B. Sc. (Home Sci.) (Sem. II) (CBCS) Examination

April/May – 2016

Found Communication Skill and Computer Basics

(English) (New Course)

Faculty Code : 007
Subject Code : 001201

Time : **2** Hours]   [Total Marks : **50**

Instructions :   (1)   All questions are compulsory.

(2)   Figures in the right indicate the marks.

Section - A

1   Select the correct answer from the options given :   15

(1)   Date line is compulsory in _____.

(A)   Informal letter   (B)   Official letter

(C)   Business letter   (D)   (B) & (C)

(2)   Letterhead is also known as _____.

(A)   Sender's Address   (B)   Inside Address

(C)   Receiver's Address   (D)   None

(3)   The purpose of writing application letter, resume and C.V. is _____.

(A)   to get the job   (B)   to complain

(C)   to adjust   (D)   None

(4)   In official letter subject line is written below _____.

(A)   Letterhead   (B)   Signature

(C)   Complimentary close   (D)   Salutation

(5)   If the marksheet is attached with application letter, the writer has to indicate this by writing _____.

(A)   Post script   (B)   Reference initial

(C)   Enclosure   (D)   All above

(6) A computer is a / an _____.

(A) Electric device   (B) Fan

(C) Electronic device   (D) None

(7) 1024 Bytes is equal to _____.

(A) 1 Mega Byte (1 MB)   (B) 1 Kilo Byte (1 KB)

(C) 1 Giga Byte (1.4 B)   (D) 1 Tera Byte (1 TB)

(8) A presentation is collection of _____ arranged in a systematic order.

(A) Letters   (B) Slides

(C) Pictures   (D) Points

(9) Ms Word is used for preparing _____.

(A) Slide show   (B) Fax

(C) Telegraph   (D) Document

(10) Full form of RAM is _____.

(A) Read Access Memory

(B) Rapid Access Memory

(C) Read All Memory

(D) Random Access Memory

(11) CPU Means _____.

(A) Control Processing Unit (B) Control Panel Unit

(C) Central Part Used   (D) Central Panel Unit

(12) The physical parts of computer are called _____.

(A) Hardware   (B) Software

(C) Control buttons   (D) Function keys

(13) _____ software is useful for presenting text and picture more powerfully.

(A) Ms Word   (B) Ms Access

(C) Ms Excel   (D) Ms Power Point

(14) Cut, Copy and Paste are options of _____.

    (A) Home   (B) Insert

    (C) File   (D) Print

(15) 1024 Mega bytes : _____.

    (A) 1 KB   (B) 1 GB

    (C) 1 TB   (D) 1 Byte

Section - B

2   Answer any four questions from the given below :   **20**

    (1) Prepare a resume for the post of a sports teacher in educational institution.

    (2) Write a letter to your brother who has failed in the first terminal examination of the college.

    (3) Write a paragraph on Pollution.

    (4) Prepare a report on your educational visit to an Old Age Home in your city.

    (5) Write a letter to the police commissioner of your city, informing about increasing incidents of chain snatching.

3   Write short notes : (any three)   **15**

    (1) Explain input and output devices.

    (2) Explain Central Processing Unit (CPU).

    (3) Block diagram of Computer (internal components).

    (4) Generation of computer.

    (5) Monitor and Printer.

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