

POLYTECHNIC ENGLISH QUESTION PAPER

First Year – Set 13

Subject: Communication in English – I

Time: 3 Hours

Maximum Marks: 100

Instructions to Candidates

- 1. Read each question carefully before answering.
- 2. Attempt all questions unless an internal choice is given.
- 3. Use formal and precise English in professional writing.
- 4. Give relevant examples wherever necessary.
- 5. Maintain correct grammar, spelling and punctuation.
- 6. Present technical information in a logical sequence.

PART – I : COMMUNICATION SKILL CHECK

- Q.1. Choose the sentence that gives the clearest instruction.
- (a) You should perhaps check the machine sometime before using it.
 - (b) Check the machine before operating it.
 - (c) The machine can be checked by you before it is used maybe.
 - (d) Before using, there should be a checking of the machine.
- Q.2. Choose the most appropriate word: The supervisor asked the students to _____ the figures before submitting the report.
- (a) verify
 - (b) verification
 - (c) verified
 - (d) verifying
- Q.3. Choose the word closest in meaning to “feasible”.
- (a) Practical
 - (b) Impossible
 - (c) Expensive
 - (d) Temporary
- Q.4. Choose the opposite of “expand”.
- (a) Extend
 - (b) Increase
 - (c) Contract
 - (d) Develop
- Q.5. Choose the correctly formed sentence.
- (a) The students has completed the assignment.
 - (b) The students have completed the assignment.
 - (c) The students has completing the assignment.
 - (d) The students have complete the assignment.
- Q.6. Use “reliable” in a sentence related to technical work.
- _____
- Q.7. Write one synonym and one antonym of “complex”.
- _____
- _____
- Q.8. Explain the difference between **hearing** and **listening**.
- _____
- _____
- Q.9. Write a formal alternative for: “**Tell me what happened.**”
- _____
- Q.10. Write two characteristics of effective technical language.
- _____
- _____

PART – II : GRAMMAR TRANSFORMATION

- Q.11. Correct the sentence: **Every student are required to carry a laboratory record.**
- _____
- Q.12. Correct the sentence: **The manager explained the procedure to us clearly.**
- _____
- Q.13. Correct the sentence: **He is good in communicating with customers.**
- _____
- Q.14. Change into passive voice: **The technician will inspect the equipment tomorrow.**
- _____
- Q.15. Change into passive voice: **The students have completed the practical assignment.**
- _____
- Q.16. Change into indirect speech: **The instructor said, “Read the instructions carefully.”**
- _____
- Q.17. Change into indirect speech: **The student said, “I will submit the report tomorrow.”**
- _____
- Q.18. Combine using a suitable conjunction: **The method was simple. It produced accurate results.**
- _____
- Q.19. Rewrite using a conditional sentence: **Follow the safety rules to prevent accidents.**
- _____
- Q.20. Make the following sentence concise: **At this point of time, there are a number of students who are facing problems in understanding the topic.**
- _____
- _____

PART – III : READING AND EVALUATION

Read the following passage carefully.

In modern workplaces, professionals are often required to work with people who have different levels of technical knowledge. A message that is appropriate for an experienced engineer may be difficult for a new trainee to understand. Effective communication therefore requires the speaker or writer to consider the knowledge, needs and expectations of the audience. Technical accuracy remains important, but information must also be presented at an appropriate level. Good communicators avoid unnecessary complexity, explain unfamiliar terms when required and organise information in a logical order. Audience awareness is therefore an important part of professional communication.

- Q.21. Why may the same technical message not be suitable for every person?
- _____
- Q.22. What should a communicator consider before presenting information?
- _____
- _____
- Q.23. Why is technical accuracy alone not sufficient?
- _____
- Q.24. What should communicators do with unfamiliar technical terms?
- _____
- Q.25. How should information be organised?
- _____
- Q.26. Give a suitable title to the passage.
- _____
- Q.27. Write the central idea of the passage in about 50–60 words.
- _____
- _____
- _____
- Q.28. Give one example showing why audience awareness is important in technical communication.
- _____
- _____
- _____

PART – IV : TECHNICAL DATA INTERPRETATION

Training Programme Feedback:

Category	Positive Responses
Practical Sessions	82%
Technical Demonstrations	76%
Study Material	68%
Guest Lectures	61%
Time Management	54%

- Q.29. Which category received the highest positive response?
- _____
- Q.30. Which category received the lowest positive response?
- _____
- Q.31. What is the difference between the highest and lowest percentages?
- _____
- Q.32. Write two conclusions that can be drawn from the data.
- _____
- _____
- Q.33. Suggest two measures for improving the weakest category.
- _____
- _____
- Q.34. Write a short paragraph interpreting the overall feedback.
- _____
- _____
- _____

PART – V : TECHNICAL WRITING

- Q.35. Write a technical note on the importance of regular maintenance of laboratory equipment.
- _____
- _____
- _____
- Q.36. Prepare a step-by-step procedure for checking a technical instrument before beginning an experiment.
- _____
- _____
- _____
- Q.37. Write five precautions for maintaining accuracy during an experiment.
- _____
- _____
- _____
- Q.38. Convert the following paragraph into numbered instructions:
- Before using the equipment, inspect its external condition and check the power connection. Confirm that the required settings are correct. Start the equipment only after checking the safety controls. Observe the instrument during operation and record unusual behaviour. After completing the work, switch off the equipment and return it to its designated place.
- _____
- _____
- _____

PART – VI : WORKPLACE CASE STUDY

Case:

A trainee is asked to prepare a short report after a practical demonstration. The trainee understands the experiment but writes the report using informal language, does not mention the procedure clearly and gives conclusions without showing the observations. The supervisor returns the report and asks the trainee to revise it.

- Q.39. Identify three weaknesses in the trainee's report.
- _____
- _____
- Q.40. Why should observations be included before conclusions?
- _____
- Q.41. Rewrite the following informal expression in professional language: “**The machine was acting weird.**”
- _____
- Q.42. Suggest a suitable structure for the revised report.
- _____
- _____
- _____

PART – VII : PROFESSIONAL COMMUNICATION

- Q.43. Write a formal email to your department requesting permission to participate in an external technical competition.
- _____
- _____
- _____
- Q.44. Draft a notice announcing a workshop on interview preparation for final-year technical students.
- _____
- _____
- Q.45. Write a short dialogue between a technician and a customer who has reported a technical problem.
- _____
- _____
- Q.46. Write five polite expressions that can be used when correcting someone's technical misunderstanding.
- _____
- _____

PART – VIII : ADVANCED RESPONSE

Answer any two of the following.

- Q.47. Explain how good communication can prevent mistakes in a technical workplace.
- _____
- _____
- _____
- Q.48. Discuss the importance of confidence and clarity during a technical presentation.
- _____
- _____
- _____
- Q.49. Explain why critical thinking is important when using technical information obtained from online sources.
- _____
- _____
- _____
- Q.50. Write an essay on: “**Communication Skills and Technical Competence: Building a Professional Identity**”
- _____
- _____
- _____
- _____
- _____