

Seat No.: _____

Enrolment No. _____

GUJARAT TECHNOLOGICAL UNIVERSITY

B.VOC- SEMESTER-II EXAMINATION – SUMMER 2022

Subject Code:21120303

Date:30-07-2022

Subject Name:Communication Skill

Time:10:30 AM TO 12:30 PM

Total Marks:50

Instructions:

1. Question No.1 is compulsory. Attempt any four out of remaining six questions.
2. Make suitable assumptions wherever necessary.
3. Figures to the right indicate full marks.
4. Simple and non-programmable scientific calculators are allowed.

- | | Marks |
|--|-------|
| Q.1 Objective Question. (MCQ) | |
| (a) Fill in the blanks using the correct options given in the bracket. | (5) |
| (1) _____ students usually prefer online teaching method? (do, are, have, did) | |
| (2) Behold! the infants _____ playing amicably with each other. (have, are, does, had) | |
| (3) In the next session of healthy interaction with aspirants, the chief guest _____ discuss main points. (can, will, would, has to) | |
| (4) She _____ rather prefer to stay at an inn than at their abode. (would, could, must, needs to) | |
| (5) _____ my cousin brother just departed for the air port? (is, does, did, has) | |
| (b) Change the voice from active-passive or passive- active. | (5) |
| (1) She gave them a valuable advice. | |
| (2) Do not open the front door. | |
| (3) A wonderful moment is being constructed. | |
| (4) Who broke this fragile piece of art? | |
| (5) Does Rudra offer his prayer daily? | |
| Q.2 (a) You have ordered 1000 wireless mouse to Binni InfoTech pvt. Ltd. Ahmedabad. Being a proprietor of ABC Softcons pvt ltd. You came to know that out of 1000 mouse, 25 are not in working condition. Write a complaint letter requesting to resolve the problem. | (5) |
| (b) What is a Report? Discuss in details the types of functions of a Business report. | (5) |

OR

- (b) Prepare a cover letter along with a CV of an Associate Professor in English. (5)
- Q.3** (a) How to create a word document? Write elaborately on features of editing, formatting and inserting. (5)
- (b) By which means one can change the layout of the document, which includes page margin, size and orientation? (5)
- OR**
- Q.3** (a) How one can insert a table, resize parts of table and align text in table in the most convenient manner? (5)
- (b) What is mail merge? Discuss its importance and write in brief about borders and shading. (5)
- Q.4** (a) How this tasks – inserting and deleting row, column and cell make some special sense in MS excel.- Vindicate your reply. (5)
- (b) What is Formula bar? Define various aspects of Cell Referencing with relative, absolute and mixed functions. (5)
- OR**
- Q.4** (a) Which kinds of functions are useful while preparing mark sheet and salary sheet by using conditional formatting? (5)
- (b) Define different functions of data sorting and filter. Write in brief about editing charts and its usage. (5)
- Q.5** (a) In which way the layout of the slide is significant from presenter's perspective? (5)
- (b) State the ornamental functions of (5)
- 1) Theme and background
 - 2) Custom animation.
- OR**
- Q.5** (a) While viewing the slides in MS Power point what is 'Rehearse timing'? – Give relevant examples. (5)
- (b) Which kind of greater impact can be seen through slide transition along with header and footer? (5)
