

**G.N.National Public School
Gorakhnath, Gorakhpur**

Class : 10

Subject : Information Technology

Course Code : 402

Assignment : 1

Unit : 1

Communication Skills

Session : 1

Types of Communication

Note : Write the answer of the following questions in long note book (Computer Class work Copy).

Q1. Define the following forms of communication:-

- i. Verbal Communication**
- ii. Non – Verbal Communication**
- iii. Written Communication**
- iv. Visual Communication**

Q2. Write four disadvantages of Verbal Communication.

Q3. Write two pros and two cons of non – verbal communication.

Q4. Write four advantages of written communication.