



## Means of Communication

**Communication** is the act of sending and receiving messages. It is very important mode to share our thoughts and ideas with others.

Humans are considered more advanced than animals because of their ability to speak.

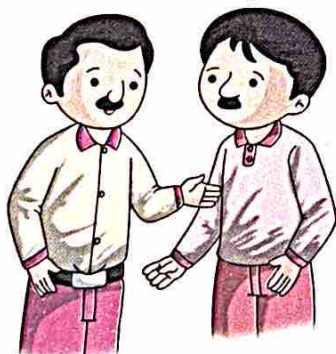
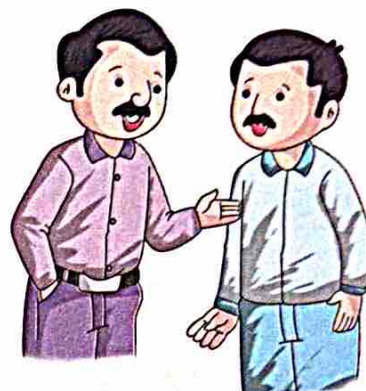
There are different ways of communication:

1. Verbal communication
2. Non-verbal communication

### 1. Verbal Communication

In verbal communication, we use words to express verbally.

- a. **Oral Communication** : When we talk to each other directly or on phone, it is called oral communication. Nowadays, we have advanced mobile phones that can be used anywhere and anytime.



- b. **Written Communication** : When we write or type to express our feelings, thoughts and ideas, it is called written communication.

### Teacher's Tip

Ask the children to talk about different means of communication they have used.





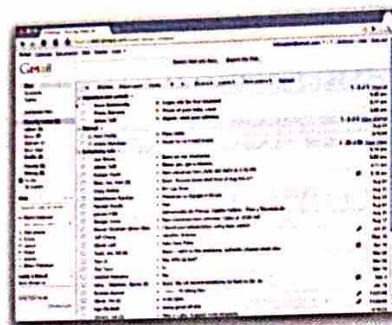
Writing books, articles  
in magazines, etc.



Writing letters



SMS (Short  
messaging service)



E-mail

## 2. Non-Verbal Communication

When we express our feelings and thoughts through gestures and signs, it is called non-verbal communication.

### Did You Know ?

Dancers use different mudras or gestures to show their feelings. Deaf and dumb people use sign language to communicate.



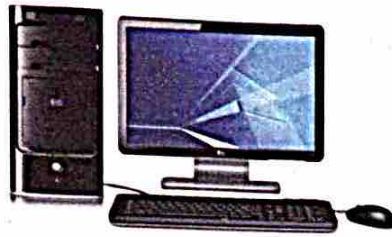
There are many advanced and latest means of communication that have not only increased connectivity, but have also started new ways of recreation. These modern means of communication are easy to use and fast. These all come under ICT (Information and Communication Technology).



some of these modern means of ICT are:



Mobile



Computer



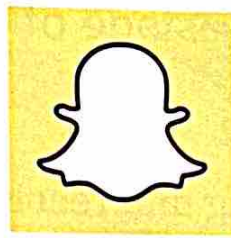
Internet



Wifi



E-mail



Snapchat



Whatsapp



Facebook

### **Recreation through Means of Communication**

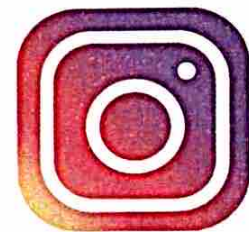
We can access various games and applications through our application/play store in our phones and computers. Some of such applications that entertain us are:



Facebook



Twitter



Instagram

They keep us updated and close to our friends and relatives. Many games are also popular because of these means.



Candy Crush



Temple Run



Subway Surfers



## Misuse of Communication Devices

Everything has its advantages as well as disadvantages. Sometimes, these means of communication are misused. Such a thing should not be done. Handle these devices carefully. Small children should not play games on their parents' mobile phone without their permission. These devices can cause strain to our eyes and posture. It even leads to wastage of time.

### Let's Recall

- \* Communication is the act of sending and receiving messages.
- \* There are different ways of communication—verbal and non-verbal communication.
- \* Verbal communication can be oral or written.
- \* We can use fun-based applications and games on these communication devices for recreation.
- \* We should never misuse means of communication.

### Let's Answer

#### A. Answer the following questions:

1. What is communication?

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2. What is oral communication?

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3. Name some means of written communication.

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4. What is ICT?

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**B. Write 'Yes' or 'No':**

1. Humans are more advanced than animals.
2. Dancers use mudras to show their feelings.
3. ICT is Information and Computer Technology.
4. Means of communication keep us updated.

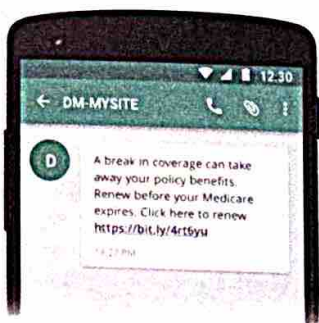
Yes

Yes

No

Yes

**C. Name these means of communication:**



SMS



Letter



Telephone



Verbal

**Let's Do**

- A. Nowadays, children are spending too much time on these communication devices and are avoiding outdoor games. Write a note to explain the advantages of outdoor games:

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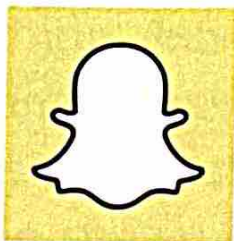
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**B. Name these modern means of ICT:**

1.



Snapchat

2.



Whatsapp

3.



Facebook

4.



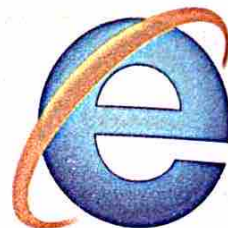
Wifi

5.



E-mail

6.



Internet

**C. Name these popular games:**

1.



Candy Crush

2.



Temple Run

3.



Subway Surfers

**D. Write your parents' e-mail id here:**

1. Mother :

2. Father :

Tender Heart High School.

Class - II

Date : 23-12-24

Teachers - Ms. Harjit Kaur, Ms. Jyoti Arora, Ms. Rupinder Kaur

Subject - Environmental Studies

## Lesson - 16, Means of Communication

### I Fill in the blanks:

1. Communication is very important mode to share our thoughts and ideas with others.
2. We write to express our feelings in written communication.
3. In non-verbal communication, we use gestures to express our thoughts.
4. We can send e-mail to our friends through internet.

### II Write true or false:

1. Humans are more advanced than animals. True
2. Dancers use mudras to show their feelings. True
3. ICT is Information and Computer Technology. false
4. Means of communication keep up updated. True

### III Circle the correct answers.

1. Misuse of devices leads to wastage of food / time.
2. Letters are oral / written means of communication.
3. Mobile phones keep us updated / outdated.
4. Deaf and dumb people use e-mails / sign language to communicate.



#### IV Answer the following questions:

Q1. What is communication?

Ans Communication is the act of sending and receiving messages. It is important to share our thoughts.

Q2. What is oral communication?

Ans When we talk to each other directly or on phone, it is called oral communication.

Q3. Name some means of written communication?

Ans Letters, SMS, magazines, books, etc are some means of written communication.

(Last page)