

SOLUTION FOR 1ST SEM EXTERNAL EXAM QUESTION PAPER

PROFESSIONAL WRITING SKILLS 2023 VTU EXAM

1. "They did not comply "with" his request."

- Answer: c) Preposition

2. "She carried a "large" umbrella."

- Answer: d) Adjective

3. "Do you know how to play "billiards?"

- Answer: b) Noun

4. "I must not "forget" to take my medicine."

- Answer: a) Verb

5. "I bought "six" mangoes."

- Answer: b) Noun

6. According to subject-verb agreement, we use ____'. verb with two or more subjects are

- Answer: b) Plural Verb

7. Any artist would like _ creation to last for a hundred years.

c) his/her

8. The girls finished __ job.

c) Their

9. The committee____ hesitant about the change.

d) Has

10. When the subject of a sentence is plural, the pronoun in the sentence becomes __

a) Singular Verb

11. Where__?

d) does your sister work

12. When ___?

b) did you arrive

13. The hen ___.

b) has laid six eggs

14. We__ tennis every day.

b) Play

15. He __ sleeping for two hours.

a) has been

16. Which punctuation is used to join the two independent clauses?

b) Semicolon

17. What is Ellipsis?

a) Three dots in a printed text that show one or two words left intentionally

18. Which of these is not a punctuation mark?

d) Hashtag

19. Choose the correct statement:

- Answer: b) I met a beautiful European woman.

20. Choose the correct statement:

- Answer: b) My aunt, who lives in Mumbai, is a doctor.

21. "Merge together" is an example of:

- Answer: b) Redundancies

22. "He nearly lost his way to the hotel." is an example of:

- Answer: a) Misplaced modifier

23. Which of the following sentence has a dangling modifier?

- Answer: c) After eating the cat food, Bowie belched.

24. Which of the following sentence has a misplaced modifier?

- Answer: c) We slowly ate lunch that we had brought.

25. We use __ to refer to any expression in which a modifier's meaning is contained in the word it modifies.

- Answer: d) Metonym

26. He obtained good marks (a) / not only in English essay (b) / but also in arithmetic, which was (c) / full of complicated calculations. (d)

- Answer: Replace "marks" with "grades." So, the correct sentence is: He obtained good grades (a) / not only in the English essay (b) / but also in arithmetic, which was (c) / full of complicated calculations. (d)

27. The error is in part (c). It should be "playwright" instead of "play wright."

28. The error is in part (a). It should be "an almirah" instead of "a almirah."

29. The error is in part (b). It should be "Lalit introduced me to his friend who is a scientist and a singer."

30. The error is in part

(b). It should be "Dr. Chandra is the only dentist in our village."

Now, let's move on to the multiple-choice questions:

31. In a group discussion, we should be:

Correct answer: a) Assertive

32. In a group discussion, one must communicate with:

Correct answer: c) Knowledge

33. Which of these must be avoided in a group discussion?

Correct answer: b) Speaking fast

34. Which of these qualities are important in a group discussion?

Correct answer: a) Emotional stability

35. If the speaker uses the word "but," he is making a point of:

Correct answer: d) Conflict

36. Which one is not one of the ways to give feedback when listening?

Correct answer: b) Give advice

37. Which one is not part of active listening?

Correct answer: c) Give advice

38. Why is it called "active listening"?

c) You use your eyes and brain as well as your ears.

39. William is talking to Joana, but Joana is not actively listening. William probably feels

b) Frustrated

40. A reflective listener

a) Appreciated the message

41. Which of the following behaviors are part of active listening?

d) All of these

42. Which of the following is a sign of active listening?

a) Paraphrasing, or summarizing what someone has said

43. Zoe is giving a presentation on the Midwest region of the US. If you are actively listening, you might

d) Raise your hand at the end to ask her to clarify if Kansas is part of that region.

44. Listening and hearing refer to:

b) A specific act versus a general act

45. Which of the following kinds of communication do students spend most time engaged in?

a) Listening

46. A co-worker comes to your office to introduce you to a friend of his. You:

b) You stand up, establish eye contact, smile and shake his hand.

47. A four to five minutes presentation should have a minimum of:

- a) 100 words
- b) 400 to 500 words
- c) 200 words
- d) 1000 words

Answer: b) 400 to 500 words

48. In the presentation hall, as a listener, you should:

- a) Empathize with talkers
- b) Pass comments
- c) Shout
- d) Distract

Answer: a) Empathize with talkers

49. In a formal presentation, slides should be written in what color:

- a) Orange
- b) Red
- c) Blue
- d) Any color is fine

Answer: c) Blue

50. What are the signals for understanding the content:

- a) WH questions
- b) Check prepositions
- c) Underline all the nouns
- d) All

Answer: a) WH questions

**First Semester B.E. Degree Examination, Jan./Feb. 2023
Professional Writing Skills in English**

Time: 1 hr.]

[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.

Identify the part of speech of the underlined words (Q.No.1 – Q.No.5)

- | | | | | |
|--|---------|---------|----------------|--------------|
| 1. They did not comply <u>with</u> his request. | a) Verb | b) Noun | c) Preposition | d) Adjective |
| 2. She carried a <u>large</u> umbrella. | a) Verb | b) Noun | c) Preposition | d) Adjective |
| 3. Do you know how to play <u>billiards</u> ? | a) Verb | b) Noun | c) Preposition | d) Adjective |
| 4. I must not <u>forget</u> to take my medicine. | a) Verb | b) Noun | c) Preposition | d) Adjective |
| 5. I bought <u>six</u> mangoes. | a) Verb | b) Noun | c) Preposition | d) Adjective |

Choose the appropriate answer from the given option (Q.No. 6 to Q. No. 10)

6. According to subject-verb agreement, we use _____ verb with two or more subjects are connected by 'and'.
- | | | | |
|------------------|----------------|-----------|------------|
| a) Singular Verb | b) Plural Verb | c) Adverb | d) No Verb |
|------------------|----------------|-----------|------------|

7. Any artist would like _____ creation to last for hundred years.
 a) Their b) That c) his/her d) Those
8. The girls finished _____ job.
 a) Hers b) Her c) Their d) Its
9. The committee _____ hesitant about the change.
 a) Is b) Are c) Have d) Has
10. When the subject of a sentence is plural, the pronoun in the sentence becomes _____
 a) Singular Verb b) Plural noun c) Singular d) Plural _____

Choose the appropriate answer from the given option (Q.No.11 to Q.No.15)

11. Where _____?
 a) your sister works b) your sister work
 c) do you sister work d) does your sister work
12. When _____?
 a) did you arrived b) did you arrive
 c) were you arrived d) arrived
13. The hen _____.
 a) has lain six eggs b) has laid six eggs
 c) have laid six eggs d) has lay eggs
14. We _____ tennis every day.
 a) are playing b) Play
 c) Played d) have been playing
15. He _____ sleeping for two hours.
 a) has been b) has been
 c) is sleeping d) have been

Choose the appropriate answer from the given option (Q.No.16 to Q.No.20)

16. Which punctuation is used to join the two independent clauses?
 a) Comma b) Semicolon c) Inverted Comma d) Period
17. What is Ellipsis?
 a) Three dots in a printed text that show one or two words left intentionally
 b) Three dots used to complete sentence
 c) A complete sentence
 d) It has no meaning
18. Which of these is not a punctuation mark?
 a) Full stop b) Comma c) Colon d) Hashtag

9. Choose the correct statement:
- a) I met a beautiful , European woman.
 - b) I met a beautiful European woman.
 - c) I met a beautiful European, woman.
 - d) I met a beautiful , European, woman.

10. Choose the correct statement:
- a) My aunt who lives in Mumbai is a doctor.
 - b) My aunt, who lives in Mumbai, is a doctor.
 - c) My aunt, who lives in Mumbai is a doctor.
 - d) My aunt who lives in Mumbai, is a doctor.

Choose the appropriate answer from the given option (Q.No.21 to Q.No.25)

- 1. "Merge together" is an example of _____.
 - a) Misplaced modifier
 - b) Redundancies
 - c) Dangling modifier
 - d) Preposition
- 2. 'He nearly lost his way to the hotel.' Is an example of _____.
 - a) Misplaced modifier
 - b) Redundancies
 - c) Dangling modifier
 - d) Preposition
- 3. Which of the following sentence has a dangling modifier?
 - a) To raise a good dog, patience is useful.
 - b) Moving slowly, Bowie stalked the rabbits.
 - c) After eating the cat food, Bowie belched.
 - d) Having read the book, I think the film will be a hit.
- 4. Which of the following sentence has a misplaced modifier?
 - a) A dog appeared in my dream that sang like an angel.
 - b) The steak on the grill is hers.
 - c) We slowly ate lunch that we had brought
 - d) The teacher said she would return our essays on Monday.
- 5. We use _____ to refer to any expression in which a modifier's meaning is contained in the word it modifies.
 - a) Dangling modifiers
 - b) Proper noun
 - c) Redundancies
 - d) Metonym

**In each of the following questions, find out which part of the sentence has an error.
If there is no mistake, the answer is 'No error'. (Q.No.26 to Q.No.30).**

6. He obtained good marks (a) / not only in English essay (b) / but also in arithmetic which was (c) / full of complicated calculations. (d)

27. A person I met (a) / in the theatre (b) / was the play wright himself. (c) / No error (d)
28. Sunitha opened a almirah (a) / full of books (b) / and took one of them (c) / for reading. (d)
29. On my request (a) / Lalit introduced me (b) / to his friend (c) / who is singer and a scientist (d)
30. The famous Dr. Chandra (a) / is only dentist (b) / in our village. (c) / No error (d)

Choose the correct word to fill the gaps in the following (Q.No.31 to Q.No35)

31. In a group discussion, we should be _____
a) Assertive b) Dominating c) Subjective d) Ignorant
32. In a group discussion, one must communicate with
a) Hostility b) Ignorance c) Knowledge d) Long sentences
33. Which of these must be avoided in a group discussion?
a) Speaking facts b) Asking questions
c) Speaking fast d) Speaking with clarity
34. Which of these qualities are important in a group discussion?
a) Emotional stability b) Hostility
c) Ignorance d) Aggressiveness
35. If the speaker uses the word, "but", he is making a point of _____
a) Background b) Theme c) Setting d) Conflict

Choose the correct word to fill the gaps in the following (Q.No.36 to Q.No.45)

36. Which one is not one of the ways to give feedback when listening?
a) repeating the information
b) give advice
c) reflect how the speaker probably feels
d) put your statement in your own words to clarify

37. Which one is not part of active listening?
a) Look at the person
c) Give advice

- b) Encourage the person to talk
d) Use empathy

38. Why is it called "active listening"?
- You stay active rather than sitting around
 - It requires a lot of multi-tasking
 - You use your eyes and brain as well as your ears
 - You look very focused
39. William is talking to Joana, but Joana is not actively listening. William probably feels
- Relaxed
 - Frustrated
 - Cheerful
 - Ashamed
40. A reflective listener _____
- Appreciated the message
 - repeats the message's essential parts
 - thinks about the speakers message
 - ignores the details
41. Which of the following behaviours are part of active listening
- Maintain eye contact
 - Nodding and making eye contact
 - Asking for clarification
 - All of these
42. Which of the following is a sign of active listening?
- paraphrasing, or summarizing what some has said
 - interrupting, or talking over someone
 - Changing the subject
 - being totally silent while someone else talks
43. Zoe is giving a presentation on the Midwest region of the US. If you actively listening you might _____
- Speak over her to describe your trip to Netherlands.
 - Raise your hand in the middle of the presentation to invite Zoe to the mall after school.
 - Stay quiet while daydreaming about your trip to Lonavala in May.
 - Raise your hand at the end to ask her to clarify if Kansa is part of that region.
44. Listening and hearing refer to:
- Mental and physical acts, respectively
 - A specific act versus a general act
 - Different things
 - The same things
45. Which of the following kinds of communication do students spend most time engaged in?
- Listening
 - Speaking
 - Reading
 - Writing

Choose the correct word to fill the gaps in the following (Q.No.46 to Q.No.50)

46. A co-worker comes to your office to introduce you to a friend of his. You:
- Smile and nod.
 - You stand up, establish eye contact, smile and shake his hand.
 - Wave and tell him how happy you are to meet him.
 - Give him a "high five".

47. A four to five minutes presentation should have minimum
a) 100 words b) 400 to 500 words c) 200 words
d) 1000 words
48. In presentation hall, as a listener you
a) Empathize with talkers
c) Pass comments
b) Should shout
d) Distract
49. In a formal presentation, slides should be written in what colour
a) Orange b) Red c) Blue
d) Any colour is fine
50. What are the signals for understanding the content
a) WH questions
c) Underline all the nouns
b) Check prepositions
d) All

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