

GUJARAT TECHNOLOGICAL UNIVERSITY

B.VOC- SEMESTER-II EXAMINATION – WINTER 2025

Subject Code:21120303

Date:01-12-2025

Subject Name: Communication Skill

Time:02:30 PM to 04:30 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) Use Modal auxiliary verbs to complete the following statements. (Could, Can, Might, Would, May)	05
1. My father is eighty, but he _____ still read and write without glasses.	
2. _____ you mind if I borrowed your bike?	
3. He _____ sell her car because he needs money.	
4. _____ you help me with the housework, please?	
5. Our country _____ become a super power by 2030.	
(b) Go through the sentences and change their tenses as directed.	05
1. Ajay shall finish his stitching by then. (Future Perfect Tense)	
2. Jay saw the Prime Minister yesterday. (Future Continuous Tense)	
3. Mr. Bert had taught for five years. (Past Perfect Continuous Tense).	
4. I have finished my work. (Past Perfect Tense)	
5. Jay ate all the cookies. (Present Perfect Tense)	
Q.2 (a) Write a letter to apply for the post of assistant professor.	05
(b) Make your Resume to apply for a job.	05
OR	
(b) Write a sick leave application.	05
Q.3 (a) Write down any five short cut key of tools used in MS Word.	05
(b) Write the uses of the following features in MS Word:	05
1. Footer	
2. Header	
3. Margin	
4. Font Style	
5. Shapes	
OR	
Q.3 (a) State the screen elements of MS Word.	05
(b) Write use of following options.	05
1. Save	
2. Save As	
3. Recent	
4. Print	
5. Undo	

- Q.4 (a)** Explain use of following functions used in MS Excel : **05**
1. Sum
 2. Roundup
 3. Count
 4. Min
 5. If
- (b)** Write the detail procedure to insert the bar chart. **05**
- OR**
- Q.4 (a)** Write applications of MS excel. **05**
- (b)** What are the common MS Excel formulas? **05**
- Q.5 (a)** Write down applications of Microsoft Power point. **05**
- (b)** How could you add date and time in PowerPoint? **05**
- OR**
- Q.5 (a)** Enlist the different types of elements that can be added to a slide. **05**
- (b)** State the information are available on task bar of PowerPoint. **05**
