

POLYTECHNIC ENGLISH QUESTION PAPER

First Year – Set 12

Subject: Communication in English – I

Time: 3 Hours

Maximum Marks: 100

Instructions to Candidates

- 1. Read all modules carefully before attempting the paper.
- 2. Answer all compulsory questions.
- 3. Where internal choice is provided, attempt only one alternative.
- 4. Use appropriate formal English in professional communication tasks.
- 5. Give complete and logically connected answers.
- 6. Maintain correct spelling, grammar and punctuation.

MODULE – 1 : LANGUAGE DIAGNOSTIC TEST

- Q.1. Choose the sentence that best expresses the meaning: The equipment was not used because its condition was uncertain.
- (a) The equipment was used carefully.
  - (b) The equipment was not operated because its safety was not confirmed.
  - (c) The equipment was repaired before use.
  - (d) The equipment was permanently removed.
- Q.2. Select the correctly structured sentence.
- (a) The technician carefully inspected the machine before operation.
  - (b) Carefully the technician before operation inspected machine.
  - (c) The machine before operation technician inspected carefully.
  - (d) Inspected carefully technician the machine operation before.
- Q.3. Choose the appropriate word: The supervisor asked the students to \_\_\_\_\_ the observations before drawing a conclusion.
- (a) analyse
  - (b) analysis
  - (c) analytical
  - (d) analysing
- Q.4. Choose the appropriate preposition: The final decision depends \_\_\_\_\_ the results of the inspection.
- (a) at
  - (b) on
  - (c) for
  - (d) with
- Q.5. Choose the word closest in meaning to “adequate”.
- (a) Sufficient
  - (b) Excessive
  - (c) Incorrect
  - (d) Temporary
- Q.6. Choose the opposite of “flexible”.
- (a) Adaptable
  - (b) Adjustable
  - (c) Rigid
  - (d) Convenient
- Q.7. Write one sentence using the word “assessment” in an educational context.

Q.8. Differentiate between “advice” and “advise”.

Q.9. Write one suitable synonym for “demonstrate”.

Q.10. Write one suitable antonym for “visible”.

MODULE – 2 : CLOZE AND LANGUAGE REPAIR

Complete the passage by selecting suitable words.

A successful technical student must learn to communicate (11) \_\_\_\_\_. During practical work, information should be recorded (12) \_\_\_\_\_ and presented in a logical sequence. If an observation appears unusual, it should be (13) \_\_\_\_\_ before a final conclusion is made. Good communication also requires the ability to listen (14) \_\_\_\_\_ and respond (15) \_\_\_\_\_.

- Q.11.
- (a) effective
  - (b) effectively
  - (c) effect
  - (d) effectiveness
- Q.12.
- (a) accurate
  - (b) accurately
  - (c) accuracy
  - (d) inaccurate
- Q.13.
- (a) verify
  - (b) verified
  - (c) verifying
  - (d) verification
- Q.14.
- (a) attentive
  - (b) attentively
  - (c) attention
  - (d) attend
- Q.15.
- (a) appropriate
  - (b) appropriately
  - (c) appropriateness
  - (d) appropriating
- Q.16. Correct the following sentence: **The students has completed their practical assignment.**
- Q.17. Correct the following sentence: **The supervisor discussed about the safety procedure.**
- Q.18. Correct the following sentence: **The equipments were kept outside the laboratory.**
- Q.19. Rewrite in formal English: “**Send the file to me when you get time.**”
- Q.20. Rewrite in concise English: “**In my personal opinion, I think that this method is better.**”

MODULE – 3 : MATCHING AND TRANSFORMATION

Q.21. Match the terms in Column A with their meanings in Column B.

| Column A       | Column B                                  |
|----------------|-------------------------------------------|
| 1. Calibration | A. Written record of an event             |
| 2. Prototype   | B. Adjustment for accurate measurement    |
| 3. Report      | C. First model of a product               |
| 4. Feedback    | D. Response to information or performance |

- Q.22. Change into passive voice: **The students will submit the project next Monday.**
- Q.23. Change into indirect speech: **The teacher said, “You have performed the experiment correctly.”**
- Q.24. Combine using a suitable conjunction: **The design was expensive. The company approved it.**
- Q.25. Combine using a relative clause: **The engineer developed a device. The device saves electrical energy.**
- Q.26. Rewrite using a conditional structure: **Regular practice improves speaking confidence.**
- Q.27. Rewrite the sentence using a participial phrase: **The technician completed the inspection and prepared the report.**
- Q.28. Rewrite in a more professional manner: “**The machine is not working, so someone should come and check it.**”

MODULE – 4 : UNSEEN READING AND RESPONSE

Read the passage carefully.

A technical institution provides students with more than theoretical knowledge. Practical activities allow learners to test ideas, observe results and identify problems that may not be visible in a classroom discussion. However, practical learning becomes more effective when students record their observations systematically. A well-maintained record enables them to compare results, identify patterns and explain unexpected outcomes. It also provides evidence that can be used when writing a report or discussing the work with an instructor. Therefore, record keeping should be considered an essential part of practical education rather than a routine formality.

- Q.29. What does practical learning allow students to do?
- Q.30. Why should observations be recorded systematically?
- Q.31. How can records help students identify patterns?
- Q.32. How can recorded observations help in report writing?
- Q.33. Why does the writer describe record keeping as more than a routine formality?
- Q.34. Give a suitable title to the passage.
- Q.35. Write a summary of the passage in about 60 words.

MODULE – 5 : CHOICE BASED TECHNICAL WRITING

Attempt ONE of the following:

Q.36. **Option A:** Write a technical description of a computer laboratory.

OR

**Option B:** Write a technical description of a solar-powered charging system.

Q.37. **Option A:** Write step-by-step instructions for conducting a laboratory experiment.

OR

**Option B:** Write safety instructions for students working with electrical equipment.

Q.38. **Option A:** Write a formal email requesting industrial training information.

OR

**Option B:** Write a formal complaint about inadequate laboratory facilities.

MODULE – 6 : PROFESSIONAL SITUATION RESPONSE

Situation:

You are the student coordinator of a technical project team. The project deadline is approaching, but one member has not completed an important part of the work. The unfinished work is affecting the other members. You need to communicate the problem without creating conflict.

- Q.39. What would be your first communication with the team member?
- Q.40. How would you find out the reason for the delay?
- Q.41. Write a short professional dialogue between you and the team member.
- Q.42. Suggest a practical plan for completing the remaining work.

MODULE – 7 : MEETING AND CAREER SKILLS

Q.43. Prepare an agenda for a meeting on: “Improving Student Participation in Technical Projects”

Q.44. Write five points that should appear in the minutes of a formal meeting.

Q.45. Write five suitable expressions for politely asking someone to clarify a technical point.

Q.46. Prepare a short professional self-introduction for a technical job interview.

MODULE – 8 : ANALYTICAL RESPONSE

- Q.47. Explain why a technically correct message can still fail if it is not suitable for its audience.
- Q.48. Discuss the importance of critical thinking while reading technical information from the internet.
- Q.49. Explain how communication, teamwork and problem-solving skills work together in a technical workplace.
- Q.50. Write an essay on: “Practical Knowledge, Professional Communication and Responsible Decision-Making: The Foundation of a Successful Technical Career”

END OF QUESTION PAPER