

DAV PUBLIC SCHOOL, SASARAM

worksheet – 1 2020-21

CLASS : X

SUB : I.T.

Topic : Communication Skill & Self Mnagement Skill.

A. Fill in the Blanks:

1. Communication involves transmitting _____ .
2. The response of sender's message is called _____ .
3. _____ is what pushes us to achieve our goal.
4. _____ arises from your relationships with other people.
5. _____ involves controlling one's behaviour in the pursuit of long term goals .

B. State True or False :

1. Understanding is not a part of listening.--
2. Nonverbal communication includes written communication.--
3. Stress is good in small quantities.--
4. Motivation pushes us to achieve our goal.--
5. The causes of stress are essentially the same for everyone.--

C. Answer the following questions.

1. What are the elements of communication ?
2. Why communication skill is important ?
3. What do you mean by phrase ?
4. How stress helps us to achieve goals?
5. What do you mean by self-awareness?