



DS-007-001201

Seat No. _____

**B. Sc. (Sem. II) (CBCS) (Home-Science)
Examination**

April / May – 2015

Found. Communication Skill & Computer Basics

Faculty Code : 007

Subject Code : 001201

Time : 2 Hours]

[Total Marks : 50

Q. 1 Multiple Choice Questions: (15)

1. A _____ is used to share pictures and have live chat with our friends or relatives.

- a. Web Camera
- b. Speaker
- c. Scanner
- d. Printer

2. The physical parts of a computer are called _____.

- a. Hardware
- b. Software
- c. Control Buttons
- d. Function Keys

3. 1024 Bytes is equal to _____.

- a. 1 Tera Byte (1TB)
- b. 1 Kilo Byte (1KB)
- c. 1 Giga Byte (1GB)
- d. 1 Mega Byte (1MB)

4. Full form of RAM is _____.

- a. Read Access Memory
- b. Random Access Memory
- c. Rapid Access Memory
- d. Read All Memory

5. The short cut key to print a document is _____.

- a. Ctrl + p
- b. Tab + p
- c. F1
- d. Ctrl + v

6. A presentation is a collection of _____ arranged in a systematic order.
- a. Letters
 - b. Slides
 - c. Pictures
 - d. Points
7. A/An _____ is a small picture displayed on the desktop.
- a. Icon
 - b. Symbol
 - c. File
 - d. Tool
8. A letter to your brother is a _____.
- a. Official Letter
 - b. Personal Letter
 - c. Application
 - d. Circular
9. In a business letter _____ indicates to the reader of the letter, what the letter is about.
- a. Salutation
 - b. Subject Line
 - c. Date
 - d. Post Script
10. The person who transmits messages is called _____.
- a. Sender or Transmitter
 - b. First Person
 - c. Chairman
 - d. Decoder
11. OHP means _____.
- a. Over Head Projector
 - b. On Hand Projector
 - c. Over Hand Projector
 - d. Over Hand Projection
12. Listening is a/an ____ process.
- a. Passive
 - b. Active
 - c. In-Active
 - d. None

13. In a report, an _____ would briefly highlight the objective of the project and the findings in a nutshell.

- a. Introduction
- b. Subject
- c. Abstract
- d. Body of the Letter

14. _____ refers to the list of points that needs to be discussed at a meeting.

- a. Meeting
- b. Agenda
- c. Circular
- d. Notice

15. _____ is an active process; whereas _____ is a passive process.

- a. Hearing, Listening
- b. Hearing, Talking
- c. Reading, Writing
- d. Listening, Hearing

Q. 2 Answer any four given questions: (20)

- a. Draft an application for the post of a Laboratory Assistant in Home-Science College.
- b. Write a letter to your friend about your preparation for Competitive Exams.
- c. Write a letter to the Municipal Authority about the need to conduct awareness programmes on
Swine Flu.
- d. Write an essay on Vocational areas of Home-science programme.
- e. Prepare a report on the Industrial Visit conducted by your Department.
- f. Write an essay on 'Women Safety'.

Q. 3 Write Short notes on any three of the following topics: (15)

- a. Out-Put Devices
 - b. Use of Computer Folders
 - c. Portable Storage Devices
 - d. E-mail
 - e. Central Processing Unit (CPU)
 - f. Importance of Computer Literacy
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