QUESTION BANK - 3

(Module - 3)

Answer the following Questions on Reading Process and Reading Strategies

1) **What are: visualizing; evaluating; reviewing; making connections; predicting;**

a) tools to help with reading comprehension
b) opportunities to Stop-Think-Jot
c) active reading strategies
d) all of the above

2) **When you draw an illustration about the text, you are...**
   a) Connecting
   b) Visualizing
   c) Questioning
   d) Evaluating
   e) Q.

3) **When a reader writes, "It saddens me that we are destroying animal habitats and I think it is wrong", which strategy is s/he using?**
   a) Predicting
   b) Questioning
   c) Retelling
   d) Evaluating
   e) Q.

4) **Stop and ask yourself questions to see if the text makes sense.**
   a) Questing
   b) Evaluate
   c) Predict
   d) Visualize

5) **Reading to find ways to relate the text to yourself, other texts, and the world around you.**
   a) Predicting
   b) Visualizing
   c) Evaluating
   d) Connecting

6) The Questioning Strategy means you might ask, "What are the events, problem, and solution of this story?"

a) True
b) <mark>False</mark>

7) Stopping when you are reading to create a mental movie in your head.

a) Retelling
b) <mark>Visualizing</mark>
c) Questioning
d) Predicting

8) What strategy uses a KWL or 5-finger method?

a) Connecting
b) Evaluating
c) Predicting
<mark>d) Retelling</mark>

9) Which strategy requires you to give text support when writing on your sticky note?

a) Visualizing
b) Retelling
c) Predicting
<mark>d) All of the above</mark>

10) Why is it important to use Active Reading Strategies while we read?

a) It will make the teacher happy.
b) So we can become better writers.
<mark>c) It helps with comprehension and understanding the text.</mark>
d) So I can get an A in the class.

11) When we judge a writer's style we are using which strategy?

a) Connecting
b) Questioning
<mark>c) Evaluating</mark>
d) Predicting

12) Which one of the following is NOT a part of a summary?

a)using your own words
b) summary being shorter than the text
c) only exact words from the text
d) including main ideas only

Answer the following questions on Technical writing & Reading :-

1) **Technical writing demands _____ use of language.**
  a) figurative
  b) poetic
  c) factual
  d) dramatic

2) **Which of these must be avoided in technical writing?**
  a) Facts
  b) Grammar
  c) Punctuation
  d) Personal feelings

3) . **Which of these words is used in technical writing?**
  a) Apex
  b) Top
  c) Slanting
  d) Bottom

4) **Which of these is a technical word for slanting ?**
  a) Lateral
  b) Sloping
  c) Tilting
  d) Bent

5) **Electricity is derived from _____ language.**
  a) Indian
  b) Greek
  c) French
  d) Italian

6) **What is the objective of a report?**

(a) Present a record of accomplished work

(b) Document schedules, timetables, and milestones

(c) Both A and B

(d) None

7) **Which is the lengthiest format of report among these?**

(a) Manuscript

(b) Memo

(c) Letter

(d) Pre-printed

8) A report sent to somebody within the organization will be in a _____ format.

(a)	Manuscript
(b)	Memo
(c)	Letter
(d)	Pre-printed

9) Which format is used in case of brief and informal reports?

(a) Manuscript

(b) Memo

(c) Letter

(d) Pre-printed

9) An offer by one party to provide a product or service to another party in exchange for money is known as a _____ .

(a)	Technical Description
(b)	Technical letter
(c)	Technical Proposal
(d)	Technical Letter

10) Which proposal is drafted in response to an advertisement or demand from an

authority in a company or organization or outside the organization or agency ?

(a) Solicited

(b) Unsolicited

(c) Non-invited

(d) All of these

11) Which proposals are more demanding and require greater imagination on the part of the bidder?

(a) Solicited

(b) Unsolicited

(c) Invited

(d) None

12) _____ defines, describes, and illustrates the various elements contained within the whole – an object, process or concept.

(a) Technical Proposal

(b) **Technical Description**

(c) Technical Letter

(d) None

13) When the aim of the proposal is to modify or create something that requires a good understanding of technical knowledge and skills, it is called a _____ .

(a) Business proposal

(b) Research Proposal

(c) Invited Proposal

(d) **Technical Proposal**

14) Which is the right step for writing a technical description?

(a) Naming

(b) Definition

(c) Description and illustration

(d) **All of these**

15) 1._____ establishes the technical report.

A**. Logical conclusion**

B. Illogical Conclusion

C. Personal prejudice

D. Misplaced learning

16) Which is not basis for a technical report?

A. Facts

B. Tests

C. Personal prejudices

D. Experiments

17) Shorter report is considered to be as.

A. One to five pages

B. Three to five pages

C. Four to five pages

D. Two paragraph

18) In technical writing the largest report termed is.

A. Conclusion/recommendation

B. Discussion

C. Heading

D. Footing

19) In a technical report Which of these must be avoided.

A. Facts

B. Logical conclusion

C. Objective evaluation

D. Subjective evaluation

20) Once getting problem identified with its causes, next step involved in;

A. Choosing team lead
B. Identifying solution to problem
C. Identifying the problem
D. All of above

21 . A list of illustrations, included; figures and tables, placed on;

A. Abstract vision
B. Title page
C. Table of contents
D. Bottom line

22. 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

23. Reports that provide data or findings, analyses, and conclusions are
a. informational reports.
b. progress reports.
c. summaries.
d. analytical reports.

24. The direct pattern of organization is appropriate for a business report when readers
a. need to be educated.
b. must be persuaded.
c. may be disappointed or hostile
d. are informed.

25. Reports convey information, answer questions, and
a. present your opinions.
b. comply with government regulations.
c. solve problems
d. None of these

26 . Reports that present data without analysis or recommendations are
a. justification reports.
b. analytical reports.
c. Both an and.
d. informational reports.

27. When you're writing a report, be sure to adapt to your audience by

(A) being sensitive to their needs.

(B) controlling your style and tone.

(C) both a and b.

(D) None of the above

28. Which one is used for the Shortest document among technical written documents?
(A). report
(B). website
(C). summary
(D). paragraph

29. We must be avoided _____ in technical writing?
(A). Facts
(B). Grammar
(C). Punctuation
(D). Personal feelings

30 . The 7C's apply to which of the following communication?
(A). Only oral communication
(B). Only written communication
(C). Both written and oral communications
(D). None of these

Answer the following questions on Proposal Writing

1) **Section of purpose and problem is included in:**

A) abstract   B) introduction   C) discussion   D) descriptive writing

2) *Section of proposal that actually markets technical writer's product and service, termed as:*

A) discussion   B) introduction   C) abstract   D) researching

3) **In guiding users, overviewing of what to be followed, a part of:**

A) title page   B) cover letter

C) list of illustrations   D)   newsletter

4) To write a survey type proposal, most cosiderable appropriate pre-writing technique, consolidating:
a) flowcharting   b) organizational charts   c) storyboarding   d) All of above

5) Executive summary in technical writing is another name for:
a) Cover Letter   b) Introduction   c) Discussion   d) All of the above

6) A list of illustrations, included; figures and tables, placed on:

a) abstract vision   b) title page   c) table of contents   d)   bottom line

6) Aiming at providing information more fast, while considering low-tech audience, can be achieved vividly by using:
a) Introduction   b) abstract   c) discussion   d) descriptive analysis

7) High-tech terminologies are strictly not allowed in:
a)Introduction   b) abstract report writing
c) discussion   d) conclusion

8) In guiding users with proposal title name, company and date of completion, all information should be on:
a) title page   b) cover letter   c) list of illustrations   d) bottom line

9) Purpose statement of proposal, helps in guiding user, identifying interrogative words:
a) who and when   b) when and what   c) when and why   d) All of above

10) Appropriate way to avoid challenge of insulting high tech audience is to use:
a) abstract   b) glossary   c) introduction   d) identification

11) References of work that is referred in proposal, appeared on:
a) citations/references   b) appendix   c) table of contents   d) left side of page

12) Most appropriate audience for conclusion, termed as:
a) low tech audience   b) high tech audience   c) lay audience   d) amusement target audience

13) Word limitation of problem statement, including section of introduction, containing:
a) 1-4 sentences   b) 2-4 sentences   c) 1-5 sentences   d)   All of above

14) Any additional information, a technical writer incorporated, may appear on:
a) table of contents   b) citations/references   c) list of illustration   d) All of above

15) For writing a successful instruction and user manual, title must explain:
a) when   b) who   c) what   d) where

Answer the following questions on Technical Reports : -

1) 1. A technical report reduces to writing the facts of a particular situation.
a) True
b) False

2) . A technical report establishes a _____
a) illogical conclusion
b) logical conclusion
c) personal prejudice
d) misplaced learning

3) 3. Which of these must never be a basis for a technical report?
a) Facts
b) Tests
c) Personal prejudices
d) Experiments

4) Which of these must be avoided in a technical report?
a) Facts
b) Logical conclusion
c) Objective evaluation
d) Subjective evaluation

5) A report may be used for reading or hearing.
a) True
b) False

6. 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

7. Which of these is not a parameter of a report?
a) Ability to acquire additional information
b) Quality of additional information acquired
c) Ability to arrive at subjective evaluation
d) Ability to provide worthwhile recommendations

8. To which of these people is the report not very crucial?
a) Engineers
b) Scientists
c) Teachers
d) Business executives

9. Which of these reports is raised annually?
a) Inventory reports
b) Confidential reports
c) Laboratory reports
d) Inspection reports

10. Which of these is not a part of a report?
a) Front matter

b) Gender

c) Front cover

d) Title page

11. Which of these reports are used in business?

a) Formal technical reports

b) Informal reports

c) Personal reports

d) Musical reports

12 Which of these forms is not used to write a non-formal report?

a) Filling in a blank form

b) App

c) Form of a letter

d) Memorandum

13 . A non- formal report may be written by filling in a blank form.

a) True

b) False

14. Which of the following is NOT a method of writing a non-formal letter?

a) Filling in a blank form

b) Form of a letter

c) Form of a memorandum

d) Formal of a notice

15. A non- formal report written in the form of a letter is similar to a _____

a) friendly letter

b) business letter

c) complaint letter

d) notice

16 . A memorandum is almost like a letter.

a) True

b) False

17. Which of these forms does a formal report not take?

a) Essay

b) Pamphlet

c) Friendly letter

d) Book

18 , Which of these is not a type of a report?

a) Periodic

b) Progress

c) Trouble

d) Fancy

19. Which of these reports contains information of a routine nature?
a) Periodic report
b) Progress report
c) Trouble report
d) Laboratory report

20. _____ report includes breakdown of machinery.
a) Feasibility
b) Periodic
c) Trouble
d) Progress

Answer the following questions on Active & Passive Voice : -

31)

. Do they speak French?

a.Is French spoken by them?
b.Are French spoken by them?
c.What French spoken by them?
d.Was French spoken by them?

47 . One should respect one's elders.
a.Elders should be respected.
b.Elders would be respected.

c.Elders can not be respected.
d.Elders could be respected.

48. Someone was knocking at the door.
<mark>a.The door was being knocked by someone.</mark>
b.The door were have being knocked by someone.
c.The door are has being knocked by someone.
d.The door to have being knocked by someone.

49) **Lie face-down; stretch your arms in front.**

a) **You are face down, arms are to be outstretched**

b) **You should be lying face down, with arms outstretched.**

c) **You should be lying face down; let arms stretch out.**

<mark>d) **Let face be down; let arms be stretched out.**</mark>

50)

51)

52)

53)

54)

Answer the following questions on Direct & Reported Speech :-

https://www.successcds.net/learn-english/learn-english-mcq/reported-speech-mcqs-test-of-english-grammar.html

61) 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.

62) Keshav said, "Rita is busy right now."
A. Keshav said Rita was busy.
B. Keshav informed that Rita was busy then.
C. Keshav said Rita had been busy.
D. Keshav informed that Rita is busy.

63) The teacher said, "You are suspended!."
A. The teacher exclaimed that I am suspended.
B. The teacher exclaimed to me to suspend.
C. The teacher informed me that I was suspended.
D. The teacher exclaimed that I was suspended.

64) He said, "I have been a great mentor."
A. He said that he had been a great mentor.
B. He said that he was a great mentor.
C. He exclaimed that he was a great mentor.
D. He said that he has been a great mentor.

65) Vidushi said, "We went for a summer trip."
A. Vidushi said that they went for a summer trip.
B. Vidushi said that they were on a summer trip.
C. Vidushi said that they had gone for a summer trip.
D. Vidushi said they went for a summer trip.

66) Rahul said, "I will manage hereafter."
A. Rahul said that he would manage hereafter.
B. Rahul said that he will manage thereafter.
C. Rahul said that he would manage thereafter.
D. Rahul said that he will manage hereafter.

67) "I am going out tonight." Manisha said.
A. Manisha said that she was going out tonight.
B. Manisha said that she was going out that night.
C. Manisha said she was going out that night.
D. Manisha said that she will be going out that night.

68) The guard asked, "Who are you?"
A. The guard asked who he was.
B. The guard asked me who he was.
C. The guard asks me who he was.
D. The guard asked who I was.

69) Ravi said, "The concert ended yesterday."
A. Ravi said that the concert had ended yesterday.
B. Ravi said that the concert ended the day before.
C. Ravi said that the concert had ended the previous day.
D. Ravi said that the concert ended already.

70) She said, "Bring a glass of water, please."
A. She commands me to bring a glass of water.
B. She requested me to bring a glass of water.
C. She asked me to brought a glass of water.
D. She ordered me to bring her a glass of water.

80) She will say, "I am playing football."
(A) She will say that I am playing football.
(B) She will say that she is playing football.
(C) She will say she was playing football.
(D) She will say that she was playing football.

81) Ram said, "I always speak the truth."
(A) Ram said I always speak the truth.
(B) Ram said that he always speaks the truth.

(C) Ram said that he always spoke the truth.
(D) Ram said that he always had spoken the truth.

82) He said, "I don't need this pen."
(A) He said that he doesn't need that pen.
(B) He said that he didn't need this pen.
(C) He said that he didn't need that pen.
(D) He said that I didn't need that pen

83) Ram said, "I am rich."
(A) Ram said that I was rich.
(B) Ram said that he is rich.
(C) Ram said that he is rich.
(D) Ram said that he was rich.
84) The teacher said, "The sun rises in the east."
(A) The teacher said that the sun rose in the east.
(B) The teacher said that the sun had risen in the east.
(C) The teacher said that the sun rises in the east.
(D) The teacher said that the sun risen in the east.

85) Sohan said to me, "We have won the match."
(A) Sohan told me we have won the match.
(B) Sohan told me if they have won the match.
(C) Sohan told me that they had won the match.
(D) Sohan said to me that they had won the match.

86) She said to me, "You lost my book."
(A) She said to me that I lost my book,
(B) She told me that I lost her book.
(C) She told me that I had lost her book.
(D) She told me that she had lost my book.

87) He said to me, "You can take my slate."
(A) He said to me that you could take his slate.
(B) He told me that I could take his slate.
(C) He told me that he could take my slate.
(D) He told me that I could take my slate.

88) Mohan said, "1 don't smoke a cigarette."

(A) Mohan said that he didn't smoke a cigarette.
(B) Mohan said that I didn't smoke a cigarette.
(C) Mohan said that he does not smoke a cigarette.
(D) Mohan asked that he does not smoke a cigarette.

89) The old man said, "God is everywhere."
(A) The old man said that God was everywhere.
(B) The old man said that God has been everywhere.
(C) The old man asked that God is everywhere.
(D) The old man said that God is everywhere.

90). Krishana said to Gopi, "He has eaten too much today."

(A) Krishana told Gopi that he has eaten too much that day.
(B) Krishana told Gopi that he has been eaten too much the day.
(C) Krishana told Gopi that he had eaten too much that day.
(D) Krishana told Gopi that he had eaten too much today.

91) Ram said to her, "1 shall meet you tomorrow."
(A) Ram told her that I should meet her the next day.

(B) Ram told her that he would meet her the next day.
(C) Ram told her that he should meet her the next day.
(D) Rain told her that he could meet her the next day.

92) He said to me, "Were they going to school now?"
   (A) He asked me if they had been going to school then.
   (B) He asked me if they were going to school then.
   (C) He asked me if they have been going to school then.
   (D)He asked me if they have been going to school now.

93) Ram will say, "I am playing football."
   (A) Ram will say that I am playing football.
   (B) Ram will say that I was playing football.
   (C) Ram will say that he is playing football.

   (D) Ram will say that he was playing football.

94) The teacher said to me, "Why were you late yesterday?"
   (A) The teacher asked me why he had been late the previous day.
   (B) The teacher asked me if w I had been late the previous day.
   (C) The teacher told me why I had been late the previous day.
   (D) The teacher asked me why I have been late the previous day.

95) I asked him, "Who is knocking at the door ?"
   (A) I told him who is knocking at the door.
   (B) I asked him who is knocking at the door.
   (C) I asked him who was knocking at the door.
   (D) I asked him was who knocking the door.

96) Mr. Das said, "Be a good boy, Mohan."
   (A) Mr. Das said that Mohan should be a good boy.
   (B) Mr. Das told Mohan to be a good boy.
   (C) Mr. Das advised Mohan to be a good boy.
   (D) Mr. Das advised Mohan be a good boy.

97) I said to my servant, "Bring me a glass of water."
   (A) I told my servant to bring me a glass of water.
   (B) I told my servant to bring him a glass of water.
   (C) I asked my servant to bring me a glass of water.
   (D) I ordered my servant to bring me a glass of water.

98) My father said to me, "Call in the doctor."
   (A) My father told me to call in the doctor.
   (B) My father advised me to call in the doctor.
   (C) My father ordered me to call in the doctor.
   (D) My father said to me to call in the doctor.

99) Anil said to me, "We shall eat together."
   (A) Anil asked me that we should eat together.
   (B) Anil said to me that they should eat together.
   (C) Anil suggested to me that we should eat together.
   (D) Anil suggested to me that they should eat together.

100) Mohan said to me, "Let us go out for a walk."
   (A) Mohan told me that let us go out for a walk.
   (B) Mohan told me that they should go out for a walk.
   (C) Mohan advised me to go out for a walk.
   (D) Mohan suggested to me that we should go out for a walk.

101) He said to me, "You were not washing my clothes."
   (A) He told me that you were not washing his clothes.
   (B) lle told me that I had not been washing his clothes.
   (C) He advised me to wash his clothes.
   (D) He ordered me not to wash his clothes.

102) He said to me, "Where do you live?"
   (A) He told me where I lived.
   (B) He told me where you lived.
   (C) He asked me where I lived.
   (D) He asked me where I live.

103) The headman said, "The pump needs some repair."
(A) The headman told that the pump needed some repair.
 (B) The headman told that the pump was needed some repair.
 (C) The headman said that the pump needs some repair.
 (D)The headman said that the pump needed some repair.

104) They said, "May God bless him with a son."
   (A) They said that God might bless him with a son.
   (B) They said that God might bless them with a son.
   (C) They wished that God bless him with a son.
   (D) They prayed that God might bless him with a son.

105) He said, "Hurrah! My brother has won the match."
   (A) He exclaimed with sorrow that his brother had won the match.
   (B) He exclaimed with joy that my brother had won the match.
   (C) He exclaimed with grief that his brother had won the match.
   (D) He exclaimed with joy that his brother had won the match.

106) The passenger said, "How foolish I have been!"
   (A) The passenger said that he had been very foolish.
   (B) The passenger asked how foolish he had been.
   (C) The passenger wondered that he had been very foolish.
   (D) The passenger wondered that they had been very foolish.

107) The old man said, "Alas! My son is dead."

   (A)The old man exclaimed with joy that his son was dead
   (B) The old man exclaimed with sorrow that his son was dead.
   (C) The old man wondered that his son was dead.
   (D) The old man surprised at the death of his son.

108) David said to Anna, "Mona will leave for her native place tomorrow."
A - David told Anna that Mona will leave for her native place tomorrow.
B - David told Anna that Mona left for her native place the next day.
C - David told Anna that Mona would be leaving for her native place tomorrow.
D - David told Anna that Mona would leave for her native place the next day.

109) He said, "Be quite and listen to my words."
A - He urged them to be quite and listen to his words.
B - He urged them and said be quite and listen to his words.

C - He urged they should be quite and listen to his words.
D - He said you should be quite and listen to his words.

110) Nita ordered her servant to bring her a cup of tea.
A - Nita told her servant, "Bring a cup of tea."
B - Nita said, "Bring me a cup of tea."
C - Nita said to her servant, "Bring me a cup of tea."
D - Nita told her servant, "Bring her that cup of tea."

111) Mohan said, "We shall go to see the Taj in the moonlit night".

A - Mohan said that we shall go to see the Taj in the moonlit night.

B - Mohan told that we shall go to see the Taj in moonlit night.
C - Mohan told that we should go to see the Taj in the moonlit night.
D - Mohan said that they should go to see the Taj in moonlit night.

112) The father warned his son that he should be beware of him.

A - The father warned his son, "beware of him!"
B - The father warned his son, "Watch that chap!"
C - The father warned his son, "Be careful about him."
D - The father warned his son, "Don't fall into the trap."

113) Vissu said, "We passed by a beautiful lake when we went on a trip to Goa."
A - Vissu said that they passed by a beautiful lake when they had gone on a trip to Goa.
B - Vissu said that they has passed by a beautiful lake when they went on a trip to Goa.
C - Vissu said that they had passed by a beautiful lake when they had gone on a trip to Goa.
D - Vissu said they passed by a beautiful lake when they went on a trip to Goa.

114) Suresh asked, " How long will it take to travel from Germany to South Africa?"
A - Suresh asked how long it will take to travel from Germany to South Africa.
B - Suresh asked how long would it take to travel from Germany to South Africa.
C - Suresh asked how long it would take to travel from Germany to South Africa.
D - Suresh was asking how long must it take to travel from Germany to South Africa.

115) The mother will say, "My daughter is going to school".
A - The mother will say that her daughter is going to school.
B - The mother will say that her daughter will be going to school.
C - The mother would be saying that her daughter would be going to school.
D - The mother will say that her daughter will go to school.

116) He said to me, "I don't believe you."

A - He decided not to believe me.
B - "I don't believe you'' he said.
C - He said he not believe me.
D - He told me that he didn't believe me.

Cloze Test Passage with Multiple Choice Questions and Answers

Cloze Passage with Multiple Choice Answers – Cloze Test one of the most important topics in the English Language. In a Cloze Test question, the candidates are given a passage in which certain words/sentences are missing in between. The candidates are required to fill the given blanks from the options in a way that is in line with the flow and context of the whole passage.

Directions: In the following passage (1 to 10), some of the words have been left out First read the passage over and try to understand what it is about. Then fill in the blanks with the help of the alternatives given.

The library, if used properly", is invaluable in helping you develop discernment. It is rich.....(1)..... information that goes far beyond the.....(2).....of any one textbook or course.....(3).....your textbook author does not make a particular.....(4).....clear and you feel the need......(5).....another description in greater detail.....(6).....in other words, go to the library and.....(7).....other books on the subject. By calling.....(8).....two or three writers dealing with the.....(9).....topic, you will find some.....(10).....of certain facts. In seeking additional sources, you will have gained immeasurably, for you will have seen what several experts perceive as being particularly important on a common subject

1. (A) of (B) for
(C) in (D) with

1. (A) Pages (B) limits
(C) confines (D) limitations

3. (A) If (B) While
(C) When (D) Suppose

4. (A) information (B) entry
(C) explanation (D) point

5. (A) for (B) of
(C) to (D) about

6. (A) or (B) but
(C) though (D) however

7. (A) verify (B) identify
(C) check (D) collect

8. (A) for (B) up
(C) forth (D) upon

9. (A) actual (B) specific
(C) correct (D) same

10. (A) description (B) clarification
(C) explanation (D) evidence

Answers : 1. (C) 2. (C) 3. (A) 4. (C) 5. (A) 6. (A) 7. (C) 8. (D) 9. (D) 10. (B)