

Internal Assessment Test 1 –July 2023

Sub:	Professional Writing Skills in English				Sub Code:	22PWS26		
Date:	04/06/2023	Duration:	90 mins	MaxMarks:	50	Sem / Sec:	A- CHEM-CYCLE	OBE

Marks: 25X2

All Questions are Compulsory. Pick the right answer from the given options

1. Which of these is not a type of business letter?
 - a. goodwill
 - b. adjustment
 - c. inquiry
 - d. **none of these**
2. Which of these are not part of standard elements of a business letter
 - a. Inside address
 - b. body
 - c. **subject line**
 - d. close
3. The word CV means
 - a. **Course of life**
 - b. life of course
 - c. summary
 - d. curriculum vitae
4. The word curriculum vitae is derived from
 - a. **Latin**
 - b. French
 - c. Greek
 - d. English
5. Listening to understand information is
 - a. attentive
 - b. **content**
 - c. critical
 - d. informational
6. Choose the correct sentence. "I feel awful", she told me.
 - a. she told me that she was feeling awful
 - b. **she told me that she felt awful**
 - c. she told that she was feeling awful
 - d. none of these.
7. Identify the wrong statement.
 - a. Listening is a conscious activity
 - b. a listener listens new ideas
 - c. **a good listener waits for his/her turn to speak**
 - d. effective listening is a dynamic activity
8. Find the error in the following sentence.
The girl (a)/ danced so well (b)/ **so the crowd** (c)/ cheered loudly (d).
9. Which is the right order of the process of listening?
 - a. **Sensing, interpreting, evaluating, responding**
 - b. Sensing, responding, evaluating, interpreting
 - c. Evaluating, sensing, interpreting, responding
 - d. Sensing, responding, interpreting, evaluating
10. Resume is a _____ word.
 - a. Latin
 - b. Greek
 - c. English
 - d. **French**
11. The layout that omits salutation in business letter is
 - a. full block
 - b. semi-block
 - c. **simplified**
 - d. Minimal
12. The context in the developing and third world countries is worse. Women here are still subject to 'honor killings', they are still denied their basic rights to education and freedom, and face violence and abuse. It was observed in a CARE project working with adolescent girls in India, that these girls were considered as temporary people who would cease to exist, at least for their fathers, once they are married.
The paragraph best supports the statement that:
 - a. A nation can progress only when women are given equal rights and opportunities as men.
 - b. The future of women in India is quite bright and let us hope that they will justify their abilities by rising to the occasion.
 - c. All women should be well treated equally.
 - d. **In many places in India, domestic violence is acceptable to women, and cultural and ethical implications are imposed on their freedom.**
13. He was looking at the picture. Change the voice
 - a. The picture was being looked at from him
 - b. **the picture was being looked at by him**
 - c. The picture was looked at by that boy
 - d. The picture was looked at by him
14. The resume that focuses on your skills and experience is
 - a. chronological
 - b. **functional**
 - c. traditional
 - d. non traditional

CO RBT

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15. An efficient reader is the one who
 - a. Tries to read words
 - b. Read the text from beginning to end
 - c. Reads smoothly**
 - d. Reads everything indiscriminately
16. Which of the following is not a barrier of listening
 - a. Hard listening
 - b. forged attention
 - c. over excitement
 - d. taking notes**
17. What is eye fixation?
 - a. Fixing you eyes at something and thinking
 - b. unable to progress beyond a thought or an expression**
 - c. poor concentration while reading
 - d. trying not to fixate something
18. Reading that gathers the gist is.
 - a. skimming**
 - b. scanning
 - c. intensive
 - d. extensive
19. Reading that claims to process and store information by looking at the page is
 - a. sub-vocalized reading
 - b. proof-reading
 - c. photo reading**
 - d. intensive reading
20. Listening we use in times of crisis is
 - a. empathetic**
 - b. critical
 - c. analytical
 - d. content

In the following passage there are blanks, each of which has been numbered. These members are printed below the passage and against each, five words are suggested, one of which fits the blank appropriately. Find out the appropriate words.

Rural India deserves better, since the ability to pay has gone up over the last few years, driven by growth in income and penetration of government healthcare programs. Increasing demand, (21) with the failure of existing infrastructure to scale, has resulted in rural healthcare (22) a large under-served market. Absence of a viable business model (23) conversion of the huge rural expenditure on health into an economic activity that generates incomes and (24) the poor. It is this (25) that entrepreneurs are looking to plug.

21. **a. combined** b. mentioning c. engaged d. resulting
22. a. happening b. **being** c. exists d. is
23. a. makes b. so c. ceasing d. **prevents**
24. a. supplies b. lists c. generates d. **serves**
25. a. truth b. catastrophes c. **gap** d. progress

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