

Information Technology (402)

Class X

Assignment 4

Part A : Employability Skills :

(Communication Skills : Measures To Overcome Barriers In Communication)

Note : - Solve the following in classwork copy :-

(A) Answer the following questions.

1. What do you mean by 7 Cs of effective communication?
2. How can you keep your message concise?

(B) Activity :

Observe a shopkeeper (such as grocery owner, chemist, fruit seller, etc.) in your neighbourhood for a week and write in 50 words how he/she shows courtesy towards his/her customers.