

## **DI-003-039101** Seat No. \_\_\_\_\_

## B. Voc. (ACTECH) (Sem. I) (CBCS) Examination April / May - 2015

ACTECH-1.1: Editorial Comm. Skills

	110	Fac	ulty Co		: <b>003</b>	
		Sub	ject Co	de :	: 039101	
Time :	$2\frac{1}{2}$ H	Hours]			[Total Marks: 70	
Instru	ctions	in (2) M	your ma ention yo	in ar ur op	Que. 1 (MCQs) are to be written nswer-book. ptions clearly. right indicate maximum marks.	
1 At	tempt	the followi	ng:		20	
(1)	Wh	ich is	long	gest :	river in India?	
	(a)	a		(b)	an	
	(c)	the		(d)	None	
(2)	Не	is not	hor	ıorab	ble man.	
	(a)	an		(b)	the	
	(c)	a		(d)	None	
(3)	Tag said		bette	r poe	et than novelist, the teacher	
	(a)	an		(b)	the	
	(c)	a		(d)	None	
(4)	Hei	re	the bus	•		
	(a)	coming		(b)	comes	
	(c)	came		(d)	come	
(5)	$Th\epsilon$	ey have beer	n	_ the	e bridge for several months.	
	(a)	build		(b)	built	
	(c)	builded		(d)	building	
D.T. 0.00				_		

(6)	Whe	en I saw him, he		cricket.
	(a)	was playing	(b)	is playing
	(c)	played	(d)	None
(7)	Hur	ry up! The prograi	m	·
	(a)	start	(b)	will start
	(c)	was start	(d)	starting
(8)	My	brother is afraid _		dog.
	(a)	off	(b)	for
	(c)	of	(d)	at
(9)	They	y live the	sam	e roof.
	(a)	under	(b)	behind
	(c)	below	(d)	in
(10)	I sa	w him felling a big	tree	a hatchet.
	(a)	with	(b)	on
	(c)	at	(d)	for
(11)		you show me	the	way to the station?
	(a)	Shall	(b)	Might
	(c)	Could	(d)	Had
(12)	The you.			bring your purse with
	(a)	should	(b)	may
	(c)	shall	(d)	must
(13)	The	kids refus	e to o	bey, if instructed harshly.
	(a)	may	(b)	must
	(c)	have	(d)	had
(14)	I an toda		cou cou	sin five o'clock
	(a)	on	(b)	at
	(c)	in	(d)	off
DI-003-03	9101	. ]	2	[ Contd

(15)	Whe	en I was young, I <u></u>		swim across the river.		
	But	now I can't.				
	(a)	may	(b)	would		
	(c)	could	(d)	can		
(16)	Cat	: Kitten :: Lion : _				
	(a)	puppy	(b)	cub		
	(c)	cube	(d)	Roar		
(17)	The	communication that	occur	s without written or spoken		
	wor	ds is comm	nunio	cation.		
	(a)	vertical	(b)	horizontal		
	(c)	verbal	(d)	non-verbal		
(18)	In c	communication		decodes the massage.		
	(a)	sender	(b)	receiver		
	(c)	encoder	(d)	speaker		
(19)		is a type of C	Oral (	communication.		
	(a)	interview	(b)	notice		
	(c)	analysis	(d)	posture		
(20)	Com	munication from Sup	erior	to subordinate is		
	com	munication.				
	(a)	upward	(b)	downward		
	(c)	special	(d)	diagonal		
Wait	o dos	tailed anamore of the	follo	owing questions : (any <b>two</b> )	90	
					20	
(1)	Describe the process of communication with its meaning.					
(2)	Exp	lain the importance	of No	on-Verbal Communication.		
(3)	Write about the essentials of effective public speaking.					
(4)	Des	cribe the characteris	tics o	of Group Discussion skills.		

3

[ Contd...

2

DI-003-039101 ]

3	Wri	te short notes : (any two)	10
	(1)	Oral Vs. Written communication	
	(2)	Purpose of Conversations	

- (3) Do's and don'ts of Group Discussion.
- (4) Importance of Feedback in Communication.

## 4 Attempt any two of the following:

- (1) Draft a Press release regarding the launch of new Viva Smart phone.
- (2) Draft an application for the post of Computer Programmer in Surya Agro Industries, Surat.
- (3) Write a letter of inquiry on behalf of Your institute to Sonex Computers regarding Microtech Smart Board.
- (4) Write a complain letter to Express Courier for receiving damaged parcel of goods.

20