



Registration No.:

BHARTIYA SKILL DEVELOPMENT UNIVERSITY

Question Paper

School of General Education

3rd Semester, 1st In-Sem. Examination

B. Voc. Program, Winter Semester (2018-19)

Course Code: GEN 1301

Time: 1 Hour

Course Name: Spoken English

Max. Marks: 20

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

Section-A

(1*5=5)

Q1. Transcribe the following words into phonetics:

- a) fat
- b) sing

Q 2. Fill in the blanks:

- a) There are sounds in English language.
- b) In the poem 'Leisure' the poet has '*No time to stand beneath the.....*'
(boughs/bows)

Q 3. Match the following

- (a) So -- Diphthong
- (b) Sit -- Monophthong

Q 4. (a) There are ----- lines in the sonnet 'Leisure':

- (i) 10 lines
- (ii) 12 lines
- (iii) 14 lines
- (iv) 16 lines

(b) Fill in the blanks with the words from the poem 'Leisure'.

What is this life if, -----?

we have no time to stand and stare

- (i) flight of sight
- (ii) full of sleep
- (iii) free of care
- (iv) full of care

Q 5. Write the phonetic symbols for the underlined alphabets in the given words:

- (a) Shirt (b) Think

Section- B

(2*3=6)

- Q 6. Change the following sentences into passive voice.
(a) I play football.
(b) Mohan watched a film yesterday.
- Q 7. Explain with reference to the context
*No time to see, in broad daylight,
Streams full of stars, like stars at night*
- Q 8. Explain the message conveyed by the poet in the poem 'Leisure'?

Section- C

(3*3=9)

- Q 9. Write a short summary of the poem 'Leisure'.
- Q 10. Change the following instructions for polishing shoes into passive voice:
a. I remove the dirt from my shoes with a hard brush.
b. Then I apply polish to them with a soft brush.
c. I brush them till they shine.
- Q 11. Make sentences with the following words:
(a) whether
(b) weather
(c) stationery
(d) stationary
(e) Principle
(f) Principal

Bhartiya Skill Development University
School of General Education
1st In-Semester Examination- March, 2019
Winter Semester, Sem-III (2019-20), B.Voc. Program

Spoken English
Course Code: GEN-1301

Answer key

Time: 1 Hour

Max. Marks: 20

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

Section-A

(1*5=5)

- Q1.** Transcribe the following words into phonetics:
- a) fat /fæt/
 - b) sing /sɪŋ/
- Q 2.** Fill in the blanks:
- a) There are 44 sounds in English language.
 - b) In the poem 'Leisure' the poet has '*No time to stand beneath the boughs*'
(boughs/bows)
- Q 3.** Match the following
- (a) So -- **Diphthong**
 - (b) Sit -- **Monophthong**
- Q 4.** (a) There are ----- lines in the sonnet 'Leisure':
- (i) 10 lines
 - (ii) 12 lines**
 - (iii) 14 lines
 - (iv) 16 lines
- (b) Fill in the blanks with the words from the poem 'Leisure'.
- What is this life if, -----?*
we have no time to stand and stare
- (i) flight of sight
 - (ii) full of sleep
 - (iii) free of care
 - (iv) full of care**
- Q 5.** Write the phonetic symbols for the underlined alphabets in the given words:
- (a) Shirt..... /ʃ/
 - (b) Think ... /θ/

Section- B

(2*3=6)

Q 6. Change the following sentences into passive voice.

(a) I play football. **Football is played by me**

(b) Mohan watched a film yesterday. **A film was watched by Mohan yesterday.**

Q 7. Explain with reference to the context

No time to see, in broad daylight,

Streams full of stars, like stars at night.

Lines from Leisure by W h Davies, explaining the beauty of nature, comparison of rivers sparkling in the sunlight. in the day, the rivers look like stars at night. But, busy people do not have time to see this.

Q 8. Explain the message conveyed by the poet in the poem 'Leisure'?

Balance between work life and entertainment, Observation of nature,

Focus on nature as a healthy source of knowledge and happiness

Section- C

(3*3=9)

Q 9. Write a short summary of the poem 'Leisure'.

Summary: William Davies a Welsh poet and singer by the means of his poem explains the biggest problem of today's life. Each and every individual is so occupied and busy with their day to day work, to achieve the larger objectives in life that they forget to notice the smaller things in life and the **happiness** they can derive out of these smaller things.

The beauty of nature for example is essential to be noticed. But today nobody has the time to stop for a minute also and observe the extraordinary pleasure in ordinary things such as standing under the trees and witnessing its beauty just like the cows and sheep do. When we get up in the morning, we fail to notice that a new beautiful day is waiting for us. All we are interested in is conducting our daily jobs and work.

Davies strongly believes that life must be lived in a casual and leisurely manner. It is extremely essential to enjoy our free time and the little breaks we get from our work to enjoy the beauty of nature. It is essential to understand the love nature has bestowed upon us. If we are passing through the woods or trees we must notice the squirrels who are trying to hide their nuts.

The poet is very disheartened by the fact that today human beings are deprived of the common pleasures which are accessible to all. We should remember that we need to stop for a few moments every now and then to enjoy these material pleasures we have earned for ourselves.

Q 10. Change the following instructions for polishing shoes in passive voice:

a. I remove the dirt from my shoes with a hard brush.

Ans: **The dirt of my shoes is removed by me with a hard brush**

b. Then I apply polish to them with a soft brush.

Ans: **Then polish is applied by me on them with a soft brush**

c. I brush them till they shine.

Ans: **They are brushed by me till they shine**

Q 11. Make sentences with the following words:

(a) whether: I am confused whether to watch an English movie or read a book

(b) weather: The weather is cool today

(c) stationery: There is a stationery shop by my house

(d) stationary: The bus collided with a stationary vehicle

(e) Principle: I follow Gandhi 's principle of Non violence

(f) Principal: Sr.Humblin is the principal of my School.





BHARTIYA SKILL DEVELOPMENT UNIVERSITY
SCHOOL OF MANUFACTURING SKILLS
3rd SEMESTER, FIRST IN-SEM. EXAMINATION
WINTER SEMESTER, B.VOC. PROGRAM
SESSION 2018-2019

Course Code: GEN1302
Time (Minutes): 60

Course Name: Computer Aided Drawing
Maximum Marks: 20

Instructions:

1. Attempt all questions.
2. Use of Calculators is prohibited.
3. Section A contains 10 Questions. Each question carries 0.5 Mark.
4. Section B contains 06 Questions. Each question carries 1 Mark.
5. Section C contains 03 Questions. Each question carries 3 Marks.

Section- A

1. What is the minimum allowable number of layers in a drawing?
 - a) 0
 - b) 5
 - c) 1
 - d) 2

2. If I want to draw a line in the direction 07:30 (local time) will give an angle of:
 - a) -135 degrees
 - b) 270 degrees
 - c) -225 degrees
 - d) None of the above

3. What is the difference between the Scale command from the command Zoom?
 - a) Scale for single object, while the Zoom whole plan
 - b) No difference
 - c) Scale can grow / shrink a shape up 10 times, while the Zoom has no limits
 - d) Scale changes the size of objects, while the Zoom changes the visibility of the project

4. Which of the following is NOT a property of an object?
 - a) Line weight
 - b) Measure
 - c) Hyperlink
 - d) Elevation



5. What is meant by roughness?
- Minute succession of hills of different height
 - Minute succession of valleys and hills of different height and varied spacing
 - Minute succession of valleys and hills of same height and same gap
 - Minute succession of valleys of different depth

Section B

- Define tolerances and its types on the basis of applicability and zero line?
- Show difference between broken section view and half section view with diagram?
- Define what is isometric projection?

Section C

- What information should be available in an engineering drawing?
- What is sectioning state different types of section views with diagram each?
- Define projection and component of projection with proper diagram also differentiate parallel and perspective projection?



BHARTIYA SKILL DEVELOPMENT UNIVERSITY
SCHOOL OF MANUFACTURING SKILLS
3rd SEMESTER, FIRST IN-SEM. EXAMINATION
WINTER SEMESTER, B.VOC. PROGRAM
SESSION 2018-2019

Course Code: GEN1302

Time (Minutes): 60

Course Name: Computer Aided Drawing

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Instructions:

1. Attempt all questions.
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4. Section B contains 06 Questions. Each question carries 1 Mark.
5. Section C contains 03 Questions. Each question carries 3 Marks.

Section- A

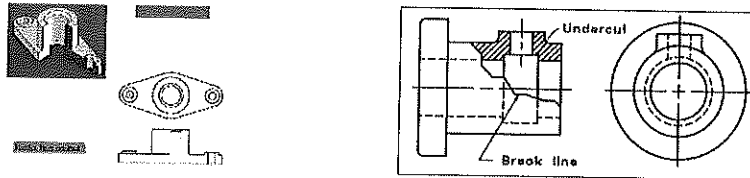
1. - What is the minimum allowable number of layers in a drawing? 0.5 Mark
c) 1
2. If I want to draw a line in the direction 07:30 (local time) will give an angle of? 0.5 Mark
a) -135
3. What is the difference between the Scale command from the command Zoom: 0.5 Mark
d) Scale changes the size of objects, while the Zoom changes the visibility of the project
4. Which of the following is NOT a property of an object 0.5 Mark
b) measure
5. What is meant by roughness? 0.5 Mark
b) Minute succession of valleys and hills of different height and varied spacing

Section B

6. Define Tolerances and its types on the basis of applicability and zero line? 1 Mark
Tolerances are the max. permissible deviation within a specified limit
On the basis of application
a) Standard tolerance
b) User defined
On the basis of zero line

- a) Unilateral tolerance
- b) Bilateral tolerance

7. Show difference between broken section view and half section view with diagram? 1 Mark



8. Define what is isometric projection? 1 Mark

- Isometric projection is a method for visually representing three-dimensional objects in two dimensions in technical and engineering drawings. It is an axonometric projection in which the three coordinate axes appear equally foreshortened and the angle between any two of them is 120 degrees.

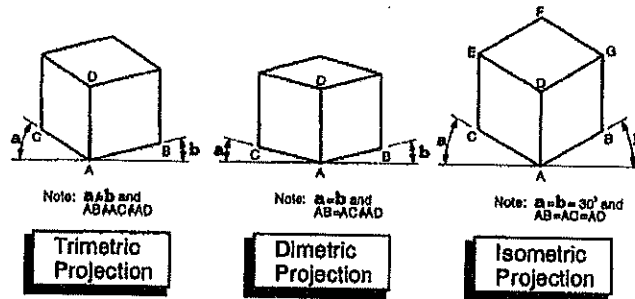


Figure 2.4 The three types of axonometric projections

Section C

9. What information should be available in an engineering drawing? 3 Marks

Ans.

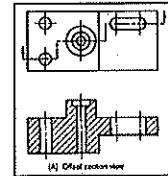
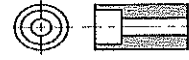
- Shape of an object
- Exact Sizes and tolerances of various parts of the object
- The finish of the product
- Machine cost
- Machining sequence
- The details of materials
- Catalogue no. of the product
- Date on which the drawing was made
- The person who made the drawing
- The company's name

10. What is sectioning state different types of section views with a diagram each 3 Marks

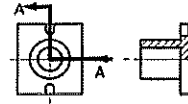
Ans. Sectioning is a technique by which the object is sliced and the cutaway view

of the part is then drawn

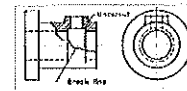
- I. Full section view
- II. Offset section view



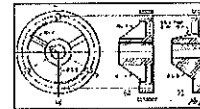
- III. Half section view



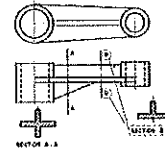
- IV. Broken section view



- V. Aligned or revolved section views



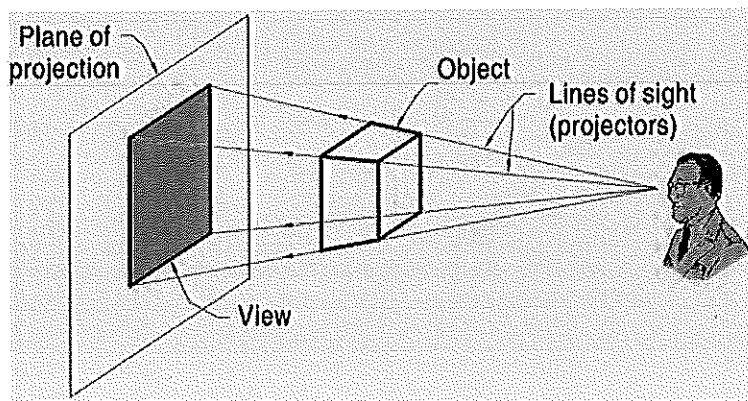
- VI. Removed view



11. Define projection and component of projection with proper diagram?

3 Marks

- Projection is defined as the act of obtaining image of an object.
Components of projection are:
 - a) Observer
 - b) Object
 - c) Image





Parallel projection

- Distance from the observer to the object is infinite projection lines are parallel – object is positioned at infinity.
- Less realistic but easier to draw.

Perspective projection

- Distance from the observer to the object is finite and the object is viewed from a single point – projectors are not parallel.
- Perspective projections mimic what the human eyes see, however, they are difficult to draw.

Registration No:

Section-C

3*3 = 09 Marks

SCHOOL OF GENERAL EDUCATION
III SEMESTER/ FIRST IN-SEMESTER EXAMINATION – 2018-19
WINTER SEMESTER, B. VOC. PROGRAM

Course Code: GEN 1303
Course Name: Entrepreneurship Development
Time: 1 Hour
Max. Marks: 20

Instruction: Attempt all questions.

Section-A

5*1= 05 Marks

1. Which of the following is a true statement?
a) Entrepreneur is a person and entrepreneurship is a tendency and process.
b) Entrepreneur is a tendency and process and entrepreneurship is a person.
c) Entrepreneur is a self-employed and entrepreneurship is a tendency and process.
2. Which of the following is a true statement?
a) Entrepreneurship is innovative process.
b) Entrepreneurship is inventive process.
c) Entrepreneurship is discovery.

Choose the suitable answer

3. Business is full of and uncertainties.
a) risks b) booms c) safeties d) escalations
4. A nation that into entrepreneurship strengthens its economy.
a) invests b) disinvests c) disintegrate d) fragment
5. Entrepreneurship is a process.
a) dynamic b) static c) fancy d) freelancer

Section-B

3*2= 06 Marks

6. Why is management an important part of entrepreneurship.?
7. State the definition of entrepreneurship.
8. What does an entrepreneurs decide for starting an enterprise.

9. Why are foresightedness and emotional balance important for an entrepreneur?
10. How is entrepreneurship different from self-employment?
11. Explain the concept of entrepreneurship.



SCHOOL OF GENERAL EDUCATION
III SEMESTER/ FIRST IN-SEMESTER EXAMINATION – 2018-19
WINTER SEMESTER, B. VOC. PROGRAM

Course Code: GEN1303

Time: 1 Hour

Course Name: Entrepreneurship Development

1. a)
2. a)
3. a)
4. a)
5. a)

Short-Answer Type Questions

6. The entrepreneurs should manage the resources in an effective and viable manner. The management function has become more impact in modern times. It is the effective management, which helps entrepreneur to achieve the goals, maintain and improve the market share, fulfill the needs of customers and earn sufficient profit.

7. Joseph Schumpeter : Entrepreneurship IS A CREATIVE PROCESS. It essentially consists in doing things that are not generally done in the ordinary course of business routine. He opined that in a way it is also a "process of creative destruction", implying that while this process creates something new, it simultaneously replaces, rather destroys, existing but outdated ideas, products or methodologies.

8. Entrepreneurship involves decision-making. Entrepreneurs have to take decisions on selection of product, site, raw material, labour, technology etc. They have to decide the quantum and sources of capital, marketing strategies and so on. Success of entrepreneurs depends on the ability to make decision promptly and accurately, and this requires a creative and analytical mind.

Essay Type Questions

9. **Foresight** : The successful entrepreneurs have a good foresight. They forecast the future business environment i.e. how will be the likes and dislikes of customers, what will be the state of technology and prepare a plan of action accordingly. Foresight helps them to cope up with future environment effectively and stay ahead of others in the industry. Ratan Tata started manufacturing of consumer cars after a **Emotional balance** : There are always ups and downs in the business. Sometimes you make profit; on other times you incur loss. But if you wish to succeed in business, you should control emotions. Successful entrepreneurs neither get carried away due to huge profit nor loose their hearts due to a heavy loss. They maintain emotional balance. They treat these situations as normal features of business and remain calm and quiet. Anticipating a sharp decline in the demand of heavy commercial.

10. Being self-employed, you have people who are working FOR YOU but being an entrepreneur, you have people who are working WITH YOU and not just under you. As a self-employed person, you hire people to work for you while the entire mission, vision and progress of the business lies on your shoulder but for an entrepreneur, you have people working with you - you're the boss (director, C.E.O, etc.) but you and your employees form a team and work as a team bringing in ideas and innovations.

11. The term 'entrepreneur' is derived from the French verb 'enterprendre'. The meaning of this verb is to undertake. The term 'entrepreneur' was applied to the leaders of military expeditions in the early 16th century. Later on it was used to cover the contractors undertaking the civil contracts of construction of bridges, dams, roads, etc. In the beginning of the 18th century the term was used to refer to the

Section-C

3*3 =09 Marks

9. Why are foresightedness and emotional balance important for an entrepreneur?
10. How is entrepreneurship different from self-employment?
11. Explain the concept of entrepreneurship.



Registration No.:

BHARTIYA SKILL DEVELOPMENT UNIVERSITY

Question Paper

School of General Education

3rd Semester, 1st In-Sem. Examination

B. Voc. Program, Winter Semester (2018-19)

Course Code: GEN 1304

Time: 1 Hour

Course Name: Personality Development

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. Identify the most suitable option for 'O' in the term SWOT Analysis:

- a) Operation
- b) Original
- c) Opportunity
- d) Open

Q2. Cite the technique which is about using concepts as a base for new ideas:

- a) Alteration
- b) Alternatives
- c) Algorithms
- d) Altitude

Q 3. Select the suitable match for 'T' in the term SWOT Analysis:

- a) Time
- b) Threat
- c) Term
- d) Trap

Q4. Name the person who introduced the term 'Lateral Thinking':

- a) Emily Dickinson
- b) Edmund Hilary
- c) Einstein
- d) Edward De Bono

Q5. State the internal components in SWOT Analysis:

- a) Summary & Work
- b) Strong & Wretched
- ~~c) Opportunity & Time~~
- d) Strength & Weakness

Section B

(2*3=6)

Q6. Explain the importance of Time Management for one's personal growth.

Q7. Explain the term 'Lateral Thinking'.

Q8. Share the ways by which personality can be developed.

Section C

(3*3=9)

Q9. Make a pictorial representation of the ways of managing time.

Q10. Write any six techniques of problem solving with a short explanation of each technique.

Q11. What do you understand by the term SWOT Analysis and make your SWOT Analysis.

Bhartiya Skill Development University
School of General Education
Mid Term I-Semester Examination- Mar., 2019
Winter Semester (2019-20), Sem III, B.Voc. Program
Answer Key

Course Code: GEN1304
Course Name: Personality Development

Time: 1 Hour
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)

Ans1. Identify the most suitable option for 'O' in the term SWOT Analysis:

- a) Operation
- b) Original
- c) **Opportunity**
- d) Open

Ans2. Cite the technique which is about using concepts as a base for new ideas:

- a) Alteration
- b) **Alternatives**
- c) Algorithms
- d) Altitude

Ans3. Select the suitable match for 'T' in the term SWOT Analysis:

- a) Time
- b) **Threat**
- c) Term
- d) Trap

Ans4. Name the person who introduced the term 'Lateral Thinking':

- a) Emily Dickinson

- b) Edmund Hilary
- c) Einstein
- d) **Edward De Bono**

----- **Ans5.** State the internal components in SWOT Analysis:-----

- a) Summary & Work
- b) Strong & Wretched
- c) Opportunity & Time
- d) **Strength & Weakness**

Section B

(2*3=6)

Ans 6. Managing your time effectively is important, there are 8 reasons that show why time management is crucial:

1. **Time is limited:** No matter how you slice it, there are only 24 hours in a day. That applies to you, and to your co-worker who only seems able to do half the amount of work you do. But it also applies to the former co-worker who consistently accomplishes more than you, and was promoted as a result. If you want to rise through the ranks, you have to acknowledge the importance of finding a way to manage this limited resource.
2. **You can accomplish more with less effort:** When you learn to take control of your time, you improve your ability to focus. And with increased focus comes enhanced efficiency, because you don't lose momentum. You'll start to breeze through tasks more quickly (the workday will also seem to fly by).
3. **Improved decision-making ability:** Whether you rely on a time-chunking technique or discover the power of list-making, you'll soon find that a nice side benefit of good time management skills is the ability to make better decisions. When you feel pressed for time and have to make a decision, you're more likely to jump to conclusions without fully considering every option. That leads to poor decision making. Through effective time management, you can eliminate the pressure that comes from feeling like you don't have enough time. You'll start to feel more calm and in control. When the time comes to examine options and make a decision, instead of rushing through the process, you can take time to carefully consider each option. And when you're able to do that, you diminish your chances of making a bad decision.
4. **Become more successful in your career:** Time management is the key to success. It allows you to take control of your life rather than following the flow of others. As you accomplish more each day, make more sound decisions, and feel more in control, people notice. Leaders in your business will come to you when they need to get things done. And that increased exposure helps put you in line for advancement opportunities.
5. **Learning opportunities are everywhere:** Obviously, the more you learn, the more valuable you are to your employer. And great learning opportunities are around you, if you've got time to stop and take advantage them. When you work more efficiently, you have that time. You can help out with that new product launch your development team's been working on. Volunteer to help host your company's open house. Even just enjoying a nice lunch with teammates in other departments can prove eye-opening.

The more you learn about your company and your industry, the better your chances of making a positive impression on the C-suite.

6. **Reduce stress:** When you don't have control of your time, it's easy to end up feeling rushed and overwhelmed. And when that happens, it can be hard to figure out how long it's going to take to complete a task. (Think of a time when you were about to miss a deadline and were frantically trying to finish the project. If someone dumped a surprise on your desk at that moment and asked you how long it would take to finish the surprise task, how could you even begin to answer their question?) Once you learn how to manage your time, you no longer subject yourself to that level of stress. Besides it being better for your health, you have a clearer picture of the demands on your time. You're better able to estimate how long a given task will take you to complete, and you know you can meet the deadline.
7. **Free time is necessary** Everyone needs time to relax and unwind. Unfortunately, though, many of us don't get enough of it. Between jobs, family responsibilities, errands, and upkeep on the house and the yard, most of us are hard-pressed to find even 10 minutes to sit and do nothing. Having good time management skills helps you find that time. When you're busy, you're getting more done. You accumulate extra time throughout your day that you can use later to relax, unwind, and prepare for a good night's sleep.
8. **Self-discipline is valuable** When you practice good time management, you leave no room for procrastination. The better you get at it, the more self-discipline you learn. This is a valuable skill that will begin to impact other areas of your life where a lack of discipline has kept you from achieving a goal.

Ans7. Lateral thinking is solving problems through an indirect and creative approach. This type of thinking involves moving away from the traditional type of thinking in solving a problem. This term was introduced by Edward De Bono in 1967 in his book "the use of Lateral Thinking". Usually a problem is solved using a step-by-step and logical approach. He believed that moving away from the direct approach and thinking of unusual ways to solve a problem are sometimes very useful. Students are required to state examples in the support of their answers.

Ans8. Personality development is an initiative to improve certain traits and qualities which contribute to your overall personality. No matter what your age is, there is always a space for improvement. Having a good personality can help in your better professional and social life. **Let's go to certain important personality developments which will help you to understand how to have a better personality.**

- **Personality does not mean that you should have looks**

Personality represents the people how you are. It is not just looks that are important and that define who you are. The personality of an individual is determined by his/her appearance, behavior, attitude, education, values and some more varying characteristics.

Personality defines who you are and how you respond to various situations. It is essential to focus on the personality, which matters the most.

- **Dress up well:**

Focus on how you should dress up for office, party or any other occasion. Wear according to the occasions. Good looks no doubt will add to your personality but what matters the most is how you are dressed up. It plays a major role in personality development.

- **Each person is unique:**

Remember that each individual is different and has his/ her unique characteristics and qualities. Comparing yourself to others around only increases the distress, especially when you start focusing on where you are lacking compared to others. It is important that you channelize your energy towards your positive traits. So never imitate anyone. Be the one which you are in actual and never pretend.

- **Learn social skills:**

Only good-looking will never be sufficient to take you forward in life or help you in your relationships with people. Instead, hone your social skills. The more success one has in social spheres of life, the better you would feel about yourself. Try to make use of positive gestures while interacting with others and watch out for your body language too.

- **Do not avoid social interactions:**

Just because you feel you aren't good-looking, do not avoid meeting people. Look for opportunities, go to different events, participate in social gatherings and be proactive. The more you eschew social interaction, the worse you would feel about yourself. I would suggest you be gregarious. This is also one of the promising personality development tips.

- **Know your positives:**

If every individual has his or her limitations, then he or she also has positives. These positive are what you need to concentrate on. Know your strengths. Acknowledge them and work with them. It would definitely help you to overcome your challenges and take you into a long run.

- **Get Out Of Your Comfort Zone**

Be prepared to challenge yourself by learning new skills. For most people it's a huge learning curve to start an online business, so you must have a very positive, open-minded attitude and embrace any changes you need to make.

- **Don't Fear Failure**

Don't worry about making mistakes, you will make loads in your journey and a lot of them may hold you back for a while, but once you've made them, these methods can be eliminated and you can move on.

- **Make Yourself Known**

Brand yourself in all your communications. Whatever content you put out there is a slice of your personality, so make sure it shows you in a positive light. It's you're trying to sell to other people, so the more personal the message the better.

- **Come Across as A Leader**

Whatever you learn and however little you know, use it well. Become an authority on whatever topic you tackle, then you have the knowledge to pass it on to others and if you put your message across in the right way, you will attract followers. Express yourself and always do, what you say.

- **Effort and Consistency**

This is linked to your daily plan but is crucial. Marketing your business every day with relevant and sustained effort is much better than huge bursts of activity once a month. Effort and regularity will win the day every time.

- **Don't Give Up**

I know this sounds like an obvious one to end on, but there are loads of people who literally could have made it through with only a few more weeks or months of effort. They had done everything right apart from seeing it through to success and it was just that final bit of belief that prevented them.

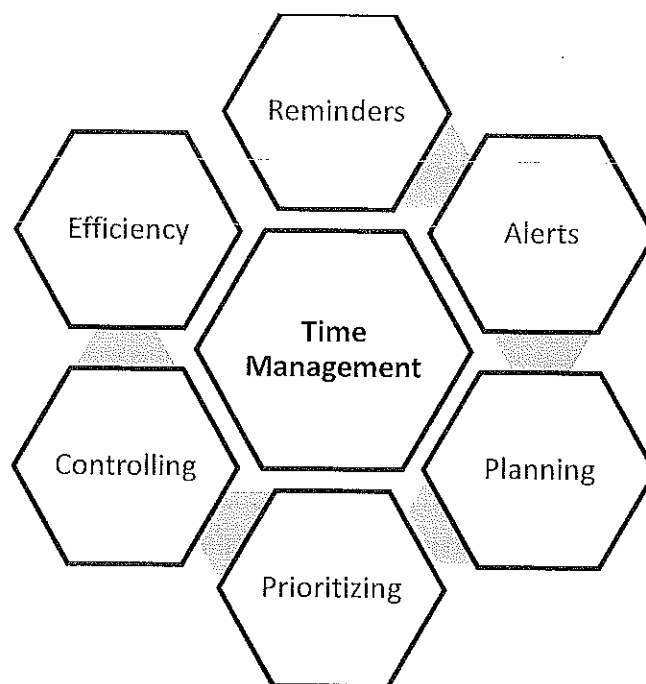
- **Be funny & don't be serious always**

No one likes boring and serious people. Everyone enjoys the company of someone who makes them laugh. Do not beat around the bush just to make others laugh. Try to add fun while having the conversation, others will naturally be attracted to you.

Section C

(3*3=9)

Ans9. A pictorial representation of the ways of managing time.



Ans10. There are six techniques to help you get creative ideas which are useful in problem solving:

1. **Alternatives**

This technique is about using concepts as a base for new ideas. Concepts are general theories or ways of doing things. Thinking of a number of ways to implement a concept is one way to generate ideas. Each idea can then generate new concepts. These new concepts can create a whole new way for generating more ideas.

2. **Focus**

This technique is about learning when and how to change your focus to improve creative thinking. You can train your mind to focus on areas other people have not thought of. You may be able to make a breakthrough just because other people have not thought of it.

3. **Challenge**

In this technique you break free from the boundaries of traditional thinking and the accepted way of doing things. It is based on the assumption that there may be a different and better way to do something even if there is no obvious problem with the current way.

4. **Random Entry**

This technique is about using unconnected input to open up new lines of thinking. With this, you can use a randomly chosen word, picture, sound or other stimulus to open new lines of thinking.

5. **Provocation and Movement**

This technique is about generating provoking thoughts and using them to build new ideas. It enables you to think outside the box to get a list of interesting ideas to consider.

6. **Harvesting**

This technique involves selecting specific ideas that seems practical and have the most value then reshaping them into practical solutions. It is about turning starter ideas into workable ideas. This technique is done at the end of a thinking session in order to select ideas that may prove to be valuable in the current situation or in the future. Harvesting helps you identify ideas that could be implemented right away as well as those that may need more work.

Ans11. SWOT Analysis is a useful technique for understanding your Strengths and Weaknesses, and for identifying both the Opportunities open to you and the Threats you face.

You are most likely to succeed in life if you use your talents to their fullest extent. Similarly, you'll suffer fewer problems if you know what your weaknesses are, and if you manage these weaknesses so that they don't matter in the work you do.

So how you go about identifying these strengths and weaknesses, and analyzing the opportunities and threats that flow from them? SWOT Analysis is a useful technique that helps you do this.

What makes SWOT especially powerful is that, with a little thought, it can help you uncover opportunities that you would not otherwise have spotted. And by understanding your weaknesses, you can manage and eliminate threats that might otherwise hurt your ability to move forward.

If you look at yourself using the SWOT framework, you can start to separate yourself from your peers, and further develop the specialized talents and abilities you need to advance your career and help you achieve your personal goals

S stands for **Strengths**

- What advantages do you have that others don't have (for example, skills, certifications, education, or connections)?
- What do you do better than anyone else?
- What personal resources can you access?

Consider this from your own perspective, and from the point of view of the people around you. And don't be modest or shy – be as objective as you can. Knowing and using your strengths can make you happier and more fulfilled at work.

O stands for **Opportunities**

- What new technology can help you? Or can you get help from others or from people via the Internet?

- Is your industry growing? If so, how can you take advantage of the current market?
- Do you have a network of strategic contacts to help you, or offer good advice?
- What trends (management or otherwise) do you see in your company, and how can you take advantage of them?

Also, importantly, look at your strengths, and ask yourself whether these open up any opportunities – and look at your weaknesses, and ask yourself whether you could open up opportunities by eliminating those weaknesses

**BHARTIYA SKILL DEVELOPMENT UNIVERSITY****School of Carpenter Skills****3rd Semester, 1stIn-Sem. Examination****B. Voc. Program, Winter Semester (2018-19)****Course Code: GEN1305****Time: 1 Hour****Course Name: Elementary Drawing Skills****Max. Marks: 20****Instructions:**

1. Answer all questions from section A, each question carries one mark.
2. Answer all question from section B, each question carries two marks.
3. Answer all question from section C, each question carries three marks.

Section – A

05X01 = 05 Marks

Q.1 Which one of the following is the default workspace while opening a new file in AutoCAD?

- | | |
|------------------------------|---------------------|
| (a) 2D Drafting & Annotation | (b) 3D Modeling |
| (c) My workspace | (d) AutoCAD Classic |

Q.2 Which one of these is the default plane for 2D drawing in AutoCAD?

- | | |
|-----------|------------|
| (a) Front | (b) Top |
| (c) Side | (d) Bottom |

Q.3 Which one of these is the command for line in AutoCAD.

- | | |
|--------|---------------|
| (a) Li | (b) Ctrl + L |
| (c) L | (d) Ctrl + Li |

Q.4 Which one of these is the command for rectangle in AutoCAD.

- | | |
|--------|----------|
| (a) Re | (b) Rec |
| (c) R | (d) Rect |

Q.5 In order to move an object, _____.

- (a) Select a base point, followed by a point to define where the object is moving to.
- (b) Use the displacement option
- (c) Select object and drag it
- (d) None of above

Section – B

03X02 = 06 Marks

Q.6 Write the steps to draw a rectangle by dimensions in AutoCAD.

Q.7 Write down any four advantages of a CAD software.

Q.8 Define first angle projection.

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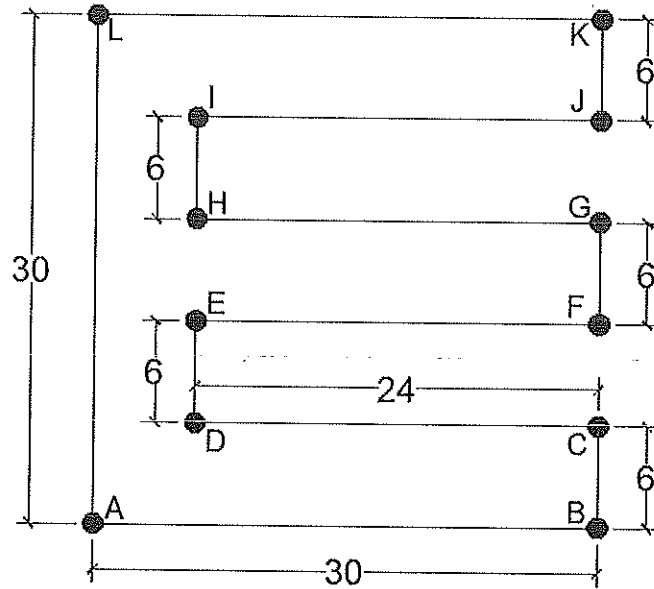
Section – C

03X03 = 09 Marks

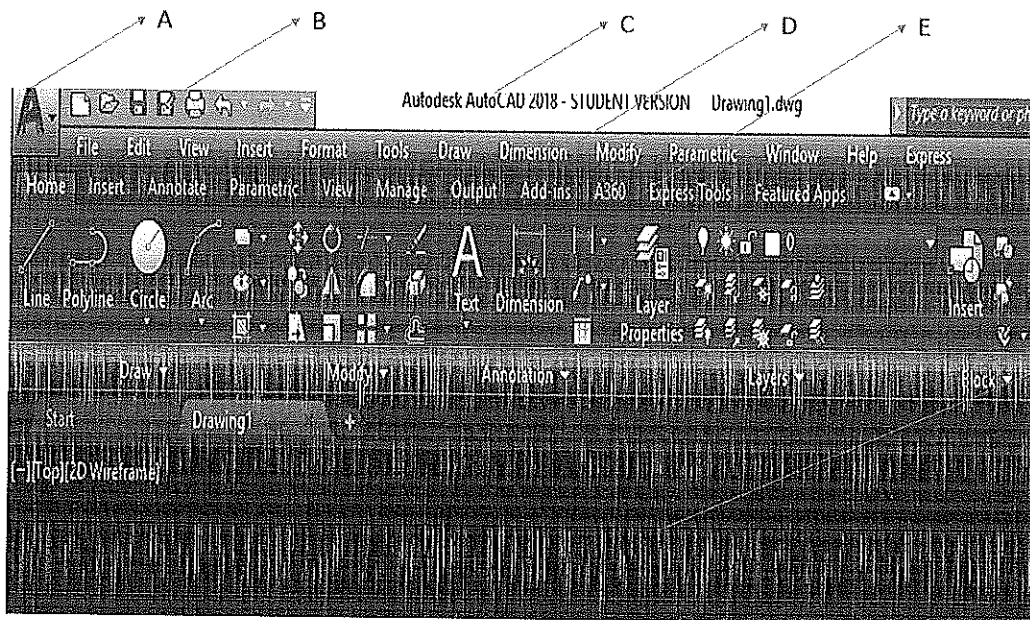
Q.9 Explain any two types of co-ordinate system with the help of an example.

Q.10 Define coordinates of all points by relative rectangular system.

(Note : Where A is the origin)



Q.11 Name the following areas of AutoCAD.



- A =
- B =
- C =
- D =
- E =
- F =



BHARTIYA SKILL DEVELOPMENT UNIVERSITY

School of Carpenter Skills

3rd Semester, 1stIn-Sem. Examination

B. Voc. Program, Winter Semester (2018-19)

Course Code: GEN1305

Time: 1 Hour

Course Name: Elementary Drawing Skills

Max. Marks: 20

Instructions:

1. Answer all questions from section A, each question carries one mark.
2. Answer all question from section B, each question carries two marks.
3. Answer all question from section C, each question carries three marks.

Section – A

05X01 = 05 Marks

Q.1 Which one of the following is the default workspace while opening a new file in AutoCAD?

- | | | |
|------------------------------|---------------------|-----|
| (a) 2D Drafting & Annotation | (b) 3D Modeling | |
| (c) My workspace | (d) AutoCAD Classic | (a) |

Q.2 Which one of these is the default plane for 2D drawing in AutoCAD?

- | | | |
|-----------|------------|-----|
| (a) Front | (b) Top | |
| (c) Side | (d) Bottom | (b) |

Q.3 Which one of these is the command for line in AutoCAD.

- | | | |
|--------|---------------|-----|
| (a) Li | (b) Ctrl + L | |
| (c) L | (d) Ctrl + Li | (c) |

Q.4 Which one of these is the command for rectangle in AutoCAD.

- | | | |
|--------|----------|-----|
| (a) Re | (b) Rec | |
| (c) R | (d) Rect | (b) |

Q.5 In order to move an object, _____.

- | | |
|---|-----|
| (a) Select a base point, followed by a point to define where the object is moving to. | |
| (b) Use the displacement option | |
| (c) Select object and drag it | |
| (d) None of above | (a) |

Section – B

03X02 = 06 Marks

Q.6 Write the steps to draw a rectangle by dimensions in AutoCAD.

Ans. In that we make rectangular by the values of length and width of rectangular.

- REC + Enter
- specify first corner point
- D + Enter
- Specify length of rectangles
- Specify width of rectangles
- Click on right quadrant

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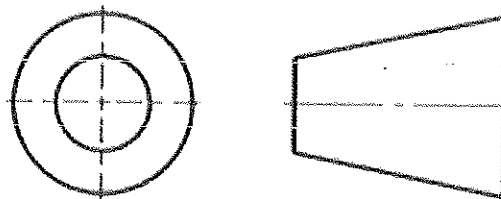
Q.7 Write down any four advantages of a CAD software.

- Ans. 1. More quicker for time Saves & more productive by electronic design system.
 2. It helps to snap object by various points in design.
 3. 3D models can be created & directly imported into AutoCAD by using application like SolidWorks etc.
 4. Work of drafting can be done easily and you can design and re-design the product in short span of time & also we can attach image, doc file, links, videos etc.

Q.8 Define first angle projection.

Ans. First angle projection is a type of orthographic projection for creating a 2D drawing of a 3D object. The object is kept in first quadrant and then projected it on horizontal and vertical planes. This method of projection is known as First angle projection method.

In this method, object lies between the observer and plane of projection. When the views are drawn in their relative positions, the top view comes below the front view.



SYMBOL

Section – C

03X03 = 09 Marks

Q.9 Explain any two types of co-ordinate system with the help of an example.

Ans. **1 Absolute Coordinate system –**

- In the system all points are measured from the origin (0,0).
- To enter the absolute coordinate use format (x,y), where (x,y) is distance from horizontal axis and vertical axis from origin (0,0).

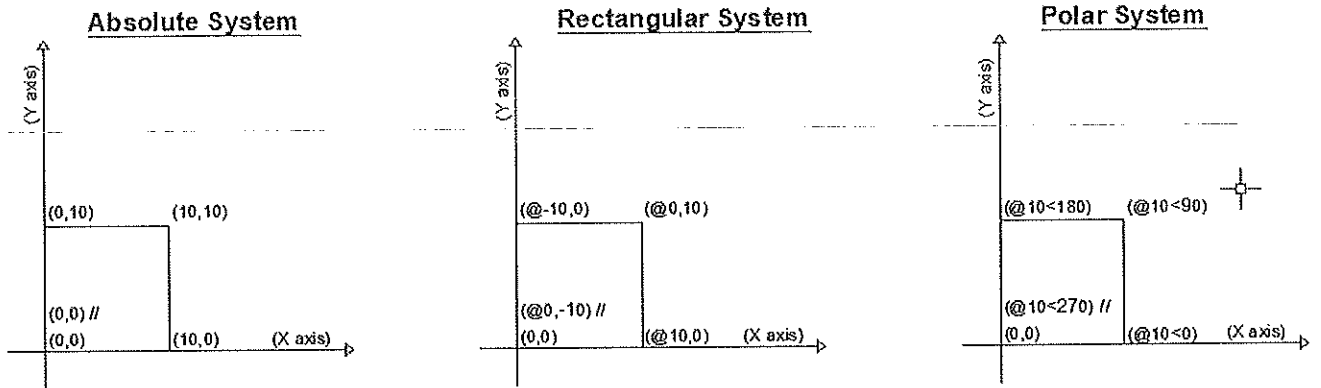
2 Relative Rectangular Coordinate system –

- In this system next point is based on last point entered.
- To enter the rectangular coordinate use format (@ x,y), where (@ x,y) is relative distance from horizontal axis and vertical axis from last point.

3 Relative Polar Coordinate system -

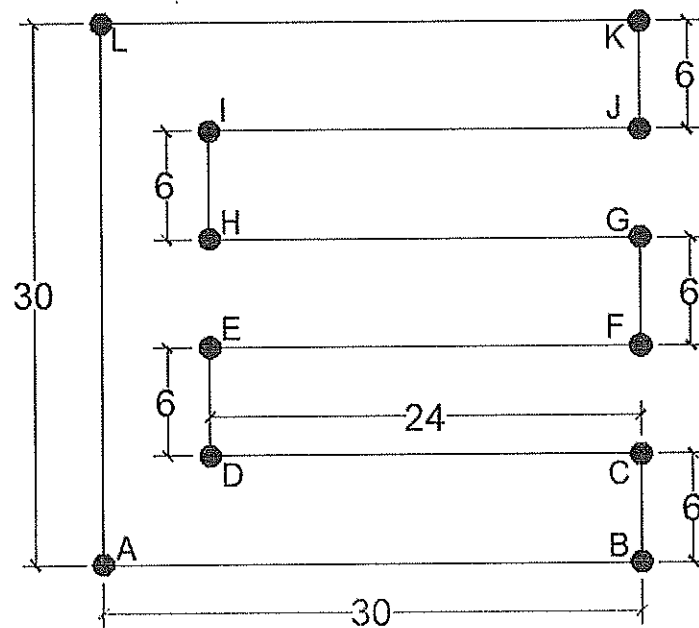
- In this system we used as combination of distance & angle from one point to another.
- To enter the rectangular coordinate use format (@ x<y), where (@ x<y) is relative distance & angle from horizontal axis and vertical axis from last point.
- Angles are +ve when measured counter-clockwise & -ve when measured clockwise.
 e.g. –

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Q.10 Define coordinates of all points by relative rectangular system.

(Note : Where A is the origin)

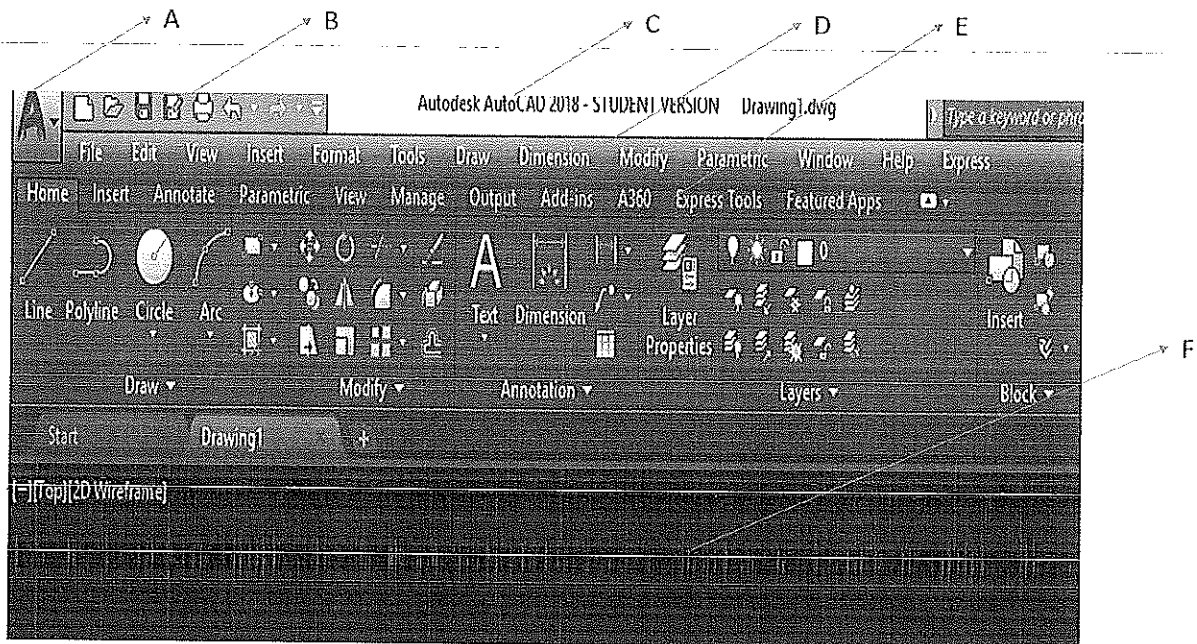


Ans.

A = 0,0	B = @30,0
C = @0,6	D = @-24,0
E = @0,6	F = @24,0
G = @0,6	H = @-24,0
I = @0,6	J = @24,0
K = @0,6	L = @-30,0
A = @0,-30	

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Q.11 Name the following areas of AutoCAD.



Ans.

- A = Application Bar
- B = Quick Access Bar
- C = Drawing Title
- D = Menu Bar
- E = Ribbon Bar
- F = Drawing Canvas



Registration No.:

BHARTIYA SKILL DEVELOPMENT UNIVERSITY

School of Automotive Skills
3rd Semester, 1st In-Sem. Examination
B. Voc. Program, Winter Semester (2019-20)

Course Code: GEN 1305

Time: 1 Hour

Course Name: Elementary drawing

Max. Marks: 20

Instruction:

1. Answer all questions from section – A, each question carries one mark.
2. Answer all questions from section – B, each question carries two marks.
3. Answer all questions from section – C, each question carries three marks.

Section – A

05x01 = 05 Marks

Q 1. What is the full form of ISO?

- | | |
|--|----------------------|
| A. Indian standard organization | C. Inline tolerance. |
| B. International organization of standardization | D. None of the above |

Q 2. What are the dimensions of a A4 sheet?

- | | |
|-------------|-----------------------|
| A. 210*297. | C. 210*296. |
| B. 210*298. | D. None of the above. |

Q 3. Hatching lines indicate which part in cut section?

- | | |
|---------------|----------------------|
| A. Cut part | C. Both A & B |
| B. Solid part | D. None of the above |

Q 4. Which of the following is the reducing scale?

- | | |
|--------|---------|
| A. 1:1 | C. 2:1 |
| B. 1:2 | D. 10:1 |

Q 5. Which drawing instrument can be used to draw 90-degree angle?

- | | |
|-------------------|---------------------|
| A. 30/60 triangle | C. drafting machine |
| B. protractor | D. all of the above |

Section – B

03X02 = 06 Marks

- Q 6. What are the applications of thick, continuous thin & short dashes lines?
- Q 7. Name the different types of tools used in engineering drawing.
- Q 8. What is the use of drafter in engineering drawing?

Section – C

03X03 = 09 Marks

- Q 9. Draw the layout of title box in engineering drawing.
- Q 10. What is meant by "scale" in drawing? Explain with the help of a sketch.
- Q 11. What are the differences between parallel view and perspective view?



Registration No.:

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Answer Sheet

School of Automotive Skills

3rd Semester, 1st In-Sem. Examination

B. Voc. Program, Winter Semester (2019-20)

Course Code: GEN 1305

Time: 1 Hour

Course Name: Elementary drawing

Max. Marks: 20

Instruction:

1. Answer all questions from section – A, each question carries one mark.
2. Answer all questions from section – B, each question carries two marks.
3. Answer all questions from section – C, each question carries three marks.

Section – A

05x01 = 05 Marks

Q 1. What is the full form of ISO?

- | | |
|--|----------------------|
| A. Indian standard organization. | C. Inline tolerance. |
| B. International organization of standardization | D. None of the above |

Ans. (b) International organization of standardization

Q 2. What are the dimensions of a A4 sheet?

- | | |
|-------------|-----------------------|
| A. 210*297. | C. 210*296. |
| B. 210*298. | D. None of the above. |

Ans. (a) 210*297

Q 3. Hatching lines indicates which part in cut section?

- | | |
|---------------|----------------------|
| A. Cut part | C. Both A & B |
| B. Solid part | D. None of the above |

Ans. (b) Solid part

Q 4. Which of the following is the reducing scale?

- | | |
|--------|---------|
| A. 1:1 | C. 2:1 |
| B. 1:2 | D. 10:1 |

Ans. (b) 1:2

Q 5. which drawing instrument can be used to draw 90-degree angle?

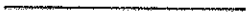
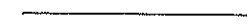


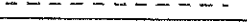

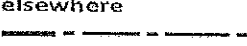
- | | |
|-------------------|---------------------|
| A. 30/60 triangle | C. drafting machine |
| B. protractor | D. all of the above |

Ans. (d) all of the above

Section – B

03X02 = 06 Marks

Q 6. What are the application of thick, continuous thin & short dashes line?

Illustration	Application
 <p>Thick</p>	Outlines, visible edges, surface boundaries of objects, margin lines
 <p>Continuous thin</p>	Dimension lines, extension lines, section lines leader or pointer lines, construction lines, boarder lines
 <p>Continuous thin wavy</p>	Short break lines or irregular boundary lines – drawn freehand
 <p>Continuous thin with zig-zag</p>	Long break lines
 <p>Short dashes, gap 1, length 3 mm</p>	Invisible or interior surfaces
 <p>Short dashes</p>	Center lines, locus lines Alternate long and short dashes in a proportion of 6:1,
 <p>Long chain thick at end and thin elsewhere</p>	Cutting plane lines

Ans.

Q 7. Name the different types of tools used in engineering drawing.

Ans. **Mini-drafter**

- This is a device used to draw parallel or inclined lines very effectively with ease. This is mounted on the top left corner of the drawing board by means of a clamping mechanism which is an integral part of the device

Set squares

- Set squares are a set of 45° set square and 30°-60° set-square, they are used in conjunction with each other and with T-square to draw parallel, inclined and perpendicular lines.

Compasses

- These are used to draw arcs or circles. Generally, two sizes of compasses: one large compass and the other a small spring bow compass are commonly found.

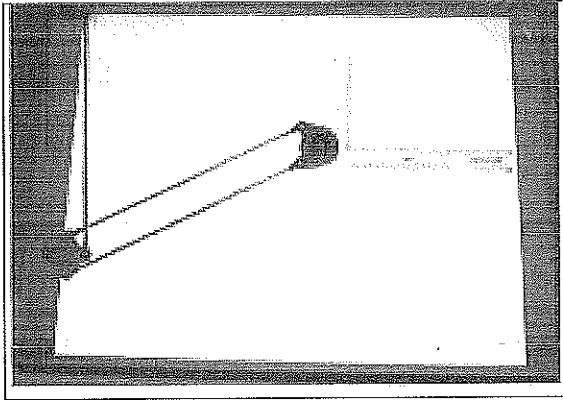
Divider

- Dividers are used to transfer lengths to the drawings either from scales or from the drawing itself.

Q 8. What is the use of drafter in engineering drawing?

Ans. **Mini-drafter**

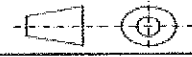
- This is a device used to draw parallel or inclined lines very effectively with ease. This is mounted on the top left corner of the drawing board by means of a clamping mechanism which is an integral part of the device



Section – C

03X03 = 09 Marks

Q 9. Draw the layout of title box in engineering drawing.

Title Block (Sample)				
10	NAME:	UPES DEHRADUN		20
10	ROLL NO.:			10
10	SEM. & SEC.:	LINES & LETTERING		10
10	SUB. DATE:		SHEET NO.: 01	10
10	GRADE:		CHECKED BY:	10
50		50	50	
NOTES: All the dimensions are in millimeters.				

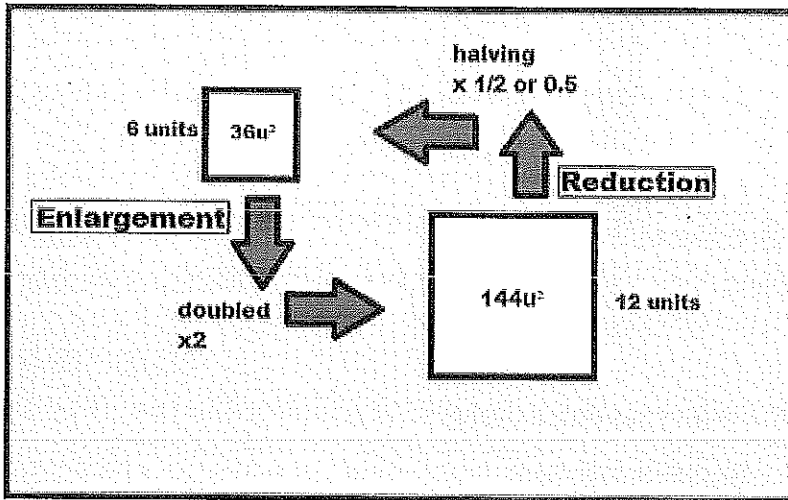
Ans.

Q 10. What is meant by "scale" in drawing? Explain with the help of sketch.

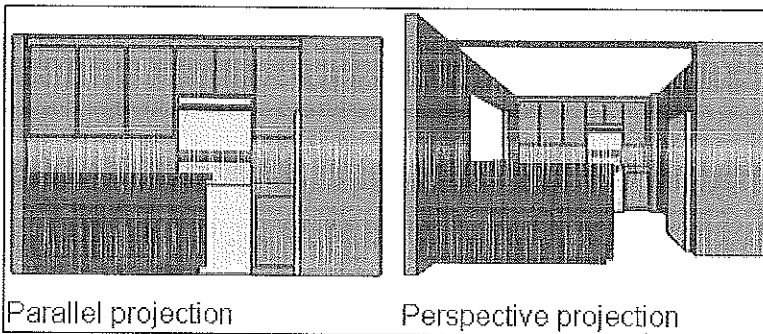
Ans. A scale is defined as the ratio of the linear dimensions of the object as represented in a drawing to the actual dimensions of the same.

- Drawings drawn with the same size as the objects are called full sized drawing.
- It is not convenient, always, to draw drawings of the object to its actual size. e.g. Buildings,

Heavy machines, Bridges, Watches, Electronic devices etc.



Q 11. What are the difference between parallel view and perspective view?



Ans.

Parallel projection

Perspective projection