

POLYTECHNIC ENGLISH QUESTION PAPER

First Year – Set 17

Subject: Communication in English – I

Time: 3 Hours

Maximum Marks: 100

General Instructions

1. Read every question carefully.
2. Attempt all questions unless a choice is given.
3. Use clear, correct and appropriate English.
4. Use technical vocabulary where required.
5. Follow the required format in professional writing questions.

SECTION – A : CONTEXTUAL VOCABULARY

Q.1. Choose the word that best completes the sentence: The engineer made a _____ decision after examining all the evidence.

- (a) informed (b) informal (c) accidental (d) careless

Q.2. Choose the closest meaning of “**precaution**”.

- (a) Warning measure (b) Final result (c) Repair (d) Delay

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

- (a) Clear (b) Open (c) Obscure (d) Visible

Q.4. Choose the correct word: The technician gave a _____ explanation of the fault.

- (a) detail (b) detailed (c) detailing (d) details

Q.5. Choose the correct preposition: The report was submitted _____ the deadline.

- (a) before (b) into (c) among (d) during

Q.6. Choose the correctly spelled word.

- (a) Maintanance (b) Maintenance (c) Maintainence (d) Maintenance

Q.7. Write one synonym of “**obtain**”.

Q.8. Write one antonym of “**permit**”.

SECTION – B : FUNCTIONAL GRAMMAR

Q.9. Fill in the blank: The students _____ their project before the presentation began.

- (a) complete (b) had completed (c) completing (d) have complete

Q.10. Fill in the blank: Neither the manager nor the technicians _____ available.
(a) was (b) were (c) is (d) has

Q.11. Correct: **The information are useful for the trainees.**

Q.12. Correct: **He explained me the procedure clearly.**

Q.13. Change into passive voice: **The laboratory assistant cleaned the instruments.**

Q.14. Change into indirect speech: **The instructor said, "Do not touch the equipment."**

Q.15. Combine using a suitable conjunction: **The machine is old. It is still reliable.**

Q.16. Rewrite using a conditional sentence: **Follow the maintenance schedule to avoid breakdowns.**

SECTION – C : INFORMATION TRANSFER

Q.17. Convert the following information into a short table: A project team has 4 members. Design requires 12 hours, testing 8 hours, documentation 6 hours and presentation 4 hours.

Q.18. Write a suitable heading for the information in Q.17.

Q.19. Which project activity requires the most time?

Q.20. What is the total estimated project time?

Q.21. Write two observations based on the given project information.

Q.22. Suggest one way of reducing the total project time without reducing quality.

SECTION – D : READING AND INFERENCE

Q.23. Read the passage: *In a technical workplace, decisions are often made using information collected from several sources. A professional should not accept every piece of information without checking its reliability. Data should be compared, sources should be identified and unusual results should be examined before a conclusion is reached. This habit reduces errors and helps professionals make decisions based on evidence rather than assumptions.*

Q.24. Why should technical information be checked before use?

Q.25. What should be done when unusual results appear?

Q.26. What is the danger of making decisions based only on assumptions?

Q.27. Mention two methods of checking information described in the passage.

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

Q.29. Write the central idea of the passage in about 50 words.

SECTION – E : EDITING WORKSHOP

Q.30. Rewrite correctly: **The technician don't know how the system works.**

Q.31. Rewrite correctly: **Each of the students have submitted their record.**

Q.32. Rewrite correctly: **The supervisor asked that why the work was delayed.**

Q.33. Rewrite in formal English: **“The problem is because the operator made a mistake.”**

Q.34. Rewrite concisely: **At this moment in time, the project is currently under review.**

SECTION – F : PROFESSIONAL SITUATION

Q.35. Situation: During a group project, one member repeatedly misses agreed deadlines. The delay is affecting the entire team. What should the team coordinator do first?

Q.36. Write a polite message reminding the member about the pending work.

Q.37. How can the coordinator discuss the problem without blaming the member?

Q.38. Suggest a practical plan for preventing similar delays.

Q.39. Write a short professional dialogue between the coordinator and the team member.

SECTION – G : TECHNICAL WRITING AND CAREER SKILLS

Q.40. Write a short technical description of a digital multimeter.

Q.41. Write step-by-step instructions for preparing a laboratory workstation before an experiment.

1. _____
2. _____
3. _____
4. _____

Q.42. Write five safety precautions for students working in a technical laboratory.

Q.43. Write a formal email requesting information about an industrial training programme.

Q.44. Prepare a notice announcing a technical skill-development workshop.

Q.45. Write five interview questions that may be asked to a first-year technical student about communication and teamwork.

SECTION – H : REPORT AND ANALYTICAL WRITING

Q.46. Write a report on a laboratory orientation programme conducted for first-year students.

Q.47. Explain the difference between formal and informal communication with suitable examples.

Q.48. Explain why listening and questioning are important when receiving technical instructions.

Q.49. Discuss how poor documentation can affect safety, productivity and teamwork in a technical organisation.

Q.50. Write an essay on: **“A Successful Technical Professional Needs Knowledge, Communication and Responsibility”**

END OF QUESTION PAPER