

Internal Assessment Test 2–JUNE 2025

Sub:	Professional Writing Skills in English					Sub Code:	BPWSK206		
Date:	17/06/2025	Duration:	90 mins	Max Marks:	50	Sem / Sec:	A-H/ CHEM-CYCLE	OBE	

All Questions are Compulsory								Marks (25x2)	CO	RBT
1. Choose the correct passive voice: "The police are questioning the suspect." a. The suspect was questioned by the police. b. The suspect has been questioned by the police. c. The suspect is being questioned by the police. d. The suspect is questioned by the police. Choose the correct reported speech.									CO4 CO5	L2
2. She said to me, "Do you know the answer?" a. She asked me if I knew the answer. b. She asked me if I know the answer c. She asked me do I know the answer. d. She said me if I knew the answer.										
3. Each of the players ____ a unique style. a. have b. has c. are d. were										
4. The committee ____ decided to postpone the meeting until further notice. a. have b. has c. are d. were										
5. What is the full from of ‘bcc’ in an email? a. Background Carbon Copy b. Bulk Contact Copy c. Basic Control Copy. d. Blind Carbon Copy										
6. Which of the following blog focuses on specific topics such as – health, fashion, technology, food? a. Media b. Reverse c. Niche d. Affiliate										
7. Which section of a memo consists of the names of people to whom it is being sent to? a. Reference b. attachments c. closing statement d. Distribution list										
8. If he had known about the traffic, he _____ earlier a. would have left b. would leave c. had left d. will leave										
9. She told the class that ice _____ at 0°C. a. melted b. melts c. melt d. had melted										
10. Which of the following step is not included in technical writing process? a. Creation b. construction c. conception d. collection										
11. Report on a new product launch is an example of which of the following? a. Individual report b. Informal report c. Special report d. Periodic report										
12. A graphic designer emails a company offering to improve their logo, even though they didn’t ask. Which type of proposal would this be considered as? a. Solicited b. unsolicited c. sales d. research										
13. Which of the following resume covers up employment gap? a. Chronological b. Hybrid c. Electronic d. Functional										

14. Which of the following is **not** a characteristics of a CV
- Consists of course of one's life
 - is short and variable**
 - Term originates from Latin
 - Constitutes an elaborated list of academic accomplishments
15. She couldn't _____ the disappointment of losing the competition.
- get off
 - get over**
 - put down
 - give in
16. Despite being under pressure, she _____ a confident front.
- put in
 - put out
 - put on**
 - put down
17. Which of the following is an element of a Business Letter?
- Inside address
 - letter head.
 - Complementary close
 - All of the above**
18. Which of the following is a response to claim letter?
- adjustment letter**
 - warning letter
 - enquiry letter
 - cover letter
19. 'Higher education in India' is an example of which type of topic in GD?
- Case- study
 - abstract
 - controversial
 - factual**
20. Which of the following in an interview tests the technical knowledge in the main subject domain?
- Aptitude test
 - competency** test
 - verbal test
 - psychometric test
21. Despite his injuries, he continued to play _____ the pain.
- although
 - because of
 - through**
 - in spite of
22. The lawyer's _____ arguments convinced the jury of the defendant's innocence.
- vague
 - persuasive**
 - hesitant
 - irrelevant
23. She has a very _____ attitude towards her goals.
- determined**
 - determining
 - determine
 - determination
24. The government has announced that taxes _____
- will have raised
 - will raised
 - will be raise
 - will be raised**
25. I wanted to see her but I didn't know if she _____ in town.
- is
 - was**
 - were
 - had been

CI

HOD

