



USN

--	--	--	--	--	--	--	--	--	--

Question Paper Version : B

**First/Second Semester B.E./B.Tech/B.Design Degree Examination,
June/July 2025**

Professional Writing Skills in English

(COMMON TO ALL BRANCHES)

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.

-
1. "Our blessings come from above." Identify the part of speech for the word "above" in the given sentence.
a) Verb
b) Noun
c) Adverb
d) Preposition.
 2. What is the key aspect of effective presentation skills?
a) Avoiding eye contact with the audience.
b) Speaking in a monotone voice.
c) Customizing the message to suit the audience's need.
d) Reading directly from the slides.
 3. When writing a professional email, what should be avoided in the body of the message?
a) Clear and concise language
b) Informal language and slang
c) Relevant attachments
d) Proper formatting
 4. Which of the following is a form of non-verbal communication?
a) Using gestures and facial expressions
b) Speaking loudly
c) Writing an email
d) Sending a text message

5. Identify the correct word to fill in the blank :
She wore a beautiful _____ at the party.
a) gown b) down c) grown d) ground
6. Which of the following is an example of effective interpersonal skills?
a) Avoiding eye contact during a conversation.
b) Interrupting others while they are speaking.
c) Speaking loudly to dominate the conversation.
d) Actively listening and responding to others.
7. How does effective intrapersonal communication contribute to personal development?
a) By fostering positive self – talk and understanding one’s worth
b) By avoiding self-reflection
c) By ignoring personal goals
d) By ignoring personal worth
8. Choose the sentence that represents a grammatically improved version of the given sentence :
“The weather is bad, yet we’ll go for a picnic.”
a) Although the weather is bad, but will to for a picnics
b) The weather is bad, still we’ll go for a picnic.
c) Despite the bad weather, we’ll go for a picnic.
d) The weather is bad, so we’ll go for a picnic.
9. Identify the sentence with the correct word order :
a) He always completes his homework before dinner.
b) Before dinner, his homework always completes he.
c) His homework he always completes before dinner.
d) Always completes he his homework before dinner.
10. Identify the sentence with the misplaced modifier :
a) The announcement was made by the principal with excitement.
b) With excitement, the principal made the announcement.
c) The principal made the announcement with excitement.
d) The announcement was made with excitement by the principal.
11. Which of the following is a key component of effective reading comprehension?
a) Reading as quickly as possible to cover more material
b) Reading in a noisy environment with distractions
c) Engaging in active reading by highlighting or taking notes
d) Skipping over unfamiliar words without trying to understand them
12. Which of the following is a key feature for effective participation in a group discussion?
a) Dominating the conversation
b) Ignoring other opinions
c) Active listening and collaboration
d) Avoiding eye contact with group members

13. Which of the following is the correct collocation?
a) Make a decision
b) Do a decision
c) Create a decision
d) Produce a decision
14. During a professional interview, which of the following is an appropriate response to the question, "what are your weaknesses?"
a) "I don't have any weaknesses."
b) "I work too hard and am a perfectionist."
c) "I struggle with time management, but I'm actively working on improving it."
d) "I prefer to work alone and cannot collaborate well with others."
15. What is the primary purpose of technical writing?
a) to entertain the reader.
b) to persuade the reader.
c) to inform or instruct the reader.
d) to express the writer's emotions.
16. What should be the tone of a technical proposal?
a) Casual and informal
b) Personal and emotional
c) Formal and professional
d) Playful and humorous
17. The introduction paragraph in an essay _____
a) provides a summary of the entire text.
b) present the main arguments and evidence.
c) engages the reader and introduces the topic.
d) concludes the writing.
18. Which of the following statements accurately describes the role of a conclusion paragraph?
a) It primarily introduces new information and ideas.
b) It summarizes the key points.
c) It focuses on presenting supporting.
d) It engages the reader with personal stories.
19. A job application must include _____.
a) Unrelated stories.
b) Detailed list of job duties from previous positions.
c) Brief summary of your key skills and experiences.
d) Criticism of the company current practices.
20. Which of the following statement is TRUE in case of Resume writing?
a) A common resume could be used for any job requirement.
b) Modifying very resume to suit a particular job application is beneficial.
c) Resume could be of any length.
d) Resume may include a list of unrelated hobbies and interests.

21. It's 3:30 pm ____ my watch.
a) by b) on c) in d) with
22. Tables are covered ____ white linen, table cloths. (Choose the appropriate preposition)
a) by b) on c) in d) with
23. Verbal Analogies :
Marathon : Race :: Hibernation : ____
a) Winter b) Bear c) Dream d) Sleep
24. The given text is a/an ____ paragraph.
In spite of all the benefits, some parents simply will not allow their children to study abroad. A portion will argue that it is not safe. Other will argue that studying abroad costs too much money. In these cases, it is important to take a look at one semester's financial aid statement. How much does it cost to be a student at a local university? When tuition, housing, textbooks, transportation, and meal plans are considered, it becomes difficult to argue that there is a stark difference in the cost of a semester at home versus a semester abroad.
a) Argumentative b) Descriptive c) Persuasive d) Narrative
25. What is a descriptive paragraph?
a) Text describing a person, animal, place, or thing
b) Text telling a story to the reader
c) Text giving your opinion to the reader
d) Text explaining a concept or an idea.
26. How many topics should be covered in a paragraph?
a) one b) two c) three d) four
27. What is the term for the smooth and logical flow of sentences in a paragraph?
a) Unity b) Coherence
c) Adequate development d) Variety
28. He handled the load carefully. (change into passive voice)
a) The load were carefully handled by him.
b) The load is carefully handled by him.
c) The load has been carefully handled by him1
d) The load was carefully handled by him.
29. He was praised by his father. (Identify the Active Voice of the given sentence)
a) His father is praising him. b) His father will praise him.
c) His father praised him. d) His father has praised him3
30. The scientist made a ground-breaking discovery. (Change into Passive voice)
a) Ground – breaking discovery was made by the scientist.
b) A ground-breaking discovery was made by the scientist.
c) A ground-breaking discovery is made by the scientist.
d) A ground-breaking discovery has been made by the scientist.
31. Either Maya or her sisters ____ the answer.
(Identify the correct form of verb)
a) know b) knows c) knowing d) known

32. Everyone _____ to dance at their free time.
(Identify the correct form of verb)
a) likes b) like c) liking d) None of these
33. One of the _____ lost his way while ice hiking. (Choose the correct option)
a) Students b) Student c) Student's d) Students'
34. The chairman and president _____ going to lead the team from today.
(Identify the correct form of verb)
a) is b) are c) have d) were
35. The student who _____ hard will succeed. (Identify the correct form of verb)
a) work b) works c) either work or works d) None of these
36. Pass me _____ sugar from the table. (Choose the correct article)
a) the b) a c) an d) no article
37. _____ cars have you owned so far? (Choose the appropriate option)
a) How b) How many c) How much d) How more
38. Her work is superior _____ mine. (Choose the appropriate preposition)
a) for b) at c) to d) of
39. I haven't seen him _____ yesterday. (Choose the appropriate preposition)
a) since b) for c) during d) until
40. No sooner had she finished one project _____ she started the next.
(Choose the appropriate conjunction)
a) than b) when c) but d) or
41. He asked me "Do you find law interesting?" (Change into Reported Speech)
a) He asked me if I found law interesting.
b) He asked me that if I found law interesting.
c) He asked me do I found law interesting.
d) He asked me that I found law interesting.
42. He asked, "what time does the train depart?" (Change into Reported Speech)
a) He asked that what time the train did depart.
b) He asked what time the train did depart.
c) He asked what time the train does depart.
d) He asked what time the train depart.
43. He said, "Please close the door." (Change into Reported Speech)
a) He suggested to close the door.
b) He ordered to close the door.
c) He commanded to close the door.
d) He requested to close the door.

44. Spot the error :
The surgery went well (A) / and she was only on the hospital (B) / for two days.
(C) / No Error (D)
a) A b) B c) C d) D
45. An essay is _____.
a) Made up of only one sentence.
b) a series of sentences about a specific subject.
c) a series of sentences about various subject.
d) a series of paragraphs about one main idea.
46. What should be the primary focus when writing a précis?
a) In-depth analysis and personal opinions.
b) Detailed explanations and elaborate examples.
c) Concise summarization of the main points.
d) Lengthy quotations and extensive illustrations.
47. Which of the following is not a rule of précis writing?
a) Should always have a title.
b) Copy the sentences from the original paragraph.
c) Remove irrelevant information present in the original paragraph.
d) Should be written in the writer's own words.
48. Choose the currently punctuated sentence :
a) I met a beautiful, Indian woman.
b) I met a beautiful Indian woman.
c) I met a beautiful Indian, woman.
d) I met a beautiful, Indian, woman.
49. For active listening, one should _____.
a) hear, understand, and observe the body language of the speaker.
b) Keep talking.
c) have no eye contact with the speaker.
d) repeat exactly what the speaker says.
50. Which of the following is a barrier to effective listening?
a) Maintaining eye contact with the speaker.
b) Asking clarifying questions for better understanding.
c) Responding with empathy and understanding.
d) Non-attentive state of mind.

* * * * *