uncle can play guitar.**

Ans: Can My uncle play guitar?

c) **Aani has won the match.**

Ans: Has Aani won the match?

d) **He has been studying for five hours.**

Ans: Has he been studying for five hours?

e) **We were sleeping in the backyard.**

Ans: Were we sleeping in the backyard?

15. Change the active voice to passive voice and vice versa:

a) **Once a week, Chintan cleans his room.**

Ans:

Once a week, Chintan's room is cleaned by him.

b) **The car was repaired by the mechanic.**

Ans:

The mechanic repaired the car.

c) **The fort has been visited by many tourists.**

Ans:

Many tourists have visited the fort.

d) **Someone will complete the work before 5 pm.**

Ans:

The work will be completed by someone before 5 pm.

e) **My mom is going to cook a delicious meal tonight.**

Ans:

Tonight A delicious meal is going to be cooked by my mom.

N.B. : Students are instructed to write the above content in their computer notebook and prepare it as well.