

**National Institute of Open Schooling**  
**Secondary**  
**Lesson 14 – Communication**  
**Worksheet-14**

1. Communication is a fundamental process and we communicate to people, environment almost every minute of the day. Write your opinion defining communication and its importance in day-to-day life.
2. Observe a dialogue between two people for at least 60-90 minutes and analyze this dialogue in terms of the key elements of communication. Explain the presence and absence of the elements.
3. Any type of communication – either verbal or non-verbal – has some primary elements common to them. Explain the elements of verbal and non-verbal communication.
4. Try to involve any one of your friends or family members in a board game or any type of easy local game. Your task is to observe their non-verbal communication while they go through different stages (Such as doubt, winning, losing, uncertainty) of the game. Write a report explaining the observation in this case.
5. Explain different types of verbal communication. Write your own opinion about what type of verbal communication can be more accurate and effective in daily life? Support your answer with appropriate reasons.
6. The purpose of communication is defeated when a misunderstanding is created partially or fully. Suggest at least four ways that can help in effective communication.
7. “Advertisers make use of effective communication to make people buy certain products”. Give examples of at least seven such advertisements from your daily life.
8. Answer the following questions:
  - a) How does proxemics differ from kinesics? Support your answer by providing at least two appropriate reasons.
  - b) What is the meaning of the term “haptics”? Explain its relevance in different cultures of western countries and in Indian context.
9. Media as the transmitter of information has a large outreach in society. But it has both positive and negative effects. Select any one incident from your surroundings where the media played a great role. Analyze and explain the impact (both positive and negative) of media on the selected situation.
10. A friend shares his/her fear of public speaking. They tell you that they find it quite difficult to express themselves even in a group of five-ten people. List at least ten suggestions that can help this friend in improving their communication.