O. P. JINDAL SCHOOL, SAVITRI NAGAR

Periodic Test - I (2026 – 2027) Round - I

Class: X **MM: 20**

Subject: Information Technology (402) **Time: 01 Hr.**

General Instructions:

- *Question paper contains 03 Sections (Section – A, Section – B, Section – C)*
- *Section A – Multiple Choice Questions (MCQ's) carries 01 mark each.*
- *Section B – Very Short Answer Type Questions carries 02 marks each, attempt any 03 questions.*
- *Section C – Short Answer Type Questions carries 03 marks each, attempt any 03 questions.*

Section – A

Q1. Communication is a part of _____ skill

a) Hard b) Medium c) Soft d) Short

Q2. What is the purpose of communication?

a) Inform b) Influence c) Share thoughts, ides, feelings d) All of the above

Q3. Which of the following methods are used to receive information from the sender through a letter?

a) Listening b) Speaking c) Reading d) Writing

Q4. How do you receive information on phone?

a) Listening b) Speaking c) Reading d) Writing

Q5. _____ is a type of verbal communication.

a) Oral communication b) Written communication

c) Body language d) Both (a) and (b)

Section – B

Q6. What do you mean by visual communication?

Q7. What do you mean by Proxemics?

Q8. What do you mean by non-verbal communication?

Q9. What do you mean by phrase?

Q10. List four common methods of communication?

Section – C

Q11. What do you mean by communication? What is the purpose of communication? Explain.

Q12. What are the principles of effective communication?

Q13. Discuss the 7C's of effective communication.

Q14. Discuss different barriers of effective communication.