EAST POINT COLLEGE OF ENGINEERING & TECHNOLOGY
An Autonomous Institution Affiliated to Visvesvaraya Technological University (VTU) Belagavi

EPPWK206

USN:

Second Semester B.E. Degree Examination, MAY 2026

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.

Question Paper Version - A

SECTION - A: Answer Following Questions. 50 M	
Q.N.	**Questions**
1	Choose the correct pronoun. The committee has appended a note to .....report. **A)** their **B)** them **C)** its **D)** his
2	He was the man .....they thought was dead. **A)** who **B)** whom **C)** whose **D)** why
3	Fill in the blanks with appropriate adjectives. The flowers smell ..... **A)** sweet **B)** sweetly **C)** sweeter **D)** sweetest
4	She has ..... dresses. **A)** much **B)** many **C)** more **D)** low
5	One of the houses ..... to Swati. **A)** belong **B)** belonging **C)** belongs **D)** belonged
6	Henry ..... the magazines quickly. **A)** looked through **B)** looked up **C)** looked out **D)** none of these
7	Rearrange the sentence. defined as a place (a) where man is passive (b) and the rest of the nature is active (c) a sanctuary may be (d) **A)** abcd **B)** dcba **C)** bcda **D)** dabc
8	Don't narrate ..... stories. They scare me. **A)** ghastly **B)** ghostly **C)** both a and b **D)** none of these

9	He is very good ..... making stories.			
	A)	at	**B)**	in
	C)	from	**D)**	for
10	I do my work .....carefully to make mistakes.			
	A)	very	**B)**	so
	C)	too	**D)**	more
11	Listening is a vital skill which helps in enhancing our learning.			
	A)	True	**B)**	False
	C)	May be	**D)**	May be not
12	What makes a good headline for an article?			
	A)	lengthy and detailed	**B)**	short and attention grabbing
	C)	including author's name	**D)**	in full capital letters
13	Professional writing demands .....use of language			
	A)	factual	**B)**	figurative
	C)	poetic	**D)**	dramatic
14	How is good professional writing achieved?			
	A)	naturally	**B)**	by practice
	C)	scientifically	**D)**	by birth
15	The sentence that introduces main idea in a paragraph is called			
	A)	topic sentence	**B)**	conclusion
	C)	first line	**D)**	terminator
16	Which of the following is not a kind of paragraph?			
	A)	narrative	**B)**	descriptive
	C)	persuasive	**D)**	expansion
17	The following is not a punctuation mark			
	A)	Coma ,	**B)**	hashtag #
	C)	question mark ?	**D)**	parentheses ()
18	Use the apostrophe in the sentence. The childrens books are lying there			
	A)	books'	**B)**	children's
	C)	childrens's	**D)**	none of these
19	A paragraph which is written after analyzing a situation is called			
	A)	narrative paragraph	**B)**	descriptive paragraph
	C)	analytical paragraph	**D)**	essay
20	Which is the most important part of an essay?			
	A)	introduction	**B)**	body
	C)	conclusion	**D)**	all of these
21	Select the correct meaning of the underlined idiom. This is the time to take stock of the whole situation.			
	A)	to update inventory	**B)**	to assess
	C)	to collect stock	**D)**	to verify stock
22	He gave his cold shoulder in my bad times. Identify the meaning of the underlined idiom.			
	A)	shiver	**B)**	to ignore
	C)	cold meat	**D)**	to kill

23	Which of the following is not a feature of reports?			
	A)	facts and data	**B)**	written for a specific purpose
	C)	includes irrelevant information	**D)**	structured in an organized way
24	A technical report establishes a			
	A)	logical conclusion	**B)**	illogical conclusion
	C)	personal prejudice	**D)**	misplaced learning
25	The characteristis of a technical report are			
	A)	precision and clarity	**B)**	coherence and objectivity
	C)	both a and b	**D)**	neither a and b
26	An annual report is an example of			
	A)	periodic report	**B)**	informal report
	C)	formal report	**D)**	group report
27	Communication helps to make accurate decisions and influence organizational performance positively.			
	A)	true	**B)**	false
	C)	not all the time	**D)**	occasionaly
28	Choose the correct form of active/passive voice. The king gave him a reward.			
	A)	A reward was given to him by the king.	**B)**	The king was given a reward to him.
	C)	He was given a reward by the king.	**D)**	He was given a reward by the king.
29	Stanley produced a film.			
	A)	A film is producing by Stanley.	**B)**	A film was produced by stanley.
	C)	A film is being produced by Stanley.	**D)**	None of these
30	Which of the following is an example of a preposition?			
	A)	into	**B)**	many
	C)	you	**D)**	I
31	Which letter is used to seek information from other organizations?			
	A)	informal letter	**B)**	adjustment letter
	C)	enquiry letter	**D)**	complaint letter
32	Which of the following about business letters is true?			
	A)	short and concise	**B)**	polite in tone
	C)	proper format	**D)**	all of these
33	Which of the following is not essential in a formal letter?			
	A)	complimentary closing	**B)**	signature
	C)	salutation	**D)**	greetings
34	The cover letter is written to			
	A)	introduce oneself as the suitable candidate to the job	**B)**	give biographical details to the candidate
	C)	try for a new job	**D)**	let the employer know our hobbies
35	CV stands for			
	A)	curriculum vitae	**B)**	curriculum vitamin
	C)	curiculus vitae	**D)**	cover letter
36	The word resume is derived from			
	A)	French	**B)**	Latin
	C)	English	**D)**	Greek

37	What would you write in the opening part of a formal letter?	
	A) asking about health	**B)** asking about family
	C) purpose of writing the letter	**D)** none
38	CC in an email refers to	
	A) clear connection	**B)** carbon copy
	C) closed copy	**D)** carbonated copy
39	Which resume is suggested for freshers?	
	A) chronological	**B)** functional
	C) hybrid	**D)** traditional
40	How to make blogs engaging?	
	A) use a formal tone	**B)** include pictures and images
	C) write long paragraphs	**D)** use jargons and technical terms
41	Which of the following is not a good practice when preparing for an interview?	
	A) Research the company thoroughly	**B)** Practicing interview questions
	C) Dress casually	**D)** Preparing questions to ask interviewer
42	A group discussion checks and monitors	
	A) leadership skils	**B)** listening ability
	C) confidence	**D)** all of these
43	When giving a presentation in front of an audience, you should do all the following except	
	A) speak loud and clear	**B)** dress professionally
	C) provide handouts if needed	**D)** lack of eye contact with the audience
44	In a group discussion one must communicate with	
	A) hostility	**B)** arrogance
	C) long sentences	**D)** knowledge
45	What helps to improve listening comprehension?	
	A) focusing on individual's words	**B)** ignoring the speaker's tone
	C) avoiding eye contact	**D)** using prior knowledge and context
46	Identify the factor which is not important while planning a presentation.	
	A) objective of the presentation	**B)** structure of the presentation
	C) audience	**D)** educational qualification of organizers
47	Which of the following statements about facing an interview is FALSE?	
	A) greet people with a smile	**B)** express weakness in a positive way
	C) dont worry about the body language	**D)** make good eye contact
48	Which of the following is not an element in a group discussion?	
	A) group size	**B)** unnecessary arguments
	C) evaluation of candidates	**D)** subject knowledge
49	A typical debate should have the following parts in it's structure.	
	A) moderator	**B)** opening statements
	C) conclusion	**D)** all of these
50	Which of the following is not a non-verbal communication?	
	A) formally and neatly dressed	**B)** staying alert all the time
	C) maintaining eye contact	**D)** talkling loudly