



DI-003-039101

Seat No. \_\_\_\_\_

**B. Voc. (ACTECH) (Sem. I) (CBCS) Examination**

April / May – 2015

**ACTECH-1.1 : Editorial Comm. Skills**

**Faculty Code : 003**

**Subject Code : 039101**

Time :  $2\frac{1}{2}$  Hours]

[Total Marks : 70

- Instructions :** (1) Answers of the Que. 1 (MCQs) are to be written in your main answer-book.  
(2) Mention your options clearly.  
(3) Figures at the right indicate maximum marks.

1 Attempt the following : **20**

- (1) Which is \_\_\_\_\_ longest river in India?  
(a) a (b) an  
(c) the (d) None
- (2) He is not \_\_\_\_\_ honorable man.  
(a) an (b) the  
(c) a (d) None
- (3) Tagore is \_\_\_\_\_ better poet than novelist, the teacher said.  
(a) an (b) the  
(c) a (d) None
- (4) Here \_\_\_\_\_ the bus.  
(a) coming (b) comes  
(c) came (d) come
- (5) They have been \_\_\_\_\_ the bridge for several months.  
(a) build (b) built  
(c) builded (d) building

- (6) When I saw him, he \_\_\_\_\_ cricket.  
(a) was playing            (b) is playing  
(c) played                    (d) None
- (7) Hurry up ! The program \_\_\_\_\_ .  
(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 live \_\_\_\_\_ the same roof.  
(a) under                      (b) behind  
(c) below                      (d) in
- (10) I saw 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 lady ordered, you \_\_\_\_\_ bring your purse with you.  
(a) should                      (b) may  
(c) shall                        (d) must
- (13) The kids \_\_\_\_\_ refuse to obey, if instructed harshly.  
(a) may                        (b) must  
(c) have                        (d) had
- (14) I am going to meet my cousin \_\_\_\_\_ five o'clock today.  
(a) on                          (b) at  
(c) in                            (d) off



- 3** Write 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 : **20**
- (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.
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