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Question Paper Version : A

**Second Semester B.Arch/B.Planning Degree Examination,  
Dec.2024/Jan.2025**

**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 a suitable verb to agree with the subject:**

1. Either my mother or my father \_\_\_\_\_ coming to the meeting.  
a) is                                      b) are                                      c) was                                      d) were
2. Everyone of those books \_\_\_\_\_ friction.  
a) are                                      b) is                                      c) like                                      d) do
3. The leader as well as his brothers \_\_\_\_\_ to the tribe.  
a) belonging                              b) belong                                      c) belonged                                      d) belongs
4. The students accompanied by the teacher \_\_\_\_\_ gone on a picnic.  
a) had                                      b) has                                      c) were                                      d) have
5. A large sum of money \_\_\_\_\_ stolen.  
a) was                                      b) were                                      c) do                                      d) did

**Choose a suitable pronoun to agree with the subject:**

6. Mr. Banks and Mr. Cukler are selling \_\_\_\_\_ stock in the construction company.  
a) his                                      b) theirs                                      c) her                                      d) their
7. Jane Roberts is my friend and mentor; \_\_\_\_\_ helps me at all times.  
a) she's                                      b) her                                      c) she                                      d) her's
8. A person needs to see \_\_\_\_\_ dentist twice a year.  
a) his                                      b) his/her                                      c) her                                      d) their

9. Both of the boys inherited \_\_\_\_\_ mother's red hair.  
a) their                      b) them                      c) his                      d) theirs
10. The Washington team was opportunistic, \_\_\_\_\_ took advantage of every break.  
a) it                      b) they                      c) them                      d) those

**Fill in the blanks with suitable tenses:**

11. Suddenly she gave a loud scream and \_\_\_\_\_ to the ground.  
a) had fallen                      b) has fallen                      c) fall                      d) fell
12. After questioning he \_\_\_\_\_ to go home.  
a) allowed                      b) was allowed                      c) had allowed                      d) allowing
13. Although they \_\_\_\_\_ defeated, they did not lose heart.  
a) are                      b) has been                      c) were                      d) was
14. The teacher asked the boys whether they \_\_\_\_\_ the problems.  
a) solved                      b) has solved                      c) solving                      d) had solved
15. The room \_\_\_\_\_ but the police failed to find anything suspicious.  
a) searched                      b) was searched                      c) has searched                      d) searching

**Fill in the blanks with suitable auxiliaries:**

16. You must have been riding continuously, you \_\_\_\_\_ be tired.  
a) can                      b) ought                      c) were                      d) must
17. That \_\_\_\_\_ be true. He wouldn't do something like that.  
a) wouldn't                      b) can't                      c) shouldn't                      d) mustn't
18. \_\_\_\_\_ you mind standing up for a moment?  
a) should                      b) could                      c) would                      d) can
19. I will go to Chicago after, I \_\_\_\_\_ finished my work here.  
a) have                      b) has                      c) had                      d) having
20. \_\_\_\_\_ you at Kashmir last week.  
a) was                      b) were                      c) had                      d) has

**Identify the part of the sentence that has an error:**

21. Suman could not went (A) to picnic, because (B) his mother was sick (C) no error (D)  
a) Suman could not went (A)                      b) to picnic, because (B)  
c) his mother was sick (C)                      d) no error (D)
22. I couldn't find my tennis racket (A) so I asked Mani (B) to use that (C) no error (D)  
a) I couldn't find my tennis racket (A)                      b) So I asked Mani (B)  
c) to use that (C)                      d) no error (D)

23. We discussed about the problem so thoroughly (A) on the eve of the examination (B) that I found it very easy to work it out (C) no error (D)  
 a) We discussed about the problem so thoroughly (A)  
 b) on the eve of the examination (B)  
 c) that I found it very easy to work it out (C)  
 d) no error (D)
24. If I had known (A) this yesterday (B) I will have helped him (C) no error (D)  
 a) If I had known (A) b) this yesterday (B)  
 c) I will have helped him (C) d) no error (D)
25. Having received your letter (A) this morning, we are writing (B) to thank you for the same (C) no error (D)  
 a) Having received your letter (A) b) this morning, we are writing (B)  
 c) to thank you for the same (C) d) no error (D)

**Fill in the blanks with suitable phrasal verbs:**

26. The terrorist might now try to \_\_\_\_\_ historical monuments.  
 a) blow off b) blow out c) blow over d) blow up
27. His arrogance \_\_\_\_\_ his ruin.  
 a) brought in b) brought up c) brought about d) brought off
28. The publishers are planning to \_\_\_\_\_ a cheap edition of the book.  
 a) bring in b) bring out c) bring like d) none of these
29. Henry \_\_\_\_\_ the magazine quickly.  
 a) looked through b) looked up c) looked in d) looked down
30. \_\_\_\_\_ the doctor immediately.  
 a) call on b) call up c) call at d) call in

**Choose the best option:**

31. Okay, see you \_\_\_\_\_ the concert.  
 a) at b) in c) for d) to
32. The tougher the situation, the greater the need for you to prove your \_\_\_\_\_.  
 a) metal b) mettle c) melt d) on metal
33. The medicines that the doctor has \_\_\_\_\_ are not available.  
 a) prescribed b) proscribed c) prescription d) proposed
34. 'Milton's Paradise Lost' is full of literary \_\_\_\_\_.  
 a) illusions b) hallucinations c) allusions d) pollution
35. A refreshing \_\_\_\_\_ of breeze soothed my tense nerves.  
 a) drought b) flowing c) amount d) draught



Rewrite the statement by placing the modifier in the right position:

36. He sat very quietly, rolling his eyes in his chair.
  - a) Rolling his chair he sat very quietly in his eyes.
  - b) Rolling his eyes, he sat very quietly in his chair
  - c) Very quietly in his chair, he was rolling his eyes
  - d) None of these
37. The robber was a tall man with a mustache weighing 160 pounds.
  - a) A moustache weighing 160 pounds was a robber with a tall man.
  - b) A tall man who was a robber with a 160 pounds moustache was a robber
  - c) The robber was a tall man weighing 160 pounds with a moustache
  - d) None of these
38. He promised never to remarry at her deathbed.
  - a) To remarry at her deathbed he promised.
  - b) At her deathbed he promised never to remarry.
  - c) To remarry he promised not at her deathbed.
  - d) None of these
39. The bus station was located by river made of red brick.
  - a) The bus station made of red brick was located by a river.
  - b) A river made of red brick was located at the bus station.
  - c) The red brick with a river was located at the bus station.
  - d) None of these
40. She had a meal in a restaurant that was low in price.
  - a) The restaurant where she ate was low in price.
  - b) A low price meal was eaten by the restaurant.
  - c) She had a low price meal in a restaurant
  - d) None of these

Choose a suitable punctuation mark to complete the sentence:

41. Several colleges participated in the fest \_\_\_\_\_ BIT, VIT and MIT.
 

a) ' _____	b) , _____	c) / _____	d) : _____
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42. It is easy to be difficult \_\_\_\_\_ but difficult to be easy.
 

a) - _____	b) ? _____	c) ; _____	d) , _____
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43. When we came back \_\_\_\_\_ we found the doors open.
 

a) ; _____	b) : _____	c) ! _____	d) , _____
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44. The girls \_\_\_\_\_ purse was stolen.
 

a) ' _____	b) ; _____	c) - _____	d) ? _____
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45. How are you, my dear \_\_\_\_\_ ?
 

a) ; _____	b) - _____	c) ! _____	d) ? _____
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**Do as directed:**

46. A sentence that introduces the topic or the main idea to the readers is \_\_\_\_\_.  
 a) Topic sentence      b) Main sentence      c) Power sentence      d) First sentence
47. A paragraph which is written after analyzing a situation is called \_\_\_\_\_.  
 a) Descriptive paragraph      b) Analytical paragraph  
 c) Illustrative paragraph      d) Narrative paragraph
48. An essay can be divided into \_\_\_\_\_ distinctive parts.  
 a) 2      b) 3      c) 4      d) 5
49. Reproducing the author's ideas in one's own words is called:  
 a) Summarising      b) Paraphrasing      c) Essay writing      d) None of these
50. A concluding paragraph should always introduce new points.  
 a) True      b) False
51. Which among the following should not be followed while writing a summary?  
 a) Identifying a title      b) Gathering information  
 c) Identifying the main points      d) Lack of editing
52. Identify the characteristic feature of a business report:  
 a) It is used for general purposes.      b) Any employee can access it  
 c) It is not formal      d) It has a factual account and is reliable
53. Technical reports that are oral in nature are  
 a) permanent      b) formal      c) ephemeral      d) written
54. A report which is written on a timely basis is \_\_\_\_\_.  
 a) Factual report      b) Informative report      c) Business report      d) Routine report
55. This report provides only facts and findings of a problem or situation.  
 a) Laboratory report      b) Information report  
 c) Analysis report      d) Confidential report
56. \_\_\_\_\_ is a reading process that helps to identify a required piece of information.  
 a) scanning      b) skimming      c) intensive      d) extensive
57. \_\_\_\_\_ is a reading technique where the reader pays attention to each and every word for its meaning.  
 a) skimming      b) scanning      c) intensive      d) extensive
58. This process of reading helps to connect with the background of the central idea  
 a) Pre-reading      b) while reading      c) during reading      d) quick reading
59. The prisoner was hanged for \_\_\_\_\_.  
 a) doing murder      b) killing murder  
 c) accused murder      d) committing murder

60. He has been jobless for several months, and it is his wife who keeps the pot burning.  
 a) keeps the fire burning  
 b) avoids starvation  
 c) keeps firing  
 d) gets angry

**Convert the following sentence from active to passive voice:**

61. Who is creating this mess?  
 a) Who has been created this mess?  
 b) By whom was this mess been created?  
 c) By whom is that mess created?  
 d) By whom is this mess being created?
62. You need to clean your shoes properly.  
 a) Your shoes are needed to clean properly.  
 b) You are needed to clean your shoes properly  
 c) Your shoes need to be cleaned properly.  
 d) Cleaned properly your shoes
63. He is said to be very rich.  
 a) He said he is very rich.  
 b) People say he is very rich  
 c) He said it is very rich  
 d) People say it is very rich
64. James Watt discovered the energy of steam.  
 a) The energy of steam discovered James Watt.  
 b) The energy of steam was discovered by James Watt.  
 c) James Watt was discovered by the energy of steam  
 d) James Watt have been discovered the energy of steam
65. I cannot accept your offer.  
 a) Your offer cannot be accepted by me.  
 b) I cannot be accepted by your offer.  
 c) The offer can be accepted by me.  
 d) Your offer must be accepted.

**Convert the sentence from direct to indirect speech:**

66. He said to his father, "Please increase my pocket money."  
 a) He requested his father to increase his pocket money.  
 b) He pleaded his father for giving pocket money.  
 c) Both a and b  
 d) Only b
67. She said to him, "why don't you go today?"  
 a) She asked him not to go that day.  
 b) She asked him why he did not go that day.  
 c) Both a and b  
 d) None of these
68. "Please don't go away", he said.  
 a) He said to please him and go away  
 b) He begged me not to go away  
 c) Both a and b  
 d) None of these
69. "I am sorry", he said  
 a) He apologized that he was sorry.  
 b) He cried that he was sorry.  
 c) Both a and b  
 d) None of these



70. "I am feeling hungry", the little boy said to his mother.  
 a) The little boy said to his mother that he was hungry.  
 b) The little boy told his mother that he will be feeling hungry  
 c) Both a and b  
 d) None of these

**Do as directed:**

71. Childhood is a time when there are \_\_\_\_\_ responsibilities to make life difficult. If a child \_\_\_\_\_ good parents, he is fed, looked \_\_\_\_\_ and loved.  
 a) many, had, up      b) few, has, after      c) little, have, at      d) none of these
72. Life is always \_\_\_\_\_ new things to the child. A child finds \_\_\_\_\_ in playing in the rain or in the snow. His first visit \_\_\_\_\_ the seaside is a marvelous adventure.  
 a) donating, sorrow, on      b) presenting, happiness, to  
 c) displaying, pain, in      d) none of these
73. A child has his pains; he is not free to do as he wishes; he is continually being \_\_\_\_\_ not to do things or is being \_\_\_\_\_. His life is therefore not perfectly happy.  
 a) restricted, punished      b) forbidden, penalized  
 c) both a and b      d) none of these
74. \_\_\_\_\_ fights against distractions and knows how to concentrate.  
 a) Effective listener      b) Poor listener  
 c) Active listener      d) Passive listener
75. Listening as a process involves:  
 a) Listener      b) Message      c) Environment      d) All of these
76. Which among the following is a barrier to listening?  
 a) Physical      b) Emotional      c) Psychological      d) All of these
77. An active reader reads content with critical evaluation and questions in mind.  
 a) True      b) False
78. The date on a business letter should appear after the salutation.  
 a) True      b) False
79. In order to have the desired effect on the recipient, how should a formal letter be?  
 a) In the proper format      b) Grammatically correct  
 c) To the point and relevant      d) all of these
80. This format of the letter has the heading, complementary closure and signature right aligned.  
 a) Block format      b) Semi-block format  
 c) Informal format      d) None of these
81. Which among the following is not to be mentioned in a resume?  
 a) Educational qualification      b) Strengths  
 c) Work experience      d) Weakness

82. A resume is usually longer than a bio-data.  
a) True b) False
83. Which among the following should not be included in a cover letter?  
a) The position for which you are applying  
b) Skills, qualifications and experience that are relevant to the position  
c) Details of problems you have had with employers in the past  
d) Your interest to work with the organization
84. \_\_\_\_\_ format of resume lists your work history, your recent employer and job title listed first.  
a) Historical b) Functional c) Chronological d) Combination
85. BCC in an email refers to  
a) British Council b) Blind Carbon Copy  
c) Brand Carbon Copy d) Booked Carbon Copy
86. This document is a brief written message circulated within an organization for quick and easy communication.  
a) memo b) profile c) proposal d) CV
87. A blog is an online journal where individuals or groups present a record of activities or thoughts.  
a) True b) False
88. A person who writes blogs is called  
a) Blogger b) Blogging c) Blogman d) None of these
89. \_\_\_\_\_ communication is a direct, written or oral communication that occurs between two or more persons.  
a) Interpersonal b) Intrapersonal c) a and b d) All of these
90. Interpersonal communication promotes good decision making skills.  
a) True b) False
91. Which among the following must not be followed while communicating within a group?  
a) Being arrogant b) No eye contact c) Lack of gestures d) All of these
92. In a group one must communicate with \_\_\_\_\_.  
a) Hostility b) Ignorance c) Long sentences d) Knowledge
93. Which among the following should not be followed while appearing for an interview?  
a) Arriving late for the interview b) Knowing your resume  
c) Being formally dressed d) Knowledge of the company
94. Which among the following should not be followed in an interview?  
a) Lie b) Use slang  
c) Use profanity d) All of these



95. When giving a presentation in front of an audience you should do all of the following except:
- a) Speak loud and clear
  - b) Provide handouts if needed
  - c) Dress professionally
  - d) Do not look at the audience
96. Information in your presentation can be vague.
- a) True
  - b) False
97. While presenting, it is important to articulate and use a loud, clear voice.
- a) True
  - b) False
98. A group discussion checks and monitors.
- a) Leadership skills
  - b) Listening ability
  - c) Confidence
  - d) All of these
99. Which among the following should not be followed in a group discussion?
- a) Being productive
  - b) Listening to others
  - c) Being hostile
  - d) Not being arrogant
100. Communication helps management to make accurate decisions and influence organizational performance positively.
- a) True
  - b) False