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Question Paper Version : A

**Second Semester B.E./B.Tech. Degree Examination, June/July 2023**  
**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.

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1. Which one of the following words is an example of a preposition?  
a) into                      b) if                      c) many                      d) you
  2. Which one of the following words is an example of an interjection?  
a) soon                      b) when                      c) ouch                      d) within
  3. Which one of the following words is an example of an conjunction?  
a) and                      b) run                      c) below                      d) her
  4. Doctor : Nurse : : ? : Follower (Select the correct answer (verbal analogy) for the question mark).  
a) Employer                      b) Leader                      c) Worker                      d) Manager
  5. Tractor : Trailer : : Horse : ? (Select the correct answer (verbal analogy) for the question mark).  
a) stable                      b) cart                      c) saddle                      d) engine
  6. Select the correctly spelt word.  
a) Servent                      b) Sarvent                      c) Servant                      d) Sarwant
  7. Which one of the following words is an alternate for distant?  
a) Faher                      b) Further                      c) Short                      d) Farther
  8. \_\_\_\_\_ refers to the second-mentioned things of two-things.  
a) Later                      b) Latter                      c) Letter                      d) Late

**Select the correct phrasal verb to fill the blank in the given sentence : (Q9 –Q11)**

9. We haven't been able to decide on who is going to \_\_\_\_\_ our baby while we are on the business trip next week.  
a) fall out                      b) come to                      c) get by                      d) look after
10. My check up results indicate that I have to \_\_\_\_\_ all my bad habits at once.  
a) keep on                      b) let down                      c) give up                      d) put across
11. Choose the word which is most similar (synonym) in meaning to the word "Abundant".  
a) Scarce                      b) Plentiful                      c) Sparse                      d) None

**Select the suitable verb to fill in the blank : Q12 – Q14**

12. He \_\_\_\_\_ around the filthy room in distaste.  
a) looked                      b) looking                      c) look                      d) is looks
13. We \_\_\_\_\_ to new house, because the old house was small for our family.  
a) shifted                      b) shifts                      c) are shifted                      d) shifting
14. It was found that some students \_\_\_\_\_ not attending their classes.  
a) were                      b) was                      c) do                      d) is
15. Select the correctly spelt word.  
a) Accelerete                      b) Acelerate                      c) Accelerate                      d) Acellrate
16. Select the correctly spelt word.  
a) Abbreviate                      b) Abreviate                      c) Abrrviate                      d) Abbreviat
17. Cricket : Bat :: Hockey : ?  
a) Field                      b) Stick                      c) Player                      d) Ball
18. Which one of the following words is correct for a page in a book?  
a) Foreward                      b) Forword                      c) Forworde                      d) Foreword
19. Which one of the following is the correctly spelt word?  
a) Acknowledgment                      b) Acknowledgement  
c) Acknowlegment                      d) Acknowlegement
20. Which one of the following is a synonym for "barbarian"?  
a) unkind                      b) Impolite                      c) Unlikeness                      d) Uncivilized
21. Synonym of the word 'absolute' is :  
a) Division                      b) Complete                      c) Small                      d) Half
22. You should \_\_\_\_\_ such stupid mistakes (select the correct word to fill in the blanks)  
a) avoid to made                      b) avoid make                      c) avoid making                      d) avoid to have
23. A group of words that makes a complete sense or gives complete meaning is called as \_\_\_\_\_.  
a) Clause                      b) Phrase                      c) Principal clause                      d) Sentence



24. A recent survey identified the UK as \_\_\_\_\_ place in Europe to buy a car. (Select the correct superlative degree word).  
a) most expensive                      b) the more expensive  
c) more expensive                      d) the most expensive
25. Take this medicine and you will get rid \_\_\_\_\_ the cold. (Select the correct preposition to fill in the blank).  
a) of                      b) over                      c) at                      d) from
26. Which one of the following refers to a piece of wood?  
a) wage                      b) wadge                      c) wedge                      d) wedje
27. Select the wrongly spelt word.  
a) Annek                      b) Anniversary                      c) Animate                      d) Animosity
28. Moon : Satellite :: Earth : ?  
a) Sun                      b) Planet                      c) Solar system                      d) Asteroid
29. The ordered gift \_\_\_\_\_ very lovely. (Select the suitable auxiliary verb to fill in the blank).  
a) were                      b) do                      c) was                      d) dare
30. Choose the word which is most opposite (Antonym) in meaning to the word "Quiescent".  
a) Indifferent                      b) Weak                      c) Active                      d) Responsive

**Choose the correct prepositions in the following sentences :**

31. We arrived in this city thirty years \_\_\_\_\_.  
a) age                      b) before                      c) by
32. Don't you know \_\_\_\_\_ holidays all schools remain closed?  
a) between                      b) Since                      c) During
33. The little kid was run \_\_\_\_\_ by the speeding vehicle.  
a) on                      b) over                      c) above
34. The Banerjee family lives \_\_\_\_\_ 242, circular road, Dehradun.  
a) in                      b) on                      c) at
35. Let's not worry about anchoring ; we have Anushree who is really good \_\_\_\_\_ it.  
a) for                      b) at                      c) with
36. Though whatever happened was unavoidable, we are sorry \_\_\_\_\_ the inconvenience it may have caused you.  
a) for                      b) from                      c) with

**Read the following sets of sentences and choose the structure that expresses the idea in the best possible manner : (Q37 – Q40)**

37. a) Let I read the report and decide about the matter.  
b) Let me read the report and decide the matter.
38. a) The book is written by Shakespeare either or one of his contemporary.  
b) The book is written either by Shakespeare or by one of his contemporaries.

39. a) With his arrival, the spectators greeted the superstar.  
b) On his arrival, the spectators greeted the superstar.
40. a) How can he be promoted? After all, he is junior to me.  
b) How can he be promoted? After all, he is junior than I am.

**Choose the expressions that collocate naturally with each other and strike out the inappropriate options :**

41. Let me take a \_\_\_\_\_ look at the report and only then comment on it.  
a) quick                      b) fast
42. Vikram's car is costlier than mine, because it has a \_\_\_\_\_ engine.  
a) Strong                      b) Powerful
43. Ten passenger's were injured in the accident.  
a) dangerously              b) seriously
44. \_\_\_\_\_ on the salt please.  
a) Forward                    b) Pass
45. They made an attempt, but failed.  
a) Totally                      b) Miserably

**Cloze Test :** The following passage consists of a few blanks, which have been serially numbered from 46 to 50, at the end of the passage, these serial numbers are repeated with each carrying four choices of words marked a-d. An appropriate option from these alternatives needs to be chosen to fill in the blanks.

The human body is not meant to eat meat. Our teeth \_\_\_\_\_ designed for vegetables and fruits. Our digestive system is not meant to digest meat. Nature also \_\_\_\_\_ our body to digest oil or sugar. Nature \_\_\_\_\_ that our body \_\_\_\_\_ oil. So she gave us nuts containing oil.

46. a) is                              b) are                              c) have been                      d) has been
47. a) has not created              b) does not create              c) did not create              d) do not create
48. a) knows                              b) knew                              c) has known                      d) has been knowing
49. a) is requiring                      b) has required                      c) will require                      d) requires
50. The said, "My parents are going to Mumbai". The indirect speech of the given sentence is :  
a) She said that my parents had gone to Mumbai  
b) She said that her parents were going to Mumbai.

**Rearrangement of the sentences for questions 51 through 53 :** Read the group of phrases labeled a, b, c and d. For a meaningful sentence the four phrases are to be in the order.

51. As soon as possible / and hold polls in the state  
(a)                                      (b)  
/ remedy its error / the election commission must.  
(c)                                      (d)  
a) bacd                              b) acdb                              c) dcba                              d) abdc



52. To discuss / Prime Minister / matters of country / called meeting.  
 (a) (b) (c) (d)  
 a) bacd b) acdb c) bdac d) abdc
53. Looked around / in distaste / He / the filthy room.  
 (a) (b) (c) (d)  
 a) dcba b) cadb c) dcba d) abdc
54. I take exercise daily. The correct passive voice form is,  
 a) Exercise is been taken daily by me.  
 b) Exercise is taken daily by me.
55. The city will have \_\_\_\_\_ medical college soon.  
 (Fill in the blank with correct article)  
 a) an b) a c) both d) None
56. Choose the word which is most opposite (Antonym) in meaning to the word "optimistic".  
 a) bright b) promising c) pessimistic d) none
- Fill the following sentences with those that conform to standard English usage :**
57. Stop writing, Time is \_\_\_\_\_.  
 a) down b) off c) up d) over
58. We are expecting 30 more \_\_\_\_\_ to join us on lunch.  
 a) Strangers b) Visitors c) Guests d) None
59. We took our lunch in a \_\_\_\_\_ on the way.  
 a) Hotel b) Restaurant
60. The meeting will resume at \_\_\_\_\_.  
 a) seven thirty b) half past seven
61. The college will remain closed between 2.00 pm \_\_\_\_\_ 3.00 pm.  
 a) to b) from c) and

**Choose the correct options by maintaining subject verb concord in the following sentences:**

62. Holidays \_\_\_\_\_ just round the corner.  
 a) is b) are
63. \_\_\_\_\_ anyone inside the room?  
 a) is b) are
64. One of the girls \_\_\_\_\_ wearing a red color saree.  
 a) was b) were
65. The boy who is moving with that group of students \_\_\_\_\_ my brother.  
 a) is b) are
66. The news \_\_\_\_\_ rather depressing.  
 a) was b) were

**Read the following sentences and identify whether they are Introducer, Developer or Terminator in a paragraph for the questions (67 – 71)**

67. To sum up, suffice to say that corruption has corroded our country.  
a) Introducer      b) Developer      c) Terminator
68. Man is born free but he finds himself in chains everywhere.  
a) Introducer      b) Developer      c) Terminator
69. Meanwhile, his business had started taking a downslide.  
a) Introducer      b) Developer      c) Terminator
70. Therefore, all we can do is just sit silently and pray.  
a) Introducer      b) Developer      c) Terminator
71. Further, it is also important for a manager to be punctual and methodical.  
a) Introducer      b) Developer      c) Terminator
72. Precis means \_\_\_\_\_.  
a) Expand      b) Condense
73. A paragraph is made of \_\_\_\_\_ major parts.  
a) Three      b) Four
74. The sentence that introduces the main idea in a paragraph is called \_\_\_\_\_.  
a) Concluding      b) Supporting      c) or Topic
75. A paragraph consists a group of \_\_\_\_\_.  
a) Words      b) Sentences      c) Ideas
76. Typographical symbol of the paragraph is called as \_\_\_\_\_.  
a) Crow      b) Pilcrow
77. Which of this is not a punctuation mark?  
a) Full stop      b) Comma      c) Colon      d) Hashtag
78. Choose the correct statement.  
a) My aunt who lives in Mumbai is a doctor.  
b) My aunt, who lives in Mumbai, is a doctor.
79. Choose the sentence that is punctuated correctly.  
a) I met a beautiful European, woman      b) I met a beautiful European woman
80. Choose the sentence that is punctuated correctly.  
a) Don't touch the wet paint !  
b) Don't touch the wet paint.

**For each of the following, choose the sentence that ends with the correct punctuation mark.**

81. a) What is your teacher's name?      b) What is your teacher's name.
82. ¶ - This symbol is used to indicate a new \_\_\_\_\_.  
a) Sentence      b) Paragraph      c) Word



83. Which of these must be avoided in professional writing?  
 a) Facts                      b) Grammar                      c) Punctuation                      d) Personal feelings
84. How is good profession writing achieved?  
 a) Naturally                      b) By practice                      c) Listening                      d) Speaking
85. Which of these is not a parameter in a report?  
 a) Extent of information                      b) Quality of information  
 c) Age of writer                      d) Ability to acquire information
86. A formal letter should be \_\_\_\_\_ to have the desired effect on the recipient.  
 a) In a proper format                      b) Grammatically correct  
 c) Relevant                      d) All of these
87. The key point of a formal letter is written in which part of a formal letter?  
 a) Introduction                      b) Subject                      c) Heading                      d) Body
88. Curriculum vitae is \_\_\_\_\_ word.  
 a) French                      b) German                      c) Latin                      d) Indian
89. References are mentioned in a resume,  
 a) True                      b) False
90. Formal interview is also known as,  
 a) Planned interview                      b) Unstructured interview  
 c) Group interview                      d) None of these
91. A Precis must be how long?  
 a)  $\frac{1}{3}$  of the original passage                      b)  $\frac{2}{3}$  of the original passage  
 c) Same as original passage                      d) None of these
92. The word precise mean \_\_\_\_\_  
 a) Summary                      b) Theme                      c) Both                      d) None of these
93. What is fare the good quality of the precise writing?  
 a) Clarity                      b) Conciseness                      c) Completeness                      d) All of these
94. A Precis writing should be in \_\_\_\_\_  
 a) Original words                      b) Difficult words                      c) Your own words                      d) None of these
95. A paragraph is a group of sentences that talk about \_\_\_\_\_  
 a) One topic                      b) Two topic                      c) Multiple topic                      d) All of these
96. Which of these reports are used in business?  
 a) Formal technical reports                      b) Informal reports  
 c) Personal reports                      d) All of these
97. What do nearly all positive contractons have?  
 a) a comma                      b) a hyphen                      c) an apostrophe                      d) All of these
98. What's the contaction in "She's already here" short for?  
 a) She was                      b) She has                      c) She is                      d) All of these

Choose the correct collocations.

99. I think we have made a terrible \_\_\_\_\_.
- a) Judgement
  - b) Mistake
  - c) Action
  - d) All of these
100. I have a gut \_\_\_\_\_ that this project will be unsuccessful.
- a) feeling
  - b) reason
  - c) judgment
  - d) all of these

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