CBCS SCHEME

21EGH28

Question Paper Version : A

Second Semester B.Arch./B.Planning Degree Examination, June/July 2023 Professional Writing Skills in English

[Time: 2 hrs.]

USN

[Max. Marks: 100]

INSTRUCTIONS TO THE CANDIDATES

- 1. Answer all the hundred questions, each question carries one mark.
- 2. Use only Black ball point pen for writing / darkening the circles.
- 3. For each question, after selecting your answer, darken the appropriate circle 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.

Choose the appropriate answers :

1.	W	Which of these reports is written before starting a new project?							
	a)	Feasibility report	b)	Periodic repo	ort c)	Trouble report	d)	Progress report	
2.	Which of these reports lists down precautions?								
		Progress report				Trouble report	d)	Feasibility report	
3.	In	In which of these cases is the letter form of report not used?							
	a)								
	c)	c) When there is breakdown of machinery							
	d)	When subject mat	ter p	ertains to a few	w topics				
4.	W	here is the signature							
	a)	Top left	b)	Top right	c)	Bottom left	d)	Bottom right	
5.	Int	Interviews are conversations with							
	a)	fun	b)	purpose	c)	friendliness	d)	informality	
6.		hich kind of intervio evaluated?	ew i	ncludes a proc	ess in v	which the employ	ability	y of the job applicant	
	a) Stress interview			b)	b) Screening interview				
	c)	Group interview			d)	Behavioural inte	erviev	v	
7.	How many styles are used in a screening interview?								
	a)	Two	b)	Five	c)	Three	-d)	Four	
				V	er - A -	1 of 9			

.

8.	In which of these interviews, insults are co	ommon?	
	a) Screening interview	b) Stress interview	
	c) Behavioural interview	d) Group interview	V
		a a start	A.
9.	Which of these interviews is adapted for c	omputer programmers'	?
	a) The stress interview	b) The group interv	iew
	c) The screening interview	d) The audition	
	A MARINE WAR		
10.	In which of these, more than one candidat		
	a) The Behavioural interview	b) The Stress interd) The audition	view
	c) The group interview	d) The audition	
11	Which of these interviews is taken for a ca	andidate far away?	
11.	a) Lunch interview b) Telephone	c) Stress interview	d) Group interview
	a) Euler incrite () relepione		
12.	Which of these is not a part of a proposal?	antenal.	
	a) First page b) Outline	c) Complaint	d) Contents
	-, 18	10	Ray
13.	Which of these does the title and first page	e not includes?	
	a) Brief information of the proposal	b) Name of the in	stitution
	c) Nationality of the person submitting t	the proposal	
	d) Name of the person submitting the pr	oposal.	
		~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~	Providence - Contraction
14.	Which of these is the most important part		Saddar y
	a) Title and first page b) Abstract	c) Contents	d) Experience
1.5	With the second se	-12	
15.	Where is the proforma placed in a propose	s c) After introduction	on d) After outline
	a) After title b) After content	s c) Alter introduction	on u) Aller outline
16.	Fill in the blank : Neither he nor I	present.	
10.	a) were b) was	c) are	d) am
			,
17.	Correct the statement :	1. 11	
	Your best bet are free tickets.	Aparole	
jA,	a) Your best bet is free tickets	b) Your best bet w	
Gel	c) Your best bet am free tickets	d) Your best bet se	eems free tickets.
18.	Choose the correct statement :	b) The free courses	l much damaga
	a) The fire caused many damages	b) The fire caused	l much damages
	c) The fire caused many damage	d) The fire caused	i much damages
19.	Fill in the blank : The ship se	t sail	
17.	a) has b) is	c) was	d) have
	.,	-,	
20.	Correct the statement :		
	Bread and butter are my favourite breakfa	st	
	a) Bread and butter is my favourite brea	kfast.	
	b) Bread and butters are my favourite by		
	c) Breads and butters are my favourite b		
	d) Breads and butter are my favourite but		
	Ver	r - A - 2 of 9	

		(St. Marcura)
		21EGH28
21.	Fill in the blank : None of the students a) were b) was	c) have d) has
22.	Fill in the blank : bismillah Khan plays _	shehnai with great skill.
	a) a b) an	c) the d) a or the
23.	Correct the incorrect statement :	with the second s
	How gentle person Mr. Bhatia is!	Ale and a second
	a) How gentle a person Mr. Bhatia is!	<ul><li>b) How gentle the person Mr. Bhatia is!</li><li>d) How a sgentle person Mr. Bhatia is!</li></ul>
	c) How gentle person the Mr. Bhatia is!	d) How a sgentle person Mr. Bhatia is!
24.	Fill in the blank : Neha has left for	
	a) a b) the .	c) an d) to
25.	Fill in the blank : He livesBezont	
	a) in, at b) at, in	c) at, on d) on, at
26.	Fill in the blank : The cat sprang me	3 ⁻⁷
	a) on b) upon	c) in d) at
27	Change the servest statement .	<i>(</i> 5)
27.	<ul><li>a) She walked till the end of the road</li></ul>	b) She walked to the end of the road
	c) She walked at the end of the road	d) She walked on the end of the road
		and r t S
28.	Fill in the blank : The factory began prod a) since b) from	luction 22 nd July. c) by d) at
		Section of the
29.	Choose the correct statement :	
	<ul><li>a) Kunal has been absent for five days.</li><li>c) Kunal has been absent from five days.</li></ul>	<ul><li>b) Kunal has been absent since five days.</li><li>d) Kunal has been absent till five days</li></ul>
	c) Runar has been absent nom nye days.	d) Runar nas seen assent till live days.
30.	Correct the incorrect statement : I've	
	<ul><li>a) I've got nobody to talk to.</li><li>c) I've got nobody to talk from.</li></ul>	<ul><li>b) I've got nobody to talk with.</li><li>d) I've got nobody to talk into.</li></ul>
	c) I ve got hobody to talk nom.	d) I ve got hobody to talk linto.
31.	Which of these statements belong to preser	
	a) We are writing a letter.	b) She is writing a letter
	c) They were writing a letter	d) We were writing a letter
32.	To which of these tenses does the followin	g statement belong?
	We were watching television all day	
	<ul><li>a) Simple past tense</li><li>c) Past perfect tense</li></ul>	<ul><li>b) Past continuous tense</li><li>d) Past perfect continuous tense</li></ul>
33.	Fill in with past perfect tense : I	my homework when my uncle arrived. c) was completing d) had been completing
	a) completed b) had completed	i c) was completing d) had been completing
34.	Which of these is an example of simple pre-	esent tense?
	a) I am going to Delhi tomorrow	b) There she goes !
	c) He has just gone out.	d) I am reading the Gita.
	Ver	- A - 3 of 9

35.	Which of these words is correct? a) Bureau b) Beaurau	c) Bereau	d) Bureu
36.	Fill in the blank : My watch is five mia) behindb) before	nutes c) slow	d) early
37.	Choose the correct statement : a) It is dirty, throw it c) It is dirty, give it	b) It is dirty, thro d) It is dirty, give	
38.	Fill in the blank : I down for an hour every afterno a) lay b) lie	on c) laid	d) lye
39.	<ul><li>Choose the correct statement :</li><li>a) He tore the letter in anger.</li><li>c) He teared the letter in anger.</li></ul>		e letter in anger. the letter in anger.
40.	Fill in the blank: The thief hasa) robbedb) taken	all my belongings. c) stolen	d) taken away
41.	<ul><li>Which of these explains a subject?</li><li>a) Narrative essays</li><li>c) Argumentative essays</li></ul>	<ul><li>b) Expository ess</li><li>d) Reflective ess</li></ul>	
42.	<ul><li>Which kind of essay uses the five senses imagery of the setting?</li><li>a) Narrative essays</li><li>c) Expository essays</li></ul>	<ul><li>(touch , smell , taste ,</li><li>b) Descriptive es</li><li>d) Argumentative</li></ul>	ssays
43.	Convert the following direct speech to She said, "We will analyse this tomorrow a) She said that they would analyse it to b) She said that we would analyse it the c) She said that they will analyse it the d) She said that we will analyse it the r	v". he next day. e next day. next day.	
44.	<ul> <li>Convert the following direct speech to She said, "Thank you !"</li> <li>a) She thanked me</li> <li>c) She said thank you to me</li> </ul>	<ul><li>indirect :</li><li>b) She said me the</li><li>d) She said thank</li></ul>	
45.	Convert the following sentence in dire She said, "Can you read?" and I said "ye a) She asked me can you read and I said b) She asked me if I could read and I said c) She asked me can you read and I said d) She asked me if I could read and I said	s". I yes id that I could. I that I could.	speech :
46.	Convert the following active form to p I was determined to mortgage the car. a) I was determined that the car should b) The car was determined to be mortga c) I was determined that car will be mor d) I am determined that car will be mort Ve	be mortgaged. aged: rtgaged.	

	21EGH28
47.	<ul> <li>Which of these is not an use of the passive voice?</li> <li>a) When we know about the doer of the action</li> <li>b) When the subject of the active verb would be people.</li> <li>c) To avoid awkward of ungrammatical sentences.</li> <li>d) When an active form would create problems for the speaker.</li> </ul>
48.	Which of these is not a part of speech? a) Noun b) Verb c) Preposition d) Object
49.	In the following sentence, replace the verb by a noun :He fought bravely.a) He put up a brave fightb) A fight was put up bravelyc) A brave fight was put upd) A fight is put up bravely.
50.	<ul> <li>In the following sentence, replace the adverb with a noun :</li> <li>He watched the girl carefully.</li> <li>a) He watched her with care</li> <li>b) He watched the girl with great care</li> <li>c) With care he watched her.</li> <li>b) He watched the girl with great care</li> <li>d) Care was taken while watching her.</li> </ul>
51.	Which of these must be avoided in business letters? a) Polite words b) Formal words c) Abbreviations d) Clear details
52.	<ul> <li>Which of these must not be mentioned in a business letter?</li> <li>a) Information of the quality of the order b) Name of the firm</li> <li>c) The mode of payment d) With regards</li> </ul>
53.	<ul> <li>Where should the name of the firm be mentioned?</li> <li>a) Right of the page</li> <li>b) Below the address of the writer</li> <li>c) Above the address of the writer</li> <li>d) On the last page of the letter</li> </ul>
54.	Which of these is not a mode of address for any letter?a) To a tradesmanb) To a childc) To a firmd) To professional men
55.	Which of these is not used to conclude a business letter? a) Yours faithfully b) Yours truly c) Yours sincerely d) With kind regards
56.	General English Questions on Pronoun Correction :Correct the sentence if necessary.One should respect his elders.a) One should respect his elders.b) One should respect his elders.c) One should respect one's eldersd) None of the above
57.	Correct the sentence if necessary.One should respect his own Country.a) One should respect his own Country.c) One should respect their own Countryd) One should respect one's own Country.
58.	Correct the sentence if necessary.One must love his parents.a) One must love her parents.c) One must love their parentsd) One must love one's parents.

Ver - A - 5 of 9

60.		ntence if neces	sary. 🚫								
	I and she are f		China .								
	a) I and she a		👝 💭 b)		I are friends						
	c) She and m	e are friends	(d)	None of	f the above						
61	Connect the se	ntongo if noon	- Cano								
61.		entence if neces	sary.	4	191 1						
	I and Dhone w	C20	15	DI ANAL	11	-11					
		ni went to Colle		A DOM NOT A	nd I went to C	ollege					
	c) Dhone and	d me went to Co	llege d)	None of	the above						
62.	Correct the se	entence if neces	sarv.								
	Both he and you must attend the meeting.										
	10 m		Contraction of the second s	) Both vo	u and he must	attend the meetin					
	c) A and B			and the second sec	f the above						
	c) mand B			.) Itelle el							
63.	Correct the se	entence if neces	sary.								
100000		ne and you to dir									
		ed you and me to		) Peter in	vited me and	you to dinner					
	c) A and B	a jou unu nuo n	ď		f the above	,					
	c) Mana D	1 mary	u,	) Hone o	T the doore						
64.	Correct the se	entence if neces	sarv.	Bh ¹²							
	I, you and she										
		she can do it	as ^{an} b	) You, I and she can do it							
	그 가지 않는 것이 아파가 가지 않는 것이 같이 많이 많이 했다.	and I can do it	d d	50/	u and I can do						
	c) 100, 510 t	ind I call do it		, one, jo	u una reun de	n -					
65.	Correct the sentence if necessary.										
	None of the three questions are simple.										
		he three question		) None of	the three ques	tions is simple					
	c) A and B	ie anee question	d)		the above.	dono lo onapie					
	c) A and D	6 2	a)	I tone of	the above.						
ß	Sentence Arr	angement Ques	tions : 📖								
66.				eace (O) in	n a holy partne	rship (R) justice					
10		S) bound togeth	10		i a noij paine	iomp (it) juonee					
	a) PQRS			SPQR	(b	SQPR					
	u) 1 QRO	0) 11	(0,0)	JI YIY	u)	<b>U</b> QI K					
67.	A. Totally per	sonal agenda wi	Il never bring ab	out this le	vel of fulfillm	ent because that					
•	A. Totally personal agenda will never bring about this level of fulfillment because that to result from integration - and not be a substitute for it.										
	B. One's consciousness then becomes centred in the identity of the soul.										
	C. Realising ourselves and our potential entails becoming a pure reflection and										
	manifestation of the inner self.										
	D. Since the soul lives by different laws and values, there is a fundamental conflict in										
	human nature that must be resolved if integration and fulfillment is to be complete.										
		200900.000				7					
	a) DCAB	🏷 b) AE	BCD c)	CBDA	a) (	CABD					
	~ *		<u>े क</u>								
	Actional as		Ver - A -	6 of 9							
	Gay			0.017							
	na ⁴										
	N_ IF										
	Non-reacher.										

Correct the sentence if necessary. I and Jimmy went home. 59. b) Jimmy and I went home.

- a) I and Jimmy went home
- c) A and B

d) None of the above

- A. Providing benefits for women and children is a societal responsibility which can be 68. funded in a large country through a combination of general taxation and contributory payments.
  - B. This should further lead to close scrutiny of the difficulties faced by unorganized workers who fall beyond the scope of any worthwhile labour welfare measures.
  - C. The enhancement of paid maternity leave for women in the organized sector to 26 weeks from 12 is a progressive step.
  - D. The reported move to restrict even this meager benefit to the first child for budgetary reasons is retrograde and must be given up.
  - E. Positive though it is, the amended law is expected to cover only 1.8 million women, a small subset of women in the workforce.

Which of the following would be the SECOND sentence after rearrangement?

b) A c) E d) B a) F

A. One evidence of this is that many highly intelligent people are very low on creativity. 69.

- B. In other words they may find replicating a process very easy but creating a process difficult.
- C. But it is unfortunate that in many organisations these replicates are rated high and promoted over creators.
- D. Intelligence and creativity are two different things.
- E. They may understand the things very fast but are poor if any new thing is to be developed; this in long term gives creators an upper edge.

Which of the following will be the SECOND sentence? c) C

b) B a) A

In the following question, a disarranged sentence is given in which words or phrases are 70. lettered P, Q, R, S... You have to arrange these to form a meaningful sentence.

- P: tramp Q: I was R: as free S: as a a) QRSP b) QPRS c) PQRS
- d) PRSO

#### Find out whether there is any grammatical error in below sentence :

- If you cannot / sympathy with the poor , / how will you be / able todo social work? 71.
  - a) If you cannot

- b) sympathy with the poor
- c) how will you be

- d) able to do social work?
- On resuming his duty, / he asked his superiors / that whether he would be / permitted to 72. leave early.
  - a) On resuming his duty c) that whether he would be
- b) he asked his superiors
- d) permitted to leave early
- What is needed today is / a new breed of managers / with a new set of concepts / and a 73. flexible way about thinking.
  - a) What is needed today is

74.

- c) with a new set of concepts
- b) a new breed of managers
- d) and a flexible way about thinking
- The basket of apples / sent by the gardener / contained a number of / green mangoes also.
- a) The basket of apples
- b) sent by the gardener
- c) contained a number of
- d) No error

Ver - A - 7 of 9

75.	This is one of / the most interesting book	/ I have / ever read.
	a) This is one of	b) the most interesting book
	c) I have	d) ever read
76.		d / that someone else / had secured higher marks.
	a) He was very disappointed	b) when he found
	c) that someone else	d) No error
	Every statement must have a subject and	energia de la constante de la c
77.	a) noun b) verb	c) predicate d) phrase
		e) predicate () prime
78.	Choose the correct statement :	allen uder
	a) Do not make friend with selfish peop	ble b) Do not make friendship with selfish people
	c) Do not make friends with selfish peo	opled) Do not make friendly with selfish people
	05	Kee at the second s
79.	Choose the correct statement :	of the second
	<ul><li>a) She doesn't know the reason for his</li><li>b) She doesn't know the reason of his d</li></ul>	
	<ul><li>b) She doesn't know the reason of his d</li><li>c) She doesn't know the reason at his d</li></ul>	
	d) She doesn't know the reason with his	s disappearance.
	Contraction of the second s	· ·
80.	Some students are at copying.	
	a) adapt b) adept	c) adopt d) edept
01	Fother manatte so out in the or	
81.	Father me not to go out in the co a) adviced b) advised	c) advice d) advise
	u) uuvieeu () uuviseu	Contraction -
82.	Which of these should be avoided in the	message of a speech?
	a) Clarity b) Confusion	c) Voice Modulation d) Politeness
		C C L C L C L C L C L C L C L C L C L C
83.	Which of these is the most important eler a) Message b) Audience	c) Feedback d) Speech style
	a) Message b) Audience	c) recuback u) specen style
84.	Which of these factors need not be consid	dered while preparing speech for the audience?
A	a) Number of people	(b) Age of audience
(all	c) Appearance of audience	d) Nature of pupose
85.	Which of these means to omit?	c) Acept d) Exccept
	a) Accept b) Except	c) Acept d) Exccept
86.	Which of these means to influence?	
(97507370)	a) Affect b) Efect	c) Effect d) Affecct
	63	
87.	is the most important city of a Co	
	a) Capitol b) Capetol	c) Capital d) Capitalisation
88.	Which of these is an adjective?	
00.	a) Course <i>a</i> b) Coaurse	•c) Caorse d) Coarse
	Approx	
	C Ve	er - A - 8 of 9
	and the second s	

						Constant .				
89.	Fill in the blank.					a 0 m				
	Sh	e writes everyday ii	1 her			<li></li>				
	a)	dairy	b)	diary	c)	deary	d)	diery		
90.	W/I	hich of these expres	CAC C	listance?	the second	b .	2	diaments -		
90.	a)	Farther	b)	Father	0	Further	4)	Ferther		
	aj	1 artifer	0)	Tatlier	50)	1 urtifor	u)	1 citilei		
91.		refers to the	seco	nd – mentioned t	hing	of two things.	Ø			
/1.	a)	Later	b)	Latter	-	Latte	d)	Late		
	u)	Later	0)	Land	0)	Earle Cases	۹)	Luit		
92.	W	Which of these is a conjunction?								
	a)	Weather	~	Peace	c)	Piece	d)	Whether		
	u)	i cullor	attender of	D' •••••	•)		-)	·······		
93.	W	hich of these means	a pie	ece of wood?						
	a)	Wage 🦳		Wadge	c)	Wedge	d)	Wedje		
	)				Alternal		-)			
94.	W	hat is a participle of	allec	l when it is use	d as	a simple qualifying	g ad	ljective in front of a		
		un?								
	a)	Past participle		4 ⁴	b)	Participial adjecti	ve			
	c)	Participial noun		dimanip.	d)	Participial adverb				
		Magazine		GBY .		4				
95.	Fill in the blank with present participle :					A-2		~		
	Im	net a boy a b	ox of	chocolates.		ADY.	pes /			
	a)	carried	b)	carrying	c)	was carrying	d)	had carrying		
			- Nugerin		On	4	Ø			
96.		Pick out the participle in the following sentence :								
		lowing his aptitude,								
	a)	Knowing	b)	Aptitude	c)	Scored 🤍	d)	Runs		
						an at				
97.	Fil	Fill in the blank with past participle: by hate, he lashed out with a knife.								
				Sector .		Geny	15	TT · 11· 1		
	a)	Blinding	D)	Blinded	c)	Blind	a)	Having blind		
00	11/		:	14.5°	Antonio					
98.		ords of same sound		Antonyma		Homonyms	4)	None of these		
	a)	Soundnyms	b)	Antonyms 🥥	90)	Homonyms	u)	None of these		
99.	Sol	unding the same bu	t ene	It differently?						
<i>.</i>	a)	Symphonious		Homophonous	c)	Synonyms	d)	Saminymous		
	<i>a</i> )	Symphomous	0)	nomophonous	•)	o ynon yms	u)	Summymous		
100.	We	e at the party	6	har						
100.		Enjoyed ourself	• }	6.	b)	Enjoyed ourselves				
	- C	Played with	189	utsu)	d)	None of these.				
	•)	1 10,000	Gpy	52	-)	Contract Contractor	2			
			99	* *	* *	*				
		And the second s		•						
		16P)								

Ver - A - 9 of 9