

# CBCS SCHEME

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.

1. Her thinking leans democracy.	d) None of these
	a) None of these
a) with b) towards c) for	
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
	a) 1 1011011 111101
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 p	paragraph?	
	a) Length	b) Breadth	c) Unity	d) Coherence
11.	Resume is called curr	iculum vitae in		
•••	a) India	b) France	c) North America	d) South Americ
12.	Which of these letters	are in response to an adve	ertisement?	7
	a) Solicited letters	are in response to an adve	b) Unsolicited letters	
	c) Letters of enquiry	O.	d) Letters of complaint	
13.	Which of these letters	of application must inclu	de a statement of the writ	ter's age?
	a) For complain	b) For employment	c) For enquiry	d) For adjustmen
14.	Technical writing den	nands use of lang	niage	
	a) figurative	b) poetic	c) factual	d) dramatic
15.	Which of these must l	be avoided in technical wr	iting?	
	a) Facts		b) Grammar	
	c) Punctuation		d) Personal feelings	
16.		s is used in technical writir		
	a) Apex	b) Top	c) Slanting	d) Bottom
17	Which of these is a to	abulant would for alouting?	3	× -
17.	a) Lateral	chnical word for slanting? b) Sloping	c) Tilting	d) Bent
	a) Lateral	o) bioping	o) Thing	d) Bent
18.	Which of these should	d be avoided for an effecti	ve speech?	
	a) Planning of speech		b) Preparation of speed	e <b>h</b>
	c) Long sentences		d) Organization	
	579		The state of the s	
19.	1 / / /	d be avoided during the de		
	a) Confidence	b) Clarity	c) Pauses	d) Rudeness
••	Williak afthogo is not	a type of public speech?	M	
20.	a) Short speech	a type of public speech:	b) Informal speech	
	c) Written speech		d) Professional speech	
	c) written speech		a) i fotossional specon	
		estions on Pronoun Corr		
21.		f necessary. One should re		
	a) One should respect		b) One should respect	her elders.
	c) One should respect	one's elders.	d) None of these.	
22.	Correct the sentence i	f necessary. One should re	espect his own country.	
	a) One should respect		b) One should respect	her own country.
	c) One should respect		d) One should respect	
	The state of the s		A - 2 of 8	

23.				
	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.		
		VY		
24.	Correct the sentence if necessary. I and Jimmy v	vent 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 f	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 w			
	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	Compet the contained if you are Dethile and or	and the meeting		
27.	Correct the sentence if necessary. Both he and y	b) Both you and he must attend the meeting.		
	<ul><li>a) Both he and you must attend the meeting.</li><li>c) a and b</li></ul>	d) None of these.		
	c) a and o	d) None of these.		
28.	Correct the sentence if necessary. Peter invited i	ne 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.		
	, V			
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.		
••	900	, <u>, , , , , , , , , , , , , , , , , , </u>		
30.	Correct the sentence if necessary. None of the th			
	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:			
	General Digital Questions on Majectives.	*		
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 the			
	a) He is junior than me.	b) He is junior then me.		
	c) He is junior to me.	d) None of these.		
22	G 11	1		
33.	Correct the sentence if necessary. He is senior to			
	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.		
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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 a d) None of these.	ne.
	Questions on Verb Correction:		
36.	Correct the sentence if necessary. The girl is tak a) The girl is taking biscuits every day. c) The girls is taken biscuits every day.	b) The girl takes biscuits d) None of these.	s every day.
37.	Correct the sentence if necessary, He takes milk	every day.	
57.	a) He takes milk every day.	b) He is taking milk eve	ery day.
	c) He is taken milk every day.	d) None of these.	
38.	Correct the sentence if necessary. They are com	ing here regularly.	
	a) They are coming here regularly.	b) They are come here i	egularly.
	c) They 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	S A.M.	
	c) I study every morning from 5-8 A.M.		
	d) None of these.	08	
40.	Every evening, he is going for a walk.	0	Wy.
40.	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.		
		A. A.	
41.	A writer must not convey information with	a) rordomnoss	d) 44h
	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
	7	,	,
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 writer	iting a non-formal letter?	
77.	a) Filling in a blank form	b) Form of a letter	
	c) Form of a memorandum	d) Formal of a notice	
		a) a craim of a motion	
45.	A non-formal report written in the form of letter	r is similar to a	
	a) friendly letter b) business letter	c) complaint letter	d) notice
	WH 1 1 0 1		
46.	Which of these does not come under reports?	X 3 7	
	a) News items b) Memorandums	c) Notice	d) Report cards
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47.	to the a parameter of a formal report:				
	a) Presentation	b) Complaint	c) Information	d) Request	
48.	Meaning of "Fly by n a) Night journey c) Cat's eye	ight"	b) A bird busy in night 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, hea) Borrowed	a lot of money to the	e bank, c) Deposited	d) Lent	
55.	I the apartme	ent all day yesterday. b) Washed out	c) Cleaned up	d) None of these	
56.	The trainas	fast as the bus. b) running	c) moves	d) going	
57.	He was seen a) went	to the school, b) going	c) gone	d) go	
58.	She in the sun fa	for 1 hour b) has been sitting	c) has been sit	d) has sit	
59.	a) will it help you in	your studies? b) was	c) is	d) are	
60.	I never seen suc	ch a picture before b) was	c) have	d) has	
61.	Words of same sound a) Soundnyms	is? b) Antonyms	c) Homonyms	d) None of these	
<b>52.</b>	Sounding the same but a) Symphonious	t spelt differently? b) Homophonous Version A	c) Synonyms - 5 of 8	d) Saminymous	

63.					
03.	Choose the correct answer?				
	a) My friend has got a new job	p)	My friend has got a		
	c) My friend is got a new job	d)	My friend did got a	new	lop
64.	Choose the correct sentence.	19	n V 7		
	a) Do you like a glass of water?		Wheeld one Oles a at		C
	c) Would you like the glass of water?	(d	Would you like a gl		
	would you like the glass of water?	(a)	Do you like the glas	10 8	water?
65.	Antonym of Ad-lib?	,		ah.	
	a) Improvise b) Extemporized	۵)	Deliberate	/L	Comment
	b) Extemporized	c)	Deliberate	d)	Spontaneous
66.	We at the party.		100 m		
	a) Enjoyed ourself b) Enjoyed ourselves	۵)	Played with	4)	None of the
	bigoged ourserves	c)	riayed with	u)	None of these
67.	Choose a correct sentence below:				
	a) There are seven girls in the class.	h)%	There is seven girls	in the	class
	c) There are seven girl in the class.	d)	There is seven girl in		
		3	There is seven girl in	i the	Class.
68.	I a letter to the Principal yesterday	M			
	a) write b) forward	( c)	mailed	d)	have signed
		,		-,	iii. o signou
69.	Choose the correct statement:				
	a) Although he was hurt, but he continued to v	valk.			
	b) Although he was hurt, he continued to walk		- O y		
	c) He was hurt, he continued to walk.		11/2		
	d) Although he continued to walk, he was hurt.	1/4		7	
70.	Choose the correct statement:		Υ,		
70.	a) There were between 8 to 10 policemen pres	J.			
	<ul><li>a) There were between 8 to 10 policemen pres</li><li>b) There were between 8 and 10 policemen pres</li></ul>	ent.	La Land		
	c) There were among 8 to 10 policemen present	esent			
	d) There were atleast 8 and 10 policemen pres	III. ent			
	, policement pres	CIII.	St.		
71.	Meaning of See Eye to Eye	-	And the second		
	a) To agree fully b) Not agreeing fully	(c)	In a battle field	4)	A n am.
		900	an a sattle field	d)	Angry
72.	He a very good grade in the examination				
	a) Earned b) Given	c)	Received	d)	None of these
=-				u)	rone of these
73.	We at the party late				
	a) arrived b) went	c)	) played	d)	saw
74	The notions in him is				
74.	The patient in his sleep				
	a) Woke up b) Died	c)	Cried off	d)	None of these
75.	I was delighted her answer.				
, 5.	a) On her answer. b) At				
	-, -, Ai	c)	) For	d)	In
76.	I have no doubt it.				
	a) At b) On	σ,	\ IInon		
	Version		) Upon	d)	About

77.	I assure you your safety				
	a) Off b) Of				
	<i>b)</i> 01	c)	From	d)	With
<b>78.</b>	He competed me for the prize.		De		
	a) Off b) With	c)	To		
	-,	()	To	d)	Of
79.	He is difficulties	·V			
	a) In b) On	c)	From	1	*****
0.0		, c)	110111	(d)	With
80.	He is true his words		X-3		
	a) With b) On	c)	To	d)	For
01	TIL O. I	,		u)	roi
81.	The fan is my head				
	a) Above b) On	c)	To 🥒	d)	With
82.	Voy on see that			/	
02.	You can see the house the trees  a) To Dn	7	1		
	a) 10 b) On	c)	With	d)	Among
83.	Which of these is not a characteristic of				
	Which of these is not a characteristic of a good a) Brevity b) Dignified style				
	b) Digitited style	c)	Fakeness	d)	Personal touch
84.	Which of these should be avoided in a good ess	22/2			
	a) Slang b) Dignified words		Brevity	٦١.	TT. 14
	- Jamile Words	C)	Dievny	a)	Unity
85.	Which of these is not a type of essay?	0			
	a) Narrative essay b) Descriptive essay	(c)	Argumentative essa	av d)	Personal essay
0.6				, u	1 015011a1 055ay
86.	Which of these essays tells a story?	7	4		
	a) Narrative essays		Descriptive essays		
	c) Reflective essays	d)	Argumentative essa	ıys	
87.	In which of these account the writer arriver at		. 4		
07.	In which of these essays, the writer arrives at a can also also also also also also also also			oning	;?
	c) Reflective essays		Descriptive essays Argumentative essa		
	s, many cossays	u) y	Argumentative essa	ys	
88.	essays are a collection of one's thoughts	No.			
	a) Narrative b) Expository		Argumentative	d)	Reflective
	A. A.	,	8	۵)	1011001110
89.	Which of these explains a subject?				
	a) Narrative essays	b) I	Expository essays		
	c) Argumentative essays	d) I	Reflective essays		
	***************************************				
90.	Which kind of essay uses the five senses (tou	ich, sr	nell, taste, sound,	sight)	to enhance the
	imagery of the setting?	1.	<b>7</b>		
	a) Narrative essays		Descriptive essays		
	c) Expository essays	d)	Argumentative essa	ıys	
91.	Indirect speech is also called as:				
1.	a) Reported speech b) Quoted speech	c)	Simple speech	d) D	rincipal speech
	a) Reported speccii o) Quoted speccii	c)	omibie speecii	u) I	i incipai speceli
	Visit in the second sec				

92.	A report provid	des information on scient	ific ton	ta corried out have	anainaana an asia di d
	a) progress	b) periodic		laboratory	d) trouble
	7 7 8-100	o) periodic	C)	laboratory	d) trouble
93.	Convert the following	g direct speech to indirect	:	The same	
	She said, "My mother	is cooking food".	1	>	
	a) She said that her	mother was cooking food.	0		
	b) She said that my	mother was cooking food	o V		
	c) She said that her	mother is cooking food.	7		
	d) She said that my r	nother is cooking food.			
94.	Change the 1 C			1	V
<b>74.</b>	Change the speech to	r the following statement	:		
	She said, "The man d	led in the afternoon".			
	a) She said that the	man had died in the aftern		X .	
	c) She had said the	nan died in the afternoon.	ioon.	9	
	d) She said the man	was dead in the afternoon		Z	
	, , , , , , , , , , , , , , , , , , , ,	was dead in the atternoon	1.	grap. V	
95.	Convert the following	statement in direct speed	ch to in	direct:	
	He said to me, "I don	It believe you".	74		•
	a) He said he didn't b	pelieve me.	" b) H	le said I don't bel	ieve you.
	c) He said he don't be	elieve me.	d) H	Ie said I didn't be	lieve you.
06	TC41- All All C				
96.	a) Singular number	gular number, third perso	n; in w	hat number and p	person will the verb be?
	<ul><li>a) Singular number,</li><li>c) Plural number, firs</li></ul>	t person.		ingular number, t	
	o) i iaiai namoci, ms	r person.	u) P	lural number, thir	d person.
97.	Fill in the blank: Neit	ther he nor I present.	. 7		<b>*</b>
	a) were	b) was	c);	are	d) am
			)		d) um
98.	Convert the affirmati	ve sentence into a negativ	e sente	nce:	
	Mili is prettier than N			<i>y</i>	
	a) Neha is not as pret		b) M	fili is not as prett	y as Neha.
	c) Neha is not as pret	tier as Mill.	d) M	Iili is not prettier	than Neha.
99.	Convert the following	g interrogative sentence to	on/noo	y Nortivo contonos	
,,,	Who would not love	his country?	all ass	serrive semence;	
	a) No one loves his co		b) E	veryone loves his	Country
	c) Someone loves his	country.	ď) E	veryone loves the	country.
		3			,
100.		g compound sentence into	a simp	ole sentence:	
	We must eat, or we c	V	4 \	•	
	<ul><li>a) We must live to ea</li><li>c) We can't live if we</li></ul>			Ve must eat to live	
	of we can thresh we	Gat.	a) v	Ve can't eat if we	live.