

POLYTECHNIC ENGLISH QUESTION PAPER

First Year – Set 11

Subject: Communication in English – I

Time: 3 Hours

Maximum Marks: 100

General Instructions

- 1. Read all questions carefully before answering.
- 2. Attempt all questions.
- 3. Use precise and grammatically correct language.
- 4. Follow the required format for professional writing tasks.
- 5. Support analytical answers with relevant examples.
- 6. Write technical information in a clear and logical sequence.

UNIT – I : WORDS, MEANING AND USAGE

- Q.1. Choose the word that best completes the sentence: The technician must _____ the readings before switching off the equipment.
- (a) record
 - (b) recording
 - (c) recorded
 - (d) recorder
- Q.2. Choose the word closest in meaning to “verify”.
- (a) Confirm
 - (b) Remove
 - (c) Delay
 - (d) Replace
- Q.3. Choose the opposite of “temporary”.
- (a) Brief
 - (b) Permanent
 - (c) Limited
 - (d) Short
- Q.4. Choose the sentence in which “issue” is used correctly as a noun.
- (a) The office will issue the certificate tomorrow.
 - (b) The supervisor issued a warning.
 - (c) The main issue was discussed during the meeting.
 - (d) They issue instructions regularly.
- Q.5. Choose the most suitable word: The engineer provided a _____ explanation of the failure.
- (a) technical
 - (b) technically
 - (c) technique
 - (d) technician
- Q.6. Use **affect** and **effect** correctly in two separate sentences.
- _____
- _____
- Q.7. Use the pair **principle / principal** correctly in two sentences.
- _____
- _____
- Q.8. Write a suitable synonym for “essential”.
- _____
- Q.9. Write a suitable antonym for “accurate”.
- _____
- Q.10. Use the phrase “**subject to**” in a formal sentence.
- _____
- _____

UNIT – II : SENTENCE LOGIC AND EDITING

- Q.11. Identify and correct the error: **The list of required materials are given below.**
- _____
- Q.12. Identify and correct the error: **He is senior than all other technicians in the department.**
- _____
- Q.13. Identify and correct the error: **The students were asked to explain about their project.**
- _____
- Q.14. Choose the correct option: If the equipment had been inspected earlier, the fault _____ detected.
- (a) would have been
 - (b) will be
 - (c) would be
 - (d) has been
- Q.15. Change into passive voice: **The department is organising a technical seminar.**
- _____
- Q.16. Change into indirect speech: **The supervisor said, “Complete the inspection before leaving.”**
- _____
- Q.17. Combine using a suitable conjunction: **The instructions were simple. Some students misunderstood them.**
- _____
- Q.18. Rewrite using a relative clause: **The report was prepared by the student. The report was submitted to the supervisor.**
- _____
- Q.19. Make the following sentence concise: **Due to the reason that the equipment was unavailable, the practical session was postponed.**
- _____
- Q.20. Rewrite in formal English: **We need to sort this problem out before tomorrow.**
- _____
- _____

UNIT – III : UNSEEN PASSAGE AND INFERENCE

Read the passage carefully.

Professional competence is not limited to the ability to perform a technical task. A competent professional must also understand why a task is performed in a particular way, identify possible risks and communicate important information to others. For example, a technician who notices an unusual sound from a machine should not simply continue working because the machine is still functioning. The technician should observe the situation, report the concern and follow the appropriate safety procedure. Such behaviour demonstrates technical awareness, responsibility and professional judgement. In a workplace, these qualities can be as important as practical skill.

- Q.21. According to the passage, what is professional competence?
- _____
- Q.22. Why should a technician not ignore an unusual sound from a machine?
- _____
- Q.23. What three actions should the technician take?
- _____
- _____
- Q.24. What qualities are demonstrated by following the appropriate procedure?
- _____
- Q.25. Why can professional judgement be as important as practical skill?
- _____
- Q.26. Give a suitable title to the passage.
- _____
- Q.27. Write a summary of the passage in approximately 60 words.
- _____
- _____
- Q.28. What can be inferred about the relationship between safety and professional responsibility?
- _____
- _____

UNIT – IV : CASE ANALYSIS

Situation:

A student team is preparing a technical presentation. One member has collected a large amount of information but has copied material from several sources without checking whether the information is current. Another member has prepared attractive slides but has included too much text. The third member understands the technical subject well but is unable to explain it clearly to the audience. The team has only one day left before the presentation.

- Q.29. Identify two problems with the information collected by the first student.
- _____
- Q.30. What problem exists with the second student's presentation slides?
- _____
- Q.31. What communication problem does the third student face?
- _____
- Q.32. Suggest a practical solution for each of the three problems.
- _____
- _____
- Q.33. If you were the team leader, how would you divide the remaining one day between preparation, verification and rehearsal?
- _____
- _____
- Q.34. What does this situation teach about teamwork in professional communication?
- _____
- _____

UNIT – V : TECHNICAL WRITING TASKS

- Q.35. Write a technical description of a **laboratory measuring instrument**. Include purpose, main parts, use and precautions.
- _____
- _____
- Q.36. Prepare step-by-step instructions for recording observations during a practical experiment.
- _____
- _____
- Q.37. Write a short safety guideline for students working with electrical equipment.
- _____
- _____
- Q.38. Convert the following information into a clear technical note:
- The equipment must be inspected before use. Any visible damage should be reported. The operator should confirm the correct settings. The machine should not be used if abnormal noise or vibration is observed. After use, the equipment must be switched off and stored properly.
- _____
- _____

UNIT – VI : OFFICE COMMUNICATION

- Q.39. Write an official email to the Head of Department requesting permission to organise a technical communication workshop.
- _____
- _____
- Q.40. Write a formal complaint to the laboratory in-charge regarding insufficient equipment for practical classes.
- _____
- _____
- Q.41. Prepare a notice announcing a campus recruitment preparation session. Include date, venue, eligibility and registration details.
- _____
- _____
- Q.42. Write a memorandum informing students that a scheduled laboratory session has been shifted to another room.
- _____
- _____

UNIT – VII : MEETING, PRESENTATION AND INTERVIEW

- Q.43. Prepare an agenda for a meeting on the topic: “**Improvement of Technical Laboratory Facilities**”
- _____
- _____
- Q.44. Write five points that should be included in effective meeting minutes.
- _____
- _____
- Q.45. Write five expressions that can be used to introduce a topic, move to another point and conclude a formal presentation.
- _____
- _____
- Q.46. Write suitable answers to the following interview questions:
- (a) What is your strongest technical skill?
- (b) How do you handle a mistake in your work?
- (c) How do you work in a team?
- _____
- _____

UNIT – VIII : ADVANCED PROFESSIONAL WRITING

- Q.47. Explain how a technical student can improve communication skills through classroom and practical activities.
- _____
- _____
- Q.48. Discuss the importance of accuracy, clarity and responsibility in technical communication.
- _____
- _____
- Q.49. Explain how effective communication can improve problem-solving within a technical team.
- _____
- _____
- Q.50. Write an essay on: “**Professional Success Requires More Than Technical Knowledge: The Role of Communication, Critical Thinking and Teamwork**”
- _____
- _____