



Registration No.....

Bhartiya Skill Development University

School of General Education
Second In- Semester Examination- May, 2018
Winter Semester, Sem-I B.Voc. Program

English Language & Comprehension

Time: 1 Hour

Course Code: GEN-1001
Max. Marks: 20

Instructions: The question paper comprises three sections viz. A, B & C. Attempt all questions. Marks allotted are mentioned against each section.

Section A

(1*5=5)

Q1. State the superlative degree of the following words:

- a) Bad
- b) Pretty

Q2. Select the right form of the verbs to fill in the blanks:

- a) She _____ been absent since January. (is/has/have)
- b) I _____ this watch in Italy. (buy/bought)

Q3. List the homophones for the following words:

- a) Sun
- b) Peace

Q4. a) Which was the first word Helen Keller understood?

- b) Who was Baloo?

Q5. Arrange the jumbled words in a proper sentence:

- a) dirty or hot/in the/he swam/when / Mowgli/pools/forest/felt.
- b) Helen /hear or see/though/was a /girl/bright/could not/she

Section B

(2*3=6)

Q6. Explain the given lines with reference to the context. "Doll spells doll."

Q7. Why did Mowgli not trust human beings?

Q8. What did Helen Keller do when she became wild?

Section C

(3*3=9)

Q9. Write the summary of the poem "Stopping by Woods on a Snowy Evening".

Q10. Write your daily routine in about 10 sentences. (use simple present tense)

Q11. Give the character sketch of Mowgli.

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School of General Education
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English Language & Comprehension
Answer Key

Time: 1 Hour

Course Code: GEN-1001
Max. Marks: 20

Instructions: The question paper comprises three sections viz. A, B & C. Attempt all questions. Marks allotted are mentioned against each section.

Section A

(1*5=5)

Ans 1. State the superlative degree of the following words:

- a) Worst
- b) Prettiest

Ans2. Select the right form of the verbs to fill in the blanks:

- a) has
- b) bought

Ans3. List the homophones for the following words:

- a) Son
- b) Piece

Ans4. a) Water

- b) Shaggy bear

Ans5. Arrange the jumbled words in a proper sentence:

- a) When Mowgli felt dirty or hot he swam in the forest pools.
- b) Though Helen could not hear or see, she was a bright girl.

Section B

(2*3=6)

Ans 6. This line is taken from the lesson Helen Keller. It was spoken by Ms. Sullivan. It was said to Helen. Ms. Sullivan was trying to teach Helen the meaning of words.

Ans7. Mowgli did not trust men because Bagheera told him that they tried to trap animals.

Ans8. She was so angry that she would not let anyone groom her. She laid on the floor and kicked her feet.

Section C

(3*3=9)

Ans9. "Stopping by Woods on a Snowy Evening" is easily one of the most famous, as well as one of the most anthologized, of Robert Frost's poems. It consists of four quatrains. The poem's central narrative is simple, and the scene is understated, even stark, bare of elaboration or detail. A traveller pauses late one snowy evening to admire the woods by which he passes. He reflects that the owner of the woods, who lives in the village, will not see him stopping to "watch his woods fill up with snow."

The speaker interrupts his reflections by imagining that his "little horse must think it queer" to stop without a farmhouse nearby on the "darkest evening of the year." In the third stanza, the speaker expands this conceit, suggesting that anxiety over the untoward action causes the horse to shake his harness bells "To ask if there is some mistake." Then, by way of contrast, the speaker notes that "the only other sound's the sweep/ Of easy wind and downy flake."

Something about the woods compels the speaker's interest, and by the poem's end, as most critics note, one has the sense that there is more to these woods than meets the eye. In the last verse, the speaker acknowledges that the "woods are lovely, dark and deep." He seems reluctant, however, to pursue this insight more deeply, since he immediately observes that he has "promises to keep, / And miles to go before [he] sleep[s]." Nevertheless, the central focus of the poem is not the woods. Of more importance is the inward drama of the speaker as he reflects about and understands—or fails to understand—why he stops and why he finds the woods so captivating.

The poem ends, then, ambiguously. The reader learns very little about the speaker—either where he is coming from, where he is going, or why he stops. The speaker, however, does not permit himself to reflect too deeply about the occasion, either. One can only speculate, and this is perhaps the full intent of the poem's title: "Stopping by woods" is a gratuitous action, a grace note, an imaginative possibility. The reader, like the speaker, is always "stopping" by woods, and the reader, like the speaker, can choose to make the most of them or to go on.

Ans 10. I wake up around 6 o'clock in the morning.

- Then I go for a morning walk and return around 7.00 a.m.
 - After this, I get ready for college.
 - I leave for college at 8:00 am after having my breakfast.
 - Then I attend classes from 9 to 5:00 p.m.
 - After returning home at 5.30 p.m., I take some refreshments and go out to play with my friends for 2 hours.
 - Then I have my dinner, watch television and sit to study till 11:00 p.m.
 - I go to bed around 11:00pm
- This is my daily routine.

Ans 11. Mowgli lived in the Jungle with the animals who taught him the ways of the Jungle. He sat on the council rock and stared at wolfs. He was kind and help the animals. He did not trust human beings.

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Set-01

Bhartiya Skill Development University Jaipur
Paper MS-Office (Gen. 1002)
Answer Key

Answer all Questions

Time 1 Hour

Section A

Q1. Which one of the following is not a type of page margin?
a) Left b) Right c) Center d) Top

Correct Answer: c

Q2. Which one of the following types of charts could MS Excel produce?
a) Line graphs and pie charts only
b) Only line graphs
c) Bar charts, line graphs and pie charts
d) Bar charts and line graphs only

Correct Answer: c

Q3. Which one of the following is used to start Microsoft PowerPoint application?
a) Click on Start >> Programs >> All Programs >> Microsoft PowerPoint
b) Hit Ctrl + R then type ppoint.exe and Enter
c) Click Start >> Run then type powerpoint then press Enter
d) All of above

Correct Answer: c

Q4. Which one of the following could be used for statistical calculations, preparation of tables and graphs?

a) Adobe Photoshop b) Excel c) Notepad d) Power Point

Correct Answer: b

Q5. Functions in MS Excel must begin with__

a) An () sign c) A Plus Sign
b) An Equal Sign d) A > Sign

Correct Answer: b

Section B

Q1 Specify the order of operations used for evaluating formulae in Excel.

Ans. The order of operations in Microsoft Excel is same as in standard mathematics. It's defined by the term "PEMDAS" or "BEDMAS".

- Parentheses or Brackets
- Exponent
- Multiplication
- Division

- Addition
- Subtraction

Q2) Is it possible to prevent someone from copying the cell from your worksheet? Explain.

Ans Yes, it is possible. To protect your worksheet from getting copied, you need to go into Menu bar >Review > Protect Sheet > Password. By entering a password, you can secure your sheet from getting copied by others.

Q3) What is Freeze Panes in MS-Excel?

Ans. To lock any row or column, freeze panes is used. The locked row or column will be visible on the screen even after we scroll the sheet vertically or horizontally.

Section C

III Calculate the Interest and profit value.

Solution:

COMPANY PROFIT STATUS (YEARWISE)

YEAR	TOTAL INCOME	15% INTEREST PAID	PROFIT
1991	4,500	675	3,825
1992	5,500	825	4,675
1993	7,000	1050	5,950
1994	8,000	1200	6,800
1995	9,000	1350	7,650
1996	12,000	1800	10,200
1997	15,000	2250	12,750
1998	20,000	3000	17,000
1999	25,000	3750	21,250
2000	27,000	4050	22,950



Bhartiya Skill Development University
School of General Education
1st Semester / 2nd In-Sem. Examinations
B. Voc. Program, 2018
MS Office (GEN1002) Set-2

Max. Marks 20

Time 1 Hour

Answer All Questions

Section A

- Q1 Which one of the following is used to access Picture, Text Box and Chart ?
a) File b) Edit c) Insert d) View
- Q2 Which one of the following is used to start slide show of a presentation?
a) Hit F5 key
b) From Slide Show menu choose View Show option
c) From Slide Show menu choose Rehearse timing
d) Both a & b
- Q3 Which one of the following is a process for removing unwanted part of an image?
a) Hiding b) Bordering c) Cropping d) Cutting
- Q4. Functions in MS Excel must begin with which one of the following?
a) An () sign c) A Plus Sign
b) An Equal Sign d) A > Sign
- Q5 Which one of the following is not a type of page margin? (1x5=5)
a) Left b) Right c) Centre d) Top

Section B

- Q1. How do you create a table in Ms-Word? Explain.
- Q2 What is the meaning of Sort & Filter in Ms-Excel? Discuss
- Q3 Specify the order of operations used for evaluating a formulae in MS Excel.

(2x3=6)

Section C

Q1 Calculate using MS-Excel the total marks and percentage of all the students given in the following table:

ANNUAL MARKSHEET

S. No.	STUDENT NAME	MATH 100	PHYSICS 100	CHEMISTRY 100	C Programming. 100	TOTAL	%
1	ARUN	68	45	78	67		
2	ABHAY	89	78	56	78		
3	AMIT	44	56	78	56		
4	SAMEER	77	45	67	89		
5	AMIT	57	55	78	45		
6	RAHUL	56	56	56	54		
7	VIJAY	55	45	58	76		
8	AJAY	67	57	79	54		
9	HITESH	65	55	57	55		
10	DEV	78	57	87	66		

(1x9=9)



Set-02

Bhartiya Skill Development University
School of General Education
1st Semester / 2nd In-Sem. Examinations
B. Voc. Program, 2018
MS Office (GEN1002)

Max. Marks 20

Time 1 Hour

Answer All Questions

Section A

Q1 Which one of the following is used to access Picture, Text Box and Chart?

- a) File b) Edit c) Insert d) View

Ans. (c)

Q2 Which one of the following is used to start slide show of a presentation?

- a) Hit F5 key
b) From Slide Show menu choose View Show option
c) From Slide Show menu choose Rehearse timing
d) Both a & b

Ans. (d)

Q3 Which one of the following is a process for removing unwanted part of an image?

- a) Hiding b) Bordering c) Cropping d) Cutting

Ans. (c)

Q4. Functions in MS Excel must begin with which one of the following?

- a) An () sign c) A Plus Sign
b) An Equal Sign d) A > Sign

Ans. (b)

Q5 Which one of the following is not a type of page margin?

(1x5=5)

- a) Left b) Right c) Centre d) Top

Ans. (c)

Section B

Q1. How do you create a table in Ms-Word? Explain.

Ans. 1 Click on Table from the menu bar. Select Insert, and then Table... ..

- 2 Enter the desired number of rows and columns.
- 3 Choose AutoFit behavior if you want the table's cells to automatically expand to fit the text inside them. ...
- 4 Click OK to insert your table.

Q2 What is the meaning of Sort & Filter in Ms-Excel? Discuss

Ans. First of all, Organise your data so it's easier to analyse. You can sort the selected data from smallest to largest, largest to smallest, or filter out specific values.

Q3 Specify the order of operations used for evaluating a formulae in MS Excel.

Ans. The order of operations in Microsoft Excel is same as in standard mathematics. It's defined by the term "PEMDAS" or "BEDMAS".

- Parentheses or Brackets
- Exponent
- Multiplication
- Division

(2x3=6)

Section C

Q1 Calculate using MS-Excel the total marks and percentage of all the students given in the following table:

ANNUAL MARKSHEET

S. No.	STUDENT NAME	MATH 100	PHYSICS 100	CHEMISTRY 100	C Programming. 100	TOTAL	%
1	ARUN	68	45	78	67	258	64.50
2	ABHAY	89	78	56	78	301	75.25
3	AMIT	44	56	78	56	234	58.50
4	SAMEER	77	45	67	89	278	69.50
5	AMIT	57	55	78	45	235	58.75
6	RAHUL	56	56	56	54	222	55.50
7	VIJAY	55	45	58	76	234	58.50
8	AJAY	67	57	79	54	257	64.25
9	HITESH	65	55	57	55	232	58.00
10	DEV	78	57	87	66	288	72.00

(1x9=9)

Bhartiya Skill Development University

School of General Studies

SECOND-IN- SEMESTER EXAMINATION-2018

WINTER SEMESTER, B.VOC. PROGRAM

Course Code: GEN-1004

Time: 1 Hour

Course Name: Value Education

Max. Marks: 20

Instructions: The Question paper comprises three sections viz, A, B & C. Attempt all questions. Marks allotted are mentioned against each section.

Section A

(1*5=5)

Q1. Fill in the blanks:

- a) _____ is the process of making choices by identifying best option.
- b) Understanding our own emotions is an example of _____ relationship.

Q2. a) Individuals related by blood or marriage are said to form a _____.

- b) _____ management is the process of organizing and planning how to divide your time between specific activities.

Q3. a) _____ plays an important role in all types of relationships.

- b) _____ means within.

Q4. a) _____ is not merely routine, but accepting responsibility and more than that.

- b) _____ is essential part of workplace success.

Q5. State whether the following statements are true or false:

- a) Relationship between friends is an example of Intrapersonal Relationship.
- b) We should gather information for solving a problem.

Section B

(2*3=6)

Q6. Write short note on Time Management.

Q7. Define Team Work. What are the different skills for effective team work?

Q8. Write any three values of life and explain them in detail.

Section C

(3*3=9)

Q9. Discuss in detail the 7 steps to effective decision making.

Q10. What are the benefits of having good interpersonal relationships?

Q11. What is the difference between Interpersonal and intrapersonal relationship? What are the factors which affects intrapersonal relationships?

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Answer Key

Bhartiya Skill Development University

School of General Studies

FIRST IN- SEMESTER EXAMINATION-2018

WINTER SEMESTER, B.VOC. PROGRAM

Course Code: GEN-1004

Time: 1 Hour

Course Name: Value Education

Max. Marks:20

Section-A

Q1. Fill in the blanks:

- a) Decision Making
- b) Intrapersonal

Q2. a) Family

- b) Time

Q3. a) Communication

- b) Intra

Q4. a) Discipline

- b) Teamwork

Q5. State whether the following statements are true or false:

- a) True
- b) True

Section-B

Q6) "Time management" refers to the way that you organize and plan how long you spend on specific activities.

It may seem counter-intuitive to dedicate precious time to learning about time management, instead of using it to get on with your work, but the benefits are enormous:

- Greater productivity and efficiency.
- A better professional reputation.
- Less stress.
- Increased opportunities for advancement.

Pradeep

- Greater opportunities to achieve important life and career goals.

Failing to manage your time effectively can have some very undesirable consequences:

- Missed deadlines.
- Inefficient work flow.
- Poor work quality.
- A poor professional reputation and a stalled career.
- Higher stress levels.

Q7) Teamwork is an essential part of workplace success. Like a basketball team working together to set up the perfect shot, every team member has a specific role to play in accomplishing tasks on the job. Although it may seem as if one player scored the basket, that basket was made possible by many people's planning, coordination, and cooperation to get that player the ball. Employers look for people who not only know how to work well with others, but who understand that not every player on the team can or will be the one who gets the ball. When everyone in the workplace works together to accomplish goals, everyone achieves more.

Teamwork involves building relationships and working with other people using a number of important skills and habits:

- Working cooperatively
- Contributing to groups with ideas, suggestions, and effort
- Communication (both giving and receiving)
- Sense of responsibility
- Healthy respect for different opinions, customs, and

individual preferences

- Ability to participate in group decision-making.

Q8) The values of life are:

1. Love
2. Honesty
3. Respect
4. Discipline
5. Determination
6. Understanding

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Section-c

Q9. The seven steps of decision making are:

1. Identify the decision
2. Gather Information
3. Identify alternatives
4. Weigh the evidence
5. Choose among alternatives
6. Take action
7. Review your decision

Q10) The benefits of having good interpersonal relationships are:

1. Trust
2. Acceptance
3. Support
4. A kind ear
5. Understanding
6. Someone to help you in need
7. Referrals and References
8. Share and Celebrate
9. Reduce Stress
10. Happiness and Satisfaction

Q11) The difference is that "interpersonal" refers to relationships or actions that take place **between** two or more people while "intrapersonal" refers to things that go on exclusively **within** one person.

"Inter" is a prefix meaning "between." "Intra" is a prefix meaning "within"

The factors affecting Intrapersonal Relationships are:

- a) Compatibility
- b) Communication
- c) Honesty
- d) Smile
- e) Forgiving
- f) Time
- g) Stay Calm



