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**QUESTION PAPER VERSION : B****Second Semester B.E. Degree Examination, JULY 2025****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 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. Which of the following sentence is punctuated correctly?

- | | |
|--|--|
| A) The dog barked loudly, the cat watched from afar. | B) The dog barked loudly; the cat watched from afar. |
| C) The dog barked loudly! The cat watched from afar. | D) The dog barked loudly, The cat watched from afar? |

2. Choose the appropriate options for the following sentence:

_____ feature of emails lets you add your name and contact information automatically at the bottom of your every email.

- | | |
|---------------|--------------|
| A) Signature | B) Logo |
| C) Salutation | D) Watermark |

3. Choose the appropriate options for the following sentence:

Which of the following refers to unwanted or unsolicited email messages, often sent in bulk for advertising or phishing purposes?

- | | |
|---------------|---------------|
| A) Spoof | B) Virus |
| C) Junk email | D) Draft mail |

4. Choose the appropriate options for the following sentence:

Which of the following icon is used to add an attachment to an email?

- | | |
|--------------------|---------------|
| A) Stationery icon | B) Paper icon |
| C) GIF icon | D) Emoji icon |

5. Choose the correct term for the given sentence:

Which of the following sections is not typically included in a resume?

- | | |
|------------------------|------------------------------------|
| A) Contact Information | B) Professional Summary/ Objective |
| C) Language Spoken | D) Emergency Information |

6. Choose the correct term for the given sentence:

What term describes a business that is owned and operated by one person?

- | | |
|------------------------|------------------------------------|
| A) Corporation | B) Partnership |
| C) Sole proprietorship | D) Limited Liability Company (LLC) |

7. Choose the correct term for the given sentence:

What is the term for the amount of money a company makes after deducting all expenses?

- A) Revenue
- B) Net Income
- C) Gross Income
- D) Profit

8. Identify the suitable option:

A technical report is also known as _____

- A) Scientific report
- B) Formal report
- C) Informal report
- D) None of these

9. Identify the suitable option:

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

- A) Facts
- B) Tests
- C) Personal Prejudices
- D) Experiments

10. Identify the suitable option:

Technical writing demands which of the following use of language?

- A) Figurative
- B) Poetic
- C) Factual
- D) Dramatic

11. Identify the suitable option:

We must avoid _____ in the technical writing

- A) facts
- B) grammar
- C) punctuations
- D) personal feelings

12. Change the voice in the speech:

We won the cricket match.

- A) The cricket match was won by us.
- B) The cricket match is won by us.
- C) The cricket match was win by us.
- D) None of these

13. Change the voice in the speech:

It is being read by us.

- A) We are read it.
- B) We were reading it.
- C) We are reading it.
- D) None of these

14. Choose the appropriate phrasal verb:

The company will _____ a new product line next quarter.

- A) bring out
- B) bring in
- C) take out
- D) put off

15. Choose the appropriate phrasal verb:

Recession has forced a lot of companies to think of resorting to _____. I might lose my job.

- A) cut down
- B) cut offs
- C) cut backs
- D) cut ups

16. Choose the correct form of verb that agrees with the subject:

The journey of thousand miles _____ with a single step.

- A) begin
- B) will have begun

- C) begins D) had began

17. Choose the correct form of verb that agrees with the subject:

Eighty five thousand rupees _____ a large sum of money to pay for a 6 month course.

- A) are B) have been
C) is D) were

18. Choose the appropriate tense for the following sentence:

She _____ several articles this month.

- A) writes B) is writing
C) has written D) has been writing

19. Choose the appropriate tense for the following sentence:

The team _____ well in the tournament.

- A) play B) played
C) have play D) playing

20. Choose the appropriate tense for the following sentence:

She _____ as a teacher for 20 years before she retired.

- A) worked B) had worked
C) works D) working

21. Choose the correct conditional sentence:

If she had asked you, you _____ it.

- A) will accept B) would have accept
C) accept D) accepted

22. Choose the correct conditional sentence:

Unless _____, I won't go.

- A) you will come B) you come
C) you would come D) you have come

23. Choose the correct conditional sentence:

If I _____ a new Laptop, I would buy one.

- A) wanted B) wants
C) wanting D) have wanted

24. Choose the correct conditional sentence:

If Shalini _____ too much coffee, she will get ill.

- A) drink B) drank
C) drunk D) drinks

25. Choose the appropriate verb:

_____ you going to the movie tonight?

- A) Are B) Is
C) Am D) Be

26. Choose the appropriate verb:

She _____ not been feeling well currently.

- A) has B) have

- C) had D) having

27. Convert the sentence from direct to indirect:

"Don't touch that!" the mother warned

- A) The mother warned not to touch that. B) The mother warned do not touch that.
C) The mother warned me not to touch that. D) The mother warned not touching that.

28. Convert the sentence from direct to indirect:

"I have finished my homework," the boy said.

- A) The boy said he has finished his homework. B) The boy said he had finished his homework.
C) The boy said he finishes his homework. D) The boy said he finish his homework.

29. Convert the sentence from direct to indirect:

"Are you coming to the party tonight?", he asked her.

- A) He asked her if she would be coming to the party that night. B) He asked her if she is coming to the party tonight.
C) He asked her if she was coming to the party that night. D) He asked her if she is coming to the party tonight.

30. Convert the sentence from direct to indirect:

She asked him, "What is your name?"

- A) She asked him what his name is. B) She asked him what his name was.
C) She asked him what her name is. D) She asked him what her name was

31. Choose the appropriate adverb to complete the sentence.

He arrived _____ for the meeting.

- A) later B) lately
C) late D) last

32. Which adverb correctly completes the sentence.

She sings _____ at the concert.

- A) beautiful B) beautifully
C) beautifullest D) beautifulest

33. Choose the proper pronoun to complete the sentence.

The team celebrated _____ victory with a party.

- A) its B) their
C) it is D) there

34. Choose the proper pronoun to complete the sentence.

If someone sees a crime, _____ should report it to the police.

- A) he B) she
C) they D) it

35. Which of the following is the correct subject line for a letter about inviting a celebrity to be the chief guest for your college fest?

- A) Requesting your presence at our college event B) Invitation to be the Chief Guest at our College Fest

- C) College Fest information and details D) Welcoming to be Chief Guest at our college event

36. Which of the following is the correct complementary close statement for a letter about inviting a celebrity to be the chief guest for your college fest?

- A) Warm regards B) Yours sincerely
C) Best wishes D) The complementary close

37. Identify the Gerunds/Infinitives to fill the blanks:
The teacher encouraged us _____ in the discussion.

- A) to participate B) participating
C) participate D) participates

38. Identify the Gerunds/Infinitives to fill the blanks.
_____ a new language takes time and effort.

- A) To learn B) Learning
C) Learn D) Learns

39. Spot the error in the given sentence:
Would you mind help me with these questions?

- A) would have help B) will helping
C) helping D) no error

40. Spot the error in the given sentence:
The traveler asked me if I know the way to the nearest inn.

- A) know B) knew
C) had known D) could know

41. Complete the sentence by choosing the correct alternative:
A pair of blunt scissors _____ on the desk.

- A) is lying B) are lying
C) is laying D) are laying

42. Complete the sentence by choosing the correct alternative:
Smoking is to health and the _____ content in it can cause harmful effects on the brain.

- A) Injurious, Nicotine B) Lethal, false
C) Tobacco, filter D) None of the above

43. Complete the sentence by choosing the correct alternative:
Global warming is _____ at its peak _____ the natural ecosystem.

- A) rising, affecting B) growing, diluting
C) disturbing, exploiting D) riot, influence

44. Homophones:
She had a small _____ on her dress.

- A) stane B) stein
C) stain D) saint

45. Homophones:
We should _____ away all prejudice to live in harmony.

- A) caste B) coast
C) cast D) cost

46. Identify the Common errors in Subject-verb agreement

Which of the following sentences are grammatically correct with respect to subject verb agreement?

- A. The shop, with its goods were burnt down
B. Another means of communication that help connect the world closely is mobile phone

- A) Only A B) Only B
C) Both A and B D) Neither A nor B

47. Choose a sentence from the options that follows the rule of subject verb agreement:

- A) Three parts of the assignment were ready for me to submit
- B) The bench of senior jury in the court were divided in their judgement
- C) A plumber and a teacher lives in my society
- D) Neither the old woman nor her daughters is ready to leave the village

48. Choose the correct form of the verb "study" in the past participle:

I have English for five years.

- A) study B) studied
C) studying D) studies

49. Choose the correct form of the verb "buy" in the past participle:

She has _____ a new phone.

- A) buy B) bought
C) buying D) buys

50. Theme detection: Paragraph: The old lighthouse keeper, Thomas, had seen countless storms rage across the sea. He had watched ships struggle against the waves, felt the wind howl in the lamp room, and heard the crashing of waves against the stone walls. Yet, through it all, he remained steadfast, a beacon of hope in the face of the tempestuous ocean.

Question: What is the main theme of this paragraph?

- A) The power of nature. B) The importance of perseverance.
C) The beauty of sea. D) The history of lighthouses.