

4. Give real life example of communication barrier due to personality traits of the communicators.

A person who is not well conversant in English is trying to sell an item to a customer who understands English only. Another example: two persons from vastly different culture say Japan and India, trying to exchange their ideas for the first time.

### SESSION 2: Methods of Communication

#### Exercise

1. Describe a scenario where oral communication is most effective as compared to written.

Teacher's explanation in the classroom, a leader addressing a gathering of people, two persons Discussing a matter to resolve a dispute between them.

2. List any 3 scenarios where written communication is most effective.

Written communication is most effective in formal setups like official orders, legal notices, agreement with terms and conditions, pact signed between two governments etc.

3. List any 2 major advantages and disadvantages of non-verbal communication.

#### Advantages of Non-verbal Communication

1. Non-verbal communication complements oral and audio visual communication.
2. It substitutes for the verbal communication like speaking with proper eye contact and tone.

#### Disadvantages of Non-verbal Communication

1. Sometimes non-verbal communication becomes vague and send wrong signals.
2. You cannot stop non-verbal communication.

4. List any 3 major advantages and disadvantages of AV communication.

#### Advantages of AV Communication

1. Use of internet and video conferencing saves cost incurred otherwise on scaling geographical barriers, physical movement of participants and other related expenses like lodging, food etc.
2. It is an effective way to explain complex ideas and concepts easily.
3. Technology makes it reusable and easy to distribute.

#### Disadvantages of AV Communication

1. It incurs a lot of cost in infrastructure.
2. It needs maintenance of equipment.
3. Technology and equipment can be complex to operate and learn.

### SESSION 3: Communication Perspectives

#### Exercise

1. Describe a scenario where your visual perspective affected your decoding of a message.

Seeing a man in plain, simple clothes with ordinary personality and we assume that the person is not very bright and not sufficiently wealthy while actually he could be a learned college professor earning a handsome salary.

# Foundation Of Information Technology Class Ix Answers

**David Baud**



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