

- corresponding to the same question number on the OMR sheet.
- 4. Darkening two circles for the same question makes the answer invalid.
- 5. Damaging/overwriting, using whiteners on the OMR sheets are strictly prohibited.

**Rewrite as Directed :** 

Choose the correct option from those given in each of the sentences below :

1.	Sending an e – mail is	s similar to .		
	a) Picturing an even	nt 👘	b) Narrating a sto	ory
	c) Writing a letter		d) Creating a dra	
	Carly	198	, 5	0
2.	Email was patented in	1	1. 18	
	a) 1971	b) 1981	c) 1974	d) 1919
10	Reality		Cart	-) -> ->
3.	An e – mail account i	ncludes a storage a	rea often called a	o
<b>J</b> . 'est				d) ID addraga
	a) attachment	b) hyperlink	c) mailbox	d) IP address
		, C		·
4.		parate the user nam	e from the ISP using the	
	a) &	b) @	c) %	d) :
121				
5.	Gmail belongs to			
	a) Great mail	b) Yahoo mail	c) Google mail	d) Gopher mail
6.	What is a Bulk Email			
	at once			
			on to another person	
	· · · · · · · · · · · · · · · · · · ·	the second s	d to multiple recipients	at multiple times
	d) None of the show	R.,		

d) None of the above.

Ver-A Page 1 of 8

			19 19	21EGH2
7.	Which of the following is not an advantage a) Leverage the existing content	b)	) Leverage the temp	porary content
	<ul><li>c) Email newsletter spread your brand awa</li><li>d) None of the above</li></ul>	irene	:SS. **	erand.
8.	What is Blogging?	h.		S
0.	<ul><li>a) Creating photographic content</li><li>c) Publish written content on a website</li></ul>		Publishing a video/ All of these	audio content on web
9.	Which of these is a blogging platform? a) Word press b) Blogger	c)	Tumblr	d) All of these
10.	Is it possible to create a blog website without a) Yes b) No	ut us c)	sing a blogging platf Partially Yes	orm? d) None of them
11.	What does URL stands for? a) Uniform Resource Locator c) Universal Repository Location	b) d)	Universal Reserve All of these	Location
12.	Which of the following resource are require a) Domain Name b) Hosting	ed to c)	create a blog? Content	d) All of these
13.	In technical writing the largest report terme a) Conclusion/recommendation c) Heading	ed is b) (d)		
14.	establishes the technical report. a) Logical conclusion c) Personal prejudice	b) d)		
15.	<ul><li>What are the benefits of blogging?</li><li>a) Reach to a wider audience across globe</li><li>c) Commenting on blogs</li></ul>	b) d)	) Create App ) None of these	
16.	Which is not basis for a technical report?	in the second		
	a) Facts b) Tests	c)	Personal prejudies	d) Experiments
17.	<ul> <li>A report or account is an :</li> <li>a) Informational work</li> <li>c) Professional work</li> </ul>		<ul><li>b) Technical work</li><li>c) None of these</li></ul>	
18.	<ul> <li>Report are often used to display the result of a) Experiment</li> <li>b) Investigation</li> </ul>		Inquiry	d) All of these
19.	<ul> <li>Report use features as :</li> <li>a) Mobile</li> <li>c) Method</li> </ul>	b) d)		ges
20	a) true b) false	c)	as in the source, partially true ge 2 of 8	d) none of them

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				21EGH28
21.	The report is always a) Sequential mann c) Horizontal mann	ner	<ul><li>b) Irregular mann</li><li>d) Data biased ma</li></ul>	
22.	Shorter report is cor a) One to five page c) Four to five pag	s	b) Three to five p d) Two paragrap	
23.	Creating and publish a) Vlog	ning video content on b) News	a blog is called c) Media blog	d) All of these
24.	Who is called the fa a) Paul Buchheit	ther of email? b) Charles Babbag	ge c) Ray Tomlinson	d) Howard Aiken
25.	Which of the follow a) Sendinc	ing is not an email re b) Mail password		d) None of the above
26.	While sending an e- a) to	mail line describe b) Subject	s the contents of the ma c) Contents	rriage d) CC
27.	When sender and real a) IP	ceiver of an email are b) Domains	on same system, we nee c) Uger Agents	ed only 2. d) Servers
28.	E-mail is a method of a) Letters	of exchanging messag b) Telephones	es between people using c) Electronic devices	g d) None of the above
29.	Which of the follow a) FTP	ing protocol is used b b) UTP	y internet mail? c) HTTP	d) TCP / IP
30.	What is the correct s	ize of email template	before executing a cam	naign?
21	a) 15KB	b) 15MB	c) 18KB	d) None of these
31.	Common formats for a) Introduction	b) Method	c) Both a & b	d) Inform
32.	The structure for rep a) Genre	ort writing as : b) Advanced	c) Difficult	d) Easy
33.	In technical report w a) Loudly	riting, the language u b) Unclear	sed to be : c) Whispers	d) Ambiguous
34.	Select the location w a) Bottom left corner c) Top left corner	here the name and ad	dress can be mention in b) Top right corner d) Bottom right corn	Vi.
35.	A Summary of the ap a) Letter of recomm c) Synopsis	oplicant at the start of endation	the CV acts as a ? b) Statement of obje d) Preface	ctives
	(Shawa)	Ver-/	A Page 3 of 8	67 C

Ver-A Page 3 of 8

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		0	
36.	Normally, how many references are to be a) Two b) Three	mentioned in a CV? c) Four	d) Five
37.	Which of the following is not revealed in a a) Carrier Aim b) Address	a bio – data? c) Name	d) References
38.	A skill profile is similar to that of a Job de a) True b) False	escription CV. c) partially true	d) none of them
39.	A Resume is a word of which language? a) American b) German	c) Indian	d) French
40.	<ul> <li>The application letter is?</li> <li>a) a foreword</li> <li>b) a description of your main strengths a</li> <li>c) a summary of your qualifications and</li> <li>d) a statement of your job objective.</li> </ul>	nd suitability for the job experiences.	
41.	Tom is one of the boys whoalway a) is b) are	rs on time c) was	d) None of the above
42.	Sita told them that they wrong. a) are b) will be	c) were	d) can
43.	Each of the girl scoutsa commun a) Does b) do	nity project. c) participates	d) participate
44.	Maculine gender of "Nun" : a) Maid b) Monk	c) Steward	d) Man-servent
45.	Feminine gender of "Traitor" : a) Traitress b) Taritorine	c) Tratorin	d) Traitoress
46.	Gender of given noun : "Duke" a) Drake b) Duchess	c) Drone	d) Abbess
47.	Plural of the word "Baby". a) Babys b) Baby's	C) Babyes	d) Babies
48.	Plural of the work "Journey" : a) Journeys b) Journies	c) Journey's	d) Journeyies
49.	Find the singular noun in the sentence : 7a) Testb) Benchmark	The Children completed c) Children	the hard test d) Hard
50.	Change the voice to Passive : My Mot a) Food is being cooked by my mother c) Food was being cooked by my mothe	b) Food has been	cooked by my mother ooked by my mother
51.	<ul><li>Change the voice to Passive : The Groa</li><li>a) The prices displayed by the grocer</li><li>c) The prices was displayed by the groce</li></ul>	• b) The prices were	e displayed by the grocer
	Ver	-A Page 4 of 8	

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A STATISTICS

52.	Meaning of the idiom : To keep One's temper					
	a) To become hungry b) To be in good mood					
	c) To preserve ones energy d) To be aloof from					
53.	3. Use a suitable Auxiliary Verb : In all probability, it rain tonight	edo-				
	a) will b) can () c) may d) o	ught				
-20						
54.						
	a) To see signs of plague epidemic b) To get bad smell of a bad d) To be in a bad	l dead rat				
	c) To respect foul dealings d) To be in a bad mood					
55.	5. I met him after a long time, but he gave me the cold shoulder. Give the	e meaning of the				
55.	underlined idiom.	ie meaning of the				
		nored me				
56.						
	a) Tried to cause an accident b) Helped in the execution	of the plan				
	c) Thwarted in the execution of the plan d) Destroyed the plan					
57.	7. The thief took to his heels when he saw a policeman on the boat : Give t	he meaning of the				
	underlined idiom.	0				
	a) had some pain in his heels b) ran away from the scen	e				
	c) Confronted the policeman d) could not decide what t	o do.				
	Till is de la la side se side	ē				
58.	Fill in the blanks with suitable word :					
50.	<ul> <li>8. Don't me, you've lost your keys again.</li> <li>a) Say b) Tell c) Speak d) In</li> </ul>	form				
	a) say b) ten c) speak	Ionn				
59.						
	a) Introduction sentence b) Exclusive sentence					
	c) Topic sentence d) First sentence.					
60.	0. Paragraph demands you skills of writing					
	a) logic b) coherence c) None d) B	oth a & b				
61.	and the second sec					
	a) Descriptive paragraph b) Narrative paragraph					
 	c) Explanatory paragraph d) Process paragraph					
	Find the errors in the sentences :					
62.						
	a) Ram was b) Senior to c) Sam in college d) No	error				
63.						
	a) She'll pay you b) as soon as she c) receive the parcel d) N	o error				
	Identify the error part of the sentence :					
64.						
04.	a) I enquired b) of him c) whether he would d) N	o error				
	-,					
65.	5. Had you / not reached in time / we will have / lost our lives.					
	a) Had you b) not reached in time c) we will have d) lo	ost our lives				
	Ver-A Page 5 of 8					

66.	A way of gathering id a) Outlining	ea about a topic is? b) Brain storming	c) I	Editing	d)	None of these
				A CONTRACT OF	5-0 <b>.4</b> .17	
67.	The sentence that foll		nd suj	port the topic sente	ence	is called?
	a) Narrative sentence		122	Descriptive senten		and the second se
	c) Drafting	1	d)	Supporting senten	ce	
60		- funiting that magaz	nto o b	alanced analysis of	Fato	mic?
68.	An informative piece	b) Expository Ess		Dersuasive Essav	d)	Descriptive Essay
	a) Narrative Essay	b) Expository Lss	ay c)	I cisuasive Essay	u)	Descriptive Essay
69.	A writer tells the stor	v about a real life ext	perien	ce is called?		
07.	a) Narrative Essay	b) Descriptive Ess	say c)	Expository Essay	d)	None
	u) 1	en f		and the		
70.	In most of the essays	the thesis states the		of the essay.		
	a) Main idea	b) Central points	c)	Organization	d)	Both b & c
			. A.	<i>i</i>		
71.		s you to save an unfi				
	a) Save as draft	b) Inbox 🤇	()	Sent items	d)	Trash
		· • • •	1	E		
72.	Which of the following				4)	Subject
	a) Body	b) Sender mail id	6)	Autachinem	u)	Subject
73.	Length limit of summ	ary of original sourc	e in n	ercentage, ranges :		A.
15.	a) 43845	b) 44119		15 - 50	d)	All of them
	a) +50+5	o) true	-)	AND MARY	Fall	3
74.	Summary of an effect	tive technical docum	ent, m	ust be included in a	<b>i</b> :	d.
	a) Past histories			Focus of research		
	c) Complex technica	al concepts	d)	Symbols		
	1.	2				
75.	The basic paragraph			1 1	1)	
	a) 7	b) 3	c)	2 and a stand	d)	4
-	WI WE I WANT	Cho <sup>O</sup>		Ser Y		
76.	What is a descriptive	paragraph:	e thir	along with idea	and	theme
	<ul><li>a) Text describing a person, animal, place, thing, along with idea and theme</li><li>b) Tell a story to the reader</li></ul>					
	c) Give your opinio		(b	Explaining a conc	ept	or idea.
in.	c) dite jour opinio	2	1		100	
77.	What is the main pur	pose of the persuasiv	e para	igraph?		
		to feel a certain way			cter,	place, etc.
	b) Explain a concep	t in full depth				
	c) Make the reader of	experience whatever	is nar	rated.		
	d) Both a & c.					
-0		CS .	·		1.4.	C-11
78.	To write an effective					
	a) Chronological ord			) Priority based Or ) All of above.	gan	Isation
	c) Spatial Organisat	1011	a	) All of above.		
79.	What is recommende	d to include for writi	ngal	ong report?		
	a) Executive summa			) Introduction		
	c) Indexing		d		e.	

Ver-A Page 6 of 8

	ve	er-A Page 7 of 8	
93.	A positive statement (in a question tag) a) Negative b) Positive	c) Question	d) Answer
	a) Empathetic b) Appreciative		d) Dialogic
92.	In listening the main intentio appreciated.	n is to seek certain, in	nformation which will be
	c) The Topic sentence	d) The First senten	
	a) The Introduction sentence	b) The Exclusive s	
91.	What is the first sentence of a paragraph	n called?	
	a) True b) False	c) Partially true	d) None of them
90.	A paragraph can never end with an excl	amation mark. True or Fa	llse?
A	c) Writing the rough draft	d) Skimming.	
	a) Reading the article for understandin	g b) Referencing	
89.	Last step to Pre – write reader friendly s	summary, known as :	
	a) Definitions b) Main idea	c) Introduction sente	ence d) Title
88.	Summary of an effective technical docu		
	a) Report b) Website	c) Summary	d) Paragraph
87.	Shortest document among technical write	Contraction of the second s	
	a) 5-7 b) 6-8	c) 3 - 4	a) 9
86.	How many sentences does a paragraph l		4) 0
		A 19 7	and the second s
	<ul><li>d) After the topic sentence and before</li></ul>	The second	У
	<ul><li>b) After the last sentence because it he</li><li>c) Never use these in paragraphs becau</li></ul>		
	a) Before the first sentence of the intro	duction.	•
85.	When do you use supporting details or s	supporting sentences?	
	a) The X drive b) The n drive	c) The p drive	d) The h drive
84.	Where do you save your photostory proj	• • • • • • • • • • • • • • • • • • •	
	a) Yes b) No	c) Partially Yes	d) none of them
1999 - 1999 - 1999 - 1999 - 1999 - 1999 - 1999 - 1999 - 1999 - 1999 - 1999 - 1999 - 1999 - 1999 - 1999 - 1999 -	the paragraph.	Aparity	
83.	A topic sentence is the central idea of ea	ach paragraph, usually ap	pearing at the beginning of
	c) Writing the rough draft	d) All of the above	
	a) Referencing	b) Reading the artic	cle for understanding
82.	First step prevailed in prewriting, reade	er friendly , preoccupied in	1 ;
	c) Two – three main ideas	d) Briefing	
	a) Examples	b) Figures	~
81.	Summary of an effective technical docu	ment, included :	
	a) Extra information b) Simple terms		d) Story line
80.	For writing an effective summary of an	article, summary must be	included :

94.	Another thing that	you have to avoid is add	ling to OHP's with a	a during a talk
	a) Chalk	b) Pencil	c) Pen	d) Marker
95.	Which of these is n	ot a type of Precis?	Calles and	
201	a) Precis of speech		b) Precis of corre	espondence
	c) Tables		d) Telegraphese	dimension of
	.,			hearth "
96.	Which of the follow	ving is NOT a rule of P	recis writing?	
	a) Always have a			<u></u>
	b) Use as extensi	ve vocabulary as possib	ole	auriantia.
	c) Remove any in	relevant information pr	esent in the original	passage
	d) Do not use any	short forms or abbrev	ations.	
		A!"	Approvale .	
97.	Which of these sho	uld be avoided in a pré	cis?	
	a) Imagery	b) Verbs	c) Pronouns	d) Indirect speech
			the and	
98.	Evaluative listening		- seemeda	
	a) Therapeutic	b) Evaluative	c) Dialogic	d) Impathetic
		a		1
99.		"Y" but have a consta	nt before "Y" form	their plural by dropping "Y"
	and adding	- Annual - A		d) inc
	a) ves	b) es 🌏	c) s	d) ies
100	mi 1 1	1 Dist	Dana Dana	- commen-
100.	and the second s	yday Dictionary descri		d) an incident
	a) a summary	b) a presentation	c) a story	aj an meldent
			* * * *	1

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