

LIONS SCHOOL MIRZAPUR

Unit Test - II (2020-21)

Class: IX

Time: 50 Min

Subject: Information Technology (402)

M.M.: 20

Note:

- i) Read the question paper carefully.
- ii) Question Paper is divided into two sections.
- iii) Section-A : Multiple Choice Questions (**1 marks each**)
- iv) Section-B : Short Answer (**2 marks each**)

Section – A

8x1 = (8)

Q1: Choose the incorrect objective of effective communication –

- a) Development of Interpersonal Skill
- b) Ease of preparation
- c) To express with maximum efficiency
- d) Understanding messages

Q2: _____ is an aspect of non -verbal communication where physical behaviour is used to convey information.

- a) Visual perception
- b) Body Language
- c) Physical Status
- d) Mental Status

Q3: Choose the correct means of communication –

- a) Verbal
- b) Written
- c) Visual
- d) All of the above

Q4: Choose the correct advantage of verbal communication skill –

- a) Irrelevant Information
- b) Communication Cost
- c) Feedback quickness
- d) Create misunderstanding

Q5: Which of the following features is used to create a new slide show with the current slides but presented in a different order?

- a) Rehearsal
- b) Custom Slide show
- c) Slide Show Setup
- d) Slide Show View

Q6: Which view is generally used for creating, formatting and designing slides?

- a) Normal view
- b) Outline view
- c) Notes
- d) Slide Sorter view

Q7: Which of the following feature is used to progress the slide show automatically while speaking on the topic?

- a) Custom Animation
- b) Rehearse Timing
- c) Slide Transition
- d) Either (a) or (b)

Q8: The short cut key to insert a new slide is _____.

- a) Ctrl + M
- b) Ctrl + N
- c) Ctrl + I
- d) Ctrl + S

Section – B

6x2 = (12)

Q9: What are the advantages of Written Communication? Define two of them.

Q10: What are the five views of presentation? Define two of them.

Q11: Write down the steps to add slide transition in your presentation.

Q12: What do you mean by body language? Write name of any four kinesics.

Q13: List the important points to be considered while making an effective presentation.

Q14: What are the factors that affecting Communication at Work place? In this context define

- i) Cultural diversity
- ii) Educational and Intellectual Difference