

Model Paper SST Tech (Female)

Total Marks:100

Time 3 Hours

English Communication skills

Workshop Practice computer

Drawing

Q No 1 Compulsory

1. Communication is derived from Latin Word

- a) Community b) command c) **communes** d) Committees

2. Communication Without Word is called

a) Nonverbal Communication

b) Verbal Communication

c) Oral Communication

d) Written communication

3. Effective communication is that in which

a) Senders sends a complete message

b) Receivers understand the message of sender

c) Communication is oral

d) None of the above

04.The conversion of spoken word into written language is

a) Transplantation

b) Transmission

c)Transcription

d)Translation

05. In English communication Reading means

a) recognition

b) Observing text

c) comprehension

d)recognition and comprehension

06. which of the following is related to Business

a) Marketing

b) Stock exchange

- c) Banking
- d) **All of above**

07. _____ establishes the technical report

- a) logical conclusion**
- b) illogical conclusion
- c) personal prejudice
- d) misplaced Learning

08. in technical writing the largest report termed as

- a) conclusion/recommendation**
- b) discussion
- c) heading
- d) footing

09. A report may be used for

- a) Reporting
- b) Hearing
- c) Both A and B**
- d) none of this

10. A dress code is an Example of _____ communication

- a) Verbal
- b) Nonverbal**
- c) written
- d) spoken

11. understanding _____ different parts of speech forms the base of learning grammar.

- a) Five
- b) Eight**
- c) Six
- d) Seven

12. A major challenge in using E mail effectively is to Decide _____

And when to manage your Email

- a) How to retrieve**
- b) How to secure
- c) How to compose

d) How often

13. The Term Computer is derived from _____?

- a) Latin
- b) German
- c) French
- d) Arabic

14. computer is composed of units

- a) ALU,CU,Memory unit
- b) ALU ,CU
- c) Memory Unit
- d) Only ALU

15. Mouse is used as a

- a) input devices
- b) output devices
- c) can be used as both input and output
- d) None of these

16. which is the commonly used unit for measuring the speed of data transmission?

- a) Bits per second
- b) Hertz
- c) Frequency
- d) Mega Hertz

17. The basic operation performed by a computer are

- a) Arithmetic Operation
- b) Logical Operation
- c) Storage and relatives
- d) All the above

18. if a Computer has more than one processor then it is known as

- a) Uni processor
- b) Multiprocessor
- c) Multi-threaded
- d) Multi programming

19. WWW stands for

- a) **World wide Web**
- b) Wide World Web
- c) Web Worldwide
- d) World Whole Web

20 . The computer that processes both Analog and Digital is called

- a) Analog Computer
- b) Digital Computer
- c) **Hybrid computer**
- d) Main frame computer

22 .CD ROM stands for _____

- a) Compactable Read Only Memory
- b) compact data read only Memory
- c) Compactable Disk read only memory
- d) **Compact Disk Read Only Memory**

23. which one is Digital Device

- a) **Digital Clock**
- b) Automobile speed meter
- c) clock with a dial and two hand
- d) all of them

24. the First computers were programmed using _____

- a) Assembly language
- b) **machine language**
- c) source code
- d) object Code

25. RAM Memory is that which is

- a) Volatile
- b) **Nonvolatile**
- c) Second name Of Rom
- d) Secondary Storage Device

Part B

Attempt any three question carry 15 marks

Workshop Practice

- a. computer Application
- b. Communication Skills

- Q NO 1 a) what is operating System?
b). Differentiate between System Software and system hardware?
c). what are the shortcut keys are used to save time give some Examples and explanation?
- Q No 2 a). what is computer system?
b). how software's are installed in the computer system?
c). Explain the First three generation of computer system?
- Q No3 a). Write a short note on scientific report?
b). Explain The communication model?
c). What is the use of 7 C's in communication?
- Q No 4 a). Compare Oral presentation with written Presentation?
b). Differentiate Between Verbal and Non-Verbal Communication?

Part c

DRAWING

Attempt Any Two Question

- Q NO 1 a). What is the concept of Drawing in your Technology?
b). What symbols do you used to draw your required Drawing?
c). Explain the Instruments used in drawing
- Q No2 a). which software are used in the Basic Engineering drawing?
b). how Drawing is useful to give a concept to work technically?
c). Explain the tool of drawing Software used in technology?

- Q No3 a). which rules used to divide the circle in different angles?
b). how colors differentiate the symbol properties explain any two?
c). what kind of tools are used in workshop explain any two?

Recommended books

- 1. Computer Application software by NISTE ISLAMABAD**
- 2. Basic Engineering Drawing By NISTE**
- 3. Effective Business Communication By ATA UR REHMAN**