



BHARATI VIDYAPEETH'S
INSTITUTE OF COMPUTER APPLICATIONS & MANAGEMENT (BVICAM)
(Affiliated to Guru Gobind Singh Indraprastha University, Approved by AICTE, New Delhi)
A-4, Paschim Vihar, Rohtak Road, New Delhi-110063, Visit us at: <http://www.bvicam.in/>

Course Code: BA(JMC)-101 Course Name: Communication: Concepts & Processes

Assignment 1

(Based on Unit-I)

Short Answer Questions:

Q1. Which one of the following statements is not correct?

- a. Communication is a continuous process.
- b. We can communicate through words.
- c. We cannot communicate through gestures.
- d. We cannot communicate through tone and expressions.

Q 2. Put into correct graphic order the following elements of communication:

Message - Response of Receiver - Method - Sender – Receiver

Q3. Pick out the correct alternative to complete the sentences given below:

1. Communication between man and animals is _____.

- (a) Verbal (b) Non-verbal (c) Oral (d) none of these.

2. In verbal communication, interaction takes place between _____.

- (a) two or more individuals (b) only between two groups
- (c) only between one individual and one group
- (d) only between two individuals.

Q4. Fill in the blanks choosing appropriate words from the list given below.

Two words are extra: Common interests, common height, common language, common environment, common colour, common level of understanding.

Important features of effective communication are _____, _____, _____, _____.

Q5. Choose the correct alternative.

a. Common environment means _____

- (a) common air (b) common water (c) common social and cultural practices
- (d) none of these.

b. Environment means _____.

- (a) only the immediate surroundings of man i.e. his garden
- (b) only the earth and the sky (c) only animals
- (d) everything like air, water, nature, animals, the total surroundings of man

Q6. You want to send a written message to your friend who stays in Singapore, enlist the three ways can you use?

Q7. Choose the correct alternative to complete the following sentence:

Technology has widened the scope of communication by _____.

- (a) making it easier to pass on and receive information.
- (b) reducing the workload of man.
- (c) giving man more time to communicate.
- (d) doing man's work for him.

Q8. How is intra personal communication the basis for all other forms of human communication?

Q9. Differentiate between –

- a. Grapevine and rumour
- b. Mass Line and Mass Communication
- c. Kinesics and Proxemics

Q10. Enlist the basic elements of communication?

Q11. Enlist the basic elements of face-to-face communication?

Long Answer Questions

Q1. "Communication is Key (and you need to do it right)." Validate the above statement by elaborating the role of communication in our life?

Q2. List the key elements of communication and explain one in brief.

Q3. Non-verbal communication is also an important part of any communication.

Elaborate with suitable examples?

Q4. "Communication is a two way process, but barriers create obstacles in effective communication." Elaborate with appropriate examples?

Q5. Validate through examples," It can be said that awareness of these 7 C's of effective communication makes you a good communicator".

Q6. You have an American boss, elaborate with suitable examples the barriers to effective communication between you and your boss?

Q7. "Clarity and Credibility are important to ensure effective communication", support the claim with suitable examples?

Q8. "Communication is exchanging and imparting of information by speaking, writing or using other medium." Elaborate its process with the help of suitable diagram and examples.