

**(44) SARDAR PATEL UNIVERSITY**MSW Examination, I<sup>st</sup> SemesterWednes Day Date 27-11-2013Session: Morning / Evening Time : 10:30am to 12:00pmSubject/Course Code : P A O I S M S W O I /Paper No. -Subject/Course Title: Soft Skills (ICT)

Total Weightage/Marks : 35

**Q 1 Multiple choice questions:****(10)**

- 1) E-mail stands for \_\_\_\_\_.  
A) Engine Mail      B) Election Mail      C) Electronic Mail      D) Emergency Mail
- 2) \_\_\_\_\_ is not the example of Body Language.  
A) Facial Expression      B) Gestures      C) Postures      D) Audio Sound on Phone
- 3) Which is not the Operating System?  
A) MS-DOS      B) Microsoft Windows      C) Skype      D) Linux
- 4) \_\_\_\_\_ is the example of Domain.  
A) .gov      B) .edu      C) .net      D) All of them
- 5) .com stands for \_\_\_\_\_.  
A) Commercial enterprises      B) Military Site      C) Organization Site      D) Network
- 6) World Wide Web is commonly known as \_\_\_\_\_.  
A) Hyper link      B) Web      C) Web Page      D) None of these
- 7) Full form of BCC in Computer is \_\_\_\_\_.  
A) Blind Courtesy      B) Blind Carbon Copy      C) Both      D) None of these
- 8) LCD stands for.  
A) Lighting Compact Disc      B) Liquid Cristal Display      C) Light CD      D) None of these
- 9) CTRL + V is the short cut key of \_\_\_\_\_.  
A) Control      B) Select      C) Paste      D) Copy
- 10) Full form of PC is \_\_\_\_\_.

Q2 Answer the following question in detail. (Any 1)

(15)

Explain verbal and non-verbal communication with relevant examples.

OR

Explain the use of Computer in Social Work.

Q 3 Short Notes: (Any 2)

(10)

- 1) Body Language
- 2) Methods of Communication
- 3) Input and Output Devices
- 4) Types of Computers

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