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Question Paper Version : A

Second Semester B.E./B.Tech./B.Arch/B.Planning Degree Examination,  
July/August 2022

**Professional Writing Skills in English**  
(COMMON TO ALL BRANCHES)

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.

**General English Grammar: Select the correct option.**

1. Her thinking leans \_\_\_\_\_ democracy.  
a) with ~~b) towards~~ c) for d) None of these
2. He got too tired \_\_\_\_\_ over work.  
~~a) because of~~ b) because off c) on d) for
3. \_\_\_\_\_ his principles, he has to be very careful.  
a) with regard of b) with regard on ~~c) with regard to~~ d) None of these
4. Building has been built \_\_\_\_\_ the new plan.  
a) accordance to ~~b) in accordance with~~ c) for d) about
5. He crossed the broken bridge \_\_\_\_\_ warning.  
~~a) in spite of~~ b) in spite off c) on d) about
6. Which of these do not deal with precise information?  
a) Engineer b) Scientist c) Technician ~~d) Fiction writer~~
7. In an office, an employee communicates horizontally with his \_\_\_\_\_.  
a) superiors b) subordinates ~~c) colleagues~~ d) assistant
8. An average length of sentence in a paragraph should be \_\_\_\_\_.  
~~a) 15 to 20 words~~ b) 25 to 30 words c) 2 to 5 words d) 5 to 10 words

9. Which of these is not a feature of a paragraph?  
 a) Length                      b) Unity                      ~~c) Incoherence~~                      d) Correctness
10. Which of these is not an important feature of a paragraph?  
 a) Length                      ~~b) Breadth~~                      c) Unity                      d) Coherence
11. Resume is called curriculum vitae in \_\_\_\_\_.  
 a) India                      b) France                      c) North America                      d) South America
12. Which of these letters are in response to an advertisement?  
 a) Solicited letters                      b) Unsolicited letters  
 c) Letters of enquiry                      d) Letters of complaint
13. Which of these letters of application must include a statement of the writer's age?  
 a) For complain                      ~~b) For employment~~                      c) For enquiry                      d) For adjustment
14. Technical writing demands \_\_\_\_\_ use of language.  
 a) ~~figurative~~                      b) poetic                      ~~c) factual~~                      d) dramatic
15. Which of these must be avoided in technical writing?  
 a) Facts                      b) Grammar  
 c) Punctuation                      ~~d) Personal feelings~~
16. Which of these words is used in technical writing?  
 a) Apex                      b) Top                      c) Slanting                      d) Bottom
17. Which of these is a technical word for slanting?  
 a) ~~Lateral~~                      b) Sloping                      c) Tilting                      d) Bent
18. Which of these should be avoided for an effective speech?  
 a) Planning of speech                      b) Preparation of speech  
 c) ~~Long sentences~~                      d) Organization
19. Which of these should be avoided during the delivery of a speech?  
 a) Confidence                      b) Clarity                      c) Pauses                      ~~d) Rudeness~~
20. Which of these is not a type of public speech?  
 a) Short speech                      b) Informal speech  
 c) ~~Written speech~~                      d) Professional speech

### General English Questions on Pronoun Correction:

21. Correct the sentence if necessary. One should respect his elders.  
 a) One should respect his elders.                      b) One should respect her elders.  
 c) One should respect one's elders.                      d) None of these.
22. Correct the sentence if necessary. One should respect his own country.  
 a) One should respect his own country.                      b) One should respect her own country.  
 c) One should respect their own country.                      d) One should respect one's country.



23. Correct the sentence if necessary. One must love his parents.  
 a) One must love her parents. ~~b) One must love his parents.~~  
 c) One must love their parents. ~~d) One must love one's parents.~~
24. Correct the sentence if necessary. I and Jimmy went home.  
 a) I and Jimmy went home. ~~b) Jimmy and I went home.~~  
 c) a and b. ~~d) None of these.~~
25. Correct the sentence if necessary. I and she are friends.  
 a) I and she are friends. ~~b) She and I are friends.~~  
 c) She and me are friends. ~~d) None of these.~~
26. Correct the sentence if necessary. I and Dhoni went to college.  
 a) I and Dhoni went to college. ~~b) Dhoni and I went to college.~~  
 c) Dhoni and me went to college. ~~d) None of these.~~
27. Correct the sentence if necessary. Both he and you must attend the meeting.  
 a) Both he and you must attend the meeting. ~~b) Both you and he must attend the meeting.~~  
 c) a and b. ~~d) None of these.~~
28. Correct the sentence if necessary. Peter invited me and you to dinner.  
~~a) Peter invited you and me to dinner.~~ ~~b) Peter invited me and you to dinner.~~  
 c) a and b. ~~d) None of these.~~
29. Correct the sentence if necessary. I, you and she can do it.  
 a) I, you and she can do it. ~~b) You, I and she can do it.~~  
 c) You, she and I can do it. ~~d) She, you and I can do it.~~
30. Correct the sentence if necessary. None of the three questions are simple.  
 a) None of the three questions are simple. ~~b) None of the three questions is simple.~~  
 c) a and b. ~~d) None of these.~~

### General English Questions on Adjectives:

31. Correct the sentence if necessary. She is senior than me.  
 a) She is senior than me. ~~b) She is senior to me.~~  
 c) She is senior then me. ~~d) None of these.~~
32. Correct the sentence if necessary. He is junior than me.  
 a) He is junior than me. ~~b) He is junior then me.~~  
~~c) He is junior to me.~~ ~~d) None of these.~~
33. Correct the sentence if necessary. He is senior to her.  
~~a) He is senior than her.~~ ~~b) He is senior then her.~~  
 c) He is senior to her. ~~d) None of these.~~
34. This is preferable than that.  
~~a) This is preferable than that.~~ ~~b) This is preferable then that.~~  
 c) This is preferable to that. ~~d) None of these.~~

35. My sister is elder than me.  
~~a) My sister is elder than me.~~  
 c) My sister is elder then me. b) My sister is elder to me.  
 d) None of these.

### Questions on Verb Correction:

36. Correct the sentence if necessary. The girl is taking biscuits every day.  
~~a) The girl is taking biscuits every day.~~  
 c) The girls is taken biscuits every day. b) The girl takes biscuits every day.  
 d) None of these.
37. Correct the sentence if necessary. He takes milk every day.  
~~a) He takes milk every day.~~  
 c) He is taken milk every day. b) He is taking milk every day.  
 d) None of these.
38. Correct the sentence if necessary. They are coming here regularly.  
~~a) They are coming here regularly.~~  
~~c) They come here regularly.~~ b) They are come here regularly.  
 d) None of these
39. I am studying every morning from 5-8 A.M.  
~~a) I am studying every morning from 5-8 A.M.~~  
~~b) I have been studying every morning from 5-8 A.M.~~  
~~c) I study every morning from 5-8 A.M.~~  
 d) None of these.
40. Every evening, he is going for a walk.  
~~a) Every evening, he is going for a walk.~~  
~~b) Every evening, he goes for a walk.~~  
~~c) Every evening, he has been going for a walk.~~  
 d) None of these.
41. A writer must not convey information with \_\_\_\_\_.  
 a) precision b) clarity ~~c) randomness~~ d) truth
42. Which of these are to be avoided in any style of writing?  
 a) Truth b) Clarity c) Compassion ~~d) Dishonesty~~
43. Which of these reports are used in business?  
~~a) Formal technical reports~~ b) Informal reports  
~~c) Personal reports~~ d) Musical reports
44. 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
45. A non-formal report written in the form of letter is similar to a \_\_\_\_\_.  
~~a) friendly letter~~ b) business letter c) complaint letter d) notice
46. Which of these does not come under reports?  
 a) News items ~~b) Memorandums~~ c) Notice d) Report cards



47. Which of these is not a parameter of a formal report?  
 a) Presentation      b) Complaint      c) Information      ~~d) Request~~
48. Meaning of "Fly by night"  
~~a) Night journey~~      b) A bird busy in night  
 c) Cat's eye      d) Swindler
49. Synonym of Exhort  
 a) Weak Plea      ~~b) To urge strongly~~      c) Beg      d) Borrow
50. Antonym of Blunt  
 a) Easy      b) Lazy      ~~c) Sharp~~      d) Speedy
51. Antonym of Brave  
 a) Achieve      b) Gain      c) Give      ~~d) Cowardly~~
52. Synonym of Abjure  
 a) To give      ~~b) To take back~~      c) Happy      d) Sorry
53. Synonym of Abrogate  
 a) Create      b) Run      c) Fascinate      d) Abolish
54. Unfortunately, he \_\_\_\_\_ a lot of money to the bank.  
 a) Borrowed      ~~b) Owed~~      c) Deposited      d) Lent
55. I \_\_\_\_\_ the apartment all day yesterday.  
 a) Clear      ~~b) Washed out~~      c) Cleaned up      d) None of these
56. The train \_\_\_\_\_ as fast as the bus.  
~~a) went~~      b) running      c) moves      d) going
57. He was seen \_\_\_\_\_ to the school.  
 a) went      ~~b) going~~      c) gone      d) go
58. She \_\_\_\_\_ in the sun for 1 hour  
 a) sitting      ~~b) has been sitting~~      c) has been sit      d) has sit
59. \_\_\_\_\_ it help you in your studies?  
~~a) will~~      b) was      c) is      d) are
60. I \_\_\_\_\_ never seen such a picture before  
 a) did      ~~b) was~~      c) have      d) has
61. Words of same sound is?  
 a) Soundnynms      b) Antonyms      ~~c) Homonyms~~      d) None of these
62. Sounding the same but spelt differently?  
 a) Symphonious      ~~b) Homophonous~~      c) Synonyms      d) Saminonyms

63. Choose the correct answer?  
~~a) My friend has got a new job~~ b) My friend has got a new work  
 c) My friend is got a new job d) My friend did got a new job
64. Choose the correct sentence.  
 a) Do you like a glass of water? b) Would you like a glass of water?  
~~c) Would you like the glass of water?~~ d) Do you like the glass of water?
65. Antonym of Ad-lib?  
 a) Improvise b) Extemporized c) Deliberate d) Spontaneous
66. We \_\_\_\_\_ at the party.  
~~a) Enjoyed ourself~~ b) Enjoyed ourselves c) Played with d) None of these
67. Choose a correct sentence below :  
~~a) There are seven girls in the class.~~ b) There is seven girls in the class.  
 c) There are seven girl in the class. d) There is seven girl in the class.
68. I \_\_\_\_\_ a letter to the Principal yesterday  
 a) write b) forward ~~c) mailed~~ d) have signed
69. Choose the correct statement :  
~~a) Although he was hurt, but he continued to walk.~~  
~~b) Although he was hurt, he continued to walk.~~  
 c) He was hurt, he continued to walk.  
 d) Although he continued to walk, he was hurt.
70. Choose the correct statement :  
~~a) There were between 8 to 10 policemen present.~~  
 b) There were between 8 and 10 policemen present.  
 c) There were among 8 to 10 policemen present.  
 d) There were atleast 8 and 10 policemen present.
71. Meaning of See Eye to Eye  
~~a) To agree fully~~ b) Not agreeing fully ~~c) In a battle field~~ d) Angry
72. He \_\_\_\_\_ a very good grade in the examination  
~~a) Earned~~ b) Given ~~c) Received~~ d) None of these
73. We \_\_\_\_\_ at the party late  
~~a) arrived~~ b) went c) played d) saw
74. The patient \_\_\_\_\_ in his sleep  
 a) Woke up ~~b) Died~~ c) Cried off d) None of these
75. I was delighted \_\_\_\_\_ her answer.  
 a) On ~~b) At~~ c) For d) In
76. I have no doubt \_\_\_\_\_ it.  
 a) At ~~b) On~~ c) Upon d) About

77. I assure you \_\_\_\_\_ your safety  
 a) Off ~~b) Of~~ c) From d) With
78. He competed \_\_\_\_\_ me for the prize.  
 a) Off ~~b) With~~ c) To d) Of
79. He is \_\_\_\_\_ difficulties  
 a) In ~~b) On~~ c) From d) With
80. He is true \_\_\_\_\_ his words  
 a) With ~~b) On~~ c) To d) For
81. The fan is \_\_\_\_\_ my head  
 a) Above ~~b) On~~ c) To d) With
82. You can see the house \_\_\_\_\_ the trees  
 a) To ~~b) On~~ c) With d) Among
83. Which of these is not a characteristic of a good essay?  
 a) Brevity ~~b) Dignified style~~ c) Fakeness d) Personal touch
84. Which of these should be avoided in a good essay?  
 a) Slang ~~b) Dignified words~~ c) Brevity d) Unity
85. Which of these is not a type of essay?  
 a) Narrative essay ~~b) Descriptive essay~~ c) Argumentative essay d) Personal essay
86. Which of these essays tells a story?  
 a) Narrative essays ~~b) Descriptive essays~~ c) Argumentative essays d) Reflective essays
87. In which of these essays, the writer arrives at a conclusion by logical reasoning?  
 a) Narrative essays ~~b) Descriptive essays~~ c) Argumentative essays d) Reflective essays
88. \_\_\_\_\_ essays are a collection of one's thoughts  
 a) Narrative ~~b) Expository~~ c) Argumentative d) Reflective
89. Which of these explains a subject?  
 a) Narrative essays ~~b) Expository essays~~ c) Argumentative essays d) Reflective essays
90. Which kind of essay uses the five senses (touch, smell, taste, sound, sight) to enhance the imagery of the setting?  
 a) Narrative essays ~~b) Expository essays~~ c) Argumentative essays d) Reflective essays
91. Indirect speech is also called as :  
 a) Reported speech ~~b) Quoted speech~~ c) Simple speech d) Principal speech



92. A \_\_\_\_\_ report provides information on scientific tests carried out by engineers or scientists  
 a) progress      b) periodic      c) laboratory      d) trouble
93. Convert the following direct speech to indirect :  
 She said, "My mother is cooking food."  
 a) She said that her mother was cooking food.  
 b) She said that my mother was cooking food.  
 c) She said that her mother is cooking food.  
 d) She said that my mother is cooking food.
94. Change the speech for the following statement :  
 She said, "The man died in the afternoon".  
 a) She said the man died in the afternoon.  
 b) She said that the man had died in the afternoon.  
 c) She had said the man died in the afternoon.  
 d) She said the man was dead in the afternoon.
95. Convert the following statement in direct speech to indirect:  
 He said to me, "I don't believe you".  
 a) He said he didn't believe me.      b) He said I don't believe you.  
 c) He said he don't believe me.      d) He said I didn't believe you.
96. If the subject is of singular number, third person; in what number and person will the verb be?  
 a) Singular number, first person.      b) Singular number, third person.  
 c) Plural number, first person.      d) Plural number, third person.
97. Fill in the blank: Neither he nor I \_\_\_\_\_ present.  
 a) were      b) was      c) are      d) am
98. Convert the affirmative sentence into a negative sentence:  
 Mili is prettier than Neha.  
 a) Neha is not as pretty as Mili.      b) Mili is not as pretty as Neha.  
 c) Neha is not as prettier as Mili.      d) Mili is not prettier than Neha.
99. Convert the following interrogative sentence to an assertive sentence:  
 Who would not love his country?  
 a) No one loves his country.      b) Everyone loves his country.  
 c) Someone loves his country.      d) Everyone loves the country.
100. Convert the following compound sentence into a simple sentence:  
 We must eat, or we cannot live.  
 a) We must live to eat.      b) We must eat to live.  
 c) We can't live if we eat.      d) We can't eat if we live.