GUJARAT TECHNOLOGICAL UNIVERSITY
B.VOC- SEMESTER–II EXAMINATION – SUMMER 2025

Subject Code:21120303   **Date:26-05-2025**

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)**	What is the difference between active and passive voice? Provide definitions for both.	**05**
	(b)	Identify the type of tenses: I. By the time I arrived, they had been discussing the issues for over two hours. II. The engineers are currently developing a new software application. III. The earth revolves around the sun once every year. IV. Next year, I will start my master's degree in environmental science. V. While the children were playing in the park, their parents watched from a distance.	**05**
Q.2	**(a)**	What are the primary functions of a business letter?	**05**
	(b)	Write a sample letter of resignation for a professional job position.	**05**
		OR	
	(b)	Write characteristics of a good business letter.	**05**
Q.3	**(a)**	What is the function of Clip Art in MS Word, and how can you insert it into a document?	**05**
	(b)	What is the purpose of the "Mailings" tab in Microsoft Word?	**05**
		OR	
Q.3	**(a)**	How do you use the Spelling and Grammar check feature in MS Word?	**05**
	(b)	What is the purpose of the "Page Layout" tab in Microsoft Word?	**05**
Q.4	**(a)**	Explain use of following functions used in MS Excel : I. Proper II. Count III. Average IV. Upper V. Sum	**05**
	(b)	Describe the types of different charts available in Excel.	**05**
		OR	
Q.4	**(a)**	How can you create a pivot table in Excel? What benefits do pivot tables provide for data analysis?	**05**
	(b)	What is Print Preview in Excel, and how can it help you prepare a document for printing?	**05**
Q.5	**(a)**	Describe the process of rehearsing timings in PowerPoint. Why is this feature useful for presenters?	**05**
	(b)	Write applications of MS Power point.	**05**
		OR	
Q.5	**(a)**	What is the function of the Slide Master in PowerPoint	**05**
	(b)	How MS PowerPoint presentation is protected by setting up a password?	**05**

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