



TERTIARY AND VOCATIONAL EDUCATION COMMISSION
COMMON WRITTEN EXAMINATION



Nurse
NVQ Level 6 Examination
Information Technology & Advancing Career Skills
N85T002M03 & N85T002M22

- Answer all questions in the answers sheets given separately.

Time Allocation: 03 Hours

Total Marks: 100

Question - 01

1.1) Fill in the blanks with the suitable time & place Prepositions. (10 Marks)

- Makiko was born Japan 1999.
- The English Course begins March 17th.
- There are usually a lot of parties New Year's Eve.
- We travelled overnight and arrived 5am the morning.
- I like the picture hanging the wall the living room.
- Our new office isthe 3rd floor.
- I have poor eyesight and can't read nights.
- We had a nice party the roof top.
- They met each otherthe Christmas party.
- People in Europe countries wear thick jackets Winter.

1.2) Write the letter of the correct match on the blank. (7 Marks)

Use the capital letter,

- Digestive system (A) Removes extra water and waste materials from our body.
- Skeletal system (B) Allows us to move different parts of our body.
- Respiratory system (C) Protects the delicate organs in our body.
- Circulatory system (D) Takes air into and removes air out of our body
- Nervous system (E) Breaks down food into substances our body can use
- Muscular system (F) Made up of parts that help move substances to all parts of our body
- Urinary system (G) The control center of our body

1.3) What is the **main idea** of the text? Summarise it in **one sentence**. (3 Marks)

Parents are being encouraged to get their children away from the TV and to join a sport. Playing sports helps children stay fit and healthy. Playing a team sport also teaches the children important team work skills. Another benefit of playing sport is the friendships that can be made. Let's get moving!

1.4) What is the **main idea** of the text? Summarise it in **two sentences**. (5 Marks)

Dogs make wonderful pets. They are fun, happy, playful and loving. People sometimes forget, however that owning a dog is a big responsibility. Owners need to feed, care for and clean up after their dog.

They must make sure their pet gets enough exercise. Dogs who need to be taken to the vet regularly to make they are healthy and to get treatment to stop ticks, fleas and worms from causing health problems. Owners also have a responsibility to train their pet so it knows how to behave around people. Dogs are beautiful animals and they deserve responsible owners who will look after them properly.

Question - 02

2.1) You need a week off (leave) for some reason. (10 Marks)

Write an **email** to your head of the department, requesting leave.
Mention the **reason for leave** and **the period** of leave. (50-100 words)

Use the following words & phrases

(Please be....., grant..... due to..., kind....., need....., leave....., request...)

2.2) You have got a chance to take part in a “**Medical Camp for Nurses**” in **Japan**. The duration of the programme is two weeks. You don't like to quit this rare opportunity. (15 Marks)

Write a letter to the **Head of Academic Operations**, requesting **permission** to participate in the camp.

Mention the following:

The exact period, date & location, importance of the camp & worthiness of your participation etc.

Question - 03

3.1) Select the correct answers and write the **question number** with the **correct answer letter** in your answer booklet.

(20 Marks)

- I. Which of the following is not an operating system?
 - a) Linux
 - b) MS-DOS
 - c) Windows 11
 - d) Java

- II. When you delete a file in your computer, where does it go?
 - a) Hard disk
 - b) Taskbar
 - c) Recycle bin
 - d) None of these

- III. Which enables us to send the same letter to different persons in MS Word?
 - a) Macros
 - b) Template
 - c) Mail merge
 - d) None of above

- IV. What type of chart is useful for showing trends or changes over time ?
 - a) Line Chart
 - b) Pie Chart
 - c) Column Chart
 - d) Dot Graph

- V. Which symbol is used to start formula in spread sheet?
 - a) #
 - b) %
 - c) =
 - d) +

- VI. PowerPoint presentations are widely used as
 - a) Note outlines for teachers
 - b) Project presentations by students
 - c) Communication of planning
 - d) All of above

- VII. Which of the following is a correct format of Email address?
 - a) name@website.info
 - b) name@website@info
 - c) www.nameofebsite.com
 - d) name.website.com

- VIII. In the Email which of the following term briefly describes the contents of the message?
- a) Subject
 - b) Cc
 - c) To
 - d) Contents
- IX. Which of the following is an advantage of an email?
- a) Desired length
 - b) Ease of communication
 - c) Lower cost
 - d) All of these
- X. At what time you should choose Sleep option?
- a) You are leaving for a very short time and want to resume you work shortly
 - b) When computer gets hanged frequently. Let it sleep for some time
 - c) You finish working and going to bed
 - d) The computer is tired after working for the whole day

Question - 04

- 4.1) Briefly explain the Internet and E-mail and list out the uses in the field of Nursing. (5 Marks)
- 4.2) Uses of statistical software in the field of nursing. (5 Marks)
- 4.3) Explain about the electronic Medical Record. (5 Marks)
- 4.4) Describe the importance of video conferencing (5 Marks)
- 4.5) Point out the value of a hospital management system (5 Marks)
- 4.6) Explain the various types of charts that can be drawn by using excel. (5 Marks)

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