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Internal Assessment Test 2 –MAY 2024

Sub:	Professional Writing Skills in English				Sub Code:	BPWSK206		
Date:	20/05/2024	Duration:	90 mins	Max Marks:	50	Sem / Sec:	A-H/ CHEM-CYCLE	OBE

All Questions are Compulsory

MARKS

(25x2)

CO

RBT

- Which among the following is a characteristics of process of listening?
a. Passive b. Involuntary c. Physiological **d. Interpretative**
- Lack of concentration in listening is termed as a ____ listening?
a. **Superficial** b. Evaluative c. Informative d. None of the above
- Which of the following will **not** cause a listening barrier?
a. Using complex semantics b. **avoiding prejudice** c. short attention span d. all of the above
- Choose the correct feature of précis writing from the following
a. It uses subjectivity
b. Longer phrases should be included
c. Additional content can be added
d. Jargons should be avoided

Fill in the blanks

- The car will stop moving when ____
a. You hitting the break b. You will be hitting the break
c. you've hitted the break **d. you hit the break**
- I shall not tell them unless they ____ me
a. asking b. asks **c. ask** d. asked
- It is high time that you ____ a doctor
a. consult **b. consulted** c. consulting d. consults
- I wish I ____
a. Known you earlier **b. knew you earlier** c. know you earlier d. none of the above
- Marie Curie discovered radioactivity; a phenomenon that ____ to be studied in science.
a. continues b. continuing c. continued d. continuous
- Which of the following acts as an additional in a memo?
a. Distribution list b. references c. attachments of supporting documents **d. all of the above**
- Which among the following is **not** true about email?
a. font should be uniform unless necessary
b. complete upper case is not advisable
c. 300-500 is the standard word limit
d. both paragraphs and points can be included
- What is the full form of SEO?
a. Site Enhancement Operation b. Social Engagement Outreach
c. Search Engine Optimization d. Strategic Engagement Optimization
- Photoblog, art blog and podcasts are categorised under ____
a. Affiliate blog **b. media blog** c. business blog d. none of the above

L2
CO2
CO4
CO5

14. Reverse blog is also called ____
a. freelance blog b. niche blog c. personal blog **d. guest host blog**
15. What should be avoided in blog?
a. additional links **b. inordinate bragging** c. images and videos d. comments and interactions

Fill in the blanks

16. Neither Rishi nor Rhea _____ helpful.
a. was b. were c. are d. have been
17. No example ____ relevant to this case
a. are b. were c. has **d. is**
18. Everyone _____ been informed about the incident.
a. have b. are c. were **d. has**
19. She and her friends _____ at the fair.
a. is **b. are** c. was d. being
20. Which of the following is **not** an element of a business letter?
a. letterhead b. inside address **c. supplementary close** d. salutation
21. Which letter acts as a response to claim letter?
a. sales **b. adjustment** c. enquiry d. credit
22. Which among the following is sent/attached along with the resume?
a. cover letter b. gratitude letter c. resignation letter d. permission letter

Arrange the following sentences in the correct order

23. (A) From the mountains / (B) to see the gentle flow / (C) of the river / (D) it is very pleasant
a. BDAC b. BDCA c. DACB **d. DBCA**
24. (A) Shall have shifted / (B) of this month we / (C) by the end / (D) to our new house
a. CBAD b. ADBC c. BDCA d. DABC
25. (A) coal as a fuel / (B) in place of wood / (C) during this period / (D) people were beginning to use
a. BDAC b. ACDB **c. CDAB** d. DCAB

II. You have read an advertisement in the newspaper calling applicants for the post of Software Engineer at Oracle India Private Limited, Marathahalli, Bengaluru. Write a job application for the same to the HR Manager in about 150 words emphasizing your strong points. (10)

