## CBCS SCHEME

					Question Paper Version: A
USN					Question Paper Version: A

## Second Semester B.E./B.Tech. Degree Examination, Dec.2023/Jan.2024 Professional Writing Skills in English

「Time:	2 hrs.] [Max. Marks: 100]						
L							
	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.						
	Fill in the blank with standard English usage						
1.	We are sorry to announce that the shopkeeper .						
	a) has expired b) has passed away						
	c) has left off d) is no there anymore						

	<ul><li>c) has left of</li></ul>	f <sub>*</sub> #	10	d)	is no ther	e anymo	re	
	A	emacsis-	8 4		Go	Y		
	Fill in the bla	nk with standa	rd English u	isage	:	7		
	400	2		1000000	A #			
2.	Prepare well:	tomorrow you ha	ive a test to		Acardo			
	a) take	b) giv	W	c) (	consider		d)	give in
	Carry				7		,	8
	Fill in the bla	nk with approp	riate Noun	Pron	oun agreei	ment) ·		
10	1 m m the bu	an water pprop			our agree.			
3.	One must not	lose ten	per all the t	ime				
	a) his	b) her			their		4)	One's
100	<i>a)</i> 1113	o) ner	1	٠,	then		u)	One s
	Chaosa tha ar	propriate verb	in the cent	onco	•			
	Choose the ap	propriate veros	mathe sent	cncc	•			
4	Either the stud	ant or the topolo	ra :	to blo	ma for his	norform	ono	e in the final exams
4.	Either the stud	ent of the teache		10 012	ine ioi ins	perioriii	anc	e ili tile filiai exams
		( h) one		<b>a)</b>	****		4)	11100
	a) is	(b) are		c)	were		d)	was
	C1	. //						
	Choose appro	priate verb in t	ne sentence	•				
427	~ C	·	1.		9			
5.	City lights	a wonderful					15	
	a) are 🦸	b) we	re	c)	is		d)	None of the above

	Choose the correct Preposition in the	sentence :	ā
	enouse the correct reposition in the		
6.	We arrived in this City thirty years		
	a) ago b) before	c) by d)	away
	Choose the correct Preposition :	The second second	
7.	Though whatever happened was unavoi	dable, we are sorry the in	convenience it ma
	have caused you. a) from b) with	c) for	to
8.	What are the features of Report writing	?	
	a) Its written with a specific purpose	<ul> <li>b) It includes detailed inf</li> </ul>	
	c) It does not contain recommendation	s d) They are written casua	ılly
0	Front matter of Deport twiting congists	of desired	
9.	Front matter of Report writing consists a) Introduction b) Title Page	c) Acknowledgement d)	Both B & C
10.	Which among the following is a Routin	e Report?	
200	a) Inventory Reports b) Inspection R	eports c) Memo Reports d)	Both A & B
	L. D. Chiaire and Dusiness alon o	no and the same?	
11.	Is Proposal writing and Business plan o a) Yes b) No	c) Might be d)	None of the above
	a) 165 0) 110	c) might be	2,0222 82,332
12.	What are the methods of data collection		A series
	a) Personal observation	b) Mail Questionnaire	20 to 10 to
	c) Internet	d) A & B	
12	Solicited Proposals are		
13.	a) Sales Proposal	b) Uninvited Proposal	
	c) Proposed Proposal	d) Invited Proposal	
		4	
14.	Written Reports are:	Approximate the second	
	a) Informal in Nature	b) Ephemeral in Nature	
	c) More accurate and reliable	d) Easy for the speaker	
<b>15.</b> <sup>A</sup>	Structure of Proposal includes:	Alexander (1997)	
	a) Front matter, Main body & Back r	natter b) Introduction, Main b	ody & Conclusion
	c) Background, Technical section and	d Summary	
	d) Prefatory, Main Body and Suppler	nentary.	
16	Will - 62 - 1 - 1 - 1 - 1 - 1 - 1 - 1 - 1 - 1 -	1	
16.	Will cost estimate be included in a Projation a) Yes b) No		None of the abov
	a) Yes b) No	c) way be d)	Tione of the abov

Choose the correct form of Active / Passive voice of the given sentence :

17. I cannot accept your offer

- a) Your offer cannot be accepted by me
- b) I cannot be accepted by your offer
- c) The offer cannot be accepted by me
- d) Your offer cannot be accepted

## Choose the correct form of Reported Speech for the sentence:

820022	NEC						
18.	Suresh asked, 'How long will it take to travel	from Pune to Goa'?					
	a) Suresh asked how long it will take to trave	el from Pune to Goa.					
	b) Suresh asked how long would it take to tr	avel from Pune to Goa.					
	c) Suresh asked how long it would take to travel from Pune to Goa.						
	d) Suresh was asking how long it will take h						
	a) Saresh was asking new long it will take in	do daver nom rune to god.					
	Choose the correct form of Reported Speed	h for the sentence					
	Choose the correct form of Reported Speec	in for the sentence.					
19.	The sage said, "God helps those who helps the	emselves".					
E-100.5	a) The sage said that God helps those who he						
	b) The sage said that God helped those who						
	c) The sage said that God helps those who he						
	d) The sage said that God helped those who						
	d) The sage said that God helped those who	neip themserves.					
	Chassa samuest forms of Vating / Passing suit						
	Choose correct form of Active / Passive voi	ce for the sentence:					
20.	You need to clean your shoes properly.						
-0.	a) Your shoes are needed to clean properly						
	b) You are needed to clean your shoes prope	rly					
	c) Your shoes need to be cleaned properly	119					
	d) Your shoes are needed by you to clean pro	pnerly					
	d) Tour shoes are needed by you to clean pro	operty.					
21.	Choose the part of sentence in which gramm	matical array is naticed .					
21.	a) Everyone knows b) That the leopards						
	a) Everyone knows b) That the leopards	are c) faster d) of all animals					
22.	Choose the part of sentence in which gramma	tool arror is noticed.					
22.							
	7. 7. 7.	announced its new policy					
	c) the private institutions had	l) run into heavy weather					
22	Change the most of contained in which are						
23.	Choose the part of sentence in which gramma						
		next time when you					
	c) will be coming to Mumbai	l) you will bring my book					
	and	69°.					
	Choose the pair of word/phrase from t	he options given that best describe the					
	relationship to that of the given pair :						
24.	LIGHT : BLIND						
Z-T-	Tally and the same of the same	) language : deaf					
della di		voice : vibration					
	c) toligue . sound	i) voice : vioration					
	Complete the analogous maid						
	Complete the analogous pair :						
25.	as piano is to play.						
1903)	S 1.1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	) kitchen is to pen					
		Carpenter is to shovel.					
	e) book is to road	carpenter is to shover.					
	Complete the analogous pair :						
	Complete the analogous pan.	65					
26.	Helmet is to head as						
	a) Open is to up b	) Mask is to face					
	c) positive is to credit	negative is to debit					
	Ver-A Pa						

Œ	Cho	oose the appropria	te option	:			
27.	The	childless couple vi	sited the o	rphanage to	a child.		
	a)	adopt	b) Adap		Odopt	d)	Adapted
	150	•			*		
	Cho	oose the appropria	ite option	: (1)		á.	
28.	Vai	are quite right in s	aving so			Aptivis	
40.	a)	Qiete	b) Quiet	A 1900 A	Quite	d)	Queit
	u)	Qiete	<i>5)</i> <b>Q</b>			all the same of	57.6
	Fill	in the blanks with	appropri	ate verb that	would comple	ete the co	ollection :
••	. 1 1			d hanga thay or	a common in	, nawenan	er headlines
29.		oreviations	b) save	nence they ar	take	newspapi (h	use
	a)	catch	U) Save	c)	ture	۵)	
	Che	oose the correct o	otions by i	naintaining co	rrect subject	– verb c	oncord :
					•0		
30.	-124	ich of the days		the most?	1 D	الـ	Name of the above
	a)	suit	b) suits	c)	both A & B	a)	None of the above
	The	inainto advanto	ao in hovin	g a clear cut of	piective of hus	siness is 1	that it does not derail
	1 ne	e principie auvania;	not etrav	g a Clear cut of	direct route	that it h	as set for (2).
	Fnt	ernrises with well-	- defined c	biectives can c	onveniently u	ndertake	(3) and follow
	lon	g range developme	ent policie	s. Recognition	of objectives	s (4)	the temptation to
	con	npromise long rang	e objective	s for short terr	n gains and in	nproves c	o-ordination in work
		consistency in pol			hall y	Allian	
		· -	Agrange	No.	No.	10)	2
31.	1)	a. from	b. on	C.	along	d.	towards
22	-			0.4	· 16		
32.	2)	a. others	b. indust	ry c.	itself	y <b>a</b> .	government
33.	3)	a. production	b. resea	rch c	audit 🦸	d	appraisal
33.	3)	a. production	U. Tesca	C.	audit	•	фрицан
34.	4)	a. invites	b. defer	s c.	shifts	d	removes
10 <del>-10</del> 11-101	,	Car	27				
	Ch	oose the correct o	ption :	~ "			
25	- N	Linguistics is an i	aterecting o	subject b)	I inquistics	are an int	eresting subject
35.	a) c)	Both A & B	itteresting s	d)	None of the		cresting subject
	0)	Both A & B		A #	1,0110 01 1110		
	Ch	oose the correct o	ption : 🦼				
26				),	ld be be?		
36.	a)	Someone is knoc Someone is knoc					
	b) c)	Both A & B	King at the	d)		e above	
	0)	Domaco	sittle)	u)	1 tone of the		
	Ch	oose the correct o	ption:				
		4	_	4	at Carelt		
37.	a)	Some of them sti					
	b)	Some of them sti Both A & B	ii ieei tnat		None of the	ahove	
	c)	DUIII A & D		. u)	HOLLE OF THE	above	

38.	What is the position of "Details of the recipi		APPENDED TO THE PERSON OF THE								
	<ul><li>a) Left hand side</li><li>c) Below the salutation</li></ul>	b) d)	Top hand side Below the compli	mantary alagura							
	c) Below the salutation	u)	Below the compil	illelitary closure							
39.	Which of the following elements is not in letter?	eluc	led in 'standard ele	ements' in the busines							
	a) Letter head and date	b)	Salutation								
	c) Subject line	d)	Signature block	9 <sup>3</sup>							
40	Why do my write letter of amplication?			*							
40.	Why do we write letter of application?	by o	iving a job								
	<ul><li>a) To request the employer to do a favour by giving a job</li><li>b) To let the employer know of our address so that they can send offer letter</li></ul>										
	c) To let the employer know of our writing			offer letter							
	d) To provide the true information of o			why and how we are							
	the suitable candidate for the job.	0415	A TO MONOION .	vily and now we are							
	3		9								
41.	What is the standard font size	0									
	a) 10 - 12 b) 8 - 10	c)	12 - 14	d) 6 - 8							
2020	a. a 4	7									
42.	CV – Curriculum Vitae is used by	1.	F . D C	**************************************							
	a) Trainers	p)	Experience Profess	sionals							
	c) Freshers	d)	All of the above								
43.	Which is the most commonly used letter lay	out?		4							
75.	a) Semi – Block layout		Simplified layout	(Planta)							
	c) Formal layout	d)	Full Block layout	3 <sup>y</sup>							
	9	20	*	de.							
44.	Which of this is not a type of Resume?	6									
	a) Chronological Resume	b)	Hybrid Resume								
	c) Biodata	d)	Non - Traditional								
	What all to the choice		* * * * * * * * * * * * * * * * * * *								
45.	What is the full form of BCC?	L\	Diz d Control Con	22							
	<ul><li>a) Bold Carbon Copy</li><li>c) Broad Carbon Copy</li></ul>	100000	Blind Carbon Cop Blade Carbon Cop								
	c) Broad Carbon Copy	u),	Blade Carbon Cop	y							
46. 4	What is the pitfall of email writing?										
Approx	a) Casualness b) Cheap	c)	Fast	d) Flexible							
		1350									
47.	Blog is also called as										
	a) Webspace b) Weblog	c)	Web - Blog	d) My space							
40											
48.	Use to keep your blog catchy.	<b>a</b> )	Pictures	d) Madia links							
	a) Stylish fonts b) Fancy colours	C)	rictures	d) Media links							
49.	Which among these are stumbling blocks of	f an e	effective Reader								
	a) Reading aloud b) Regression		Developing eye Spa	an d) Both A & B							
	The state of the s	-,	1 5 7 7								
50.	Which among the following is not a strategy	y for	effective Reading?								
	a) Skimming b) Scanning .	c)	Speed Reading	d) Extensive Reading							

51.	Wha	at is a Paragraph?							
	<ul><li>a. a paragraph is a series of sentences about one main idea, or point.</li><li>b. A paragraph typically starts with a point and the rest of the paragraph provides</li></ul>								
	b.	A paragraph typic	ally starts with a poi	int and	the rest of the par	agra	pn provides		
		specific details to	support and develop	that p	oint.				
	c.		main idea of an ess	say.		4	D 1 C		
	a)	A and B	b) A and C	c) 1	All of the above	/a)	B and C		
				7	No.	all h			
52.	Wh	at is not a feature o	f an essay?	awawa a	_ ,	All.			
	a)	Unity		/	Coherence				
	c)	Expansion & Emp	hasis 🦾 🎾	d)	Source Information	n			
53.	Chr	onological resumes	are used for	12.	,				
	A.	Showing a stead a	nd growth in particu	ular ca	reer field.				
	B.	Provides Education		6					
	C.	Provides work ex		399	7	2			
	a)	A and B	b) A and C	_ c)* .	All of the above	d)	B and C		
			,All	esembly.	nati National to Market				
54.	The	e following form of	of condensation inv	olves	the writing to his	ghlig	ht the purpose and		
	sco	pe of work.	to the state of th						
	a)	Synopsis	b) Abstract	c)	Paraphrase	d)	Summary		
		A	A Canada						
55.	Cho	oose the correct star	No. of the contract of the con			19270-08-11			
	a)	Sheela herself onl		71.88	Sheela did this pr	oject	all by herself		
	c)		oject all by herself of	only	, , , , ,	n, y			
	d)	Sheela did this pro	oject, by self.	(a)	9"	Garage.			
= (	CI.	the semest sto	J	7	√ °				
56.		oose the correct sta	The second secon	b)	Yesterday, I will	he or	oing for a movie		
		Yesterday, I went		d)	Yesterday, Movi				
	c)	Yesterday, I am g	onig for a movie	u)	1 cstcrday, 1viovi	CIS	<b>.</b>		
67	Ch	oose the correct ans	War:				20		
57.		I am here only	b) I am here	c) /	I here	d)	None of the above		
	a)	Tam here omy	U) I ammere	<b>C)</b>	J. C. C.	۳)			
58.	Ch	oose the correct ans	cwer '	2 1	(4)				
30.			ogether and do the p	roject					
	a) b)	Lets collaborate t		o jeet	•				
Con	c)		with each other and	do the	project				
	d)	None of the above		40 1110	project.				
	u)	Trone of the door							
59.	WI	hat are the elements	of Professional wri	iting?					
57.	a)	Introduction	/ O	b)	Classifying				
		Providing evidence	e and example	d)	All of the above				
	٠,	110 Hamily Critatine	- P	/					
60.	Sir	nce an urgent email	requires immediate	attent	ion, we must choo	se to	write the entire tex		
00.		capital letters:			america (# 0 11 11 Ceres e e e e e e e e e e e e e e e e e e				
	a)	True		b)	False				
	1	Julia .	•						

## Read the following passage and answer the questions that follow: $[Q.\ No\ 61-\ Q.No\ 65].$

Many sociologists have argued that there is functional relationship between education and economic system. They point to the fact that mass formal education began in industrial society. They note that the expansion of the economics of industrial societies is accompanied by a corresponding expansion of their educational systems. They explain this correspondence in terms of the needs of industry for skilled and trained manpower, needs which are met by the educational system. Thus, the provision of mass elementary education in Britain in 1870 can be seen as a response to the needs of industry for a literate and numerate workforce at a time when industrial processes were becoming more complex and the demand for technical skills was steadily growing.

- 61. The industry needs a literate work force because
  - a) its expansion needs sound learning
- b) it relies heavily on expertise
- c) it promotes a competitive spirit
- d) its operations need intricate technical knowledge.
- 62. The author argues that
  - a) formal education can be traced to industrial society.
  - b) industrial society is responsible for expansion of education at mass level
  - c) industrial society gave rise to vocational education.
  - d) industrial society changed the pattern of education.
- 63. The observation of the sociologists are based on a study of
  - a) the statistical data available in a historical context.
  - b) Economic system of the 19<sup>th</sup> century.
  - c) the co-relation between industry and education in a historical context.
  - d) growth of industry 19th century.
- 64. The sociologists referred to it in the passage say that the relationship between industry and elementary education was one.
  - a) based on mutual need
  - b) based entirely on the need of the industry
  - c) based entirely on economic need
  - d) based on some inexplicable historical forces
- 65. By 'functional relationship' is meant
  - a) a short term relationship
- b) practical and utilitarian relationship
- c) temporary arrangement
- d) close and unbreakable relationship
- 66. What are transitions in Paragraph writing?
  - a) The sentences that express the main point, or idea, of a paragraph.
  - b) Reasons, examples and other details to support the main point of the paragraph
  - c) Signal words that increase the effectiveness of organizing support for each paragraph, using time order or listing order.
  - d) A series of sentences about one main idea, or point.

	-,	b)	have always been		
	c) had always been	a)	None of the above		
68.	Even after several long hearings, the jury	ma.	sharply divided on t	he v	erdict.
	a) was b) were	c)	have	d)	had
	Page 1	-0	A	entinoidi Marini	
69.	Choose the correct option based on modifier	s:	الله والمحمد والمام والمام والمام والمام والمام	7	acttle
	A. Being raised in the sand, the parents known and the sand in the sand in the sand	ew	that the castle would	t it s	would not settle
	B. As the castle was being raised in the sar a) A b) B	c)	A & B	d)	None of them
	a) A b) B	c)	AWD Coy	۵)	110110 01 1111111
70.	Choose the correct option based on modifier	s:			
	A. He retook the test to improve his score.		Attitude		
	B. To improve his score, the test was taken	n ag	gain.	1\	NT - C11
	a) A b) B	c)	A & B	d)	None of them
	Character age and maning of proyerh / idio	m	· To cry wolf		
71.	Choose the correct meaning of proverb / idio a) to listen eagerly	b)	to give false alarm		
	c) to turn pale		to keep off starvati		
			•		
72.	Choose the correct meaning of proverb / idio	m	: to smell a rat		unio diversi 🛥 konsensionojoj
	a) to see signs of plague epidemic	b)	to get bad smell of		ead rat
	c) to suspect foul dealings	d)	to be in a bad moo	d \	<b>b</b>
72	His health since he left the city.	P			
73.	a) Improved b) has improved	c)	had improved	d)	could improve
	u) improvou	B	Approximate	363)	•
74.	I boughtoranges.		GAY		7 W W
	a) great some big b) big great some	c)	some great big	d)	great big some
	What is Calling a Cling?				
75.	What is feminine of lion? a) Lion b) Lions	c)	Lioness	d)	Lionies
	a) Lion b) Lions	٠,	Lioness	ω)	Diomes
76.	Choose the incorrect response:	4	7		
4	a) person - people b) lady - ladies	c)	man - men	d)	photo - photoes
77.	Choose the irregular plural:	۵)	shelves	٩)	books
	a) wives b) mice	C)	SHEIVES	u)	DOOKS
78.	Are you attending reception today?				
	a) a b) an	c)	the	d)	no article
	- Annah				er e
79.	She wants to become engineer.			١٤.	ma anti-1-
	a) a b) an	C)	the	d)	no article
80.	Does wood sink in water? (Which word is a	m	aterial noun?l		
00.	a) sink in water, (which word is a	2.00	water	4)	wood

81.	The vase	I bought in	Walmart	broke w	hen	I dropped i	t.	
	a) who	b)	whose	C	e) w	vhich	d)	where
82.	The brides wer	e much	than the	grooms	./@	* * *		
	a) young	b)	younger	C	;) ;	youngest	d)	None of these
83.	The Ship	to the bot	tom of the	sea	39"			
00.	a) sank		sink		e) s	inking	( d)	sunking
84.	It was pitch dan	k however	there	a raw	of I	ight that car	me from th	e farmer's hut
04.	a) was	b)	is			an be	No.	could be
85.	Terry sle	eens in the	flernoon I	Te consi	ders	it a waste	of time	
05.	a) usually		often			ometimes	1970	never
	a) usuany	(0)	Onch	`	<i>, ,</i> 3	Offictiffics	u)	nevei
86.	I don't	like this ve	getable		G	<b>9</b>		
	a) Uh!	b)	Oh!		;)° I	Ugh!	d)	Whew!
87.	The local team	scored 3 go	als	the first	half	of the mate	ch.	
e deservice de la company	a) at		for		;) i			on
88.	you'	ve got a cha	nce vou mi	ght as w	ell i	make full u	se of it	
00.	a) As soon as	- CONTRACT	Now that	_		Although		After
38	u) 115 50011 us	0)	11031	17	, . 		7	
89.	Interpersonal C	Communicat	ion ·				Alfasan	à
0,,	그리고 있었다. 하는 경에 이렇게 없는 사이지 않는 사람이 없다면 보다 되었다.	nmunication	S7A.	her pers	on.	Y	Sally y	
		mmunicatio		- 100			4	
	and the second s	s in which i		2 (0)	N 100	h animals		
	d) all of the a						<b>'</b>	
	C	y		S-0				
90.	What is true ab	out body la	nguage?	7		4		
		onsidered th		nest' for	m ç	of communi	cation.	100
	b) It's the san				G	AY		
	c) Most peop	le don't pay	attention	to others	bo	dy language	ð.	
	d) All of the	above.	)		380			
A,		1			E.			
91.	The tone of the	Speaker sh	ould be	9				
	a) loud	b)	clear	<i>*</i>	;) l	low	d)	soft
92.	Which of the q	ualities are	important i	n Group	dis	cussion?		
		stability b)	- 10000000			gnorance	d)	Aggressiveness
93.	Facial expressi	ons are a na	rt of	7				
,,,	a) Gestures				) (	Sign langua	ge	
	c) Body lang	uage				Verbal com	•	
	c) Body lang	4		-	•)	Crour Com		
94.	The first object	ive in groun	discussion	n is to:				
<i>y</i>		roup's atten			0) 1	prove your	superiority	<b>T</b>
	c) act as a self				50.0			
	d) create sub				Г			
	a) Stoute Sub	D	_					

95.		
	a) state the point of discussion b) be courteous	
	c) write warm – up sentences d) Both B & C	
96.	. D Ci	· A lincolion
	A. Personal Interview C. Aptitude test B. Screening of D. Group Discu	
	C. 14 11	d) abcd
	a) dcab b) bcda c) cadb	d) abed
07	Why do they conduct Aptitude Round?	
97.	a) to understand your technical knowledge b) to understand	d your behavior
	c) to understand your logical ability d) All of the above	
	c) to understand your logical domey	
98.	B. How should you prepare successfully for your interview?	
70.	a) know the company profile b) know yourse	elf – strengths / weakness
	c) review common Interview questions d) All of the ab	ove
99.		
	a) Summary b) Conclusion c) Para phrasing	d) Precise writing
100.		(6.7672
	a) Informative listening b) Empathetic	
	c) Appreciative listening d) Analytical li	stening.
	The state of the s	Gray Y
		4
		×
	****	**
-	A	