

Internal Assessment Test 3 –September 2023

Sub:	Professional Writing Skills in English				Sub Code:	22PWS26		
Date:	04/09/2023	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. Select the correctly spelt word
 - a. servent
 - b. sarvant
 - c. sarvent
 - d. **servant**
2. Which of these reports are used in business
 - a. **Formal technical report**
 - b. informal report
 - c. musical report
 - d. personal report
3. Which of these is not a parameter of formal reports
 - a. presentation
 - b. **complaint**
 - c. information
 - d. request
4. To which of these people is the report not very crucial
 - a. Engineers
 - b. business executives
 - c. scientists
 - d. **teachers**
5. A memorandum is almost like a
 - a. **Simple letter**
 - b. formal letter
 - c. informal letter
 - d. none of these
6. She said, "My parents are going to Karachi". The indirect speech of the given sentence is
 - a. she said that my parents are going to Karachi
 - b. she said that my parents are gone to Karachi.
 - c. **she said that her parents were going to Karachi.**
 - d. she said that her parents are going to Karachi.
7. The idiom "To have an axe to grind" is used to
 - a. **As private end to serve**
 - b. fail to arouse interest
 - c. have no result
 - d. work for both sides
8. Find the error in the following sentence.
When you will find (a)/ a solution to this problem, (b)/ you will be able (c)/ to get this project (d).
9. Which is the right order of the process of listening?
 - a. **The train stopped at Chennai, Hyderabad, Nagpur, Bhopal, and Agra before it reached New-Delhi.**
 - b. The train stopped at Chennai Hyderabad, Nagpur, Bhopal, and Agra before it reached New-Delhi.
 - c. The train stopped at Chennai, and Hyderabad, and Nagpur, and Bhopal, and Agra before it reached New-Delhi.
 - d. None of these
10. Which of these essays tells a story
 - a. **narrative**
 - b. descriptive
 - c. argumentative
 - d. reflective
11. _____ essays are a collection of one's thoughts
 - a. narrative
 - b. expository
 - c. argumentative
 - d. **reflective**
12. Emerson said that the poet was landlord, Sealord, airlord. The flight of imagination made the poet master of land, sea and air. But a poet's dream of yesterday becomes today an actual achievement and a reality for all men. Even those who invented, improved and perfected the aeroplane could hardly have dreamt of the possibility of flight into outer space. The paragraph best supports the statement that:
 - a. all imaginations become a reality someday..
 - b. **what man imagined has never been impossible; he has always turned it a reality through his conception of ideas and sheer hard labour.**
 - c. seemingly impossible imaginations make one a good poet.
 - d. man has reached the climax of technological development with his exploration into outer space.
13. Which of the following is NOT a method of writing a non-formal letter
 - a. filling in a blank form
 - b. form of a letter
 - c. form of a memorandum
 - d. **formal of a notice**
14. Which type of interview questions are most meaningful to employers, who wants to assess how you will perform the job
 - a. traditional
 - b. screening
 - c. **behavioral**
 - d. all three

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15. Which of these is a best way to establish a proper rapport with the audience
- Pointing a finger
 - Waving your hands
 - Making eye contact**
 - Standing erect
16. Which of these factors do not enhance listening skills
- attention
 - clear perception
 - fakeness**
 - frankness
17. In a group discussion, one must communicate with
- hostility
 - ignorance
 - knowledge**
 - long sentences
18. Type of reading where eyes run over the text is.
- skimming
 - scanning**
 - intensive
 - extensive
19. Reading with internal sounding of the words as if spoken is
- sub-vocalized reading**
 - speed reading
 - photo reading
 - intensive reading
20. The most inexpensive type of visual aids used in oral communication termed as
- slides
 - videotapes
 - chalkboards**
 - all of the above

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.

One day my son called me after his exams. I could make out from his voice that he was (21) __. "The exam did not go so well. It was not that know but I made a careless mistake." I tried to (22) __ him saying, "Don't worry, you will do better next time." He was not pleased to hear my words. "You don't realize how competitive it is here and how difficult It is to (23) __ anything." A few later I got another call from him. "A (24) __ thing happened", he said. "When I got my paper I saw that I had (25) __ marks for the question I had answered incorrectly.

- bother
 - sad**
 - unwell
 - distressed
- pity
 - forgive
 - console**
 - cheer
- triumph
 - succeed
 - want
 - achieve**
- routine
 - disastrous
 - funny
 - different
- assigned
 - awarded**
 - received
 - given

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