

POLYTECHNIC ENGLISH QUESTION PAPER

First Year – Set 16

Subject: Communication in English – I

Time: 3 Hours

Maximum Marks: 100

General Instructions

1. Read all questions carefully before answering.
2. Attempt all questions unless a choice is specifically provided.
3. Use clear and grammatically correct English.
4. Use appropriate technical vocabulary where required.
5. Give complete answers to descriptive questions.
6. Follow the prescribed format for professional writing tasks.

SECTION – 1 : OBJECTIVE LANGUAGE TEST

Q.1. Choose the correct word: The technician must _____ the readings before removing the instrument.

- (a) record (b) recording (c) recorded (d) recorder

Q.2. Choose the word closest in meaning to “**essential**”.

- (a) Necessary (b) Optional (c) Temporary (d) Unusual

Q.3. Choose the opposite of “**accept**”.

- (a) Receive (b) Reject (c) Approve (d) Allow

Q.4. Choose the correct preposition: The final result depends _____ the accuracy of the measurements.

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

Q.5. Choose the correct sentence.

- (a) The equipment require regular maintenance.
(b) The equipment requires regular maintenance.
(c) The equipments requires regular maintenance.
(d) The equipments require regular maintenances.

Q.6. Choose the correct form: The students completed the work _____.

- (a) successful (b) success (c) successfully (d) succeed

Q.7. Fill in the blank: A technical report should be based on facts rather than _____.

- (a) assumptions (b) instruments (c) measurements (d) observations

Q.8. Fill in the blank: The supervisor asked the students to work _____ the instructions.

- (a) according to (b) according with (c) according by (d) according from

Q.9. Write one synonym of “**accurate**”.

Q.10. Write one antonym of “**expand**”.

SECTION – 2 : FILL, REARRANGE AND TRANSFORM

Q.11. Fill in the blank: If the machine _____ regularly, unexpected failures can be reduced.
(a) maintain (b) is maintained (c) maintained (d) maintaining

Q.12. Fill in the blank: By the time the instructor arrived, the students _____ the equipment.
(a) prepared (b) have prepared (c) had prepared (d) prepare

Q.13. Rearrange the words: **important / safety / workplace / is / in / communication**

Q.14. Rearrange the words: **carefully / before / instructions / read / operating / the equipment**

Q.15. Change into passive voice: **The engineer prepared the final report.**

Q.16. Change into indirect speech: **The teacher said, “You must complete the assignment today.”**

Q.17. Combine: **The project was difficult. The students completed it successfully.**

Q.18. Rewrite using a relative clause: **The instrument is very useful. It measures temperature accurately.**

Q.19. Rewrite in formal English: **“Can you give me the information quickly?”**

Q.20. Rewrite concisely: **There are many different kinds of problems that can occur during the process.**

SECTION – 3 : READING COMPREHENSION

Q.21. Read the passage and answer the questions below.

Teamwork is an important part of technical education because many technical projects require people with different skills. One person may understand the design, another may handle testing, while another may prepare the documentation. For such a team to work effectively, members must communicate their progress, share relevant information and discuss problems openly. A team becomes less effective when members keep important information to themselves or assume that others already understand the situation. Regular communication helps the team identify problems early and coordinate its activities more efficiently.

Q.22. Why is teamwork important in technical education?

Q.23. Why might different people have different responsibilities in a technical project?

Q.24. Name three things team members should do to work effectively.

Q.25. What happens when members keep important information to themselves?

Q.26. Why should team members not assume that everyone understands the situation?

Q.27. How does regular communication help a technical team?

Q.28. Give a suitable title to the passage.

SECTION – 4 : DATA INTERPRETATION

Q.29. Study the data below.

Activity — Students Participating

Technical Quiz — 36

Project Exhibition — 52

Debate — 28

Technical Presentation — 45

Workshop — 61

Q.30. Which activity has the highest participation?

Q.31. Which activity has the lowest participation?

Q.32. What is the difference between the highest and lowest participation?

Q.33. Which two activities have participation above 50 students?

Q.34. Write two observations based on the data.

Q.35. Suggest two ways to increase participation in activities with lower attendance.

SECTION – 5 : PRACTICAL COMMUNICATION

Q.36. Situation: You are working on a group technical project. During testing, you notice that the measured value is significantly different from the expected value. One member wants to immediately change the design, while another wants to repeat the measurement first.

Q.37. What should the team do before changing the design?

Q.38. Why is repeating the measurement useful?

Q.39. Write a polite sentence for suggesting that the measurement should be checked again.

Q.40. Write a short dialogue between the two team members showing professional disagreement.

SECTION – 6 : TECHNICAL WRITING

Q.41. Write a technical note on the importance of keeping laboratory records.

Q.42. Write a five-step procedure for checking a machine before operation.

1.

2.

3.

4.

5.

Q.43. Write five precautions that should be followed while recording experimental observations.

Q.44. Convert into numbered instructions: Before beginning work, check the equipment for visible damage. Confirm that all connections are secure. Verify the required settings. Start the equipment only after completing the safety check. Record any unusual sound, movement or reading during operation.

SECTION – 7 : OFFICE AND CAREER COMMUNICATION

Q.45. Write a formal email to the Head of Department requesting permission to attend an external technical workshop.

Q.46. Draft a notice announcing a technical project presentation competition.

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

Q.48. Write a professional answer to the interview question: “**Why should we select you for this technical training opportunity?**”

SECTION – 8 : LONG ANALYTICAL ANSWERS

Q.49. Explain how effective teamwork can improve the quality of a technical project. Give suitable examples.

Q.50. Write an essay on: “**Technical Education Should Develop Both Professional Skills and Communication Skills**”

END OF QUESTION PAPER