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Question Paper Version : A

Second Semester B.E./B.Tech./B.Arch/B.Plan. Degree Examination,
June/July 2024

Professional Writing Skills in English

[Time: 2 hrs.]

[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 verb that agrees with the subject :

1. Education _____ is the key to success.
a) is b) were c) are d) have
2. Raj along with his coach _____ tennis every morning.
a) play b) played c) plays d) was playing
3. A Committee _____ been formed to look into the matter.
a) are b) have c) has d) were
4. Good friendship _____ your mind and body healthy.
a) keeps b) keep c) is keeping d) kept

Choose the correct pronoun that agrees with the noun :

5. One should do _____ duty.
a) One b) One's c) Ones' d) Ones
6. Many students improved _____ test scores.
a) there b) theres c) their's d) their
7. All the furniture is in _____ original condition.
a) its b) it c) it's d) them

Fill in the blanks with appropriate adjectives :

8. Sheela lives at the _____ end of this street
a) Further b) Farther c) Father d) Farthers

9. My sister has a good _____ friends.
a) many b) much c) more d) low
10. Shalini is _____ than her sister Malini.
a) tall b) tallest c) taller d) more tall

Choose the appropriate adverbs :

11. They worked _____.
a) hardly b) hard c) harder d) most hard
12. The King treated the beggar _____.
a) royal b) royally c) more royally d) royaller
13. I stroked the cat _____.
a) gentle b) gentler c) gently d) gentlest

Choose the right form of the verb :

14. I _____ what to do.
a) know b) knows c) knowing d) am knowing
15. The sun _____ in the East.
a) will rise b) rises c) rise d) rising
16. I _____ a laptop.
a) am having b) haves c) have d) having

Select the correct tense of the Verb :

17. My friend _____ in Chennai for twenty years.
a) has lived b) lives c) had lived d) lived
18. The Boy _____ her quite well.
a) was knowing b) knew c) to know d) is knowing

Choose the correct article from the given options :

19. _____ ships are made in India.
a) The b) A c) An d) no article
20. She is _____ good dancer.
a) An b) a c) the d) no article
21. All _____ students of first year are invited.
a) an b) a c) the d) no article

Select the correct preposition from the given option to complete the gap :

22. Flour is made _____ wheat
a) of b) from c) with d) to
23. The delegates agreed _____ the Prime Minister.
a) with b) to c) from d) of

24. I have been working here _____ 2018.
a) for b) since c) from d) of
25. What are you looking _____?
a) on b) of c) at d) in

Choose the right Conjunction from the given options to complete the gap :

26. The train stopped _____ the man got off.
a) and b) or c) so d) but
27. _____ it can be difficult, learning a musical instrument can also be rewarding.
a) Before b) While c) Yet d) So
28. He is dishonest _____ he suffers.
a) therefore b) although c) though d) yet

Select the correct meaning of the underlined idiom :

29. I am really feeling under the weather today. I have a terrible cold.
a) not to feel well b) not to agree c) not to assess d) to feel happy
30. He gave his cold shoulder at my bad times.
a) Shiver b) cold meat c) to ignore d) most important
31. The English test was a piece of cake.
a) very easy b) very difficult c) complicated d) complex

Choose the appropriate phrases from the given options to fill in the blanks :

32. We _____ to meet you soon.
a) look into b) look forward c) look up d) look to
33. The new director has _____ charge of the Company.
a) take up b) taken off c) taken over d) take out

Select the correct gender of the underlined word :

34. The guests have arrived at the venue.
a) Masculine b) Common c) Neuter d) Feminine
35. The tree has lost its foliage.
a) Masculine b) Feminine c) Common d) Neuter
36. My father is a good cook.
a) Common b) Neuter c) Masculine d) Feminine

Choose the correct word which indicates the right option to complete the gap :

37. This dog is _____
a) deceased b) diseased c) dissect d) diceased
38. He childless couple visited the orphanage to _____ a child.
a) adopt b) adept c) adapt d) addopt

39. Which of the following sentence does not contain misplaced modifier :
 a) While eating a burger, Jane waved to the crowd.
 b) Covered in fluffiness, the couple played with the Kitten
 c) While playing , Lawrence jumped on the feathers.
 d) Having eaten lunch, the girl turned on the loptop.
40. Choose the best options in the following sets of sentences :
 a) I like her childish face b) I like her child's face
 c) I like her face like child d) I like her face child
41. Where should the main idea be put up in a paragraph :
 a) beginning b) middle c) at the end d) after the paragraph
42. Which of these is not a type of essay?
 a) Narrative b) Descriptive c) Argumentative d) Personal
43. Which of these is not a kind of a paragraph?
 a) Descriptive b) Narrative c) Expansion d) Persuasive
44. Choose the appropriate punctuation marks required in the following sentences : Alas ___
 a) ? b) ; c) ! d) *
45. Which of these is not a punctuation mark?
 a) Full stop b) Comma c) Colon d) Hashtag
46. Which of these is not a part of a proposal?
 a) First page b) Outline c) Complaint d) Contents
47. Which of these is not a characteristic of a good essay?
 a) Brevity b) Dignified style c) Fakeness d) None of these
48. A precise must always have a ___
 a) subheading b) heading c) story d) incident
49. Which of these is not allowed in a precise?
 a) Semicolon b) Verbs c) Heading d) Abbreviations
50. Which of the following sentences are examples for errors due to Indianism?
 a) I will revert back b) I live here only
 c) Lets order for burgers d) All of these
51. 'He is my most favourite actor' can be corrected as :
 a) He is my more favourite actor b) He is my favourite actor
 c) He is favourite actor d) Favourite actor is he mine.
52. Which of these must never be a basis for a technical report?
 a) Facts b) Tests c) Personal Prejudices d) Experiments
53. Which of these is not a part of a report?
 a) Front matter b) gender c) Front cover d) Title page
54. Annual report is an example of
 a) Periodic report b) Informal report c) Formal report d) Group report

Choose the pair of word from the options given that best expresses a similar relationship to that of the given pair :

55. Flow : River : Stagnant : ?
 a) Rain b) Stream c) Pool d) Canal
56. Venus : Planet : : Moon : ?
 a) Galaxy b) Satellite c) Solar system d) Asteroid
57. Cricket : bat : : Hockey : ?
 a) field b) stick c) player d) ball
58. Dog : Rabies : : Mosquito : ?
 a) Plague b) Death c) Malaria d) Sting

Choose the correct form of Active / Passive voice of the following sentences :

59. I wrote an essay.
 a) An essay was written by me b) An essay by him was written
 c) An essay was being written by me d) An essay had written by me
60. He could not lift the box.
 a) The box cannot be lift by me b) The box could not be lifted by him
 c) The box cannot be lifted by him d) The box can't be lifted by him
61. One must keep one's promises.
 a) One's promises are kept b) One's promises must kept
 c) Ones promises were kept d) One's promises must be kept
62. The boy laughed at the beggar.
 a) The beggar was laughed by the boy b) The beggar was being laughed by the boy
 c) The beggar was being laughed at by the boy
 d) The beggar was laughed at the boy.
63. I know him.
 a) He is known b) He is known to me
 c) He is known by me d) He was known by him.

Select the correct form of Reported speech of the following sentences :

64. He told her, "I want to meet your father".
 a) He told her that I Want to meet your father.
 b) He told her that he wanted to meet her father.
 c) He told her that he wanted to meet father
 d) He told her that she wanted to meet her father.
65. He said, "I saw a book here".
 a) He said that he saw a book then b) He said that he saw a book there
 c) He said that he had seen a book here d) He said that he had seen a book there
66. He asked me why I was late.
 a) He asked me, "why are you late?" b) He asked me, "why I was late?"
 c) He asked me, "why you are late?" d) He asked me, "why am I late?"

67. His sister said to Arjun, "Bring me a colourful dress".
 a) His sister said to Arjun bring me a colourful dress.
 b) His sister said to Arjun to bring her dress
 c) His sister asked Arjun to bring her a colourful dress
 d) His sister asked to Arjun bring me a colourful dress.
68. Nancy said, "I may leave tomorrow".
 a) Nancy said that she might leave the next day
 b) Nancy said that she might leave tomorrow
 c) Nancy asked if she should leave the next day
 d) Nancy informed me to leave tomorrow
69. She said, "They will be leaving soon".
 a) She said that they would leave soon b) She said that they are leaving
 c) She said that they would be leaving soon d) She said that they will leave soon
70. The Captain said to his men, "Stand at ease".
 a) The Captain told his men to stand at ease.
 b) The Captain wanted his men to stand at ease
 c) The Captain told his men that they should stand at ease
 d) The Captain commanded his men to stand at ease.

Choose the part of sentences in which grammatical error is noticed :

71. If suppose/you take my book today / will you return it tomorrow?
 a) If suppose b) You take my car today
 c) Will you return it tomorrow d) No error
72. The criminal killed / the innocent man / by a pistol.
 a) The criminal killed b) The innocent man
 c) by a pistol d) No error
73. The three pieces suit / he was wearing was bought from / one of the best garment stores / in the Country.
 a) The three pieces suit b) He was wearing was bought from
 c) One of the best garment stores d) In the Country
74. Joshna has been very fond of / these kind of books / since his early childhood.
 a) Joshna has been very fond of b) these kind of books
 c) since his early childhood d) No error
75. Choose the most logical order of sentences from among the given choices to construct a coherent paragraph.
 A) The real clincher, however is the compensation package
 B) Mulling over a job offer
 C) The Company is bigger and the designation better
 D) Is it several times more – or isn't it?
 a) BCDA b) BCAD c) BADC d) BACD
76. Which of these is not used to conclude a business letter?
 a) Your faithfully b) Yours truly
 c) Yours sincerely d) With kind regards

77. The key point of a formal letter is written in which part of a formal letter?
 a) Intro b) Heading c) Subject d) Body
78. Which of these must be avoided in business letters?
 a) Polite words b) Formal words c) Abbreviations d) Clear details
79. Which of these is not mentioned in a job description CV?
 a) Date b) Name c) Nationality d) Education
80. Curriculum Vitae is a _____ word
 a) Latin b) Indian c) German d) American
81. Which of these proposals are academic in nature?
 a) Research proposals b) Business proposals
 c) Personal proposals d) Musical proposals
82. Which of these is not a parameter in a report?
 a) Extent of information b) Duality of information
 c) Age of writer d) Ability to acquire information
83. There is a barrier to communication when words are altered in a _____ sense.
 a) positive b) negative c) polite d) good
84. Which of these is not an element of non – verbal communication?
 a) Personal appearance b) Posture
 c) Eye – contact d) Name of the speaker
85. Which of these does not enhance listening skills?
 a) attention b) frankness c) ignoring d) clear preception
86. Which of these must be avoided in a speech?
 a) illogical sounds b) gestures c) eye - contact d) interest
87. How is good technical writing achieved?
 a) naturally b) by practice c) listening d) speaking
88. Technical writing is same as general writing.
 a) True b) False c) May be d) May not be
89. Which of these is the easiest way of communication?
 a) Telephone b) Fax c) e-mail d) Letter
90. Identify the false statement about Blog writing.
 a) Blog is a personal / online diary b) A person can't maintain multiple blogs
 c) Blogs can be in any language d) Blog is also called Weblog
91. Which of these is not a step in the preparation of an Interview?
 a) Analyzing yourself b) Identifying your skills
 c) Being negative d) Revising your subject
92. Which of these is not an element of the speaking technique?
 a) Voice quality b) Word stress c) Appearance d) Correct tones

93. Which of these is the first step in the listening process?
a) Stop talking b) receiving c) interpreting d) responding
94. A typical presentation would have the following part in its structure.
a) Main body b) Conclusion
c) Question and response d) All of these
95. Which of these must be avoided in a group discussion?
a) Speaking facts b) Asking questions
c) Speaking fast d) Speaking with clarity
96. In a group discussion we should be
a) assertive b) dominating c) subjective d) ignorant
97. Which of these must be avoided in any presentation?
a) proper grammar b) Complex words c) Short sentences d) Clear voice
98. Which of these is the best way to establish a proper rapport with audience?
a) Pointing a finger b) Making eye – contact
c) Waving your hands d) Standing erect
99. What are the types of Inter – personal communication skills?
a) Direct and Indirect b) Verbal and ordinary
c) Direct and passive d) Verbal and Non - Verbal
100. In Intra – personal Communication.
a) Sender sends and receives the message
b) Sender sends and another receiver receives the message
c) Sender sends and two receivers receive the message
d) Sender sends and the group receives the message.
