

Second Semester B.E./B.Tech./B.Arch./B.Planning Degree Examination,  
Jan./Feb. 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.

**Rewrite as Directed :**

Choose the correct option from those given in each of the sentences below :

1. Sending an e – mail is similar to .  
a) Picturing an event  
b) Narrating a story  
c) Writing a letter  
d) Creating a drawing
2. Email was patented in  
a) 1971  
b) 1981  
c) 1974  
d) 1919 1982
3. An e – mail account includes a storage area often called a  
a) attachment  
b) hyperlink  
c) mailbox  
d) IP address
4. E – mail addresses separate the user name from the ISP using the \_\_\_\_\_ symbol  
a) &  
b) @  
c) %  
d) :
5. Gmail belongs to  
a) Great mail  
b) Yahoo mail  
c) Google mail  
d) Gopher mail
6. What is a Bulk Email?  
a) It is a marketing email sent by a brand to multiple recipients at once  
b) It is a marketing email sent by a person to another person  
c) It is a marketing email sent by a brand to multiple recipients at multiple times  
d) None of the above.

7. Which of the following is not an advantage of email?
  - a) Leverage the existing content
  - b) Leverage the temporary content
  - c) Email newsletter spread your brand awareness
  - d) None of the above
8. What is Blogging?
  - a) Creating photographic content
  - b) Publishing a video/audio content on web
  - c) Publish written content on a website
  - d) All of these
9. Which of these is a blogging platform?
  - a) Word press
  - b) Blogger
  - c) Tumblr
  - d) All of these
10. Is it possible to create a blog website without using a blogging platform?
  - a) Yes
  - b) No
  - c) Partially Yes
  - d) None of them
11. What does URL stands for?
  - a) Uniform Resource Locator
  - b) Universal Reserve Location
  - c) Universal Repository Location
  - d) All of these
12. Which of the following resource are required to create a blog?
  - a) Domain Name
  - b) Hosting
  - c) Content
  - d) All of these
13. In technical writing the largest report termed is
  - a) Conclusion/recommendation
  - b) Discussion
  - c) Heading
  - d) Footing
14. \_\_\_\_\_ establishes the technical report.
  - a) Logical conclusion
  - b) Illogical conclusion
  - c) Personal prejudice
  - d) Misplaced learning
15. What are the benefits of blogging?
  - a) Reach to a wider audience across globe
  - b) Create App
  - c) Commenting on blogs
  - d) None of these
16. Which is not basis for a technical report?
  - a) Facts
  - b) Tests
  - c) Personal prejudices
  - d) Experiments
17. A report or account is an :
  - a) Informational work
  - b) Technical work
  - c) Professional work
  - d) None of these
18. Report are often used to display the result of :
  - a) Experiment
  - b) Investigation
  - c) Inquiry
  - d) All of these
19. Report use features as :
  - a) Mobile
  - b) Graphics and images
  - c) Method
  - d) Account
20. Paraphrasing uses the exact word or sentences as in the source,
  - a) true
  - b) false
  - c) partially true
  - d) none of them



21. The report is always written in :  
 a) ~~Sequential manner~~ b) Irregular manner  
 c) Horizontal manner d) Data biased manner
22. 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
23. Creating and publishing video content on a blog is called  
 a) ~~Vlog~~ b) News c) Media blog d) All of these
24. Who is called the father of email?  
 a) Paul Buchheit b) Charles Babbage c) ~~Ray Tomlinson~~ d) Howard Aiken
25. Which of the following is not an email related hacking tool?  
 a) ~~Sendinc~~ b) Mail password c) Email finder pro d) None of the above
26. While sending an e-mail..... line describes the contents of the marriage  
 a) to b) ~~Subject~~ c) Contents d) CC
27. When sender and receiver of an email are on same system, we need only 2.  
 a) IP b) Domains c) ~~User Agents~~ d) Servers
28. E-mail is a method of exchanging messages between people using  
 a) ~~Letters~~ b) Telephones c) Electronic devices d) None of the above
29. Which of the following protocol is used by internet mail?  
 a) FTP b) UTP c) HTTP d) ~~TCP / IP~~
30. What is the correct size of email template before executing a campaign?  
 a) 15KB b) 15MB c) ~~18KB~~ d) None of these
31. Common formats for report writing are :  
 a) Introduction b) Method c) ~~Both a & b~~ d) Inform
32. The structure for report writing as :  
 a) Genre b) Advanced c) Difficult d) Easy
33. In technical report writing, the language used to be :  
 a) Loudly b) ~~Unclear~~ c) Whispers d) Ambiguous
34. Select the location where the name and address can be mention in a skills profile.  
 a) Bottom left corner b) Top right corner  
 c) ~~Top left corner~~ d) Bottom right corner
35. A Summary of the applicant at the start of the CV acts as a ?  
 a) Letter of recommendation b) ~~Statement of objectives~~  
 c) Synopsis d) Preface

36. Normally, how many references are to be mentioned in a CV?  
☒ a) Two      b) Three      c) Four      d) Five
37. Which of the following is not revealed in a bio-data?  
☒ a) Carrier Aim      b) Address      c) Name      d) References
38. A skill profile is similar to that of a Job description CV.  
☐ a) True      ☒ b) False      c) partially true      d) none of them
39. A Resume is a word of which language?  
☐ a) American      ☐ b) German      c) Indian      ☒ d) French
40. The application letter is?  
☐ a) a foreword  
☒ b) a description of your main strengths and suitability for the job  
☐ c) a summary of your qualifications and experiences.  
☐ d) a statement of your job objective.
41. Tom is one of the boys who \_\_\_\_\_ always on time  
☒ a) is      b) are      c) was      d) None of the above
42. Sita told them that they \_\_\_\_\_ wrong.  
☐ a) are      ☐ b) will be      ☒ c) were      d) can
43. Each of the girl scouts \_\_\_\_\_ a community project.  
☒ a) Does      ☐ b) do      c) participates      d) participate
44. Maculine gender of "Nun":  
☐ a) Maid      ☒ b) Monk      c) Steward      d) Man-servent
45. Feminine gender of "Traitor":  
☒ a) Traitress      b) Taritorine      c) Tratorin      d) Traitoress
46. Gender of given noun : "Duke"  
☐ a) Drake      ☒ b) Duchess      c) Drone      d) Abbess
47. Plural of the word "Baby".  
☐ a) Babys      ☐ b) Baby's      c) Babyes      ☒ d) Babies
48. Plural of the work "Journey":  
☐ a) Journeys      ☒ b) Journies      c) Journey's      d) Jourmeyies
49. Find the singular noun in the sentence : The Children completed the hard test  
☐ a) Test      ☒ b) Benchmark      c) Children      d) Hard
50. Change the voice to Passiye : My Mother is Cooking food  
☒ a) Food is being cooked by my mother      b) Food has been cooked by my mother  
☐ c) Food was being cooked by my mother      d) Food is being cooked by my mother
51. Change the voice to Passive : The Grocer displayed the Prices.  
☐ a) The prices displayed by the grocer      b) The prices were displayed by the grocer  
☒ c) The prices was displayed by the grocer      d) The grocer got down the prices.



52. Meaning of the idiom : To keep One's temper  
 a) To become hungry  
 c) To preserve ones energy  
 b) To be in good mood  
 d) To be aloof from
53. Use a suitable Auxiliary Verb : In all probability, it \_\_\_\_\_ rain tonight.  
 a) will  
 b) can  
 c) may  
 d) ought
54. Meaning of the idiom : To smell a rat.  
 a) To see signs of plague epidemic  
 c) To respect foul dealings  
 b) To get bad smell of a bad dead rat  
 d) To be in a bad mood
55. I met him after a long time, but he gave me the cold shoulder. Give the meaning of the underlined idiom.  
 a) Scolded me  
 b) Insulted me  
 c) Abused me  
 d) ignored me
56. It was he who put a spoke in my wheel. Give the meaning of the underlined idiom.  
 a) Tried to cause an accident  
 b) Helped in the execution of the plan  
 c) Thwarted in the execution of the plan  
 d) Destroyed the plan
57. The thief took to his heels when he saw a policeman on the boat : Give the meaning of the underlined idiom.  
 a) had some pain in his heels  
 c) Confronted the policeman  
 b) ran away from the scene  
 d) could not decide what to do.
- Fill in the blanks with suitable word :
58. Don't \_\_\_\_\_ me, you've lost your keys again.  
 a) Say  
 b) Tell  
 c) Speak  
 d) Inform
59. What is the first sentence of a paragraph called \_\_\_\_\_?  
 a) Introduction sentence  
 c) Topic sentence  
 b) Exclusive sentence  
 d) First sentence.
60. Paragraph demands you \_\_\_\_\_ skills of writing  
 a) logic  
 b) coherence  
 c) None  
 d) Both a & b
61. When we talk about "how to boil an egg" it is the example of  
 a) Descriptive paragraph  
 b) Narrative paragraph  
 c) Explanatory paragraph  
 d) Process paragraph
- Find the errors in the sentences :
62. Ram was / senior to / Sam in college  
 a) Ram was  
 b) Senior to  
 c) Sam in college  
 d) No error
63. She'll pay you / as soon as she / receive the parcel.  
 a) She'll pay you  
 b) as soon as she  
 c) receive the parcel  
 d) No error
- Identify the error part of the sentence :
64. I enquired / of him / whether he would / accompany me to Darmasala  
 a) I enquired  
 b) of him  
 c) whether he would  
 d) No error
65. Had you / not reached in time / we will have / lost our lives.  
 a) Had you  
 b) not reached in time  
 c) we will have  
 d) lost our lives

66. A way of gathering idea about a topic is?  
 a) Outlining ~~b) Brain storming~~ c) Editing d) None of these
67. The sentence that follow further, explain and support the topic sentence is called?  
 a) Narrative sentence ~~b) Descriptive sentence~~  
 c) Drafting ~~d) Supporting sentence~~
68. An informative piece of writing that presents a balanced analysis of a topic?  
 a) Narrative Essay ~~b) Expository Essay~~ c) Persuasive Essay d) Descriptive Essay
69. A writer tells the story about a real life experience is called?  
~~a) Narrative Essay~~ b) Descriptive Essay c) Expository Essay d) None
70. In most of the essays the thesis states the \_\_\_\_\_ of the essay.  
~~a) Main idea~~ b) Central points c) Organization d) Both b & c
71. \_\_\_\_\_ option helps you to save an unfinished Email without sending it.  
~~a) Save as draft~~ b) Inbox c) Sent items d) Trash
72. Which of the following is mandatory for sending an Email?  
 a) Body ~~b) Sender mail id~~ c) Attachment d) Subject
73. Length limit of summary of original source in percentage, ranges :  
 a) 43845 b) 44119 ~~c) 15 - 50~~ d) All of them
74. Summary of an effective technical document, must be included in a :  
 a) Past histories ~~b) Focus of research~~  
 c) Complex technical concepts d) Symbols
75. The basic paragraph consists of how many parts?  
 a) 7 ~~b) 3~~ c) 2 d) 4
76. What is a descriptive paragraph?  
~~a) Text describing a person, animal, place, thing, along with idea and theme~~  
 b) Tell a story to the reader  
 c) Give your opinion to the reader d) Explaining a concept or idea.
77. What is the main purpose of the persuasive paragraph?  
 a) Inspire the reader to feel a certain way towards an event, character, place, etc.  
~~b) Explain a concept in full depth~~  
 c) Make the reader experience whatever is narrated.  
 d) Both a & c.
78. To write an effective summary of a report and article, summary tend to follow the :  
 a) Chronological order ~~b) Priority based Organisation~~  
 c) Spatial Organisation d) All of above.
79. What is recommended to include for writing a long report?  
~~a) Executive summary~~ b) Introduction  
 c) Indexing d) Biased language



80. For writing an effective summary of an article, summary must be included :  
 a) Extra information b) Simple terms c) Impressive words d) Story line
81. Summary of an effective technical document, included :  
 a) Examples b) Figures  
 c) Two - three main ideas d) Briefing
82. First step prevailed in prewriting, reader friendly, preoccupied in :  
 a) Referencing b) Reading the article for understanding  
 c) Writing the rough draft d) All of the above
83. A topic sentence is the central idea of each paragraph, usually appearing at the beginning of the paragraph.  
 a) Yes b) No c) Partially Yes d) none of them
84. Where do you save your photostory project, images, etc?  
 a) The X drive b) The n drive c) The p drive d) The h drive
85. When do you use supporting details or supporting sentences?  
 a) Before the first sentence of the introduction.  
 b) After the last sentence because it helps you summarize the paragraph  
 c) Never use these in paragraphs because they are for essays only  
 d) After the topic sentence and before the closing sentence.
86. How many sentences does a paragraph have?  
 a) 5 - 7 b) 6 - 8 c) 3 - 4 d) 9
87. Shortest document among technical written documents known as :  
 a) Report b) Website c) Summary d) Paragraph
88. Summary of an effective technical document, excluded :  
 a) Definitions b) Main idea c) Introduction sentence d) Title
89. Last step to Pre - write reader friendly summary, known as :  
 a) Reading the article for understanding b) Referencing  
 c) Writing the rough draft d) Skimming.
90. A paragraph can never end with an exclamation mark. True or False?  
 a) True b) False c) Partially true d) None of them
91. What is the first sentence of a paragraph called?  
 a) The Introduction sentence b) The Exclusive sentence  
 c) The Topic sentence d) The First sentence
92. In \_\_\_\_\_ listening the main intention is to seek certain, information which will be appreciated.  
 a) Empathetic b) Appreciative c) Evaluative d) Dialogic
93. A positive statement (in a question tag) takes a \_\_\_\_\_ tag.  
 a) Negative b) Positive c) Question d) Answer

94. Another thing that you have to avoid is adding to OHP's with a \_\_\_\_\_ during a talk  
a) Chalk                      b) Pencil                      c) Pen                      d) Marker
95. Which of these is not a type of Précis?  
a) Précis of speech                      b) Précis of correspondence  
c) Tables                      d) Telegraphese
96. Which of the following is NOT a rule of Précis writing?  
a) Always have a heading  
b) Use as extensive vocabulary as possible  
c) Remove any irrelevant information present in the original passage  
d) Do not use any short forms or abbreviations.
97. Which of these should be avoided in a précis?  
a) Imagery                      b) Verbs                      c) Pronouns                      d) Indirect speech
98. Evaluative listening is also called \_\_\_\_\_  
a) Therapeutic                      b) Evaluative                      c) Dialogic                      d) Impathetic
99. Nouns that end in "Y" but have a constant before "Y" form their plural by dropping "Y" and adding \_\_\_\_\_.  
a) ves                      b) es                      c) s                      d) ies
100. The Chambers everyday Dictionary describes Précis as \_\_\_\_\_  
a) a summary                      b) a presentation                      c) a story                      d) an incident

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