



Give the marks for the points in the marking scheme; an answer in other words that says the same is right.

1 Key words

1. information
2. communication
3. intrapersonal
4. mass
5. hardware
6. software

K • 3

Each carries 0.5 mark.

2 Label the diagram

1. intrapersonal
2. interpersonal
3. mass

U • 1.5

Each carries 0.5 mark.

3 Multiple choice

- i. d. interpersonal communication

K • 1

Friends talk with each other, and both speak and listen. That is **interpersonal** communication. Internal and personal communication are other names for intrapersonal: thinking inside your own mind.

- ii. b. mass communication

U • 1

In **mass communication**, the listeners or readers can't answer back through the radio, TV or newspaper. The other three are two-way.

- iii. c. Bibek talking to his friend on the telephone

A • 1

Bibek and his friend talk to each other: that is two-way, interpersonal communication. The radio news is mass communication.

- iv. b. a storage device

K • 1

A pen drive keeps files, so it is a **storage device**.

- v. c. in a drive

A • 1

Saved files are kept in a **drive**: a hard disk, an SSD or a pen drive. The monitor only shows them. The CPU works on them but doesn't keep them.

4 Correct or wrong?

MARKING SCHEME

U • 4

- ✓ i. Wrong, X (a phone call goes between two people: interpersonal).
- ✓ ii. Correct, ✓ (it is a primary source).
- ✓ iii. Correct, ✓ (it shows us the result).
- ✓ iv. Wrong, X (a computer is much faster).



5 Our body and the computer

U • 2.5

1. eyes → f. camera
2. ears → c. microphone
3. mouth → a. speaker
4. brain (thinking) → e. CPU
5. brain (remembering) → b. SSD

Each carries 0.5 mark.

6 Very short answers

MARKING SCHEME

K • 1

- ✓ Charles Babbage.

7 Short answers

a. MARKING SCHEME

K • 2

- ✓ Primary source: what we observe ourselves, e.g. seeing dark clouds, tasting food.
- ✓ Other (secondary) sources, or media: someone else passes it on, e.g. a newspaper, radio, TV, a book, the internet.

b. MARKING SCHEME

K • 2

- ✓ An input device gives data and commands to the computer, e.g. a keyboard or a mouse.
- ✓ A storage device keeps data to use again later, e.g. a hard disk, an SSD or a pen drive.

8 Think

MARKING SCHEME

HA • 2

- ✓ The radio is mass communication: one broadcast reaches everyone in all the villages at the same time.
- ✓ So everyone was warned quickly, before the lake burst; going from home to home would take too long.

9 Activity: The parts of a computer (Activity 2.4)

(not marked)

WHAT STUDENTS SHOULD FIND

Input: keyboard, mouse, microphone, webcam. Processing: the CPU, inside the system unit. Output: monitor, printer, speakers, headphones. Storage: hard disk or SSD, pen drive, memory card, CD or DVD.

Marks by level	Knowledge	Understanding	Application	Higher ability	Total
Marks	10	9	2	2	23





Give the marks for the points in the marking scheme; an answer in other words that says the same is right.

1 Key words

1. hard copy
2. home row
3. function
4. shortcut
5. word processor
6. canvas

K • 3

Each carries 0.5 mark.

2 Label the diagram

1. function keys
2. space bar
3. navigation keys
4. numeric keypad

K • 2

Each carries 0.5 mark.

3 Multiple choice

- i. a. the home row

K • 1

It is the home row: A S D F G H J K L. Your fingers rest there.

- ii. b. Delete

K • 1

Delete removes the letter to the right. Backspace removes the one to the left.

- iii. b. Ctrl + S

K • 1

Ctrl + S saves. Ctrl + A selects all, Ctrl + V pastes, and Ctrl + X cuts.

- iv. c. Insert

K • 1

The Insert tab adds tables, pictures and shapes.

- v. b. a rectangle and circles

A • 1

The box and the pole are rectangles. The lights are circles. A drawing on a flat canvas has flat shapes, not spheres or cylinders.

4 Correct or wrong?

MARKING SCHEME

U • 4

- ✓ i. Correct, ✓ (through a gap, the color leaks out).
- ✓ ii. Wrong, X (it can be opened and changed whenever you like).
- ✓ iii. Wrong, X (F2 renames; F3 searches).
- ✓ iv. Wrong, X (use all ten fingers).

5 Match the shortcuts

1. Ctrl + Z → e. goes back one step (undo)
2. Ctrl + P → a. prints the document
3. Ctrl + X → f. cuts what you selected
4. Ctrl + S → c. saves the document
5. Ctrl + C → d. copies what you selected
6. Ctrl + A → g. selects the whole document

K • 3

Each carries 0.5 mark.



6 Very short answers

MARKING SCHEME

K · 1

- ✓ Typeshala, Typing Master or Typing Tutor.

7 Short answers

a. MARKING SCHEME

U · 2

- ✓ Delete removes the letter to the right of the cursor.
- ✓ Backspace removes the letter to the left of the cursor.

b. MARKING SCHEME

A · 2

- ✓ Make sure the roof's outline is closed; choose red in Colors (Color 1) and click the fill with color tool (the bucket).
- ✓ Click inside the roof; it fills with red.

8 Think

MARKING SCHEME

HA · 2

- ✓ The circle's outline has a gap, so the color leaked out and filled the space around it too.
- ✓ Press Ctrl + Z to undo, close the gap, and fill again.

9 Activity: What does each button do? (Activity 2.6)

(not marked)

WHAT STUDENTS SHOULD FIND

Bold makes the letters thick and dark; Italic slants them; Underline draws a line under the words; Grow Font makes the letters bigger; Shrink Font makes them smaller; Font Color changes the color of the letters. Clicking B, I or U a second time takes the change away.

Marks by level	Knowledge	Understanding	Application	Higher ability	Total
Marks	13	6	3	2	24

