



# NOIDA PUBLIC SCHOOL

(Affiliated to CBSE, New Delhi)

Class: IX

Sub: I.T. (402)

## WORKSHEET-1 (As per PT-1)

Teacher Incharge: Mr. Rahil Shrivastav



- Q1. Difference between Spoken Communication and Written Communication.
- Q2. Explain the Seven principles of professional communication skills.
- Q3. What is communication? Why are communication skills required?
- Q4. Explain the elements in the communication cycle.
- Q5. Write a short note on writing skills.
- Q6. Difference between Strength and Weakness analysis.
- Q7. Difference between Interests and abilities.
- Q8. List any 5 self-management skills.
- Q9. Write a short note on the following:-
  - a) TEAMWORK
  - b) GOAL SETTING
- Q10. What is the role of experience in building-up self-confidence?