

Question Paper Version : A

### First/Second SemesterB.E./B.Tech./B.Design Degree Examination, June/July 202 Professional Writing Skills in English

Time: 1 hr.]

USN

[Max. Marks: 50

### INSTRUCTIONS TO THE CANDIDATES

- 1. Answer all the **fifty** 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 part of the sentence that has an error :

- 1. If I had known (a) this yesterday (b) I will have helped him (c) no error (d)
- 2. Having received your letter (a) this morning, we was writing (b) to thank you for the same (c) no error (d)
- 3. A large number of peoples (a) have gathered (b) to greek the leader (c) no error (d)
- 4. Driving for five hundred kilometers in a day (a) are a tiring proposition (b) no error (c)

### Directions : Fill in the blanks with suitable phrasal verbs :

- 5. His arrogance \_\_\_\_\_his ruin.
  a) brought in \_\_\_\_\_b) brought up
  c) brought about \_\_\_\_\_d) none of these
- 6. Henry \_\_\_\_\_ the magazine quickly.
  a) Looked through
  b) Looked up
  c) Looked in
  d) None of these

#### Directions : Choose a suitable verb to complete the sentence :

7. One of our employees \_\_\_\_\_ retiring today.
a) are b) is
c) were d) none of these

Ver A - 1 of 5

Either the teacher or the student \_\_\_\_\_\_ to be blamed for his performance in the final 8. exam. b) is a) are d) none of these c) were Directions : Fill in the blanks with suitable tenses : Suddenly she gave a loud scream and \_\_\_\_\_ to the ground. 9. b) has fallen a) had fallen d) none of these c) fell 10. The room \_\_\_\_\_\_ but the police failed to find anything suspicious. b) was searched a) Searched d) none of these c) had searched Directions : Do as directed : the concert. 11. Okay, see you b) in a) at d) none of these c) for 12. The children were \_\_\_\_\_\_ at having been informed about the trip. b) thrills a) thrilling d) none of these c) thrilled you ever been to Kashmir? 13. b) Did a) Have d) None of these c) Had stories, they scare me. 14. Don't narrate b) ghostly a) ghastly c) both 'a' and 'b' d) none of these 15. That \_\_\_\_\_ be true. He wouldn't do something like that. b) shouldn't a) wouldn't d) none of these c) can't Directions : Rearrange the sentence : 16. defined as a place (a) where man is passive (b) and the rest of the nature is active (c) a sanctuary may be (d) b) d, c, a, b a) a, b, c, d d) d, a, b, c c) b, c, d, a 17. are simply at a loss (a) of 500 and 1000 rupee notes (b) all the corrupt politicians and their cronics (c) after the demonetization (d) b) b, a, c, d a) c, a, d, b d) b, c, a, d c) d, c, b, a Ver A - 2 of 5

#### Directions : Change the voice of the following sentences :

- 18. You need to clean your shoes properly.
  - a) Your shoes are needed to clean properly.
  - b) You are needed to clean your shoes properly
  - c) Your shoes need to be cleaned properly
  - d) Your shoes are needed by you to clean properly
- 19. James watt discovered the energy of steam.
  - a) The energy of steam discovered James watt
  - b) The energy of steam was discovered by James watt.
  - c) James watt discovering the energy of steam
  - d) James watt had been discovered energy by the steam

### Directions : Convert the following sentences from Direct to Indirect speech :

- 20. "I am sorry", he said.

  - c) He demanded that he was sorry
  - **Directions : Do as directed :**
  - a) He apologized that he was sorry b) He cried that he was to be sorry
    - d) All of these
- 21. A sentence that introduces the topic or the main idea to the readers is called.
  - a) Topic sentence

- b) First sentence
- c) Both 'a' and 'b'

- d) None of these

22. A paragraph which is written after analyzing a situation is called,

- a) Descriptive paragraph c) Illustrative paragraph
- b) Analytical paragraph d) narrative paragraph
- 23. The important parts of an essay are :
  - a) Introduction c) Conclusion

- b) Body
- d) All of these
- \_\_\_\_\_ is a gist of any passage written in as few words as possible. 24.
  - a) Essay writing c) Analytical writing
- b) Precis writing
- 25. Which among the following is not a feature of reports? a) Focuses on facts and data b) Is written for a specific purpose c) Includes irrelevant information

  - d) Is structured in an organized way
- 26. Reports which are submitted at regular intervals is called,
  - a) Routine report
  - c) Both 'a' and 'b'
- 27. A technical report establishes a,
  - b) logical conclusion a) illogical conclusion
  - d) misplaced learning c) personal prejudice
    - Ver A 3 of 5

- b) Periodic report
- - d) None of these

d) None of these

•0	is drafted in response to an advertisement or demand.				
28.	a) Solicited proposal	b)	Unsolicited proposal		
	c) Both 'a' and 'b'		None of these		
29.	Childhood is a time when there are		responsibilities to make life difficult. If a		
	child good parents, he is fed, look	ced_	and loved.		
	a) many, had, up	D)	lew, has, and		
	c) little, have, at	d)	all of these		
		ancii	ag our learning		
30.	Listening is a vital skill which helps in enhance	b)	False		
	a) True	0)	T ulbe		
31.	Which among the following are barriers to listening?				
51.	a) Forged attention	(b)	Poor interpersonal relations		
	c) Premature evaluation	d)	All of these		
	A.)	212	t a contra li tamina?		
32.	Which among the following should not be	impl	emented for effective listening?		
	a) Having an open mind	b)	Not being prejudiced		
	c) Employing critical thinking	d)	Asking irrelevant questions		
0-000-000	and the second here				
33.		b)	short and concise		
	a) written in proper format	d)			
	c) polite in tone	u)			
34.	The date on a business letter should appear	r afte	er the salutation.		
54.	a) True	b)	False		
			" lowerton alocura and signature		
35.	This format of the letter has the heading,	date	line, complementary closure and signature		
	right aligned.	1.	La format		
	a) Block format		) Informal format ) None of these		
	c) Modified block format	u	) None of these		
26	Which among the following is not to be m	nentio	oned in a resume?		
36.	a) Educational qualification	b	) Work experience		
	c) Strengths	d	) Weaknesses		
37.	Theformat of resume lists your work history with dates, with your most recent				
	employer and job title listed first.		9		
	a) Historical		) Functional		
	c) Chronological	d	) All of these		
	DCC : il - fors to :				
38.		h	) Blind carbon copy		
	a) British council careers		I) None of these		
	c) Booked carbon copy	C	i) Hone of mose		
39	. The cover letter is written,				
57	a) To introduce oneself as the suitable candidate for the job.				
	b) To give biographical details of the candidate.				
	c) To try for the job				
	d) To let the employer know of our writin	ıg sk	ills		
	and the second				

Ver A – 4 of 5

40.	communication is a direct, written or oral communication that occurs between two or more persons					
	a) Interpersonal b) Extra-personal	c) Intrapersonal	d) None of these			
41.	In a group discussion one must communicate with,					
	a) Hostility	b) Arrogance				
	c) Long sentences	d) Knowledge				
	2. Which among the following should not be followed while appearing for an inte					
42.	a) Arriving late to the venue b) Knowing your resume					
	c) Being formally dressed	d) Knowledge of th	d) Knowledge of the company			
			1 1			
43.						
	except : a) Speak loud and clear	b) Provide handou	its if needed			
	c) Dress professionally	d) Lack of eye con	ntact with the audience			
		~				
44.	A group discussion checks and monitors,	1) I intenting shilit				
	a) Leadership skills	<ul><li>b) Listening abilit</li><li>d) All of these</li></ul>	у			
	c) Confidence					
45.	Communication helps to make accur	influence organizational				
	performance positively.					
	a) True	b) False				
	D' Const Fill in the Planks :					
	Directions : Fill in the Blanks :					
46.	What actually scared us the fact that there was no one around to help us.					
1.07.5	a) were	b) was				
	c) with	d) all of these				
17	7. He was the man they thought was dead.					
47.	a) of b) who	c) whom	d) all of these			
48.		-) Supertor	d) Sweetest			
	a) Sweet b) Sweetly	c) Sweeter	u) Sweetest			
49.	The Guptas are travelling plane.					
47.	a) at b) in	c) on	d) by			
		antain misplaced m	odifier?			
50.	Which of the following sentence does not contain misplaced modifier?					
	<ul><li>a) Tired after a long day at work, Rita napped with her cat.</li><li>b) Happy that school was over, the afternoon was quite relaxing</li></ul>					
	c) We glued together the vase we broke q	uietly				
	d) My uncle had to see a doctor with indi	gestion				
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### Ver A – 5 of 5

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