

(4)

Long Answers

(Choose any three)

(Answer within 70-100 words) 4×3 = 12

14. Mention in words the 3 Ps of Public Speaking? 4
15. Write the different ways of saying 'no' politely? 4
16. What is Team Work? What are the benefits of Team Work? 4
17. Describe in words atleast three advantages of using a Word Processor. 4
18. Write on the three different types of business activities? 4
19. Describe the Role of the Government in the various sectors of Green economy? 4

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Total No. of Printed Pages – 4

HS/XI/V/ITs/20

2020

IT / ITES

(Theory)

Full Marks : 30

Time : 1 hour

The figures in the margin indicate full marks for the questions

General Instructions:

- (i) Write all the answers in the Answer Script.
- (ii) Attempt all parts of a question together at one place

EMPLOYABILITY SKILLS

Multiple Choice Questions :

1×4 = 4

1. What is the purpose of communication? 1
- (a) Inform
- (b) Influence
- (c) Share thoughts, ideas, feelings
- (d) All of the above.

(2)

- 2.** Which of the following is a good choice of clothes when you go out to meet friends socially? 1
- (a) School Uniform
- (b) Formal shirt and pants
- (c) Casual shirt and jeans
- (d) Salwar Kameez.
- 3.** Which shortcut key is used to create a new document? 1
- (a) Ctrl + c
- (b) Ctrl + n
- (c) Ctrl + m
- (d) Ctrl + d.
- 4.** Which of the following action will promote green economy? 1
- (a) Use of non-renewable resources
- (b) Sustainable development
- (c) Social protection
- (d) Creating jobs.

(3)

Very Short Answers

(Answer in **one** Sentence). $1 \times 4 = 4$

- 5.** What is Visual Communication? 1
- 6.** What is Time Management? 1
- 7.** Give the full form of an acronym ICT. 1
- 8.** What is Green economy? 1

Short Answers

(Answers should be within 40-60 words) $2 \times 5 = 10$

- 9.** Explain the two main types of Questions? 2
- 10.** What is Self-motivation? 2
- 11.** Write on the three commands which are present in the menu bar. 2
- (a) File Command
- (b) Edit Command
- (c) View Command
- 12.** What is Entrepreneur? 2
- 13.** What is Perseverance? 2