

POLYTECHNIC ENGLISH QUESTION PAPER

First Year – Set 15

Subject: Communication in English – I

Time: 3 Hours

Maximum Marks: 100

General Instructions

1. Read every question carefully.
2. Attempt all compulsory questions.
3. Follow the specific instructions given in each section.
4. Use formal English wherever professional communication is required.
5. Support long answers with suitable examples.
6. Maintain proper grammar, spelling and punctuation.

SECTION – A : LANGUAGE APPLICATION

Q.1. Choose the sentence that is most suitable for a technical manual.

- (a) You should probably have a look at the switch before starting.
- (b) Check the power switch before starting the equipment.
- (c) Maybe you can check the switch if you want.
- (d) The switch may be checked before doing the work.

Q.2. Choose the correct word: The engineer conducted a detailed _____ of the damaged component.

- (a) inspect
- (b) inspection
- (c) inspected
- (d) inspecting

Q.3. Choose the closest meaning of “**retain**”.

- (a) Remove
- (b) Keep
- (c) Replace
- (d) Destroy

Q.4. Choose the opposite of “**accurate**”.

- (a) Precise
- (b) Exact
- (c) Incorrect
- (d) Reliable

Q.5. Choose the correct option: The students were asked to submit the report _____ Friday.

- (a) by
- (b) at
- (c) on
- (d) from

Q.6. Use the word “**priority**” in a professional sentence.

Q.7. Write one synonym and one antonym of “**simple**”.

Q.8. Differentiate between “**principal**” and “**principle**”.

Q.9. Write two formal expressions for asking someone to repeat information.

Q.10. Why is word choice important in technical communication?

SECTION – B : ERROR DETECTION AND REPAIR

Q.11. Correct the sentence: **Neither the technician nor the students was aware of the change.**

Q.12. Correct the sentence: **The report consists of five different sections.**

Q.13. Correct the sentence: **She is responsible for preparing the final document.**

Q.14. Correct the sentence: **The equipment was repaired by the technician yesterday.**

Q.15. Change into passive voice: **The supervisor will review the project proposal.**

Q.16. Change into indirect speech: **The manager said, “The meeting will begin at ten o'clock.”**

Q.17. Combine: **The device is compact. It provides accurate results.**

Q.18. Rewrite using a conditional structure: **Follow the instructions carefully to avoid errors.**

Q.19. Rewrite in formal English: **“We need more time to finish this work.”**

Q.20. Rewrite concisely: **There are a number of several different reasons for the delay.**

SECTION – C : ORDER AND MATCHING

Q.21. Arrange the following steps in a logical order:

- A. Analyse the observations.
 - B. Record the readings.
 - C. Prepare the equipment.
 - D. Draw the conclusion.
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Q.22. Arrange the following stages of a formal presentation:

- A. Conclude the presentation.
 - B. Introduce the topic.
 - C. Present the main points.
 - D. Answer questions.
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Q.23. Match Column A with Column B.

Column A	Column B
1. Agenda	A. Written record of a meeting
2. Minutes	B. List of topics to be discussed

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3. Memo	C. Short official internal communication
4. Resume	D. Summary of qualifications and experience

Q.24. Write the correct sequence for solving a workplace problem: **Identify** → **Analyse** → _____ → **Implement** → **Evaluate**

Q.25. Explain why logical sequencing is important when writing technical instructions.

Q.26. Write four transition words that can help connect ideas in a technical report.

Q.27. Write two expressions used to introduce a new point during a presentation.

Q.28. Write two expressions used to conclude a formal presentation.

SECTION – D : READING COMPREHENSION

Read the passage carefully.

Modern technical work depends heavily on accurate documentation. A document may be used by several people at different stages of a project, so information should be recorded in a way that another person can understand without depending on the original writer. Good documentation identifies important facts, records decisions, explains procedures and provides evidence of completed work. Poor documentation can cause repeated work, confusion

and delays. For this reason, technical professionals should treat documentation as an essential part of the work rather than as an activity that is completed only after the real work is finished.

Q.29. Why is accurate documentation important in technical work?

Q.30. Why should a document be understandable to someone other than the original writer?

Q.31. Name three things that good documentation can record or explain.

Q.32. What problems can poor documentation cause?

Q.33. What attitude towards documentation does the passage recommend?

Q.34. Give a suitable title to the passage.

Q.35. Write a summary of the passage in about 60 words.

SECTION – E : DATA BASED QUESTIONS

Skill	Number of Students
Technical Writing	42
Public Speaking	35

Group Discussion	48
Email Writing	31
Interview Skills	44

Q.36. Which skill has the highest number of students?

Q.37. Which skill has the lowest number of students?

Q.38. What is the difference between the highest and lowest figures?

Q.39. Write two observations based on the data.

Q.40. Suggest one reason why interview skills may be important for technical students.

SECTION – F : WORKPLACE SITUATION

Situation:

You are working as a trainee in a technical organisation. Your supervisor gives you a task verbally. You understand most of the instructions, but two important points are unclear. The supervisor is busy and appears to be in a hurry.

Q.41. What should you do before starting the task?

Q.42. Write a polite sentence asking the supervisor for clarification.

Q.43. Why is it better to clarify the instructions instead of making an assumption?

Q.44. Write a short dialogue between the trainee and supervisor.

Q.45. After receiving clarification, how could the trainee confirm the instructions?

SECTION – G : PROFESSIONAL WRITING

Q.46. Write a formal email to the Head of Department requesting permission to organise a technical quiz.

Q.47. Write a short report on a technical workshop conducted in your institution.

Q.48. Prepare a notice informing students about a career guidance session for technical students.

SECTION – H : ANALYTICAL WRITING

Q.49. Explain how effective documentation can improve teamwork, accountability and productivity in a technical organisation.

Q.50. Write an essay on: “**From Classroom to Workplace: Why Communication Skills Matter for Every Technical Student**”
