



Second Semester B.Arch/B.Plan Degree Examination, June/July 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 the suitable Verb to agree with the subjects :

1. Either my mother or my father _____ coming to the meeting.
a) is b) are c) has d) none of these
2. Everyone of those books _____ fiction.
a) are b) is c) was d) none of these
3. The leader as well as his brothers _____ to the tribe.
a) belongs b) belong c) belonging d) none of these
4. The students accompanied by the teacher _____ gone on a picnic.
a) has b) have c) were d) none of these
5. A large sum of money _____ stolen.
a) were b) was c) has d) none of these

Choose the suitable Pronoun to agree with the subjects :

6. Mr. Banks and Ms. Tukler 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) theirs

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) fell b) had fallen c) has fallen 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 loose heart.
a) are b) has been c) were d) had
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) had searched d) searching

Fill in the blanks with suitable auxiliaries :

16. You must have been riding continuously. You _____ be tired.
a) must b) can c) ought d) were
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) has b) have c) had d) having
20. _____ you ever been to Kashmir?
a) Did b) Have c) Had d) Has

Choose 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) (A) b) (B) c) (C) d) (D)
22. I couldn't find my tennis racket (A) so I asked (B) to use hers (C) no error (D)
a) (A) b) (B) c) (C) d) (D)

23. We discussed about the problem so thoroughly (A) on the eve of the examination (B) that I found very easy to work it out (C) no error (D).
 a) (A) b) (B) c) (C) d) (D)

Fill in the blanks with the correct option :

24. His arrogance _____ his ruins.
 a) brought about b) brought out c) brought over d) brought up
25. The publishers are planning to _____ a cheap edition of the book.
 a) bring up b) bring out c) bring in d) bring down
26. Okay, see you _____ the concert.
 a) at b) in c) for d) none of these
27. The children were _____ at having been informed about a trip.
 a) thrilled b) thrilling c) thrills d) none of these
28. Don't narrate _____ stories, they scare me.
 a) ghaskly b) ghostly c) ghosted d) all of these
29. Ten : Decimal : : _____
 a) seven : septet b) Two : Binary c) Four : Quarter d) Five : Quince
30. A woman who lives unmarried throughout her life.
 a) sophomore b) sparkan c) sphinx d) spinster
31. The synonym of the word 'Articulate' is
 a) Express b) Agitate c) Coherent d) Adulate
32. Choose the correct spelling :
 a) believe b) beleive c) beleave d) beeleeve
33. The tougher the situation, the greater need for you to prove your _____.
 a) metal b) mettle c) metals d) all of these
34. We could not select the boy ; he wasn't really good _____ english.
 a) with b) in c) at d) from
35. We could not attend the wedding _____ rained.
 a) in spite of b) despite c) as it d) because of
36. A sentence that introduces the topic or the main idea to the readers is
 a) Topic sentence b) Thesis statement c) Both (a) & (b) d) none of these
37. A paragraph which is written after analyzing a situation is called.
 a) Descriptive b) Analytical c) Illustrative d) Narrative
38. An essay can be divided into _____ parts.
 a) 3 b) 4 c) 5 d) 6

39. Reproducing the author's ideas in one's own words is called :
a) Summarising b) Paraphrasing c) Essay writing d) None of these
40. A concluding paragraph should always introduce new points.
a) True b) False
41. The important parts of an essay are :
a) Introduction b) Body c) Conclusion d) All of these
42. _____ refers to the use of vocabulary and grammatical structures in a text.
a) Coherence b) Cohesion c) Punctuation d) All of these
43. The following is not a punctuation mark.
a) (&) b) (,) c) (" ") d) (;)
44. Which among the following should not be followed while writing a summary?
a) Identifying a title b) Identifying the main points
c) Gathering information d) Poor editing and revising
45. Which among the following is an informal report
a) Letter b) Memo c) Business report d) Only (a) & (b)
46. Technical reports that are oral in nature are :
a) permanent b) ephemeral c) formal d) written
47. This process of reading helps to connect with the background of the central idea.
a) Pre - reading b) While reading c) During reading d) none of these
48. _____ is a reading strategy where the reader pays attention to each and every word for its meaning.
a) Skimming b) Intensive reading c) Scanning d) Extensive reading
49. This proposal is drafted in response to an advertisement or demand.
a) Solicited proposal b) Unsolicited proposal
c) Super solicited proposal d) All of these
50. Choose the sentence that does not have an error :
a) Does he have any idea where he is going?
b) Does he have any idea what he is going?
c) Does they have any idea what they us going?
d) Does he have any idea where he is going?

Re - write the sentence :

51. The bus station was located by a river made of red brick.
a) A river made of red brick, was located at the bus station.
b) The red brick with a river was located at the bus station
c) The bus station made of red brick was located by a river
d) None of these

52. You've paid the rent for July, _____ you?
 a) haven't b) have you c) wasn't d) was not
53. Hurray ! _____ completed the project.
 a) we've b) I've c) they've d) all of these
54. You are _____ right in saying so.
 a) quite b) quiet c) quick d) all of these
55. They are _____ of his newly acquired riches.
 a) zealous b) jealous c) gealous d) none of these

Rearrange the sentence :

56. Our gratitude (a) / to show (b) / we have (c) / to them (d)
 a) dabc b) cbad c) abcd d) adcb
57. If you park there, you will have to _____ a fine.
 a) pay b) take c) have d) paid
58. Weight loss is a challenging task, not a bed of roses. The underlined idiom refers to
 a) an easy option b) a difficult task c) a boring job d) none of these
59. He spends his time drinking and watching TV. His no _____ to man or beast.
 a) rags b) use c) shoulders d) pie
60. Tippu became the heir to the throne
 a) feminine b) masculine c) neuter d) none of these

Convert the following sentences 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 that mess is being 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) Your shoes are needed by you to clean properly.
63. He is said to be very rich.
 a) He said he is very rich b) He said it is very rich
 c) People say he 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 had been discovered energy by the 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 told his father, please increase the pocket money.
 b) He pleaded his father to increase my pocket money
 c) He requested his father to increase his pocket – money
 d) All of these
67. She said to him, "why don't you go today"?
 a) She asked him why he did not go that day
 b) She asked him not to go that day
 c) She asked him why he went yesterday
 d) All of these
68. "Please don't go away", she said.
 a) She said to please her and go away b) She begged me not to go away
 c) She begged that I not go away d) All of these
69. "I am sorry", he said.
 a) He apologized that he was sorry b) He demanded that he was sorry
 c) He cried that he was to be sorry d) All of these
70. "I am feeling hungry", the little boy said to his mother.
 a) The mother told the boy that she was hungry
 b) The little boy said to his mother that he was hungry
 c) The little boy told his mother that he will be feeling hungry
 d) All of these

Choose the right option :

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 a 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. ____ fights against distractions and knows how to concentrate.
 a) Poor listener b) Low listener c) Effective listener d) None of these
74. Which among the following is a barrier to listening?
 a) Physical b) Emotional c) Psychological d) All of these

75. An active reader reads content with critical evaluation and questions in mind.
a) True b) False
76. The date on a business letter should appear after the salutation.
a) True b) False
77. In order to have the desired effect on the recipient, how should a formal letter be?
a) In proper format b) Grammatically correct
c) To the point and relevant d) All of these
78. In business letters a salutation is generally followed by a comma or a colon.
a) True b) False
79. This format of the letter has the heading, dateline, complementary closure and signature right aligned.
a) Block format b) Modified / semi block format
c) Informal letter d) None of these
80. Which among the following is not to be mentioned in a resume :
a) Educational qualification b) Strengths
c) Work experience d) Weakness
81. A resume is usually longer than a bio – data.
a) True b) False
82. The ____ format of resume lists your work history with dates, your most recent employer and job title listed first.
a) Historical b) Functional c) Chronological d) Combination
83. BCC in an email refers to :
a) British council b) Blind carbon copy
c) Brand copy carbon d) Booked carbon copy
84. This document is a brief written message circulated within an organization for quick and easy communication.
a) Memo b) Proposal c) Profile d) CV
85. A blog is an online journal where individuals or groups present a record of activities or thoughts.
a) True b) False
86. The police found a human body in the forest.
a) Corpse b) Carcass c) Caps d) No improvement
87. The teacher asked him to copy the material word for work.
a) after b) before c) by d) No improvement
88. 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) none of these d) all of these

89. Listening as a process involves
a) Listener b) Message c) Environment d) All of these
90. Which of the following should not be included in a cover letter?
a) The position for which you are applying
b) Skills, qualifications and experience
c) Your interest to work with the organization
d) Details of problems you have had with the employers in the past.
91. _____ communication is direct, written or oral communication that occurs between two or more persons.
a) Intrapersonal b) Interpersonal c) Extrapersonal d) None of these
92. 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
93. In a group discussion, one must communicate with _____
a) Hostility b) Ignorance c) Long sentences d) Knowledge
94. Which among the following should not be followed while appearing for an interview?
a) Arriving late for the interviews b) Knowing your resume
c) Being formally dressed d) Knowledge of the company
95. Which among the following should not be followed in an interview?
a) Lie b) Use slang c) Use profanity d) All of these
96. 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
97. Information in your presentation should be organized
a) True b) False
98. While presenting, it is important to articulate and use of loud , clear voice
a) True b) False
99. A GD checks and monitors
a) Leadership skills b) Listening ability c) Confidence d) All of these
100. Communication helps management to make accurate decisions and influence organizational performance positively.
a) True b) False

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