

VISVESVARAYA TECHNOLOGICAL UNIVERSITY

Second Semester - BE/B.Tech

Professional Writing Skills in English

[Common to all Programmes] Course Code: 21EGH28

Model Question Paper

Examination: **Two Hour**

Maximum Marks:100

Instructions to the candidates

- i) Answer all the 100 questions, each question carries one mark.
 - ii) Marking/darkening two circles for the same question makes the answer invalid.
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1. Professional writing demands _____ use of language.

- a) figurative
- b) poetic
- c) factual
- d) dramatic

2. Which of these has maximum reach in professional writing?

- a) Writing
- b) Listening
- c) Speaking
- d) Talking

3. Which of these must be avoided in professional writing?

- a) Facts
- b) Grammar
- c) Punctuation
- d) Personal feelings

4. Which of these words is used in professional writing?

- a) Apex
- b) Top
- c) Slanting
- d) Bottom

5. Familiar words must be used in professional writing.

- a) True
- b) False

6. Which of these do not deal with precise information in professional writing?

- a) Engineer
- b) Scientist
- c) Technician
- d) Fiction writer

7. In an office, an employee communicates horizontally with his _____ in professional writing.

- a) superiors
- b) subordinates

- c) colleagues
- d) assistant

8. Talking comes under which type of communication in professional writing?

- a) Verbal
- b) Non- verbal
- c) Written
- d) Dramatic

9. Professional writing is same as general writing.

- a) True
- b) False

10. How is good professional writing achieved?

- a) Naturally
- b) By practice
- c) Listening
- d) Speaking

11. Which of these parameters are not required to define style in professional writing?

- a) Moral truth
- b) Compassion
- c) Gender
- d) Information

12. Any style must convey moral truth.

- a) True
- b) False

13. Any writer must convey truth with warmth.

- a) True
- b) False

14. A writer must not convey information with _____

- a) precision
- b) clarity
- c) randomness
- d) truth

15. Which of these are to be avoided in any style of writing?

- a) Truth
- b) Clarity
- c) Compassion
- d) Dishonesty

Directions (Q. No. 16-20) : In questions , sentences are given with blanks to be filled in with an appropriate word (s). Four alternatives are suggested for each question. Choose the correct alternatives out of the four:

16. The Chairman is ill and we'll have to the meeting for a few days.

- a) put on
- b) put of

c) put away

d) put off

17. The cat and the dog have a enemy in the rat.

a) same

b) common

c) mutual

d) similar

18. He told me that he watching the movie.

a) is finished

b) was finished

c) had finished

d) not finished

19. He is very good making stories.

a) in

b) about

c) at

d) for

20. I do my work carefully to make mistakes.

a) so

b) very

c) too

d) more

Directions (Q. Nos. 21-25) : In questions choose the word opposite in meaning to the given word :

21. Plausible

a) implausible

b) unplausible

c) implausible

d) displausible

22. Frailty

a) energy

b) intensity

c) vehemence

d) strength

23. Genial

a) stupid

b) stingy

c) boorish

d) unkind

24. Prevent

a) protect

b) block

c) hinder

d) induce

25. Demolish

a) shift

b) build

c) repeat

d) hide

26. Majority of staff members were not satisfied with the new director. (Which word is a compound

- noun?) A. director B. staff members C. new D. majority
27. When we were going up the hill, we have seen an old castle. (Which word is an abstract noun?)
A. hill B. seen C. we D. old
28. Alice's father is a surgeon, he mostly does not have time to spend with his family. (Which word is a singular possessive noun?) A. surgeon B. time C. family D. Alice's father
29. Australian government will bring together anti-terror laws. (Which word is a nominative noun?)
A. bring B. Australian C. anti-terror D. government
30. They discussed the problems, but could not find the solution. (Which word is a non count noun?)
A. could not B. find C. solution D. discussed

Directions : (Q.Nos. 31-35) : Out of the four alternatives, choose the one which best express the meaning of the word :

31. Defer
a) Indifferent
b) Defy
c) Differ
d) Postpone
32. Abandon
a) Forsake
b) Keep
c) Cherish
d) Enlarge
33. Cease
a) Begin
b) Stop
c) Create
d) Dull
34. Cancel
a) Abolish
b) Approve
c) Allow
d) Break
35. Pious
a) Religious
b) Sympathetic
c) Afraid
d) Faithful

Directions : In the following questions, some parts have been jumbled up. You are required to rearrange these parts, which are labeled P, Q, R and S, to produce the correct sentence.

36. In life, some rules are/ (P), as business/ (Q), they seem almost instinctive/ (R), learnt so early that/ (S)
a) R S P Q
b) Q P S R
c) R P S Q
d) Q S P R
37. All precautionary measures were taken, to prevent the capture of booths/ (P), during the election/ (Q), by the Government/ (R), by the terrorists (S)
a) S P R Q
b) Q S P R
c) R P S Q
d) R Q S P

38. Kamil, left in an aeroplane / (P), after reading a sailing magazine/ (Q), had decided/ ®, to build his own boat nine years earlier/ (S)
a) P R Q S
b) R S Q P
c) R Q P S S
d) P S R Q
39. Each culture, flourishes when it comes/ (P), own tradition an dyet/ (Q), draws strength from its/ ®, into contact with others/ (S)
a) R Q P S
b) S P Q R
c) R P Q S
d) S Q P R
40. The concept of death, that it has been reduced/ (P), as an inevitability/ (Q), is so ancient/ (R), to a cliché/ (S)
a) S P R Q
b) Q R P s
c) S R P Q
d) Q P R S
41. Women, are more likely to give birth prematurely/ (P), and their babies are at increased risk/ (Q), who are poorly nourished or sick/ ®, of death and disability/ (S)
a) R Q S p
b) R P Q S
c) Q S P R
d) Q S R P
42. Today, in the country/ (P), offers the best connectivity, both/ (Q), Kerala, among all states/ (R), in terms of telecom and datacom/ (S)
a) R P Q S
b) S Q P R
c) R Q P S
d) S P Q R

Directions : In each of the following questions a word is followed by four options. You have to choose the option that is the most appropriate synonym to the given word.

43. Foment
A) Vex
b) Waste
c) Renounce
d) Instigate
44. Placate
a) Rouse
b) Harass
c) Pacify
d) Rejoice
45. Solicitous
a) Obscene
b) Wise
c) Wholesome
d) Confident
46. Adulation
a) Approval

- b) Extension
 - c) Applause
 - d) Greeting
47. Sordid
- a) Harmful
 - b) Dirty
 - c) Splendid
 - d) Dangerous
48. Debunk
- a) Expose
 - b) Cheat
 - c) Threaten
 - d) Pacify

Preposition : Choose the suitable prepositions and darken correct option in the series (1) (2) (3) & (4) from the options given.

49. My parents live_____ New Zealand now. (A) in (B) to (C) live (D) now
50. We slept _____ the open sky. (A) under (B) below (C) in (D) on
51. Our friends in the apartment ___ us are really noisy. (A) over (B) below (C) above (D) inside
52. I am planning to meet all my friends _____ these holidays. (A) on (B) within (C) during (D) over
53. I was waiting ___ the bus stop. (A) on (B) at (C) in (D) for
54. There are two students _____ the class. (A) next (B) in (C) on (D) front
55. The oranges are not in the basket. They are _____ the table. (A) in (B) between (C) on (D) next

Directions : Four alternatives a, b, c and d are given under each sentence, you are required to select the most suitable alternative to fill in the blank/blanks in the sentence to make it meaningful.

56. The salt spray has gradually the bridge.
- a) spoilt
 - b) ravaged
 - c) demolished
 - d) eroded
57. I you to keep quiet.
- a) beg of
 - b) beg from
 - c) beg
 - d) beg for
58. He stood as a rock and faced the challenge.
- a) quiet
 - b) strong
 - c) solid
 - d) firm
59. The volcanic Was the cause of great devastation.
- a) outburst
 - b) eruption
 - c) erosion
 - d) movement
60. Please do not an offer made by the Chairman.
- a) refrain
 - b) refute
 - c) refuse

d) refuge

Directions: Pick out most effective word from the given words to fill in the blanks to make the sentence meaningfully complete.

61. You must _____ your career with all seriousness.

- a) direct
- b) complete
- c) follow
- d) pursue

62. Freedom is not a _____ but our birth right.

- a) sin
- b) gift
- c) farce
- d) illusion

63. My father keeps all his _____ papers in a lock and key.

- a) required
- b) necessary
- c) useful
- d) confidential

Directions: In the following questions Choose the option which is an improvement upon the italicized part of the sentence. If no important is required, your answer is (d).

64. All the *allegation* leveled against him were found to be baseless.

- a) leveled for
- b) level with
- c) level against
- d) no improvement

65. People are *tiring* very soon in an activity which they don't like.

- a) tried
- b) trying
- c) tired
- d) no improvement

66. To which of these people is the report not very crucial?

- a) Engineers
- b) Scientists
- c) Teachers
- d) Business executives

67. A technical report establishes a _____

- a) illogical conclusion
- b) logical conclusion
- c) personal prejudice
- d) misplaced learning

68. Which of these must never be a basis for a technical report?

- a) Facts

- b) Tests
- c) Personal prejudices
- d) Experiments

69. Which of these must be avoided in a technical report?

- a) Facts
- b) Logical conclusion
- c) Objective evaluation
- d) Subjective evaluation

70. Which of these is not a parameter in a report?

- a) Extent of information
- b) Quality of information
- c) Age of writer
- d) Ability to acquire information

71. Which of the following is one of the fundamental_____ of efficient and effective writing is to put the main important information at the start.

- (A) Case
- (B) Example
- (C) Principle
- (D) Situation

72. Which one is used for the Shortest document among technical written documents?

- (A) report
- (B) website
- (C) summary
- (D) paragraph

73. We must be avoided _____ in technical writing?

- (A) Facts
- (B) Grammar
- (C) Punctuation
- (D) Personal feelings

74. The 7C's apply to which of the following communication?

- (A) Only oral communication
- (B) Only written communication
- (C) Both written and oral communications
- (D) None of these

75. All of the following are true of extemporaneous speaking except which of the following?

- (A) It emphasizes audience interaction over exact wording.
- (B) It includes speaking from key words instead of speaking or reading from memory.
- (C) It emphasizes learning to respond to audience feedback.
- (D) It is usually chosen when exact timing is a must.

Test your ability to use articles. Select the correct option in the series.

76. Travelling by flight is really _____ experience to be remembered. (A) an (B) a (C) the (D) no article
77. The sun rises in _____ east. (A) an (B) a (C) the (D) no article

78. I go to _____ school every morning. (A) no article (B) the (C) a (D) an
79. I carried _____ umbrella with me while going to school. (A) the (B) an (C) a (D) no article
80. Ravi is _____ tallest boy among his friends. (A) an (B) the (C) no article (D) a

Directions : Pick out the most effective word from the given words to fill in the blanks to make the sentence meaningfully complete.

81. These medicines are _____ for curing cold.
a) Proper
b) Real
c) Effective
d) Capable
82. It was _____ hot that day and the cable suffered the brunt of the heat.
a) treacherously
b) acceptably
c) unfailingly
d) unbelievably
83. Dowry is no longer permitted by law even in _____ marriage.
A) love
b) conventional
c) natural
d) bigamous
84. Anita _____ me of a girl I used to know.
a) remembers
b) recalls
c) recollects
d) reminds
85. He applied for and was _____ legal aid by the Labour Ministry.
a) offered
b) granted
c) allowed
d) awarded
86. The new industrial policy is a result of the confidence the government has in the _____ of the Indian industry.
a) opinion
b) existence
c) status
d) maturity
87. Authority _____ when it is not supported by the moral purity of its user.
a) waits
b) crumbles
c) empowers
d) prevails
88. A formal letter should be _____ to have the desired effect on the recipient.
a) In a proper format
b) Grammatically Correct
c) Relevant
d) All of these
89. What would you write in the opening part of a formal letter?
a) Asking about health

- b) Asking about family
- c) Informing the purpose of writing the letter
- d) None

90. The key point of a formal letter is written in which part of a formal letter?

- a) Introduction
- b) Heading
- c) Subject
- d) Body

91. How to end the main body of a formal letter?

- (A) By showing your love for the recipient.
- (B) By discussing the weather in your city.
- (C) By discussing the weather in the recipient's city.
- (D) By telling the recipient what he should be doing next.

92. What would you write in the opening part of a formal letter?

- (A) Ask about the well-being of the recipient.
- (B) Inform the recipient about the purpose of writing the letter.
- (C) Discuss about the recipient's family.
- (D) File complaint about the problems in your life.

Choose the correct verb/ tense form from the options given to complete the gap.

93. Our Holy Books tell us that man ----- mortal. (A) is (B) was (C) will be (D) are

94. The teacher asked the boys whether they ----- the problems.

- (A) solve (B) have solved (C) had solved (D) solves

Directions: Some parts of the sentences have errors and some are correct. Find out which part of a sentence has an error:

95. Ram was (a)/ senior to (b)/ Sam in college. (c)/ No error (d)

96. Supposing if (a)/ it rains (b)/ what shall we do? (c)/ No error (d)

97. The capital of Yemen (a)/ is situating (b)/ 2190 meters above the sea level. (c)/ No error (d)

98. It was him (a)/ who came running (b)/ into the classroom. (c)/ No error (d)

99. The captain along with his team (a)/ are practicing very hard (b)/ for the forthcoming match. (c)/ No error (d)

100. My pencil is ____ the books and the notebooks. (Fill in the blanks with appropriate preposition)

- (A) between (B) inside (C) outside (D) above

