

A.I. Chapter-1 (Class 10)

Communication Skills

Communication Skills means how do we communicate with each other. The way of presenting, talking, writing, expressing our views is communication.

Methods of Communication

Parts of Communication:

- 1. Transmitting** — The sender transmits the message
- 2. Listening** — The receiver listens or understands the message.
- 3. Feedback** — The receiver conveys their understanding of the message to the sender in the form of feedback to complete the communication cycle.

Elements of Communication

Sender: the person beginning the communication.

Message: the information that the sender wants to convey.

Channel: the means/media by which the information is sent.

Receiver: the person to whom the message is sent.

Feedback: the receiver's acknowledgment and response to the message.

Methods of Communication

- Face-to-face
- e-mail
- Notices/Posters
- Meetings
- social networks

. message, phone call, blog, etc

Verbal Communication

Verbal communication includes sounds, words, language, and speech. Speaking is one of the most effective and commonly used ways of communicating. It helps in expressing our emotions in words.

Type of Verbal Communication

Interpersonal Communication: This is one-to-one conversation.

Written Communication: This form of communication involves written words, letters, circulars, reports, manuals, SMS, social media chats, etc.

Small Group Communication: This type of communication takes place when there are more than two people involved.

Public Communication: This type of communication takes place when one individual addresses a large gathering.

Advantages of Verbal Communication

It is an easy mode of communication in which you can exchange ideas by saying what you want and get a quick response.

Disadvantages of Verbal Communication

Sometimes the meanings can be confusing and difficult to understand if the right words are not used

Non-verbal Communication

Non-verbal communication is the expression or exchange of information or messages without using any spoken or written word.

Types of Non-verbal Communication

- Facial Expressions
- Posture

- Gestures or Body Language
- Touch
- Space
- Eye Contact
- Paralanguage : tone, speed and volume of our voice.

Examples of Visual Communication

Communication Cycle and the Importance of Feedback

Types of Feedback

- Positive Feedback
- Negative Feedback
- No Feedback

A good feedback is one that is:

- **Specific:**
- **Timely:**
- **Polite:**
- **Offering continuing support:**

Importance of Feedback

- **It ensures effective listening**
- **It motivates**
- **It boosts learning**
- **It improves performance**

Barriers to Effective Communication

Physical Barriers

Linguistic (Language) Barriers

Interpersonal Barriers

Organisational Rules Barriers

Cultural Barriers

Ways to Overcome Barriers to Effective Communication

- Use simple language
- Do not form assumptions on culture, religion or geography
- Try to communicate in person as much as possible
- Use visuals
- Take help of a translator to overcome differences in language
- Be respectful of other's opinions

7 C's of Communication



Writing Skills — Parts of Speech

Writing skills are part of verbal communication and include e-mails, letters, notes, articles, SMS/chat, blogs, etc

Capitalisation Rules

Punctuation : Full stop, Comma, Question mark, Exclamation mark

Basic Parts of Speech

The part of speech indicates how a particular word functions in meaning as well as grammatically within the sentence. Some examples are nouns, pronouns, adjectives, verbs ,adverbs , Conjunctions, Prepositions, Interjections

Writing Skills — Sentences Active and Passive Sentences

Types of Sentences

1. Statement or Declarative Sentence
2. Question or Interrogative Sentence
3. Emotion/Reaction or Exclamatory Sentence
4. Order or Imperative Sentence

Question Answer

Session 1: Methods of Communication

1. What is Communication?

Answer – The act of giving, receiving, and sharing information is known as communication. Signs and signals provide information. Communication can take the form of speaking, writing, or any other medium.

The word ‘Communication’ comes from the Latin word *communicare*, which means ‘to share’.

2. How many types of Communication methods?

Answer – There are main three types of communication methods –

1. Verbal communication
2. Non-verbal communication
3. Visual communication

3. What are the important parts of communication?

Answer – The important parts of communication is –

1. **Transmitting**—The message is sent by the sender through one or more mediums.
2. **Listening**— Listening and understanding by the receiver.
3. **Feedback**—To complete the communication cycle, the receiver provides feedback to the sender on their understanding of the message.

4. What are various elements of a communication cycle?

Answer – The various elements of a communication cycle are –

1. **Sender**: the person beginning the communication.
2. **Message**: the information that the sender wants to convey.
3. **Channel**: the means by which the information is sent.
4. **Receiver**: the person to whom the message is sent.
5. **Feedback**: the receiver’s acknowledgement and response to the message.

5. What are the seven elements that influence the communication skills?

Answer – There are seven different factors which affecting Perspectives in communication –

1. Language

2. Environment
3. Visual Perception
4. Culture
5. Prejudice
6. Feelings
7. Past Experience

6. What are the right methods of communication?

Answer – Right methods of communication depends on –

1. Target audience
2. Costs
3. Kind/ Type of information
4. Urgency/ Priority

7. What is effective communication?

Answer – There are 7 C's effective communication which are applicable for both written as well as oral communication. These are as follows –

- a. **Clear** – Always say clearly, what you want to say.
- b. **Concise** – Always use simple language and say only what is required.
- c. **Concrete** – Always use proper words and phrases in the sentences.
- d. **Correct** – Always use correct spelling and grammar in the sentences.
- e. **Coherent** – Your word should be related to the main topic and your word should make sense.
- f. **Complete** – Your message should be complete and have all the needed information.
- g. **Courteous** – Be honest, respectful and friendly with others.

Communication Skills Class 10 Questions and Answers

Session 2: Verbal Communication

8. What is verbal communication and its type?

Answer – Sounds, words, language, and speech are all examples of verbal communication. Speaking is one of the most effective and often used in verbal communication methods.

- a. **Interpersonal Communication** – This type of communication is a one – on – one communication that takes place between two people. It can be formal or informal.
- b. **Written Communication** – This method of communication entails the use of written words. Letters, circulars, reports, manuals, SMS, social media chats, and so on are all examples. It could be a group of two or more persons.

c. **Small Group Communication** – When there are more than two people participating, this form of communication occurs. Each participant has the opportunity to interact and speak with the others.

d. **Public Communication** – The communication takes place when one individual addresses a large group of audience.

9. What are the advantages and disadvantages of verbal communication?

Answer – Advantage of verbal communication are –

Advantages of Verbal communication

a. **Time Saving** – We can express our thoughts easily and quickly and it is an easier form of communication.

b. **Quick Feedback** – We can get a quick response from the listener.

Disadvantages of verbal communication

a. **Cultural Difference** – The cultural difference is the main disadvantage of verbal communication

b. **Language barriers** – Difficult to share thoughts or ideas in different languages.

10. Write down the different types of verbal communication. Give an example for each type.

Answer – Verbal communication can be divided into two categories.

a. **Oral or Spoken communication** – Oral Communication involves Face-to-face communication, Teaching in classroom or talking on the phone is an example of oral or spoken communication.

b. **Written Communication** – Written Communication involves written or typed words. Banners, Articles, Notes, Writing letters, email, and Short Messaging Services are examples of written communication.

11. What is public speaking?

Answer – Speaking face – to – face to a live audience or in front of a large group is known as public speaking, you can use the 3Ps method to get over your fears, and become a confident speaker.

The 3Ps method is –

a. **Prepare**

b. **Practice**

c. **Perform**

Session 3: Non – verbal Communication

12. What is non-verbal communication?

Answer – Without using word if you are sending some information to others is known as non-verbal communication, Some of the non – verbal communication is –

- a. Eye contact
- b. Gestures
- c. Expressions
- d. Posture
- e. Space
- f. Para Language
- g. Touch

13. What is the importance of Non-verbal communication?

Answer – In our day-to-day communication

- 55% communication is done using body movements, face, arms, etc.
- 38% communication is done using voice, tone, pauses, etc.
- only 7% communication is done using words.
- around 93% of our communication is non-verbal.

14. What is the purpose of non – verbal communication?

Answer –

- When we communicate with the correct gestures, our message becomes more effective.
- We can know our audience’s reaction and change our conversation accordingly if we understand nonverbal communication.
- Using the right gestures and postures is a sign of professionalism and etiquette.
- We can utilize our hand movements to exchange communications if verbal messages are blocked by noise, distance, or other factors. For example, placing a finger on the lips indicates the need for silence while nodding the head is the same as saying ‘yes’.

15. Type of non-verbal communication?

Answer – Type of non – verbal communication are –

1. **Facial expressions** – The movement and changes of the face are the facial expressions. Many times facial expressions show the feelings of a person. For example, expressing your thoughts using a smile, when we are happy, or when we are sad.
2. **Posture** – Postures means body of the positions, postures shows how confident you are and your emotional feelings. For example, straight body posture means confidence.
3. **Gestures or Body language** – Gestures means with the help of hands or head if you are sharing any idea or meaning. for example pointing, waving and using our hands when speaking.
4. **Touch** – Some time we communicate using touch we also share messages to others, for example hand shaking and patting on the back.

5. **Space** – When the two people are communicating and you will find some space between these two people depending on closeness or intimacy between them.
6. **Eye contact** – Maintaining eye contact is very important when you are talking about interest, whereas, looking at any other side can make the other person feel ignored.
7. **Paralanguage** – Tone of our voice, speed and volume that makes a difference in the meaning is a paralanguage.
8. **16. What is Visual Communication?**
Answer – Visual communication is the process of exchanging messages mainly through images or photographs.
Example of visual communication are
Under construction sign
Danger warning
Sign of Under CCTV surveillance

Communication Skills Class 10 Questions and Answers

Session 4: Communication Cycle and Importance of Feedback

17. What is feedback in communication skills?

Answer – The communication cycle is incomplete without feedback. It is essential for the effective communication that the sender receives confirmation from the receiver that the message was received.

The receiver provides feedback on the received message while the transmitter sends information.

Feedback can be positive or negative. A good feedback is always

- Specific
- Helpful
- Kind

18. How many types of Feedback in communication skills?

Answer – There are basically three types of feedback.

- Positive Feedback
- Negative Feedback
- No Feedback

19. What are the good feedback in communication skills?

Answer – A good feedback is one that is –

a. **Specific:** General comment should be avoided. To clarify your statement, try to provide examples. Rather than giving advice let the receiver decide what to do with your feedback.

b. **Timely:** Always respond on time, because if input is delayed for too long, it loses its impact.

c. **Polite:** While sharing feedback is necessary, the recipient should not be insulted by the input's language.

d. **Offering continuing support:** Feedback should be shared on a regular basis. Let recipients know you're available for help once you've given them feedback.

20. Importance of Feedback?

Answer – Most important factors of feedback is –

- It validates effective listening: It verifies effective listening by ensuring that the person providing feedback is understood and that their feedback is useful.
- It motivates: People can be motivated by positive feedback to improve their working relationships and continue doing the good job that has been recognized.
- It boosts learning: It's critical to get feedback in order to stay on track with your goals, improve your planning, and generate better products and services.
- It improves performance: Feedback can assist in making better judgments in order to improve and boost performance.

Session 5: Barriers to effective communication

21. What is effective communication?

Answer – We now understand that communication can take three forms: nonverbal, verbal, and visual. All of these strategies, however, will only be effective if we adhere to the fundamental principles of professional communication.

Clear, Concise, Concrete, Correct, Coherent, Complete, and Courteous are the acronyms for these 7 Cs qualities.

22. Barriers of Effective Communication?

Answer – Barriers of the Effective Communication are –

a. **Physical Barriers** – The environmental and natural conditions that operate as a barrier in communication when conveying messages from sender to receiver are referred to as physical barriers.

b. **Linguistic Barriers** – A language barrier to communication is the inability to communicate using a language. The most common communication barriers are language barriers, which lead to misunderstandings and misinterpretations between people.

c. **Interpersonal Barriers** – When a sender's message is received differently than intended, it creates barriers to interpersonal contact. It's also tough to communicate with someone who refuses to converse or express their emotions or opinions.

d. **Organizational Barriers** – Formal hierarchical structures are used to create organizations that adhere to performance standards, rules & regulations, processes, policies, and behavioral norms, among other things.

e. **Cultural Barriers** – When people from different cultures are unable to understand each other's languages, it causes problems and inconveniences.

23. What are the different ways to overcome from communication barriers?

Answer –

- Use simple language
- Try to communicate in person as much as possible
- Do not form assumptions on culture, religion or geography
- Take help of a translator to overcome differences in language
- Use visuals
- Be respectful of other's opinions

Session 6: Writing Skills – Parts of Speech

24. What are Written Skills?

Answer – If you are sending any message or instruction through writing is known as written communication. Written communication is important because it communicates the message with clarity and ease.

How to improve writing skills

- a. Improve your Vocabulary
- b. Capitalization Rules
- c. Punctuation
- d. Basic parts of speech

25. What are the basic parts of speech in the English Language?

Answer – There are eight basic parts of speech in the English language. These are none, pronoun, verb, adjective, adverb, preposition, conjunction and interjection.

a. **Noun** – Nouns is the name of a person, place, animal or thing. This is also called 'naming words.

b. **Pronoun** – A pronoun is used in place of a noun.

c. **Adjectives** – Adjectives are words that describe other words.

d. **Verbs** – Verbs are words that show action.

e. **Adverbs** – Adverbs are words that add meaning to verbs, adjectives, or other adverbs.

f. **Preposition** – A preposition is a word placed before a noun or pronoun.

g. **Conjunction** – A conjunction is a word that connects two words, phrases, or clauses.

h. **Interjection** – A word used to communicate emotion is called an interjection.

26. Definition of pronunciation?

Answer – Many words in English are not pronounced the way they are spelt, so if you don't say them right, others won't understand what we're saying. Pronunciation is defined as the act or style of pronouncing a word.

Session 7: Writing Skills – Sentences

27. What are the various parts of the Sentence?

Answer – A subject and a verb make up a sentence. There is an object in some of the sentences. The subject is generally a noun, which is a term that refers to a person or thing who performs a specific activity.

The verb comes after the subject and indicates that something is being done. An object, which usually comes after the verb, receives the action.

There are three different types of parts of sentences –

- a. Subject
- b. Verb
- c. Object

28. How many types of objects are there in the English language?

Answer – Normally, the object comes after the verb phrase. The meaning of the verb determines whether or not an object is present. In English, there are two types of objects.

a. **Direct** – The effects of action are known as direct objects. The queries 'what' and 'whom' are answered by a direct object. Ramesh spent the entire day collecting honey. Honey is made the direct object.

b. **Indirect** – The queries 'to whom', 'for whom', 'to what', and 'for what' are all answered by an indirect object. In the statement "Imran gave a gift to his mother," for example. The verb is "gave," and there are two objects in the sentence: "gift" and "mother."

29. What are the Paragraphs?

Answer – A paragraph is made up of a set of sentences, and paragraphs support the reader in reading the sections by dividing the material into separate portions.

If you're writing about your school, the opening paragraph could include sentences that describe the school's name, location, size, and other characteristics.

In the next paragraph, you can use sentences to convey what you admire about your school.

Class 10 Communication Skills MCQ

Session 1: Methods of Communication

1. Communication skills are very important in any _____.

- a. Occupation
- b. Business
- c. Both a) and b)
- d. None of the above

Hide Answer ←

- c. Both a) and b)

2. Effective communication helps us _____ properly.

- a. Read
- b. Write
- c. Listen
- d. All of the above

Hide Answer ←

- d. All of the above

3. 'Communication' is derived from the Latin word _____, which means 'to share'.

- a. Commūnicāre
- b. Communication
- c. Commitment
- d. None of the above

Hide Answer ←

a. Commūnicāre

4. _____ and _____ communication is very important in work and business environments.

- a. Listening and Writing
- b. Clear and Concise
- c. Both a) and b)
- d. None of the above

Hide Answer ←

b. Clear and Concise

5. Effective Communication required _____.

- a. Good Reading
- b. Writing
- c. Speaking and listening
- d. All of the above

Hide Answer ←

d. All of the above

6. To communicate effectively, you must be able to _____ properly.

- a. Read
- b. Write
- c. Speak and Listen
- d. All of the above

Hide Answer ←

c. Speak and Listen

7. 'Communication' is derived from the _____ word.

- a. Latin Word
- b. Devanagari Word
- c. Latin Work
- d. None of the above

Hide Answer ←

a. Latin Word

Communication Skills Class 10 MCQ

8. Communication is the _____ of information within a group or between two or more individuals to reach general/ common understanding.

- a. Importance

- b. Sharing
- c. Both a. and b.
- d. None of the above

Hide Answer ←

- b. Sharing

9. _____ communication makes understanding easy and fast.

- a. Written Communication
- b. Face – to – Face Communication
- c. E-mail / Notices/ Posters
- d. None of the above

Hide Answer ←

- b. Face – to – Face Communication

10. Choosing the right communication method depends on several factors.

- a. Target audience
- b. Costs / Kind / Type of information
- c. Urgency/ Priority
- d. All of the above

Hide Answer ←

- d. All of the above

11. Clear and concise communication is of immense importance in _____ environments.

- a. Work Place
- b. Business
- c. Both a) and b)
- d. None of the above

Hide Answer ←

- c. Both a) and b)

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

- a. E-mail
- b. Poster
- c. Newsletter
- d. Blog

Hide Answer ←

- a. E-mail

13. What action can senders use to deliver their messages?

- a. Gestures
- b. Speaking
- c. Reading
- d. Writing

Hide Answer ←

- d. Writing

14. Communication is defined as the _____ exchange of information, or the giving and receiving of information.

- a. two-way communication
- b. one-way communication
- c. no way communication
- d. three-way communication

Hide Answer ←

- a. two-way communication

Communication Skills Class 10 MCQ

Session 2: Verbal Communication

15. The verbal communication process includes _____.

- a. Sounds
- b. Words
- c. Speech
- d. All of the above

Hide Answer ←

- d. All of the above

16. Sharing the information with the help of _____ is known as verbal communication.

- a. Sign
- b. Word
- c. Visual
- d. Writing

Hide Answer ←

- b. Word

17. _____ ability to express our feelings in words.

- a. Listening
- b. Writing
- c. Speaking
- d. None of the above

Hide Answer ←

- c. Speaking

18. **Advantages of verbal communication.**

- a. Easy and Quick
- b. Quick response
- c. Exchange ideas
- d. All of the above

Hide Answer ←

- d. All of the above

19. _____ **Communication takes place between two individuals and is therefore a one-on-one discussion. It can be formal or informal.**

- a. Interpersonal Communication
- b. Written Communication
- c. Small Group Communication
- d. Public Communication

Hide Answer ←

- a. Interpersonal Communication

20. **The sharing of information through the words is known as _____ .**

- a. Non-Verbal communication
- b. Visual Communication
- c. Verbal communication
- d. Sign language

Hide Answer ←

- c. Verbal communication

21. _____ **This type of communication is based on writing words. It can be letters, circulars, reports, manuals, SMS, social media chats, etc. It can be between two people or between groups of people.**

- a. Interpersonal Communication
- b. Written Communication
- c. Small Group Communication
- d. Public Communication

Hide Answer ←

b. Written Communication

Communication Skills Class 10 MCQ

22. Having a conversation with more than two people is a type of _____ communication.

- a. Interpersonal Communication
- b. Written Communication
- c. Small Group Communication
- d. Public Communication

Hide Answer ←

c. Small Group Communication

23. An address to a large group is an example of _____ communication.

- a. Interpersonal Communication
- b. Written Communication
- c. Small Group Communication
- d. Public Communication

Hide Answer ←

d. Public Communication

24. Depending on the words used, sometimes the meanings can be confusing and difficult to comprehend if the right words are not used, is an example of _____ communication.

- a. Verbal Communication
- b. Non – Verbal Communication
- c. Visual Communication
- d. None of the above

Hide Answer ←

a. Verbal Communication

25. Which of the following describes oral communication?

- a. Newspapers
- b. Letters
- c. Phone call
- d. E-mail

Hide Answer ←

c. Phone call

26. What kinds of words should we use when communicating verbally?

- a. Acronyms
- b. Simple
- c. Technical
- d. Jargons

Hide Answer ←

- b. Simple

27. Why do we use e-mails?

- a. To communicate with a large number of people at once.
- b. To share documents and files.
- c. to communicate with each other in real-time
- d. To keep a record of communication.

Hide Answer ←

- d. To keep a record of communication.

28. What are the drawbacks of verbal communication?

- a. Cultural differences
- b. Different languages
- c. Inability to understand the colloquial phrases
- d. All of the above

Hide Answer ←

- d. All of the above

Communication Skills Class 10 MCQ

Session 3: Non – Verbal Communication

29. _____ communication refers to the process of exchanging information or messages without using any spoken or written words.

- a. Verbal Communication
- b. Non – Verbal Communication
- c. Visual Communication
- d. None of the above

Hide Answer ←

- b. Non – Verbal Communication

30. _____ communication takes place through body movements, facial expressions, arms, etc.

- a. 30%
- b. 90%
- c. 55%
- d. 60%

Hide Answer ←

- c. 55%

31. _____ percentage of communication is done using voice, tone, pauses, etc.

- a. 44%
- b. 38%
- c. 28%
- d. 98%

Hide Answer ←

- b. 38%

32. _____ percentage of communication is done using words.

- a. 7%
- b. 17%
- c. 22%
- d. 31%

Hide Answer ←

- a. 7%

33. Globally, _____ % of communication is non-verbal.

- a. 32%
- b. 70%
- c. 93%
- d. 40%

Hide Answer ←

- c. 93%

Communication Skills Class 10 MCQ

34. When you raise your hand to greet or say goodbye, or point at someone, these are examples of _____.

- a. Expressions
- b. Gestures
- c. Written
- d. None of the above

Hide Answer ←

b. Gestures

35. Smiling when you are happy and making a sad face when you are sad are examples of

_____.

- a. Expressions
- b. Gestures
- c. Written
- d. None of the above

Hide Answer ←

a. Expressions

36. _____ by which attitudes and feelings are communicated. Standing straight, showing interest.

- a. Expressions
- b. Written
- c. Body Language
- d. None of the above

Hide Answer ←

c. Body Language

37. Example of facial expressions _____.

- a. Smile when you meet someone.
- b. Keep your face relaxed
- c. Match your expressions with your words.
- d. All of the above

Hide Answer ←

d. All of the above

38. Example of posture _____.

- a. Keep your shoulders straight and body relaxed.
- b. Sit straight while resting your hands and feet in relaxed position
- c. While standing, keep your hands by your sides.
- d. All of the above

Hide Answer ←

d. All of the above

39. Example of Gesture or Body Language _____.

- a. Keep your hands open

- b. Avoid pointing your finger
- c. Tilt your head a bit to show that you are attentive.
- d. All of the above

Hide Answer ←

- d. All of the above

40. Example of paralanguage _____.

- a. Use a suitable tone and volume
- b. Maintain a moderate speed while talking
- c. Both a) and b)
- d. None of the above

Hide Answer ←

- c. Both a) and b)

41. The practice of exchanging messages only through images or pictures is called _____.

- a. Verbal Communication
- b. Non-Verbal Communication
- c. Visual Communication
- d. None of the above

Hide Answer ←

- c. Visual Communication

42. Example of visual communication?

- a. No parking symbol
- b. Under CCTV surveillance symbol
- c. No entry symbol
- d. All of the above

Hide Answer ←

- d. All of the above

43. Which of these facial expressions is a favorable (good) one?

- a. Frowning while concentrating
- b. Maintaining eye contact
- c. Smiling continuously
- d. Rolling up your eyes

Hide Answer ←

- c. Smiling continuously

44. What does a straight (upright) body posture communicate or demonstrate?

- a. Pride
- b. Professionalism
- c. Confidence
- d. Humility

Hide Answer ←

- c. Confidence

45. Which of the following is NOT an acceptable form of nonverbal 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

Hide Answer ←

- c. Sitting straight

46. Which of the following statements 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

Hide Answer ←

- d. 7% communication is done using words

Communication Skills Class 10 MCQ

Session 4: Communication Cycle and Importance of Feedback

47. _____ is an important part of the communication cycle.

- a. Feedback
- b. Review
- c. Addressing
- d. None of the above

Hide Answer ←

- a. Feedback

48. A good feedback is always _____.

- a. Specific

- b. Helpful
- c. Kind
- d. All of the above

Hide Answer ←

- d. All of the above

49. What are the different types of feedback?

- a. Positive Feedback
- b. Negative Feedback
- c. No Feedback
- d. All of the above

Hide Answer ←

- d. All of the above

50. Why is feedback important?

- a. It validates effective listening
- b. It motivates
- c. It improves performance
- d. All of the above

Hide Answer ←

- d. All of the above

51. Which of these is an example of positive feedback?

- a. You are always doing it the wrong way
- b. I noticed your dedication towards the project.
- c. Excellent, your work has improved
- d. All of the above

Hide Answer ←

- c. Excellent, your work has improved

52. Which of these is an example of negative feedback?

- a. I hate to tell you this but your drawing skills are poor.
- b. You can surely improve your drawing.
- c. This is a good drawing but you can do better.
- d. None of the above

Hide Answer ←

- a. I hate to tell you this but your drawing skills are poor.

53. Which of the following is an effective element of good feedback?

- a. Specific
- b. Direct and honest
- c. Detailed and time consuming
- d. Opinion – based

Hide Answer ←

- b. Direct and honest

Communication Skills Class 10 MCQ

Session 5: Barriers to Effective communication

54. What are the barriers of effective communication?

- a. Physical Barriers
- b. Linguistic Barriers
- c. Interpersonal Barriers
- d. All of the above

Hide Answer ←

- d. All of the above

55. _____ are when people of different cultures are unable to understand each other's customs, resulting in inconveniences and difficulties.

- a. Cultural Barriers
- b. Organizational Barriers
- c. Interpersonal barriers
- d. Linguistic Barriers

Hide Answer ←

- a. Cultural Barriers

56. When the sender's message is received differently than how it was intended, _____ barriers occur.

- a. Cultural Barriers
- b. Organizational Barriers
- c. Interpersonal barriers
- d. Linguistic Barriers

Hide Answer ←

- c. Interpersonal barriers

57. What can we do to overcome the communication barrier?

- a. Use simple language
- b. Do not form assumptions on culture, religion or geography
- c. Try to communicate in person as much as possible
- d. All of the above

Hide Answer ←

- d. All of the above

58. From the following which one is NOT a common communication barrier?

- a. Financial barrier
- b. Interpersonal Barrier
- c. Linguistic barrier
- d. Organizational barrier

Hide Answer ←

- a. Financial barrier

59. What are the ways to overcome form communication barriers?

- a. Respecting each other's differences
- b. Using a translator
- c. Not communicating at all
- d. Using your own language for comfort

Hide Answer ←

- b. Using a translator

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Session 6: Writing Skills – Parts of Speech

60. Emails, letters, notes, articles, SMSs/chats, blogs, etc. are all examples of _____ skills.

- a. Verbal communication
- b. Non-verbal communication
- c. Visual communication
- d. None of the above

Hide Answer ←

- a. Verbal communication

61. _____ is a collection of words that expresses a complete thought.

- a. Sentence

- b. Punctuation
- c. Conjunction
- d. All of the above

Hide Answer ←

- a. Sentence

62. All sentences begin with _____.

- a. Small letter
- b. Capital letter
- c. Question mark
- d. Punctuation mark

Hide Answer ←

- b. Capital letter

63. What are the capitalization rules in communication skills?

- a. The first letter in the titles used before people's names.
- b. Capitalize the letter 'I' when it is used as a word
- c. Capitalize the first letter in every sentence.
- d. All of the above

Hide Answer ←

- d. All of the above

64. Full stop, comma, question mark, exclamation mark, and apostrophe are examples of _____ mark.

- a. Sentence
- b. Punctuation
- c. Conjunction
- d. None of the above

Hide Answer ←

- b. Punctuation

65. Which of the following is the adjective for the underlined word?

- a. The Girl on the Train is a best – seller
- b. I can speak French
- c. Radha has a red dress
- d. Adbul can swim fast

Hide Answer ←

- c. Radha has a red dress

66. Which of these sentence is capitalized correctly?

- a. The Tiger is a strong animal.
- b. Salim is visiting India in july
- c. Ravi and i are going to the movies
- d. She is arriving on Monday.

Hide Answer ←

- b. Salim is visiting India in july

67. Which of these sentences is correctly punctured?

- a. I am so excited about my first foreign trip
- b. I had bread omelet and a Banana for breakfast.
- c. When is the party.
- d. This is Abdul's notebook

Hide Answer ←

- b. I had bread omelet and a Banana for breakfast.

68. Can you find the adverbs from the following sentences?

- a. I opened the door lock
- b. Sanjay gifted me a new pen
- c. Divya drinks milk every day
- d. Sita is 5 – feet tall.

Hide Answer ←

- d. Sita is 5 – feet tall.

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Session 7: Writing Skills – Sentence

69. Almost every English sentence has _____.

- a. Subject
- b. Verb
- c. Both a) and b)
- d. None of the above

Hide Answer ←

- c. Both a) and b)

70. In communication skills, how many different types of sentences are there?

- a. Direct sentence
- b. Indirect sentence

- c. Both a) and b)
- d. None of the above

Hide Answer ←

- c. Both a) and b)

71. Sentences where the subject does an action are known as _____.

- a. Active voice
- b. Passive voice
- c. Both a) and b)
- d. None of the above

Hide Answer ←

- a. Active voice

72. If the subject receives an action it is known as _____.

- a. Active voice
- b. Passive voice
- c. Both a) and b)
- d. None of the above

Hide Answer ←

- b. Passive voice

73. What are the different types of sentences?

- a. Declarative Sentence
- b. Interrogative Sentence
- c. Exclamatory Sentence & Imperative Sentence
- d. All of the above

Hide Answer ←

- d. All of the above

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74. A group of sentences forms a _____.

- a. Paragraph
- b. Group Sentence
- c. Both a) and b)
- d. None of the above

Hide Answer ←

a. Paragraph

75. Identify the verb, object and subject in the sentence, 'The car crashed into a tree.'

- a. Verb: the tree; Object: a crashed; Subject: the car
- b. Verb: crashed; Object: The car; Subject: a tree
- c. Verb: crashed; Object: a tree; Subject: the car
- d. Verb: the car; Object: crashed; Subject: the tree

Hide Answer ←

c. Object: a tree; Verb: crashed; Subject: the car

76. Identify the indirect object , 'The musician played music for the audience.'

- a. The band
- b. played
- c. music
- d. Audience

Hide Answer ←

b. played

77. 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.

Hide Answer ←

a. Switch off the fan.

78. 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.

Hide Answer ←

c. He is reading a book.

79. What is a sentence?

- a. It is collection of group of ideas
- b. A collection of words that expresses a whole thought
- c. A set of guidelines that must be followed in order to write properly
- d. All of the basic punctuation signs and contained in this set of words.

Hide Answer ←

d. All of the above

80. Which sentence contains both indirect and direct object?

- a. I am watching TV.
- b. She bought a blue pen.
- c. The girls played cricket.
- d. He wrote his sister a letter.

Hide Answer ←

d. He wrote his sister a letter.

81. The passive voice is used in which of the following statements?

- a. They are watching a movie.
- b. The clock was repaired by Ramesh.
- c. In the room, he is asleep.
- d. My pet horse bit the policeman.

Hide Answer ←

b. The clock was repaired by Ramesh.

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