

(b) Choose the correct option from the following : (any five) 5

- (1) Look, Tara _____ to the college.
(a) goes (b) has gone
(c) was gone (d) is going
- (2) I _____ it by the end of this month.
(a) finish (b) will be finished
(c) will finish (d) will have finishing
- (3) The receptionist _____ the guests to sit. (ask)
(a) was asked (b) asked
(c) has asked (d) asking
- (4) Take your umbrella with you, it is _____ outside.
(a) raining (b) rain
(c) rains (d) rained
- (5) I _____ already _____ my medicine.
(a) have taken (b) had took
(c) has taken (d) has taking
- (6) We regularly _____ the seminar in Jaipur.
(a) will attend (b) attend
(c) attending (d) attended

2 (a) Change the voice from active to passive : (any five) 5

- (1) The manager gives them the task.
- (2) Mr. Verma built the bridge.
- (3) Rina ate the pudding.
- (4) We sing the prayer everyday.
- (5) The students will finish the work tomorrow.
- (6) Open the book, please.

(b) Attempt any three out of four : 15

- (1) Write an Inquiry letter to Delta Digital Company inquiring about the price of the latest model of printer.
- (2) Write a letter to the admin. dept of your college complaining about the spelling error in your I-Card.
- (3) Write a report on the industrial tour of your college.
- (4) Prepare a resume for the post of Lab. Assistant in a college.

SECTION - B
(Office Automation Tool (OAT)-1)

- 1 (a) Attempt following MCQ Questions : 5
- (1) FTP stand by....
 - (a) File Transfer Protocol
 - (b) File transport Program
 - (c) File Transport Protocol
 - (d) None of These
 - (2) Which is not a messenger?
 - (a) Twitter (b) WhatsApp
 - (c) WeChat (d) Skype
 - (3) HTTP stand by...
 - (a) Hyper Text Transfer Protocol
 - (b) Hyper Tag Transmission Protocol
 - (c) High-level Text Transfer Protocol
 - (d) Hyper Text Transfer Page
 - (4) To host / (Store) web site primarily we require ____
 - (a) Web Server (b) DNS
 - (c) Mail Server (d) None of these
 - (5) WWW stand by...
 - (a) World Wide Web (b) World Wild Web
 - (c) World Wise Web (d) World Wide Word
- (b) Attempt following MCQ Questions : 10
- (1) The file type .docx indicates the file of the type
 - (a) Excel (b) Word
 - (c) Notepad (d) None of these
 - (2) Ctrl + L used for
 - (a) Search the selected text
 - (b) Paste the selected text
 - (c) Align left the selected text
 - (d) Open the specified file

- (3) Which ribbon activated while cursor inside the table ?
- (a) Design (b) Table
(c) Layout (d) (a) and (c)
- (4) Which ribbon provides facility of Font, Paragraph formatting ?
- (a) Home (b) References
(c) Insert (d) Mailings
- (5) Which ribbon provides facility for spell-check ?
- (a) View (b) Mailing
(c) Review (d) None of these

2 Attempt the following : (any **four**)

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- (1) Explain searching techniques on Google.
- (2) Explain email operations.
- (3) Write applications of internet.
- (4) Explain Formatting in Ms. Word.
- (5) Write short note on Mail-Merge.
- (6) What is Blog ? Explain with Example.
