

CBSE – DEPARTMENT OF SKILL EDUCATION
INFORMATION TECHNOLOGY (SUBJECT CODE 402)
Pre-Board Examination-II (Session 2020-2021)
Class IX

Time: 2 Hours

Max. Marks: 50

General Instructions:

- *This Question Paper consists of two parts viz. Part A: Employability Skills and Part B: Subject Skills.*
- **Part A: Employability Skills (10 Marks)**
 - *Answer any 4 questions out of the given 6 questions of 1 mark each.*
 - *Answer any 3 questions out of the given 5 questions of 2 marks each.*
- **Part B: Subject Skills (40 Marks):**
 - *Answer any 10 questions out of the given 12 questions of 1 mark each.*
 - *Answer any 4 questions from the given 6 questions of 2 marks each.*
 - *Answer any 4 questions from the given 6 questions of 3 marks each.*
 - *Answer any 2 questions from the given 4 questions of 5 marks each.*
- ***This question paper contains 39 questions out of which 27 questions are to be answered.***
- ***All questions of a particular part/section must be attempted in the correct order.***
- *The maximum time allowed is 2 hrs.*

PART A: EMPLOYABILITY SKILLS (10 MARKS)

Answer any 4 questions out of the given 6 questions of 1 mark each:

1.	Which of the following involves written communication? a. Telephone b. Radio c. E-mail d. Signage's	(1)
2.	Which of these is not an element of the communication cycle? a. Sender b. Encoding c. Idea d. Emotion	(1)
3.	Which of the following is application software? a. MS Windows b. MS Word c. Linux d. Ubuntu	(1)
4.	Which of these is not a BPO sector enterprise? a. call center b. medical transcription c. chemical manufacturing d. data entry	(1)
5.	Which of these is a feature of the sole proprietary business? a. Limited liability b. single owner c. profit sharing d. none	(1)
6.	Which of these is not a benefit of touch typing? a. faster speed b. greater accuracy c. saving on time d. muscle buildup	(1)

Answer any 6 questions out of the given 8 questions of 1 mark each:

7.	Visual communication is always better than the verbal communication. T/F	(1)
8.	Written communication cannot be called a type of verbal communication. T/F	(1)
9.	The person to whom the message is sent is called the sender. T/F	(1)
10.	Our past experiences generally have no effect on our communication with others. T/F	(1)
11.	Whats App is a popular mobile app. T/F	(1)
12.	Coal and petroleum are renewable sources of energy. T/F	(1)
13.	Patience lets you stay calm while dealing with adverse situations. T/F	(1)
14.	Google Chrome is a popular web browser. T/F	(1)

PART B: SUBJECT SKILLS (40 MARKS)
Answer any 10 questions out of the given 12 questions: (FIB)

12.	_____ print characters by spraying the paper with electrically charged ink.	(1)
13.	_____ is the set of programs that runs on the computer hardware.	(1)
14.	Devices that help to send input to the computer are called _____.	(1)
15.	A _____ helps to select, point o open program icons on the monitor screen.	(1)
16.	RAM stands for _____.	(1)
17.	_____ controls and coordinates the internal working of the computer.	(1)
18.	A _____ helps to store and organize files in a computer.	(1)
19.	CPU stands for_____.	(1)
20.	_____ is a very popular social networking site.	(1)
21.	Everything that surrounds us is called the _____.	(1)
22.	Human beings, plants, animals and other living beings are examples of _____.	(1)
23.	Land, water, soil, air and sunlight are _____components.	(1)

Answer any 4 questions out of the given 6 questions of 2 marks each:

24.	What is verbal communication? Give an example.	(2)
25.	How does oral communication differ from written communication?	(2)
26.	Who is called an entrepreneur?	(2)
27.	What are some social factors that build one's confidence?	(2)
28.	What are output devices? Give examples of output devices.	(2)
29.	What is the importance of time management?	(2)

Answer any 4 questions out of the given 6 questions of 3 marks each:

30.	What is visual communication?	(3)
31.	Write any two characteristics of communication.	(3)
32.	Name any three self-management skills.	(3)
33.	Write any one difference between a private ltd. and public ltd. company?	(3)
34.	What is the use of ICTs in the education field?	(3)
35.	Write some measures to protect the environment.	(3)

Answer any 2 questions out of the given 4 questions of 5 marks each:

36.	Write the functions of the following elements in a communication cycle: a. Sender b. Idea c. Encoding d. Decoding	(5)
37.	Name any four factors that affect our perspective on communication.	(5)
38.	Write the do's and don'ts to become a green citizen.	(5)
39.	What do you mean by an operating system? Explain in detail.	(5)