

Employability Skills
Class IX

Communication Skills

- Q1. Define Communication. Write features of effective communication.
- Q2. Explain the elements of Communication Cycle.
- Q3. List the barriers to effective communication.
- Q4. Name and explain the methods of Communication.
- Q5. Define the types of oral communication.
- Q6. What are the advantages and limitation of oral and written communication?
- Q7. What is non-verbal communication?
- Q8. What is Visual Communication?
- Q9. Write some advantages and disadvantages of Non-Verbal and Visual communication.
- Q11. Explain the elements of non-verbal communication.
- Q12. Define Perspective in communication. Name the factors affecting perspectives in communication.
- Q13. Explain 7C's of communication.

Self-Management skills

- Q1. What is self-management? Explain different skills of management.
- Q2. Explain the SMART strategy.
- Q3. What is importance of self-management?
- Q4. Explain any three strategies of Organisation Skill that we would like to apply in our life.
- Q5. Define Self-Confidence. Explain the factors influencing Self Confidence.
- Q6. Explain SWOT Analysis.
- Q7. Differentiate between the attitudes of people with Low Confidence and Self Confident people.
- Q8. Mention the steps involved in self confidence.