



# CBGS SCHEME

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Question Paper Version : A

## Second Semester B.Arch./B.Planning Degree Examination, June/July 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.

#### Choose the appropriate answers :

1. Which of these reports is written before starting a new project?  
a) Feasibility report   b) Periodic report   c) Trouble report   d) Progress report
2. Which of these reports lists down precautions?  
a) Progress report   b) Periodic report   c) Trouble report   d) Feasibility report
3. In which of these cases is the letter form of report not used?  
a) When reader is a close associate   b) When subject matter is brief  
c) When there is breakdown of machinery  
d) When subject matter pertains to a few topics
4. Where is the signature mentioned in a memorandum?  
a) Top left   b) Top right   c) Bottom left   d) Bottom right
5. Interviews are conversations with \_\_\_\_\_  
a) fun   b) purpose   c) friendliness   d) informality
6. Which kind of interview includes a process in which the employability of the job applicant is evaluated?  
a) Stress interview   b) Screening interview  
c) Group interview   d) Behavioural interview
7. How many styles are used in a screening interview?  
a) Two   b) Five   c) Three   d) Four

8. In which of these interviews, insults are common?  
a) Screening interview                                  b) Stress interview  
c) Behavioural interview                                d) Group interview
9. Which of these interviews is adapted for computer programmers?  
a) The stress interview                                b) The group interview  
c) The screening interview                            d) The audition
10. In which of these, more than one candidate is interviewed?  
a) The Behavioural interview                        b) The Stress interview  
c) The group interview                                 d) The audition
11. Which of these interviews is taken for a candidate far away?  
a) Lunch interview    b) Telephone        c) Stress interview    d) Group interview
12. Which of these is not a part of a proposal?  
a) First page                      b) Outline                      c) Complaint                      d) Contents
13. Which of these does the title and first page not includes?  
a) Brief information of the proposal                  b) Name of the institution  
c) Nationality of the person submitting the proposal  
d) Name of the person submitting the proposal.
14. Which of these is the most important part of the proposal?  
a) Title and first page    b) Abstract                      c) Contents                      d) Experience
15. Where is the proforma placed in a proposal?  
a) After title                      b) After contents                  c) After introduction              d) After outline
16. **Fill in the blank :** Neither he nor I \_\_\_\_\_ present.  
a) were                              b) was                                c) are                                 d) am
17. **Correct the statement :**  
Your best bet are free tickets.  
a) Your best bet is free tickets                      b) Your best bet were free tickets  
c) Your best bet am free tickets                      d) Your best bet seems free tickets.
18. **Choose the correct statement :**  
a) The fire caused many damages                  b) The fire caused much damage  
c) The fire caused many damage                      d) The fire caused much damages
19. **Fill in the blank :** The ship \_\_\_\_\_ set sail  
a) has                                 b) is                                  c) was                                 d) have
20. **Correct the statement :**  
Bread and butter are my favourite breakfast  
a) Bread and butter is my favourite breakfast.  
b) Bread and butters are my favourite breakfast.  
c) Breads and butters are my favourite breakfast.  
d) Breads and butter are my favourite breakfast.

21. **Fill in the blank** : None of the students \_\_\_\_\_ happy with the teacher.  
 a) were                      b) was                      c) have                      d) has
22. **Fill in the blank** : bismillah Khan plays \_\_\_\_\_ shehnai with great skill.  
 a) a                      b) an                      c) the                      d) a or the
23. **Correct the incorrect statement** :  
 How gentle person Mr. Bhatia is!  
 a) How gentle a person Mr. Bhatia is!                      b) How gentle the person Mr. Bhatia is!  
 c) How gentle person the Mr. Bhatia is!                      d) How a sgentle person Mr. Bhatia is!
24. **Fill in the blank** : Neha has left for \_\_\_\_\_ United States of America.  
 a) a                      b) the                      c) an                      d) to
25. **Fill in the blank** : He lives \_\_\_\_\_ Bezonbagh \_\_\_\_\_ Nagpur  
 a) in , at                      b) at , in                      c) at , on                      d) on , at
26. **Fill in the blank** : The cat sprang \_\_\_\_\_ me  
 a) on                      b) upon                      c) in                      d) at
27. **Choose the correct statement** :  
 a) She walked till the end of the road                      b) She walked to the end of the road  
 c) She walked at the end of the road                      d) She walked on the end of the road
28. **Fill in the blank** : The factory began production \_\_\_\_\_ 22<sup>nd</sup> July.  
 a) since                      b) from                      c) by                      d) at
29. **Choose the correct statement** :  
 a) Kunal has been absent for five days.                      b) Kunal has been absent since five days.  
 c) Kunal has been absent from five days.                      d) Kunal has been absent till five days.
30. **Correct the incorrect statement** : I've got nobody to talk  
 a) I've got nobody to talk to.                      b) I've got nobody to talk with.  
 c) I've got nobody to talk from.                      d) I've got nobody to talk into.
31. Which of these statements belong to present continuous tense (plural)?  
 a) We are writing a letter.                      b) She is writing a letter  
 c) They were writing a letter                      d) We were writing a letter
32. To which of these tenses does the following statement belong?  
 We were watching television all day  
 a) Simple past tense                      b) Past continuous tense  
 c) Past perfect tense                      d) Past perfect continuous tense
33. **Fill in with past perfect tense** : I \_\_\_\_\_ my homework when my uncle arrived.  
 a) completed                      b) had completed                      c) was completing                      d) had been completing
34. Which of these is an example of simple present tense?  
 a) I am going to Delhi tomorrow                      b) There she goes !  
 c) He has just gone out.                      d) I am reading the Gita.

35. Which of these words is correct?  
 a) Bureau                      b) Beaurau                      c) Bereau                      d) Bureu
36. **Fill in the blank :** My watch is five minutes \_\_\_\_\_  
 a) behind                      b) before                      c) slow                      d) early
37. **Choose the correct statement :**  
 a) It is dirty, throw it                      b) It is dirty, throw it away  
 c) It is dirty, give it                      d) It is dirty, give it away.
38. **Fill in the blank :**  
 I \_\_\_\_\_ down for an hour every afternoon  
 a) lay                      b) lie                      c) laid                      d) lye
39. **Choose the correct statement :**  
 a) He tore the letter in anger.                      b) He tore up the letter in anger.  
 c) He teared the letter in anger.                      d) He teared up the letter in anger.
40. **Fill in the blank :** The thief has \_\_\_\_\_ all my belongings.  
 a) robbed                      b) taken                      c) stolen                      d) taken away
41. Which of these explains a subject?  
 a) Narrative essays                      b) Expository essays  
 c) Argumentative essays                      d) Reflective essays
42. Which kind of essay uses the five senses (touch , smell , taste , sound , sight) to enhance the imagery of the setting?  
 a) Narrative essays                      b) Descriptive essays  
 c) Expository essays                      d) Argumentative essays
43. **Convert the following direct speech to indirect speech :**  
 She said, "We will analyse this tomorrow".  
 a) She said that they would analyse it the next day.  
 b) She said that we would analyse it the next day.  
 c) She said that they will analyse it the next day.  
 d) She said that we will analyse it the next day.
44. **Convert the following direct speech to indirect :**  
 She said, "Thank you !"  
 a) She thanked me                      b) She said me thank you  
 c) She said thank you to me                      d) She said thank you.
45. **Convert the following sentence in direct speech to indirect speech :**  
 She said, "Can you read?" and I said "yes".  
 a) She asked me can you read and I said yes  
 b) She asked me if I could read and I said that I could.  
 c) She asked me can you read and I said that I could.  
 d) She asked me if I could read and I said yes.
46. **Convert the following active form to passive form :**  
 I was determined to mortgage the car.  
 a) I was determined that the car should be mortgaged.  
 b) The car was determined to be mortgaged.  
 c) I was determined that car will be mortgaged.  
 d) I am determined that car will be mortgaged.

47. Which of these is not an use of the passive voice?  
 a) When we know about the doer of the action  
 b) When the subject of the active verb would be people.  
 c) To avoid awkward of ungrammatical sentences.  
 d) When an active form would create problems for the speaker.
48. Which of these is not a part of speech?  
 a) Noun                      b) Verb                      c) Preposition                      d) Object
49. **In the following sentence, replace the verb by a noun :**  
 He fought bravely.  
 a) He put up a brave fight                      b) A fight was put up bravely  
 c) A brave fight was put up                      d) A fight is put up bravely.
50. **In the following sentence, replace the adverb with a noun :**  
 He watched the girl carefully.  
 a) He watched her with care                      b) He watched the girl with great care  
 c) With care he watched her.                      d) Care was taken while watching her.
51. Which of these must be avoided in business letters?  
 a) Polite words              b) Formal words              c) Abbreviations              d) Clear details
52. Which of these must not be mentioned in a business letter?  
 a) Information of the quality of the order              b) Name of the firm  
 c) The mode of payment                      d) With regards
53. Where should the name of the firm be mentioned?  
 a) Right of the page                      b) Below the address of the writer  
 c) Above the address of the writer                      d) On the last page of the letter
54. Which of these is not a mode of address for any letter?  
 a) To a tradesman              b) To a child                      c) To a firm                      d) To professional men
55. Which of these is not used to conclude a business letter?  
 a) Yours faithfully              b) Yours truly                      c) Yours sincerely                      d) With kind regards

**General English Questions on Pronoun Correction :**

56. **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 the above
57. **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 own Country.
58. **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.

59. **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 the above
60. **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 the above
61. **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 the above
62. **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 the above
63. **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 the above
64. **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
65. **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 the above.

#### Sentence Arrangement Questions :

66. All religions are : (P) to advance the cause of peace (Q) in a holy partnership (R) justice and freedom (S) bound together.  
 a) PQRS                      b) PRQS                      c) SPQR                      d) SQPR
67. A. Totally personal agenda will never bring about this level of fulfillment because that has to result from integration - and not be a substitute for it.  
 B. One's consciousness then becomes centred in the identity of the soul.  
 C. Realising ourselves and our potential entails becoming a pure reflection and manifestation of the inner self.  
 D. Since the soul lives by different laws and values, there is a fundamental conflict in human nature that must be resolved if integration and fulfillment is to be complete.  
 a) DCAB                      b) ABCD                      c) CBDA                      d) CABD

68. A. Providing benefits for women and children is a societal responsibility which can be funded in a large country through a combination of general taxation and contributory payments.  
 B. This should further lead to close scrutiny of the difficulties faced by unorganized workers who fall beyond the scope of any worthwhile labour welfare measures.  
 C. The enhancement of paid maternity leave for women in the organized sector to 26 weeks from 12 is a progressive step.  
 D. The reported move to restrict even this meager benefit to the first child for budgetary reasons is retrograde and must be given up.  
 E. Positive though it is, the amended law is expected to cover only 1.8 million women, a small subset of women in the workforce.  
 Which of the following would be the SECOND sentence after rearrangement?  
 a) F                                      b) A                                      c) E                                      d) B
69. A. One evidence of this is that many highly intelligent people are very low on creativity.  
 B. In other words they may find replicating a process very easy but creating a process difficult.  
 C. But it is unfortunate that in many organisations these replicates are rated high and promoted over creators.  
 D. Intelligence and creativity are two different things.  
 E. They may understand the things very fast but are poor if any new thing is to be developed; this in long term gives creators an upper edge.  
 Which of the following will be the SECOND sentence?  
 a) A                                      b) B                                      c) C                                      d) D
70. In the following question, a disarranged sentence is given in which words or phrases are lettered P, Q, R, S... You have to arrange these to form a meaningful sentence.  
 P : tramp      Q : I was      R : as free      S : as a  
 a) Q R S P                              b) Q P R S                              c) P Q R S                              d) P R S Q
- Find out whether there is any grammatical error in below sentence :**
71. If you cannot / sympathy with the poor , / how will you be / able todo social work?  
 a) If you cannot                                      b) sympathy with the poor  
 c) how will you be                                      d) able to do social work?
72. On resuming his duty, / he asked his superiors / that whether he would be / permitted to leave early.  
 a) On resuming his duty                                      b) he asked his superiors  
 c) that whether he would be                                      d) permitted to leave early
73. What is needed today is / a new breed of managers / with a new set of concepts / and a flexible way about thinking.  
 a) What is needed today is                                      b) a new breed of managers  
 c) with a new set of concepts                                      d) and a flexible way about thinking
74. The basket of apples / sent by the gardener / contained a number of / green mangoes also.  
 a) The basket of apples                                      b) sent by the gardener  
 c) contained a number of                                      d) No error

75. This is one of / the most interesting book / I have / ever read.  
 a) This is one of  
 b) the most interesting book  
 c) I have  
 d) ever read
76. He was very disappointed / when he found / that someone else / had secured higher marks.  
 a) He was very disappointed  
 b) when he found  
 c) that someone else  
 d) No error
77. Every statement must have a subject and a \_\_\_\_\_  
 a) noun  
 b) verb  
 c) predicate  
 d) phrase
78. Choose the correct statement :  
 a) Do not make friend with selfish people  
 b) Do not make friendship with selfish people  
 c) Do not make friends with selfish people  
 d) Do not make friendly with selfish people
79. Choose the correct statement :  
 a) She doesn't know the reason for his disappearance.  
 b) She doesn't know the reason of his disappearance.  
 c) She doesn't know the reason at his disappearance.  
 d) She doesn't know the reason with his disappearance.
80. Some students are \_\_\_\_\_ at copying.  
 a) adapt  
 b) adept  
 c) adopt  
 d) edept
81. Father \_\_\_\_\_ me not to go out in the cold.  
 a) adviced  
 b) advised  
 c) advice  
 d) advise
82. Which of these should be avoided in the message of a speech?  
 a) Clarity  
 b) Confusion  
 c) Voice Modulation  
 d) Politeness
83. Which of these is the most important element of the speech process?  
 a) Message  
 b) Audience  
 c) Feedback  
 d) Speech style
84. Which of these factors need not be considered while preparing speech for the audience?  
 a) Number of people  
 b) Age of audience  
 c) Appearance of audience  
 d) Nature of pupose
85. Which of these means to omit?  
 a) Accept  
 b) Except  
 c) Acept  
 d) Except
86. Which of these means to influence?  
 a) Affect  
 b) Efect  
 c) Effect  
 d) Affecct
87. \_\_\_\_\_ is the most important city of a Country.  
 a) Capitol  
 b) Capetol  
 c) Capital  
 d) Capitalisation
88. Which of these is an adjective?  
 a) Course  
 b) Coourse  
 c) Caorse  
 d) Coarse



89. **Fill in the blank.**  
She writes everyday in her \_\_\_\_  
a) dairy                      b) diary                      c) deary                      d) diery
90. Which of these expresses distance?  
a) Farther                      b) Father                      c) Further                      d) Ferther
91. \_\_\_\_\_ refers to the second – mentioned thing of two things.  
a) Later                      b) Latter                      c) Latte                      d) Late
92. Which of these is a conjunction?  
a) Weather                      b) Peace                      c) Piece                      d) Whether
93. Which of these means a piece of wood?  
a) Wage                      b) Wadge                      c) Wedge                      d) Wedje
94. What is a participle called when it is used as a simple qualifying adjective in front of a noun?  
a) Past participle                      b) Participial adjective  
c) Participial noun                      d) Participial adverb
95. **Fill in the blank with present participle :**  
I met a boy \_\_\_\_ a box of chocolates.  
a) carried                      b) carrying                      c) was carrying                      d) had carrying
96. **Pick out the participle in the following sentence :**  
Knowing his aptitude, he should have scored more runs.  
a) Knowing                      b) Aptitude                      c) Scored                      d) Runs
97. **Fill in the blank with past participle :**  
\_\_\_\_\_ by hate, he lashed out with a knife.  
a) Blinding                      b) Blinded                      c) Blind                      d) Having blind
98. Words of same sound is?  
a) Soundnysms                      b) Antonyms                      c) Homonyms                      d) None of these
99. Sounding the same but spelt differently?  
a) Symphonious                      b) Homophonous                      c) Synonyms                      d) Saminymous
100. We \_\_\_\_ at the party.  
a) Enjoyed ourself                      b) Enjoyed ourselves  
c) Played with                      d) None of these.

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