

**BCM SCHOOL, CHANDIGARH ROAD, LUDHIANA**  
**(A SENIOR SECONDARY SCHOOL OF BCM FOUNDATION, AFFILIATED TO CBSE, NEW DELHI)**  
**CLASS IX INFORMATION TECHNOLOGY**  
**ASSIGNMENT**

1. Differentiate between Verbal, Non-verbal, and Visual communication.
2. Write one advantage and one disadvantage of each method of communication.
3. Draw the Communication Cycle Diagram and explain its seven elements with a simple example from daily life.
4. List five factors affecting perspectives in communication. Share one personal experience where your perception influenced a conversation at home or school.
5. Write a short paragraph (100-150 words) on the topic:  
“Importance of Communication Skills in Today’s Digital World”.
6. Draw a neatly labelled diagram of a computer keyboard, marking the following keys:
  - Function keys
  - Home keys
  - Numeric keypad
  - Special character keys
5. What is typing ergonomics?
6. Explain the Touch-Typing Technique.
7. Differentiate between BPO (Business Process Outsourcing) and BPM (Business Process Management) with suitable examples.
8. Identify any five IT-Enabled Services (ITeS) you use in your daily life.
9. List four reasons why India is leading in the IT-BPM sector.
10. Identify and explain the applications of IT in the following fields:
  - a) Healthcare
  - b) Banking & Insurance