



# CBCS SCHEME

BPWSK106/206

USN

Question Paper Version : B

First/Second Semester B.E./B.Tech. Degree Examination, Dec.2023/Jan.2024

## Professional Writing Skills in English

Time: 1 hr.]

[Max. Marks: 50

### INSTRUCTIONS TO THE CANDIDATES

1. Answer all the **fifty** 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 answer for the given option (Q.No. 1 to Q.No. 10)

1. Which of these is the right format for writing the date in all the formats or a business letter?  
a) 23/03/2023      b) 23<sup>rd</sup> March, 2023      c) March 23, 2023      d) both (b) and (c)
2. How is a complaint letter signed off?  
a) Looking forward to getting prompt delivery  
b) Looking forward to getting prompt and positive action  
c) Looking forward to getting timely delivery of goods      d) None of these
3. How should a business letter look like?  
a) It has to be professional and effective by using the template  
b) It should be written using east words so that an illiterate can also understand  
c) It has to be written similarly to an informal letter  
d) It should be written brief and short.
4. What is the sender's address of this letter?  
a) Adidas India Pvt. Ltd.      b) M/S Ram Prasad and Sons, Rewa (M.P)  
c) Senders address not given      d) None of these
5. \_\_\_\_\_ allows the user to send a file with an e – mail.  
a) draft      b) sent      c) messenger      d) attachments
6. What is the use of Carbon Copy (CC)?  
a) recipient are invisible to all of the other recipients of the message in CC  
b) recipients are visible to all of the other recipients of the message in the CC.  
c) recipients are invisible to only one recipient of the message in the CC.  
d) None of the above.

7. Positive gestures are body signals that make you look.  
 a) arrogant      b) nervous      c) relaxed      d) hurtful
8. If a speaker winks after saying something it suggests to the audience that the subject is  
 a) non - serious      b) incredible      c) series      d) true
9. In, a presentation which things play an equal role?  
 a) context and voice      b) text and font      c) time and size      d) sort and intent
10. Which of these is not a step in the listening process?  
 a) to stop talking      b) receiving      c) misinterpreting      d) responding

**Choose the appropriate answer from the given option (Q.No. 11 to Q.No 12)**

11. The executive summary in technical writing is another name.  
 a) Cover letter      b) Introduction      c) Discussion      d) All of these
12. A proposal is a medium aimed at \_\_\_\_\_  
 a) instruction      b) persuasion      c) pre vention      d) advice

**Choose the appropriate answer for the given option (Q.No. 13 to Q.No. 15)**

13. They will rebuild the entire block.  
 a) the entire block id being rebuilt      b) the block may be rebuilt entirely  
 c) the entire block will have to be rebuilt      d) the entire block will be rebuilt
14. The captain said to his men, "Stand at ease".  
 a) the captain urged his men to stand at ease  
 b) the captain wanted his men to stand at ease  
 c) the captain told his men that they should stand at ease  
 d) the captain commanded his men to stand at ease.
15. The future of women in India is quite bright and let us hope that they will justify their abilities by rising to the occasion. Napoleon was right when he declared that by educating women, we can educate the whole nation. Because a Country can never rise without the contribution of 50% of its population.  
 The passage best supports the statement that :  
 a) India is striving hard for the emancipation of women  
 b) All women should be well educated  
 c) A Nation can progress only when women are given equal rights and opportunities as men  
 d) Women ought to be imparted full freedom to prove their worth and contribute to the progress of the Nation.

**Choose the appropriate phrases from the given option to fill in the blanks :  
 (Q.No. 16 to Q.No. 18)**

16. "You can have my seat. I am \_\_\_\_\_ at the next stop", said a young girl to me in the local train.  
 a) getting in      b) getting down      c) getting away      d) getting up
17. I \_\_\_\_\_ all the instructions, still was not happy.  
 a) carries away      b) carried off      c) carried on      d) carried out

18. The union has \_\_\_\_\_ the strike.  
 a) called of                      b) called off                      c) called in                      d) called into

Choose the appropriate answer from the given options (Q.No. 19 to Q.No 20)

19. Which cannot come at the end of the sentence?  
 a) a period    b) a colon  
 c) an exclamatory mark                              d) none of these
20. Which of these sentences has the comma in the right place?  
 a) Please get me, some eggs milk and some butter.  
 b) Please get me some eggs, milk and some butter  
 c) Please get me some eggs milk, and some butter  
 d) Please get me some eggs milk and, some butter

Choose the correct tenses from the given option to fill in the blanks (Q.No. 21 to Q.No. 22)

21. Most workers \_\_\_\_\_ as labourers in factories where their wages were fixed.  
 a) is employed                      b) has employed                      c) were employed                      d) was employed
22. It \_\_\_\_\_ in Delhi since morning.  
 a) rained                                      b) had been raining                      c) is raining                                      d) has been raining

Read each sentence below and find out whether there is an error. The error, if any will be one of the part of the sentence which are marked as 1, 2, 3 and 4 (Q.No. 23 to Q.No 25)

23. Recently I visited (1) / Singapore and found (2) / the sceneries to be (3) / breath – taking (4).  
 a) 1    b) 2    c) 3    d) 4
24. The present datas (1) / shows that the (2) / death rate (3) / has fallen (4).  
 a) 1    b) 2    c) 3    d) 4
25. Darts are (1) / played by (2) / men as well (3) / as women (4).  
 a) 1    b) 2    c) 3    d) 4

Choose the Appropriate Answer from the given options : (Q. No.26 to Q.No.35).

26. Which of these qualities are important in group discussion?  
 b) Emotional stability    b) Hostility  
 c) Ignorance    d) Aggressiveness
27. The first objective in a group discussion is to :  
 a) prove your superiority    b) acts as a self – appointed a group  
 c) create subgroup    d) catch the groups attention
28. In an interview when you do not know an answer, you should :  
 a) bluff    b) keep guessing  
 c) admit you do not know the answer    d) remain quiet
29. A summary placed at the beginning of the CV acts as  
 a) Synopsis    b) Statement of Objectives  
 c) Preface    d) Letter of recommendation

30. The application letter is :
- a foreword
  - a description of your core strength and suitability for the Job
  - statement of your Job objective
  - a summary of your qualification and experiences.
31. The best way to apply for a Job is to submit a resume that is :
- Self - recommending
  - Suitable for any Job
  - Specifically written for the particular Job
  - Full of personal information.
32. Which kind of interview includes a process in which the employability of the Job applicant is evaluated?
- stress interview
  - screening interview
  - group interview
  - behaviour interview
33. "Tease" or "Stress" questions are intended to judge :
- how the candidate handles them
  - the candidate's intelligence quotient
  - the candidate's stress level
  - the candidates technical skills
34. The left part of our brain controls :
- emotions
  - creativity
  - imagination
  - logic & reasoning
35. When should you arrive for you interview?
- at the time it is schedules
  - 5 – 10 minutes after the scheduled time
  - 5 – 10 minutes before the scheduled time
  - go after 10 minutes
36. A panel interview is known as :
- panel interview
  - face to face interview
  - boards interview
  - telephone interview
37. What are the successful strategies for interviews?
- Personal rapport
  - good eye contact
  - clear ideal of the key point
  - all of the above
38. A precise should be written in \_\_\_\_\_ person :
- third person
  - second person
  - first person
  - none of the above
39. What are the types of paragraph writing?
- narrative, persuasive
  - descriptive
  - expository
  - all of these
40. Anticipating tone can promote.
- fear
  - excitement
  - aggression
  - none of these
41. If the speaker uses the word, "but", he is making a point of \_\_\_\_\_
- Background
  - Theme
  - Setting
  - Conflict

**Choose the Appropriate Verb (subject verb agreement) that agrees with the subject (Q.No. 42 to Q.No 44)**

42. A neon and organge T – shirt \_\_\_\_\_ chosen by me at the boutique.
- is
  - was
  - were
  - are

