

MAKE-UP EXAM

BPWSK106/206



USN

First/Second Semester B.E./B. Tech. Degree Examination, Nov./Dec. 2023
Professional Writing Skills in English

Question Paper Version : A

[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.

Choose the appropriate Verb that agrees with the subject (Q.No.1 to Q.No.3)

1. People of all religion _____ invited to the party yesterday.
a) is b) was c) were d) are
2. A bouquet of flowers _____ placed near the alter.
a) has b) were c) have d) is
3. Sam and peter _____ gone to the market.
a) are b) were c) have d) is

Choose the appropriate answer from the given option (Q. No.4 to Q. No.6)

4. Which of the below statements can be the advantages of a blog?
a) Generate revenue
b) person's self-development and career growth
c) no boss is there to order
d) all the above
5. Which of these are constraints of writing blog?
a) Inconsistency and lack of Self-Discipline
b) Social Validations
c) Time Management
d) All the above

6. What is blog post
- A blog is an online service like a journal that contains information about various topics
 - can be owned by individuals, various groups, or organizations
 - Both A and B
 - None of the above

Select the correct meaning of the Idioms : (Q.No.7 to Q.No.9)

7. Speak of the devil
- To compare the person to devil
 - To speak about devil
 - The person you're just talking about actually appears at that moment
 - The person you talking is devil
8. A piece of cake
- To express sweetness
 - To say something is soft
 - To express gratitude
 - To say something is very easy
9. To cut corners
- To cut edges
 - to do something cheaply
 - to make it difficult
 - to make dilemma

Choose the appropriate answer from the given option (Q.No.10 to Q.No.14)

10. What is the total number of references normally given in bio-data?
- two
 - three
 - four
 - five
11. Which of the following are essentials of a resume?
- Be honest but avoid writing anything negative
 - Make your resume error free
 - Have someone proof read it for you
 - all the above
12. The group discussion :
- Encourages the development of Critical Thinking.
 - Enhances Communication.
 - Enhances Problem Solving Skills.
 - Will not get involvement of the Participants.
- 1 and 2
 - 1, 2 and 3
 - only 4
 - and 3
13. A _____ is defined as a collection of basic information about a person and their career, work and life accomplishments.
- Resume
 - Bio-data
 - both A and B
 - none of these
14. A job application letter is a _____ that is written to the potential employer to provide them with information about your qualifications, skills and experience.
- cover letter
 - resume
 - CV
 - bio data

Choose the appropriate phrases from the given option to fill in the blanks.
(Q.No.15 to Q.No.16)

15. It is wise for a citizen to _____ on the current affairs of the nation
a) keep eye b) keep an eye on c) eye one eye d) make an eye
16. Charles works very hard and can be called as _____
a) Eager beaver b) beaver eager c) busy bee d) busy ant

Choose the correct tenses from the given option to fill in the blanks.(Q.No.17 to Q.No.19)

17. They _____ working on this project for a week
a) have been b) had been c) shall be d) am
18. Robert _____ bread and butter before going to school.
a) eats b) eaten c) eat d) has eat
19. My aunt _____ perform the surgery tomorrow
a) going to b) goes c) is going to d) going

Choose the appropriate answer form the given option. (Q.No.20 to Q.No.22)

20. To be clear and accurate means _____
a) to be lucid b) to be precise c) both A and B d) none
21. Group of sentences that deals with one point at a time is _____
a) a paragraph b) an essay c) a composition d) an introduction
22. A literature written to convince someone about something or to create awareness to reader about a particular topic.
a) essay b) concept c) introduction d) biopic
23. What are the types of paragraph writing?
a) narrative, persuasive b) descriptive
c) expository d) all of these

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Choose the appropriate phrases from the given option to fill in the blanks.
(Q.No.24 to Q.No.34)

24. Which of the following element is not included in "Standard elements" in a business letter
a) letterhead and Date b) salutation
c) signature block letters d) subject line

25. The letter of incorporation, the promotion letter, the cover letter, etc are _____
- business letters
 - employment letters
 - social letters
 - circulars
26. A business letter is
- They typically contain business information like quotations, orders, complaints, claims, etc are found
 - These cards always maintain a formal character, so we can find formal structures and patterns
 - both a and b
 - none of the above
27. They are strictly for professional use and are directly addressed to the matters to be dealt with in the letter. It is important to keep in mind that any letter that is commercial or addressed to the authorities it is :
- formal letter
 - informal letter
 - both a and b
 - none of the above
28. The simplified style of the business letter has _____
- indentation
 - a complimentary close
 - salutation
 - subject line
29. Movement or activity like exposure or body movement as a response is _____
- kinesis
 - message
 - proxemics
 - haptics
30. A technology that transmits tactile information using sensations such vibration, touch and force feedback.
- kinesis
 - message
 - proxemics
 - haptics
31. Hand shake and gentle pat is a form of :
- verbal communication
 - non-verbal communication
 - oral communication
 - written communication
32. Communication with oneself or self-to-self communication is
- direct and indirect
 - verbal and ordinary
 - interpersonal communication
 - intrapersonal communication
33. Time management, listening skills, networking, teamwork, creative thinking and conflict resolution help in
- career building
 - attractive personality
 - professional life
 - all of the above

34. The ability to understand and be aware of your emotions and those of others is
 a) empathy b) sympathy c) stress d) anger

Choose the appropriate answer from the given option (Q. No.35 to Q.No.36)

35. _____ is used at the end of a sentence or a short phrase which expresses very strong feeling.
 a) a period
 b) a colon
 c) an exclamatory mark
 d) none of these
36. I ordered a cheeseburger for lunch ; life's too short for counting calories. Underlined sign is
 (;)
 a) semicolon b) hyphen c) colon d) exclamatory

Read each sentence below and find out whether there is an error. The error, if any will be one of the parts of the sentence which are marked as 1, 2, 3 and 4 (Q.No.37 to Q.No.40)

37. Positivism (1)/ is an empiricist (2)/ philosophical (3)/ theory(4)
 a) 1 b) 2 c) 3 d) no error
38. The scent(1)/ of the baking (2)/ bread (3)/ was sublime (4)
 a) 1 b) 2 c) 3 d) no error
39. On one (1)/ an important (2)/harry and Mable (3) agreed (4)
 a) 1 b) 2 c) 3 d) 4
40. Tyler(1)/ finished (2)/ all the math problems (3)/ at thirty minutes (4)
 a) 1 b) 2 c) 3 d) 4

Choose the appropriate answer from the given option (Q.No.41 to Q.No.50)

41. Effective presentation consists following factors
 a) objectives
 b) audience and venue
 c) minimum distractions
 d) all the above
42. A typical presentation would have the following part in its structure
 a) main body
 b) conclusion
 c) question and responses
 d) all of the above
43. _____ can add another dimension to presentation and keep the interest of the audience
 a) Visual aids
 b) huge resources
 c) lot of properties
 d) all of the above

44. To present facts, opinions and conclusions in a group of participants is
- presentation
 - group discussion
 - unnecessary arguments
 - evaluation of candidates
45. A conversation in which a journalist puts questions to someone such as a famous person or politician is
- job interview
 - celebrity interview
 - both a and b
 - none of the above
46. _____ is the crucial part of an interview?
- positive attitude
 - descent dressing
 - active listening
 - all of the above
47. Interviews are conversations with _____
- purpose
 - formal
 - friendliness
 - informal
48. Interviewers ask the same set of questions for all candidates in which type of interview?
- stress interview
 - unstructured interview
 - group interview
 - structured interview
49. Which of these is challenging in nature?
- stress interview
 - audition interview
 - group interview
 - behavior interview
50. _____ is the last stage of the interview
- short listing
 - audition
 - group discussion
 - negotiation

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