

**2020/TDC(CBCS)/ODD/SEM/
BVOCGE-101T/443**

**TDC (CBCS) Odd Semester Exam., 2020
held in March, 2021**

B.Voc (Information Technology)

(1st Semester)

Course No. : BVOCGE-101T

(Communicative English—I)

Full Marks : 70

Pass Marks : 28

Time : 3 hours

*The figures in the margin indicate full marks
for the questions*

Answer any 4 questions of 10 marks each, any
2 questions of 8 marks each and any 2 questions of
7 marks each

UNIT—I

1. (a) Attempt a detailed note on the meaning
and nature of communication. 10

Or

- (b) Elaborate on the four basic skills of
communication.

(2)

2. Write a note on any *one* of the following : 7
- (a) Verbal and non-verbal communication
 - (b) One-way versus two-way communication

UNIT—II

3. (a) Discuss the mechanisms of effective oral communication. 10
- Or
- (b) Write a detailed note on group discussion.

4. (a) Attempt a note on the mechanisms of effective written communication. 8
- Or
- (b) Discuss the important constituent elements of official letters.

UNIT—III

5. (a) Discuss the major types of business letters and their functions. 10
- Or
- (b) Discuss the important aspects of intra-organizational correspondence.

(3)

6. Write a short note on any *one* of the following : 8
- (a) Memo-writing
 - (b) Tele-conference

UNIT—IV

7. (a) Discuss the significance of self-presentation of the interview process. 10
- Or
- (b) Write a note on the role of effective speech in interviews.

8. Write a short note on *either* of the following : 7
- (a) Preparation for interviews
 - (b) Presentation skills

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**2020/TDC(CBCS)/ODD/SEM/
BVOCGE-102T/444**

**TDC (CBCS) Odd Semester Exam., 2020
held in March, 2021**

B.Voc (Information Technology)

(1st Semester)

Course No. : BVOCGE-102T

(Fundamentals of Computer)

Full Marks : 70

Pass Marks : 28

Time : 3 hours

*The figures in the margin indicate full marks
for the questions*

Group—A contains questions carrying 18 marks
each and Group—B contains questions carrying
17 marks each.

GROUP—A

Answer any two questions

1. (a) Explain briefly about data, information, information technology (IT) and Information Communication Technology (ICT). Why is IT regarded as ubiquitous technology in 21st century? Briefly mention few application areas. 4+4+1=9

(2)

- (b) What is computer? Explain different categories of computer with examples.

1+8=9

2. (a) How do we represent a data in computer? How many types of number system representations are there in a computer? Mention all the types. Explain only one number system representation.

1+1+2+6=10

- (b) Convert the given binary numbers into decimal :

2×2=4

(i) 11100

(ii) 10101

- (c) Convert the given decimal numbers into binary :

2×2=4

(i) 329

(ii) 124

3. (a) What is data processing? How is data transformed into information?

2+8=10

- (b) Write short notes on the following : 4×2=8

(i) Microprocessor

(ii) Extending the processor's power to other devices

(3)

4. (a) Explain the purposes and functions of operating system.

9

- (b) Write short notes on the following PC-oriented OS :

3×3=9

(i) Windows NT

(ii) Windows 2000

(iii) Linux

GROUP—B

Answer any two questions

5. (a) What is storage device?

1

- (b) Write short notes on the following :

2×8=16

(i) Floppy Drive

(ii) Hard disk

(iii) Optical media

(iv) CD-ROM

(v) CD-R

(vi) CD-RW

(vii) DVD-ROM

(viii) Recordable DVD

6. Define software. Explain briefly about application software and system software. Why do we need 'custom-made-software'?

2+12+3=17

7. (a) What do you mean by World Wide Web (WWW)? What are the purposes of using WWW? 2+5=7
- (b) What is electronic mail (e-mail)? Write the advantages and disadvantages of e-mail. 2+8=10
8. (a) What are the differences between flowchart and algorithm? 7
- (b) Write an algorithm and draw the flowchart to find out the largest of three numbers. 10

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