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Internal Assessment Test 2 –August 2022

Sub:	Professional Writing Skills in English				Sub Code:	21EGH28		
Date:	05/08/2022	Duration:	90 mins	Max Marks:	50	Sem / Sec:	A-G/ CHEM-CYCLE	OBE

Instructions to the candidates:

All questions are compulsory. Darkening two circles for the same question makes the answer invalid. Damaging/overwriting, using whiteners on the OMR sheet are strictly prohibited.

MARKS

(50x1)

CO

RBT

- In technical writing starting point of a resume is
 - Job details
 - career objective
 - name and address**
 - education
- A letter which is offering a job or promotion is classified as
 - Adjustment letter
 - circular
 - good news letter**
 - official letter
- The word CV comes from
 - French
 - Latin**
 - English
 - Greek
- The word resume comes from
 - French**
 - Latin
 - German
 - English
- Which is an example of non-traditional resume
 - Print resumes
 - targeted resumes
 - video resumes**
 - hybrid resumes
- The word curriculum vitae means
 - summary
 - CV
 - course of life**
 - career summary
- If you don't know the recipient's name, how would you address the person?
 - Dear Mrs./Mr.
 - My dear
 - Hi/hello
 - Dear Madam/Sir**
- Which of these must be avoided in a technical report?
 - Subjective evaluation**
 - Facts
 - Objective evaluation
 - logical conclusion
- The main goal of your cover letter is to
 - Get the job**
 - get an interview
 - write an application
 - send CV
- Would you submit a resume without a cover letter?
 - Not necessary
 - of course not**
 - sure if it's good enough
 - not in practice
- The short and polite way to end a letter is
 - Complimentary close**
 - enclosure notation
 - ending
 - last component
- To establish a relationship between events and to convince the readers in scientific and logical manner, a writer can use the following method
 - Comparison & contrast
 - cause & effect**
 - enumeration
 - narrative description
- Quoting a common person is
 - Expert testimony
 - peer testimony**
 - common testimony
 - ordinary testimony
- Which of the following statement/s true?
 - Summary presents entire matter in a nutshell
 - follows the same sequence as the original text
 - often used for geographic studies
 - All of the above**
- P.S. in a formal letter suggests

L1

CO1
CO3
CO4

- a. **Post script** b. pre script c. pre section d. post section
16. The letter that used to thank a client for doing business is _____ letter.
a. Acknowledgement b. goodwill c. **appreciation** d. sales
17. Which one is the best to create an immediate and intimate rapport with the audience?
a. definition b. **instances & examples** c. enumeration d. analogy
18. What is the order of listening process?
a. Sensing-responding-recognizing-remembering
b. recognizing-evaluating-interpreting-responding
c. **sensing-recognizing-interpreting-evaluating**
d. recognizing-interpreting-responding-evaluating
19. A student should adopt _____ to acquire more information.
a. Intensive listening
b. **content listening**
c. skimming
d. extensive listening.
20. Which one is a twofold listening?
a. Content listening
b. **Analytical listening**
c. Intensive listening
d. extensive listening
21. The characteristics of technical reports are
a. Clarity and preciseness
b. coherence and objectivity
c. **both a and b**
d. neither a nor b
22. A memorandum is mode of communication for
a. One company to the other company
b. **within an organization**
c. employer to its clients
d. employer to competitors
23. The following form of condensation involves the writing to highlight the purpose and scope of a work
a. synopsis b. **abstract** c. paraphrasing d. summary
24. Which of these proposals are submitted by qualified individuals?
a. Research b. **business** c. personal d. private
25. To write a survey type proposal, the most appropriate or considerable technique that can be used is
a. Flow charting b. organizational chart c. storyboarding d. **All of the above**

Choose the correct form of active/passive voice of the following sentences.

26. Before festivals, the shops are thronged with men, women, and children making various purchases.
a. During festivals, people throng the shops.
b. The shops are thronged by people making purchases.
c. Men, women, and children make purchases during festivals.
d. **Men, women, and children throng the shops before the festivals making various purchases.**
27. Has a dog ever bitten you?
a. You are bitten by a dog.
b. **Have you ever been bitten by a dog?**
c. Has a dog ever bites you?

- d. Have you ever being bitten by a dog?
28. Don't laugh at me.
a. Let me be not laughed at.
b. I am laughed at.
c. Let me be laughed at.
d. Let me be not laughed at
29. Do you understand what I mean?
a. What I mean is understood by you?
b. What I mean...is that understood by you?
c. Was what I mean understood by you?
d. Is what I mean understood by you?
30. The king gave him a reward
a. A reward was given by him to the king.
b. He was given a reward by the king.
c. He was given the reward by a king.
d. He was given by a king the reward.

Select the correct form of reported speech of the following sentences.

31. Fathima said to Geetha, "Could you lend me a pen?"
a. Fathima asked to Geetha if she can lend her a pen.
b. Fathima asked Geetha if she could lend me a pen.
c. Fathima asked Geetha whether she could lend her a pen.
d. Fathima questioned Geetha whether she can lend her a pen.
32. Jane said, "I am waiting for my mom."
a. Jane said she was waiting for her mom.
b. Jain said she has been waiting for her mom.
c. Jain said she is waiting for her mom.
d. Jane said that she waiting for her mom.
33. He asked Betty, "Do you like cheese?"
a. He said Betty that whether she likes cheese.
b. He wanted to know if Betty liked cheese.
c. He asked Betty whether she likes cheese.
d. He said that Betty likes cheese or not.
34. She asked, "May I go out?"
a. She said if she could go out.
b. She asked that whether she could go out.
c. She wanted to know if she might go out.
d. She wanted to know if she may go out.
35. 'Who is there?' she spoke in a surprised voice.
a. She wondered who was there.
b. She asked in a surprising voice who is there.
c. She was asking who is there.
d. She was wondering who was there.

Choose the correct words to fill the gaps in the following

Around the world, forests are being __ (36) __ at a rate of about thirteen million hectares a year and deforestation accounts for an estimated 17% - 20% of all global emissions. In addition, forests and other terrestrial carbon sinks play a __ (37) __ role in preventing runaway climate change, soaking up a full 2.6 Gt of atmospheric carbon every year. The destruction of forests, therefore, not only emits carbon-a staggering 1.6 Gt a year, which severely __ (38) __ forests capacity to absorb emissions from other sources-but also drastically __ (39) __ the amount of forested land available to act as a carbon sink

in the future.

However, the effects of deforestation extend beyond carbon. Rainforests __ (40) __ a wide variety of ecosystems services, from regulating rainfall to purifying groundwater and keeping fertile soil from __ (41) __; deforestation in one area can seriously damage food production and __ (42) __ to clean water in an entire region. The value of global ecosystem services has been estimated at 33 trillion USD each year (almost half of global GDP), but these services have been taken for granted without a mechanism to make the market reflect their value. Rainforests are also a home and __ (43) __ of income for a huge number of people in Africa, Asia and South America. __ (44) __ this, economic pressures frequently drive both local communities and national governments in the developing world to __ (45) __ these forests in ways that are unsustainable, clear-cutting vast areas for fuel, timber, mining or agricultural land.

36. A. ended B. **destroyed** C. extinct D. wasted
37. A. tough B. important C. **vital** D. biggest
38. A. affects B. diminishes C. increases D. **impairs**
39. A. Plagues B. develops C. **reduces** D. shortens
40. A. sell B. **offer** C. give D. provide
41. A. transforming B. decoding C. **eroding** D. erupting
42. A. handiness B. excess C. availability D. **access**
43. A. beginning B. **source** C. ways D. references
44. A. **despite** B. also C. in spite D. apart
45. A. **exploit** B. encompass C. nurture D. work
46. What is the position of “details of the recipient” in a formal letter?
a. **Left hand side** b. top right side c. below the salutation d. can be placed anywhere
47. In group discussions, candidates are asked to sit in
a. **U-shaped style** b. line by line c. wherever they want d. in one row
48. Which of the following is not a trait of GD?
a. Reasoning ability b. motivation c. assertiveness d. **dominative**
49. Topic-based GDs can be divided to _____ types.
a. **Three** b. two c. four d. no classification
50. Identify the false statement about blog writing.
a. Blogs can be in any language.
b. **a person can't maintain multiple blogs.**
c. blog is a personal/online diary.
d. blog is also called weblog.

