USN

Question Paper Version: A

Second Semester B.E./B.Tech./B.Arch./B.Planning Degree Examination, Jan./Feb. 2023

Professional Writing Skills in English

Time: 2 hrs.l	[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 circ			
	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:			
1.	Choose the correct option from those given in each of the sentences below: Sending an e – mail is similar to. a) Picturing an event b) Narrating a story c) Writing a letter d) Creating a drawing			
2.	c) Writing a letter d) Creating a drawing Email was patented in			
	a) 1971 b) 1981 c) 1974 d) 1919			
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			

c) It is a marketing email sent by a brand to multiple recipients at multiple times

b) It is a marketing email sent by a person to another person

d) None of the above.

7.	Which of the following is not an advantagea) Leverage the existing contentc) Email newsletter spread your brand awad) None of the above	b) Leverage the tem	nporary content
8.	What is Blogging? a) Creating photographic content c) Publish written content on a website	b) Publishing a video d) All of these	/audio content on web
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 a) Yes b) No	nt using a blogging platt c) Partially Yes	form? d) None of them
11.	What does URL stands for? a) Uniform Resource Locator c) Universal Repository Location	b) Universal Reserve d) All of these	Location
12.	Which of the following resource are require a) Domain Name b) Hosting	d to create a blog? c) Content	d) All of these
13.	In technical writing the largest report termed a) Conclusion/recommendation c) Heading	d is b) Discussion d) Footing	
14.	establishes the technical report. a) Logical conclusion c) Personal prejudice	b) Illogical conclusion d) Misplaced learnin	
15.	What are the benefits of blogging? a) Reach to a wider audience across globe c) Commenting on blogs	b) Create App d) None of these	
16.	Which is not basis for a technical report? a) Facts b) Tests	c) Personal prejudies	d) Experiments
17.	A report or account is an : a) Informational work c) Professional work	b) Technical work d) None of these	
18.	Report are often used to display the result of a) Experiment b) Investigation	f: c) Inquiry	d) All of these
19.	Report use features as: a) Mobile c) Method	b) Graphics and imagd) Account	ges
20.	Paraphrasing uses the exact word or sentence a) true b) false Ver-A	es as in the source, c) partially true Page 2 of 8	d) none of them

21.	The report is always	written in		
21.	a) Sequential manne		b) (Teramular mann	
			b) Irregular manne	
	c) Horizontal manne	er	d) Data biased ma	nner
22.	Shorter report is cons	idered to be as	A .	
	a) One to five pages		b) Three to five p	ages V
	c) Four to five page	S	d) Two paragrap	u X
23.	Creating and publish	ing vidos sostantas	a black called	1
20.	Creating and publish a) Vlog			J) A11 - C41
	a) viog	b) News	c) Media blog	d) All of these
24.	Who is called the fat	her of email?	7	
24.	a) Paul Buchheit	20 T	a Day Tamlingan	d) Harrand Ailean
	a) raul Buchhen	b) Charles Babbag	ge c) Ray Tomlinson	d) Howard Aiken
25.	Which of the followi	ng is not an email re	lated hacking tool?	
	a) Sendinc	b) Mail password		d) None of the above
	a) beliance) Man password	c) Eman inder pro	d) None of the above
26.	While conding and			
20.	write sending an e-r		s the contents of the mar	
	a) to	b) Subject	c) Contents	d) CC
2.5	7771			
27.	When sender and rec	eiver of an email are	on same system, we nee	
	a) IP	b) Domains	c) Uger Agents	d) Servers
		. Y		
28.	E-mail is a method o	f exchanging messag	ges between people using	
	a) Letters	b) Telephones		d) None of the above
		_		X .
29.	Which of the following	ng protocol is used b	y internet mail?	1
	a) FTP	b) UTP	c) HTTP	d) TCP/IP
	(a)			u) 101 / 11
30.	What is the correct s	ize of email template	before executing a camp	naion?
	a) 15KB	b) 15MB	c) 18KB	d) None of these
		o) 1511 15	c) Toki	d) None of these
31.	Common formats for	report writing are		
51.	a) Introduction	b) Method	a) Doth a & b	1) T. C
	a) introduction	b) Wichiod	c) Both a & b	d) Inform
32.	The atmention for more		And the second	
32.	The structure for rep		D100 1	
	a) Genre	b) Advanced	c) Difficult	d) Easy
33.	In technical report w		used to be:	
	a) Loudly	b) Unclear	c) Whispers	d) Ambiguous
		a Y		
34.	Select the location w	here the name and a	ddress can be mention in	a skills profile.
	a) Bottom left corne	er	b) Top right corner	1
	c) Top left corner		d) Bottom right cor	
	-	A.	,	
35.	A Summary of the ap	oplicant at the start o	f the CV acts as a ?	
	a) Letter of recomm		b) Statement of obje	ectives
	c) Synopsis		d) Preface	ouves
	, -JPolo		d) Ficiale	

36.	Normally, how many refere a) Two b) T		ioned in a CV? Four	d) Five
37.	Which of the following is rate. A carrier Aim b) A		- data? Name	d) References
38.	A skill profile is similar to a) True b) I			d) none of them
39.	A Resume is a word of wh a) American b)	ich language? German c)	Indian	d) French
40.	The application letter is? a) a foreword b) a description of your m c) a summary of your qua d) a statement of your job	lifications and expe		
41.	Tom is one of the boys wha) is b) a		time was	d) None of the above
42.	Sita told them that theya) areb) v	1/7) were	d) can
43.	Each of the girl scouts a) Does b)		roject.) participates	d) participate
44.	Maculine gender of "Nun" a) Maid b)) Steward	d) Man-servent
45.	Feminine gender of "Trait a) Traitress b)) Tratorin	d) Traitoress
46.	Gender of given noun: "Dan a) Drake b)) Drone	d) Abbess
47.	Plural of the word "Baby" a) Babys b)	The state of the s) Babyes	d) Babies
48.	Plural of the work "Journe a) Journeys b)	William .	e) Journey's	d) Journeyies
49.	Find the singular noun in a) Test b)		Children completed t Children	he hard test d) Hard
50.	Change the voice to Passian Food is being cooked c) Food was being cooked	by my mother		ooked by my mother ooked by my mother
51.	Change the voice to Passi a) The prices displayed b c) The prices was display	y the grocer	b) The prices were	displayed by the grocer down the prices.

52.	Meaning of the idiom : To keep One's temp	per
	a) To become hungry b)	To be in good mood To be aloof from
53.	Use a suitable Auxiliary Verb: In all probabil a) will b) can c)	lity, it rain tonight) may d) ought
54.	Meaning of the idiom: To smell a rat. a) To see signs of plague epidemic b) c) To respect foul dealings d)) To get bad smell of a bad dead rat) To be in a bad mood
55.	I met him after a long time, but he gave me underlined idiom. a) Scolded me b) Insulted me c)	the cold shoulder. Give the meaning of the Abused me d) ignored me
56.		he meaning of the underlined idiom. Helped in the execution of the plan Destroyed the plan
57.		ceman on the boat: Give the meaning of the o) ran away from the scene d) could not decide what to do.
58.	Fill in the blanks with suitable word: Don't me, you've lost your keys again. a) Say b) Tell c)	Speak d) Inform
59.		Property in the second of the
60.	Paragraph demands you skills of writing a) logic b) coherence c)	None d) Both a & b
61.	1 1 0 1	the example of b) Narrative paragraph d) Process paragraph
62.	Find the errors in the sentences: 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 par a) She'll pay you b) as soon as she c)	rcel.) receive the parcel d) No error
64.	Identify the error part of the sentence: I enquired / of him / whether he would / accom a) I enquired b) of him c)	npany me to Darmasala) whether he would d) No error
65.	Had you / not reached in time / we will have / l a) Had you b) not reached in time Ver-A Pa	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 a a) Extra information b) Simple terms		
81.	Summary of an effective technical docur a) Examples	b) Figures	
	c) Two – three main ideas	d) Briefing	
82.	First step prevailed in prewriting, reader	r friendly preoccupied in :	
021	a) Referencing	b) Reading the article for understanding	
	c) Writing the rough draft	d) All of the above	
83.			
	the paragraph.) D () W Y ()	
	a) Yes b) No	c) Partially Yes d) none of them	
84.	Where do you save your photostory proje	ect images etc?	
0	a) The X drive b) The n drive	c) The p drive d) The h drive	
	, , , , , , , , , , , , , , , , , , , ,) In p and	
85.	When do you use supporting details or su	upporting sentences?	
	a) Before the first sentence of the introd		
	b) After the last sentence because it help		
	c) Never use these in paragraphs becaus		
	d) After the topic sentence and before the	ne closing sentence.	
86.	How many sentences does a paragraph ha	ave?	
00.	a) 5 - 7 b) 6 - 8	c) 3-4 d) 9	
87.	Shortest document among technical writt	ten documents known as :	
	a) Report b) Website	c) Summary d) Paragraph	
88.	Summary of an effective technical docum	nent, excluded:	
	a) Definitions b) Main idea		
89.	Last step to Pre - write reader friendly su	ımmary, known as :	
	a) Reading the article for understanding	b) Referencing	
	c) Writing the rough draft	d) Skimming.	
		Y	
90.	A paragraph can never end with an exclar		
	a) True b) False	c) Partially true d) None of them	
91.	What is the first sentence of a paragraph of	called?	
91.	a) The Introduction sentence	b) The Exclusive sentence	
	c) The Topic sentence	d) The First sentence	
	o) The representation	-,	
92.	In listening the main intention appreciated.	is to seek certain, information which will	be
	a) Empathetic b) Appreciative	c) Evaluative d) Dialogic	
93.	A positive statement (in a question tag) tal	ikes a tag.	
	a) Negative b) Positive		

94.	Another thing that ye	ou have to avoid is add	ling to OHP's with	a during a talk
	a) Chalk	b) Pencil	c) Pen	d) Marker
			0.	
95.	Which of these is no	t a type of Precis?		
	a) Precis of speech		b) Precis of cor	respondence
	c) Tables		d) Telegraphes	_
	, , , , , , , , , , , , , , , , , , , ,		9	
96.	Which of the follow	ing is NOT a rule of P	recis writing?	X.
	a) Always have a	5 77005	8	A
		e vocabulary as possib	le	
		elevant information pr		l passage
		short forms or abbrevi	_ \	,
	a, be not all any	A P		
97.	Which of these shou	ld be avoided in a préd	eis?	
<i>,</i> , ,	a) Imagery	b) Verbs	c) Pronouns	d) Indirect speech
	a) magery	0,000	e) Trougound	<i>z</i>) <i>z</i>
98.	Evaluative listening	is also called	1	
,	a) Therapeutic	b) Evaluative	c) Dialogic	d) Impathetic
	u) Therapeutic	o) Braidaire	c) Blaiogie	a) impaniene
99.	Nouns that end in "	V" hut have a constar	nt hefore "V" form	their plural by dropping "Y"
,,,	and adding .	1 Out have a constant		then plant by dropping
	a) ves	b) es	c) s	d) ies
	a) ves	0) 03	c) s	d) les
100.	The chambers every	day Dictionary describ	es Precis as	
100.	,	b) a presentation		— d) an incident
	a) a summary	of a presentation	c) a story	d) an incident
		¥ .	. A	