



CBBCS SCHEME

21EGH28/22BI206

USN

Question Paper Version : A

**Second Semester B.Arch./B.Plan./B.Design Degree Examination,
June/July 2026
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.**

General English Grammar : Select the correct option.

1. The train ____ as fast as the bus.
a) went b) running c) moves d) going
2. He ____ a very good grade in the examination.
a) earned b) given c) received d) none of these
3. This almirah ____ too much space.
a) takes up b) takes after c) takes in d) takes to
4. The officer asked the peon ____ why he was late.
a) that b) if c) but d) none of these
5. Resume means ____ for French.
a) Skills b) education c) summary d) course of life
6. I ____ a letter to the principal yesterday.
a) write b) forward c) mailed d) have signed
7. How is good technical writing achieved?
a) Naturally b) By practice c) Listening d) Speaking

8. How do you start a formal letter?
a) By the date b) Sender's address c) Subject d) Salutation
9. To send a received mail to another person, you need to ____ the message.
a) Forward b) Reply to c) Reply all d) Copy
10. Which of these should be avoided in a précis?
a) Imagery b) Verbs c) Pronouns d) Indirect speech
11. Your resume is a tool with one specific purpose.
a) To get a job b) To discuss salary
c) To win an interview d) To know qualification
12. Which of these must be avoided in a group discussion?
a) Speaking facts b) Asking question c) Speaking fast d) Speaking with clarity
13. The main purpose of a report is to ____.
a) Record emotions b) Analyze a problem
c) Persuade readers d) Convey information
14. Listening is the most important skill to promote ____ communication.
a) Kind b) Active c) Bad d) Wrong
15. Which among the following is not included in memo?
a) Issuing instructions b) Making requests
c) Issuing suggestions d) Invitations of wedding
16. If you begin a letter with "Dear Sir", you should end it with :
a) Yours faithfully b) Yours c) From d) To
17. Listening skills are also important to many business roles such as :
a) Managing b) Mentoring c) Marketing research d) All of these
18. Reading is a ____ skill.
a) Receptive b) Productive c) Both of these d) None of these
19. Communication is a non stop ____
a) Paper b) Process c) Programme d) Plan
20. ____ means communication without words.
a) Object communication
b) Written communication
c) Oral communication
d) Non-verbal communication

Choose the appropriate phrases from the given options to fill in the blanks

21. He wore a turban ____
a) made of silk b) made to silk c) made with silk d) made for silk
22. A man in great difficulties ____ me for help.
a) came from b) came to c) came on d) came in

23. Nothing can live _____ moon.
a) to the b) from the c) with the d) on the
24. He refuses to answer _____.
a) to question b) from question c) of question d) the question
25. She hopes _____ the first prize.
a) of win b) win c) to win d) at win

Select the most appropriate phrase for the underlined segment in the given sentence.

26. My Mother said, "you must pay attention to your studies".
a) Concentrate on b) Back up c) Act up to d) Ask for
27. You can achieve better results _____.
a) lest you should work hard
b) if you work hard
c) unless you work hard
d) if you do not work hard

General English Questions on Adjectives correct the sentences if necessary

28. John is elder than Kelly
a) John is elder than Kelly b) John is elder to Kelly
c) John is older than Kelly d) None of these
29. She is both kind, generous and wise.
a) She is kind, generous and wise
b) She is kind, generous, wise
c) She is both kind generous and wise
d) None of these
30. Kolkata is bigger than any city, in India.
a) Kolkata is bigger than any city in India
b) Kolkata is bigger than any other city in India
c) A and B
d) None of these

31. Where are my luggages?
a) Where are my luggages b) Where is my luggage
c) A and B d) None of these

Fill in the blanks with the correct form of the Verb (V₁, V₂, V₃)

32. He _____ (want) to become an IAS officer.
a) wants b) went c) wanted d) None of these
33. Maggie has _____ a new car.
a) buy b) bring c) brought d) None of these

34. I have _____ my homework just now.
a) completed b) complete c) completes d) None of these
35. Raju _____ to market yesterday.
a) goes b) went c) go d) will go
36. Synonym of ability
a) cheerful b) shot c) repeat d) capability
37. Synonym of journey.
a) bright b) speedy c) travel d) role
38. Synonym of qualified.
a) eligible b) value c) skill d) expand
39. Antonym of accept.
a) lend b) borrow c) forfeit d) refuse
40. Antonym of arrive.
a) exactly b) deny c) depart d) presence
41. Antonym of brave.
a) lazy b) afraid c) active d) exactly
42. Meaning of put something down.
a) hold something down
b) Present something
c) Ask for something
d) record something
43. Meaning of see eye to eye.
a) state at each other b) agree c) depend on d) make an effort
44. Words of same sound is?
a) Soundnynms b) Antonyms c) Homonyms d) None of these
45. _____ is the process that implies creating articles, photos and other forms of content and publishing them on a website.
a) Blogging b) Resume c) Emails d) Memos
46. A selection process used by organization to do the job is _____.
a) Biodata b) Emails c) Job interviews d) Reporting

Convert the following Active to Passive Voice

47. The mason is building the wall.
a) The wall is being built by the mason
b) The wall is building by the mason
c) The wall is build by mason
d) The mason builds the wall

48. Who did this?
 a) Whom was this done?
 b) By whom was this done?
 c) Whom done this?
 d) Whom do this?
49. What is an example of a formal letter?
 a) Inviting a friend
 b) Advising a friend
 c) Requesting for help
 d) Job application
50. Importance of reading skills.
 a) enhanced vocabulary
 b) reduce memory
 c) lowering knowledge
 d) drop interest
51. Which is an example of interpersonal communication?
 a) face-to-face b) phone calls c) video conferences d) all of these
52. Punctuation that expresses strong feeling in a sentence.
 a) Question mark b) Exclamation mark c) Comma d) Full stop
53. _____ means the right use of putting in points or stops in writing.
 a) Letter writing b) Resume c) Punctuation d) Essay
54. _____ is a formal style of writing elaborately on a topic.
 a) Report writing b) Posture c) Gestures d) Eye contact

Choose the kinds of sentence.

55. Where do you live?
 a) Declarative b) Interrogative c) Imperative d) Exclamatory
56. Convert the following direct speech to indirect : Rama said, "I am very busy now".
 a) Rama said he was busy b) Rama said he is busy
 c) Rama said that he was very busy then d) Rama said he is busy now.
57. The Pen is mightier _____ the sword.
 a) for b) of c) on d) than
58. The Weather is _____ to last.
 a) too bright b) to bright c) as bright d) so bright
59. Panel interview is also known as
 a) online interview b) board interview c) job interview d) phone interview
60. Every day she _____ the temple.
 a) go b) went c) goes d) visits
61. She _____ a movie when I called.
 a) was watching b) watching c) is watching d) none of these

62. A group of people come together to talk about a specific topic or issue.
a) disinterest b) inactivity c) group discussion d) unthought fullness
63. The Technical writing processes involve.
a) Planning b) Structure c) Review d) All of these
64. Barriers of listening.
a) Clarification
b) Information overload
c) Active listening
d) Pay attention
65. Which of these does not come under reports?
a) New items b) Memorandums c) Notice d) Report cards

In the question, the sentences is split into four parts and named A, B, C and D. These four parts are not given in the proper order. Read the sentence and find out which of the four combinations is correct.

66. get some peace (A)/he left home (B)/his parents could (C)/ in order that (D)
a) DCAB b) ADCB c) BDCA d) CBDA
67. try to use the camera (A)/carefully (B)/before you (C)/read the manual (D).
a) ACBD b) CADB c) BDCA d) DCAB
68. Shall have shifted (A)/of this month we (B)/by the end (C)/to owe new house (D).
a) CBAD b) ADCB c) BDCA d) DABC

Change Active Voice and Passive Voice

69. The peon opened the gate
a) The gate is opened by peon
b) The gate was opened by him
c) The gate is opened by him
d) The gate was opened by the peon
70. Come _____ the garden, Maud.
a) on b) into c) of d) with
71. Much water has run _____ the bridge since then.
a) beside b) from c) under d) behind

Convert the Affirmative sentence into a negative sentence :

72. He is greater than me
a) I am not so great as him b) He is not greater
c) I am not so great d) He is greater not than me
73. _____ represents the greatest pause and separation
a) The Dash b) The Full stop c) The Semicolon d) The Hyphen

74. The Apostrophe is used.
 a) To show the omission of a latter or letters
 b) Genitive case of nouns
 c) To form the plural
 d) All of these
75. Wee Willie Winkie runs _____ the town.
 a) through b) on c) under d) behind
76. _____ great Caesar : the immortal Shakespeare.
 a) an b) a c) the d) None of these
77. Computers are used in many _____ offices.
 a) an b) a c) the d) None of these
78. An average length of sentence in a paragraph should be _____.
 a) 15 to 20 words b) 25 to 30 words c) 2 to 5 words d) 5 to 10 words
79. Fill in the black : Neither she nor her sister _____ at the party.
 a) was b) has c) were d) are
80. Choose the Verb in agreement with the subject : Neither you nor he _____ to blame .
 a) have b) were c) are d) is
81. Choose the correct word for the given the sentence :
 _____ I were you I would accept the offer.
 a) while b) if c) when d) as
- Choose the most suitable determiner for the given sentence :
82. Is there _____ buttermilk in the cooler?
 a) much b) little c) few d) any
- Choose the correct form of linker for the given sentence.**
83. She bought herself a map _____ she wouldn't get lost.
 a) such as b) since c) so that d) there fore
84. How do you create coherence in your writing?
 a) Connectors b) Plan c) Signposts d) all of these
85. _____ help to increase participant's attention.
 a) Group discussion b) Listening c) Reading d) Writing
86. In group discussion ideas might _____ from person to person.
 a) same b) vary c) equal d) common
87. Group discussion help students develop critical thinking _____.
 a) inability b) unable c) skills d) inaptitude
88. The full form of EMAIL is
 a) Emessage b) Entermail c) Exchange d) Electronic mail

89. An email address is often treated as basic and necessary part of
 a) business b) education c) commerce d) all of these
90. _____ is a word for people who write an blogs.
 a) Bloggers b) Loggers c) Journals d) Author
91. CV means _____
 a) course b) curriculum vitae c) center d) customize
92. Why is body language important in an interview?
 a) enthusiastic b) confident c) intent d) all of these
93. Identify the sentence – Kailash Satyarthi was awarded Nobel Prize for peace in 2014.
 a) Declaratory b) Exclamatory c) Interrogatory d) Satisfactory
94. I _____ watching the match. (Auxiliary verb).
 a) is b) are c) am d) be
95. Type of reports.
 a) Information
 b) Explanatory report
 c) Annual report
 d) All of these
96. Information about a person's personal.
 a) Index b) Bio data c) Data d) Details
97. Write the plural for sister-in-law.
 a) Sister-in-laws b) Sister-in's-law c) Sister-in-law d) None of these
98. Denoting or referring to just one person or thing.
 a) singular b) more c) many d) plural
99. Oral is a type of _____
 a) Speech b) Communication c) Visual d) Written
100. Components of a formal letter.
 a) The heading
 b) Recipient address
 c) The salutation
 d) All of these

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