

Seat No.: _____

Enrolment No. _____

GUJARAT TECHNOLOGICAL UNIVERSITY

B.VOC - SEMESTER- II EXAMINATION – SUMMER 2024

Subject Code: 21120303

Date:29-05-2024

Subject Name: Communication Skill

Time:10:30 AM TO 12:30 PM

Total Marks:50

Instructions:

1. Attempt all 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	(a) (i) Identify the tenses in the following sentences. 1. They will have reached London by this time tomorrow. 2. Some tourists are strolling at the river front. 3. Fortune favours the brave. (ii) Turn the following sentences into passive voice. 1. Someone has picked my pocket. 2. A dog bit him two days ago.	05
	(b) Fill in the blanks choosing the correct option. 1. She has been waiting for him ____ half an hour. (while, for, since) 2. It is dark. I can't see _____. (something, nothing, anything) 3. ____ country has a national flag. (All, Every, Each) 4. ____ you mind if I close the window? (Would, Should, Will) 5. Mehul is in ____ UAE right now. (a, an, the)	05
Q.2	(a) You have worked for a company for two years. Now, you have got a better job offer, so you want to resign from the company. Write a resignation letter for the same.	05
	(b) What is a report? Explain the types of reports.	05
	OR	
	(b) Write an application for the post of an apprentice at Singhal Tech, Vadodara, Gujarat. Consider that you have just passed your B. Voc.	05
Q.3	(a) What is mail merge? Discuss its importance.	05
	(b) Write down the short cut key for the following MS Word commands. 1. Select all 2. Paste 3. Bold 4. Underline 5. Centre align	05
	OR	
Q.3	(a) Write the use of the following in MS Word. 1. Save 2. Save As 3. Info 4. Insert 5. Undo	05
	(b) How to create a word document? Write elaborately on the features of editing, formatting and inserting.	05

- Q.4 (a)** What are the advantages of using MS Excel? **05**
(b) Explain the use of the following functions used in MS Excel: **05**
1. Sum
 2. Count
 3. Average
 4. If
 5. Max

OR

- Q.4 (a)** What is formula bar? Write any four common MS Excel formulas. **05**
(b) What are the following MS Excel shortcuts used for? **05**
1. Ctrl + F
 2. Ctrl + Z
 3. Ctrl + Y
 4. Ctrl + A
 5. Ctrl + P

- Q.5 (a)** What is rehearse timings in MS PowerPoint? Explain. **05**
(b) What all elements can be added to a slide in PowerPoint? **05**

OR

- Q.5 (a)** How could you add Header and Footer in PowerPoint? **05**
(b) Which steps would you use to set up password protection for presentation? **05**
