

POLYTECHNIC ENGLISH QUESTION PAPER

First Year – Set 14

Subject: Communication in English – I

Time: 3 Hours

Maximum Marks: 100

General Instructions

Read all questions carefully.

Attempt all compulsory questions.

Follow the instructions given with each question.

Use precise, clear and grammatically correct English.

Use suitable technical vocabulary wherever necessary.

Present answers in a logical and well-organised manner.

SECTION – I : ASSERTION AND LANGUAGE REASONING

Q.1. Assertion: Technical instructions should be precise.

Reason: Ambiguous instructions may lead to different interpretations.

- (a) Both Assertion and Reason are correct, and Reason explains Assertion.
- (b) Both are correct, but Reason does not explain Assertion.
- (c) Assertion is correct, but Reason is incorrect.
- (d) Both are incorrect.

Q.2. Assertion: Listening is important during technical discussions.

Reason: A listener can identify requirements and clarify doubts before taking action.

- (a) Both Assertion and Reason are correct, and Reason explains Assertion.
- (b) Both are correct, but Reason does not explain Assertion.
- (c) Assertion is correct, but Reason is incorrect.
- (d) Both are incorrect.

Q.3. Choose the word that best completes the sentence: The supervisor asked the trainee to _____ the data before preparing the final report.

- (a) validate
- (b) validation
- (c) valid
- (d) validating

Q.4. Choose the most appropriate word: The instructions were sufficiently _____ for the new trainee to understand them.

- (a) clarity
- (b) clear
- (c) clearly
- (d) clearing

Q.5. Choose the word closest in meaning to “**mandatory**”.

- (a) Optional
- (b) Compulsory
- (c) Flexible
- (d) Informal

Q.6. Choose the opposite of “**temporary**”.

- (a) Short
- (b) Brief
- (c) Permanent
- (d) Limited

Q.7. Use the word “**relevant**” in a professional sentence.

Q.8. Write one synonym and one antonym of “efficient”.

Q.9. Explain why professional communication should avoid unnecessary ambiguity.

Q.10. Write two examples of formal expressions used when requesting information.

SECTION – II : SEQUENCING AND SENTENCE BUILDING

Q.11. Arrange the following sentences in the correct logical order:

- A. Record the final observations.
- B. Check whether all instruments are available.
- C. Conduct the experiment according to the procedure.
- D. Verify the safety conditions before starting.

Q.12. Arrange the following steps for preparing a technical report:

- A. Write the conclusion.
- B. Collect and organise observations.
- C. State the purpose of the experiment.
- D. Present the procedure and results.

Q.13. Correct the sentence: **The information provided by the instructor were useful.**

Q.14. Correct the sentence: **The technician is responsible to check the equipment.**

Q.15. Correct the sentence: **The students discussed the problem among themselves together.**

Q.16. Change into passive voice: **The department has approved the project proposal.**

Q.17. Change into indirect speech: **The instructor said, “Submit your records before Friday.”**

Q.18. Combine the sentences using a suitable conjunction: **The instrument is expensive. It provides highly accurate measurements.**

Q.19. Rewrite using a relative clause: **The laboratory purchased a device. The device can measure pressure automatically.**

Q.20. Rewrite in concise professional English: **It is important to note that the report should be submitted before the final deadline.**

SECTION – III : UNSEEN PASSAGE

Read the following passage carefully.

Problem-solving is an essential part of technical education. A problem should not be approached only by immediately searching for a solution. First, the problem needs to be defined clearly. The available information should then be examined and possible causes should be identified. After this, suitable solutions can be compared according to factors such as cost, safety, time and effectiveness. Once a solution has been selected, its results should be evaluated. This systematic approach helps professionals avoid decisions based only on assumptions and improves the quality of technical work.

Q.21. What should be done before searching for a solution?

Q.22. Why should available information be examined?

Q.23. Name four factors that may be considered while comparing solutions.

Q.24. Why should the result of a selected solution be evaluated?

Q.25. What type of decisions does the systematic approach help avoid?

Q.26. Give a suitable title to the passage.

Q.27. Write a summary of the passage in about 60 words.

Q.28. Explain how the problem-solving process described in the passage could be useful in a laboratory.

SECTION – IV : TECHNICAL INFORMATION ANALYSIS

Activity	Planned Time	Actual Time
Equipment Setup	20 minutes	28 minutes
Initial Testing	30 minutes	35 minutes
Data Collection	40 minutes	44 minutes
Analysis	30 minutes	36 minutes
Report Preparation	40 minutes	42 minutes

Q.29. Which activity took the greatest amount of actual time?

Q.30. Which activity had the largest difference between planned and actual time?

Q.31. Calculate the total planned time.

Q.32. Calculate the total actual time.

Q.33. What overall observation can be made by comparing planned and actual time?

Q.34. Suggest two ways in which the team could reduce delays in future projects

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SECTION – V : TECHNICAL COMMUNICATION TASKS

Q.35. Write a short technical note explaining the importance of calibration before taking measurements.

Q.36. Prepare a five-step procedure for identifying a basic fault in technical equipment.

Q.37. Write five safety instructions that should appear near a laboratory workstation.

Q.38. Rewrite the following unclear instructions in precise technical language:

“First check the thing, then connect everything properly and start the machine. If something looks wrong, stop it.”

SECTION – VI : WORKPLACE COMMUNICATION

Workplace Situation:

A junior technician notices that a customer has misunderstood an important operating instruction. The customer believes that a warning message means the equipment has completely failed. The technician needs to explain the situation without using unnecessary technical terms and must also ensure that the customer understands the correct procedure.

Q.39. What should the technician do first?

Q.40. Why should unnecessary technical terms be avoided?

Q.41. Write a short explanation that the technician could give to the customer.

Q.42. How could the technician confirm that the customer has understood the instruction?

SECTION – VII : PROFESSIONAL WRITING

Q.43. Write a formal email to the Training and Placement Officer requesting information about upcoming technical recruitment drives.

Q.44. Draft a notice announcing a technical project exhibition in your institution.

Q.45. Write a short report on a technical seminar attended by students of your department.

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

SECTION – VIII : ADVANCED WRITING

Q.47. Explain the role of questioning and clarification in effective technical communication.

Q.48. Discuss how poor communication can affect quality, productivity and safety in a technical workplace.

Q.49. Explain why a technical professional should be able to communicate the same information differently to different audiences.

Q.50. Write an essay on: “Clear Thinking Leads to Clear Communication: An Essential Skill for Technical Professionals”
