

**Shree Manibhai Virani and Smt. Navalben Virani Science College (Autonomous)**

Affiliated to Saurashtra University, Rajkot

**SEMESTER END EXAMINATION NOVEMBER – 2016****B.Voc. Applied Computer Technology****ACTECH 1.1 - EDITORIAL COMMUNICATION SKILL***Duration of Exam – 3 hrs**Semester – I**Max. Marks – 70***Q.1 Attempt the following questions.****[20]**

- 1) This is a man. \_\_\_\_\_ are women. (that, those, this)
- 2) Your sister and I \_\_\_\_\_ good friends. (am, is, are)
- 3) Every person \_\_\_\_\_ wear a uniform, it is a rule. (may, must, will)
- 4) One \_\_\_\_\_ control the unnecessary expense. (should, would, will)
- 5) \_\_\_\_\_ god bless you! (will, must, may)
- 6) He prepares breakfast for me. (Change in to Simple past tense)
- 7) I washed all the clothes. (change into continuous past tense)
- 8) My birthday is \_\_\_\_\_ February. (in, on, at)
- 9) Share these material \_\_\_\_\_ all the students. (between, among)
- 10) We have created a poem for you. (change the voice)
- 11) What is 'Communication'?
- 12) Sender means \_\_\_\_\_
- 13) Describe the last step of communication process.
- 14) Which are the types of communication?
- 15) Interview is \_\_\_\_\_ communication.
- 16) Notice is \_\_\_\_\_ communication.
- 17) What is Non-verbal communication?
- 18) Write any three forms of oral communication.
- 19) What is the distance in Personal Zone communication?
- 20) Oral communication means \_\_\_\_\_

**Q.2 Attempt the following. (Any Two)****[20]**

- 1) Explain the forms of Oral Communication.
- 2) Give difference between oral and written communication.
- 3) Describe non-verbal communication in detail.
- 4) Explain the process of communication in detail.

**Q.3 Attempt the following. (Any Two)****[10]**

- 1) Do's and Don'ts of Interview skills.
- 2) Short Note: Body Language
- 3) Describe any THREE forms of written communication.
- 4) Explain Feedback in detail.

**Q.4 Attempt the following. (Any Two)****[20]**

- 1) Write an inquiry letter for the features of latest models of mobiles.
- 2) Write a complain letter to the Municipal Corporation regarding unhygienic dirt and dump in your area.
- 3) Write a report on the Independence Day function of your college.
- 4) Write an application letter for the post of Computer operator in Zen Industries Pvt. Ltd.