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## Internal Assessment Test 3 –August, 2022

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

**INSTRUCTIONS**

- All Questions are Compulsory
- Darkening two circles for the same question makes the answer invalid.
- Damaging/overwriting, using whiteners on the OMR sheets are strictly prohibited.

MARKS

(50x1)

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**Choose the correct options from the following:**

- A. The Jury have unanimously agreed on the verdict.  
**B. The Jury has unanimously agreed on the verdict.**  
C. The Jury were unanimously agreed on the verdict.  
D. The Jury have been unanimously agreed on the verdict.
- A. The number of visitors to Delhi increasing day by day.  
B. The number of visitors to Delhi have been increasing day by day.  
C. The number of visitors to Delhi has increased day by day.  
**D. The number of visitors to Delhi is increasing day by day.**

**Choose the correct option from those given in each of the sentence below.**

- While reading, when one is unable to progress well beyond a thought, expression or word, it is regarded as .....  
A. Regression **B. Eye Fixation** C. Skimming D. Scanning
- Sometimes students have the tendency to read aloud is called .....  
A. Intensive Reading B. Extensive Reading **C. Vocalization**  
D. Eye Fixation
- ..... is used to quickly gather the most important information or gist from the document.  
**A. Skimming** B. Scanning C. Regression D. Extensive Reading
- .....is used to find a particular piece of information.  
A.Skimming **B. Scanning** C. Intensive Reading D. Extensive Reading
- ..... Is used to obtain a general understanding of a subject and includes reading of a longer texts for pleasure  
A. Intensive reading **B. Extensive Reading** C. Proof Reading D. Photo Reading
- ..... is used on shorter texts in order to extract detailed information.  
A. Sub-Vocalized Reading B. Skimming **C. Intensive Reading** D. SQ3R
- ..... combine sight reading with internal sounding of the words as if spoken.  
A.Speed Reading **B. Sub -Vocalized Reading** C. Proof Reading D. Photo Reading
- ..... Is a method for increasing speed without a reduction in comprehension or retention.  
**A. Speed Reading** B. Photo reading C. Intensive reading D. Extensive reading
- .....is a kind of reading for detecting typographical errors in a printed text.  
A. Sub-vocalized Reading B. Speed reading **C. Proof Reading** D. Photo Reading
- Which one of the following is not a stumbling block in becoming an effective reader?  
A. Lack of Concentration B. Regression C. Moving the lips **D. Visualizes Ideas**
- Which one of the following is Inference –related question?  
A. The passage is primarily concerned with... B. The word ...as used in the passage, means...  
**C.The author in the passage implies that...**D.The author's attitude towards the issue can be described as...
- Skimming has to do with.....  
A. Proofreading **B. A Gist** C. detailed reading D. Specific information
- Email is popular because it is.....  
A. Private B. Casual C. Ambiguous **D. Fast and Cheap**
- One of the guiding principles for email writing is  
A. Flexibility **B. To Start Courteously** C. Using Capital letters D. None of these
- Which one is a complimentary close in email writing?  
A. Dear B. Hello **C. Best Wishes** D. Sir/Madam

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CO2

19. Which one is not among the email Etiquette?  
 A. Avoid sexiest language **B. Not necessary to answer all queries**  
 C. Reply immediately D. Read and edit your mails
20. Which one of the following is to do with Online Marketing?  
**A. Affiliate Blogs** B. Niche Blogs C. Personal Blogs D. Reverse Blogs
21. The return address contains in.....  
 A. Inside Address **B. Letterhead** C. Salutation D. Complimentary Close
22. Certifying somebody comes under.....  
**A. Recommendation Letter** B. Acknowledgement Letter C. Acceptance Letter D. Permission Letter
23. Which one of the following is called 'Scannable Resume'?  
 A. Chronological Resume B. Functional Resume C. Paper-Copy Resume **D. Electronic Resume**
24. I am delighted in accepting this position.... Such line comes under the letter of....  
 A. Apology Letter B. Adjustment Letter C. Appreciation Letter **D. None of these**
25. "One has to speak in front of the camera." This line is closely related to...  
 A. Visual Resume B. Sales Resume C. Hybrid Resume **D. Video Resume**
26. Which one of the following does not come under identification in resume writing?  
 A. Phone B. Email ID C. **Hobbies** D. Address
27. Letters that are written to advertise and promote a product are called...  
 A. Order Letters B. Cover Letters C. Invitation letters **D. Sales Letters**
28. A blog is also called....  
 A. Blogger B. wordpress **C. weblog** D. Viewership
29. The word Resume comes from  
 A. Latin **B. French** C. German D. Spanish
30. Video Resume is an example of  
**A. Non-traditional resume** B. Hybrid Resume C. Chronological Resume D. None of these

**Reading Comprehension questions from 31 to 35: Read the following Comprehension / passage carefully and answer the questions that follow.**

A sanctuary may be defined as a place where Man is passive and the rest of Nature active. Till quite recently Nature had her own sanctuaries, where man either did not go at all or only as a tool-using animal in comparatively small numbers. But now, in this machinery age, there is no place left where man cannot go with overwhelming forces at his command. He can strangle to death all the nobler wild life in the world to-day. To-morrow, he certainly will have done so, unless he exercises due foresight and self-control in the meantime. There is not the slightest doubt that birds and mammals are now being killed off much faster than they can breed. And it is always the largest and noblest forms of life that suffer most. The whales and elephants, lions and eagles, go. The rats and flies, and all mean parasites, remain. This is inevitable in certain cases. But it is wanton killing off that I am speaking of to-night. Civilized man begins by destroying the very forms of wild life he learns to appreciate most when he becomes still more civilized.

The obvious remedy is to begin conservation at an earlier stage, when it is easier and better in every way, by enforcing laws for close seasons, game preserves, the selective protection of certain species, and sanctuaries. I have just defined a sanctuary as a place where man is passive and the rest of Nature active. But this general definition is too absolute for any special case. The mere fact that man has to protect a sanctuary does away with his purely passive attitude. Then, he can be beneficially active by destroying pests and parasites, like bot-flies or mosquitoes, and by finding antidotes for diseases like the epidemic which periodically kills off the rabbits and thus starves many of the carnivore to death. But, except in cases where experiment has proved his intervention to be beneficial, the less he upsets the balance of Nature the better, even when he tries to be an earthly Providence.

31. The author implies that his first definition of a sanctuary is  
 A. Totally wrong **B. Somewhat idealistic** C. unhelpful D. indefensible
32. The author's argument that destroying bot-flies and mosquitoes would be a beneficial action is most weakened by all of the following except  
 A. parasites have an important role to play in the regulation of populations  
 B. the elimination of any species can have unpredictable effects on the balance of nature  
 C. the pests themselves are part of the food chain  
**D. these insects have been introduced to the area by human activities**
33. It can be inferred that the passage is  
 A. part of an article in a scientific journal B. extracted from the minutes of a nature club  
**C. part of a speech delivered to an educated audience** D. a speech delivered in a court of law
34. What should be the most appropriate central idea of this passage  
 A. Author argues that man kills big animals but saves mosquitoes & other parasites.  
 B. Man is selfish by nature so he is up against the wild life which is harmful for his survival  
**C. Ecological balance, if not maintained by man will be harmful in long run.**  
 D. Author proposes a programme for not disturbing the balance of nature as it is beneficial for mankind.

35. Tone of the Author as expressed in the passage can be best described

- A. Descriptive to analytical      B. Sarcastically humorous  
C. Objective to narrative      **D. Sarcastically critical to suggest**

**Identifying Sentence Errors for questions 36 through 40:**

**Each consecutive underlined section corresponds with an answer choice. Select the choice that has an error, or select choice 'D' for no error. Identify the error from among the underlined portions of the sentence.**

36. A Because of the Internet, working at jobs B at home C have become much more command. D No error.

- A      B.B      C.C      D.D

37. "Pull it out by A its plug, not by the B cord," said C dad. D No error.

- A      B.B      C.C      D.D

38. Symptoms of this illness A that warrant a doctor visit B includes fever, C vomiting, and diarrhea, as well as the loss of appetite. D No error.

- A      B.B      C.C      D.D

39. A Either Lisa or Karen B will always volunteer Ctheir valuable time to serve on our board. D No error.

- A      B.B      C.C      D.D

40. The conversation with her A mother had a more profound B affect on her than C she expected. D No error.

- A      B.B      C.C      D.D

**Theme Detection Exercises :**

**Read the paragraph against each question from 41 to 43 and answer the question given below it.**

41. The attainment of individual and organizational goals is mutually interdependent and linked by a common denominator - employee work motivation. Organizational members are motivated to satisfy their personal goals, and they contribute their efforts to the attainment of organizational objectives as means of achieving these personal goals.

The passage best supports the statement that motivation -

- A. encourages an individual to give priority to personal goals over organizational goals.  
B. is crucial for the survival of an individual and organization.  
C. is the product of an individual's physical and mental energy.  
D. is the external force which induces an individual to contribute his efforts.

42. Due to enormous profits involved in smuggling, hundreds of persons have been attracted towards this anti-national activity. Some of them became millionaires overnight. India has a vast coastline both on the Eastern and Western Coast. It has been a heaven for smugglers who have been carrying on their activities with great impunity. There is no doubt, that from time to time certain seizures were made by the enforcement authorities, during raids and ambush but even allowing these losses the smugglers made huge profits.

The passage best supports the statement that

- A. smuggling hampers the economic development of a nation.  
B. smuggling ought to be curbed.  
C. authorities are taking strict measures to curb smuggling.  
D. smuggling is fast increasing in our country owing to the quick profit it entails.

43. Though the waste of time or the expenditure on fashions is very large, yet fashions have come to stay. They will not go, come what may. However, what is now required is that strong efforts should be made to displace the excessive craze for fashion from the minds of these youngsters.

The passage best supports the statement that:

- A. fashion is the need of the day.  
B. the excessive craze for fashion is detrimental to one's personality.  
C. the hoard for fashion should be done away with so as not to let down the constructive development.

D. work and other activities should be valued more than the outward appearance.

**Cloze Test Exercises for questions 24 through 31: the following passage there are blanks, each of which has been numbered. These numbers are printed below the passage and against each, four words suggested, one of which fits the blank appropriately. Find out the appropriate word in each case.**

Indeed, much progress in this ...(24)... has already been made as a ...(25)... of the combined ...(26)... of the government and the people of the state and the ...(27)... initiative provided by Central Government under Prime Minister's ...(28)... leadership. The results of ...(29)... efforts are there for all to see. Prices of ...(30)... commodities and other goods have ...(31)... considerably.

44. A. Behalf B. Regards C. Way **D. Regard**

45. A. Resultant B. Resulting **C. Result** D. Resulted

46. A. Effort B. Work C. Efforts D. Progress

47. A. Proper B. Welcomes **C. Required** D. Welcome

48. A. Chair B. Inspires **C. Inspiring** D. Stable

49. A. The **B. These** C. This D. Those

50. **A. Certain** B. Essential C. Good D. Several

51. A. Fell B. Falls **C. Fallen** D. Risen

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