

# POLYTECHNIC ENGLISH QUESTION PAPER

## First Year – Set 18

**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 given.
3. Use clear, correct and appropriate English.
4. Use technical vocabulary wherever appropriate.
5. Give complete and logically organised answers.

### UNIT I : COMMUNICATION CONCEPTS

**Q.1.** Which element of communication refers to the person who receives the message?

- (a) Sender (b) Receiver (c) Channel (d) Feedback

**Q.2.** Which is the best example of **feedback**?

- (a) Reading a notice (b) Sending an instruction (c) Responding to a supervisor's message (d) Writing a heading

**Q.3.** Which communication barrier is caused by unfamiliar technical terminology?

- (a) Physical barrier (b) Semantic barrier (c) Mechanical barrier (d) Time barrier

**Q.4.** Choose the most appropriate channel for sending an official department notice.

- (a) Informal chat only (b) Official notice/email (c) Personal conversation only (d) Rumour

**Q.5.** Why is feedback important in communication?

- (a) It increases ambiguity (b) It confirms understanding (c) It removes the sender (d) It prevents questions

**Q.6.** Write two characteristics of effective communication.

---

---

**Q.7.** Differentiate between verbal and non-verbal communication.

---

---

**Q.8.** Give one example of a semantic barrier in a technical workplace.

---

## UNIT II : GRAMMAR IN CONTEXT

**Q.9.** Fill in the blank: The report \_\_\_\_\_ by the supervisor yesterday.

(a) reviewed (b) was reviewed (c) is reviewing (d) has review

**Q.10.** Fill in the blank: If the data is incorrect, the conclusion \_\_\_\_\_ be reliable.

(a) cannot (b) can (c) must (d) should

**Q.11.** Correct: **The technician explained the procedure to the students clearly.**

\_\_\_\_\_

**Q.12.** Correct: **There is many reasons for the failure.**

\_\_\_\_\_

**Q.13.** Change into passive voice: **The team will test the prototype tomorrow.**

\_\_\_\_\_

**Q.14.** Change into indirect speech: **The supervisor said, "Submit the revised report."**

\_\_\_\_\_

**Q.15.** Combine: **The results were unexpected. The experiment was repeated.**

\_\_\_\_\_

**Q.16.** Rewrite formally: **"We can't finish the work today."**

\_\_\_\_\_

## UNIT III : CLOZE TEST

**Q.17.** Complete the passage: *Good technical writing should be clear, concise and \_\_\_\_\_ (17). Information should be arranged in a \_\_\_\_\_ (18) order. Important terms should be used \_\_\_\_\_ (19), and unnecessary repetition should be \_\_\_\_\_ (20). Before submitting a document, the writer should \_\_\_\_\_ (21) it carefully.*

**Q.18.** Choose for blank 17: (a) accurate (b) accuracy (c) accurately (d) inaccurate

**Q.19.** Choose for blank 18: (a) logic (b) logical (c) logically (d) logician

**Q.20.** Choose for blank 19: (a) consistent (b) consistency (c) consistently (d) consist

**Q.21.** Choose for blank 20: (a) avoided (b) avoid (c) avoiding (d) avoidance

**Q.22.** Choose for blank 21: (a) proofread (b) proofreading (c) proofreader (d) proof

## UNIT IV : READING AND CRITICAL THINKING

**Q.23.** Read the passage: *Technical professionals frequently encounter situations in which the available information is incomplete. In such cases, making an immediate decision may create unnecessary risk. A better approach is to identify what is known, determine what information is missing, obtain reliable evidence and then compare possible actions. This does not mean that every decision must be delayed. Instead, it means that decisions should be based on the best available evidence and that uncertainty should be recognised when it cannot be eliminated.*

**Q.24.** Why can incomplete information make technical decisions difficult?

---

**Q.25.** What four steps does the passage suggest before comparing possible actions?

---

---

**Q.26.** Does the passage suggest that every decision should be delayed? Explain.

---

**Q.27.** What should professionals do when uncertainty cannot be eliminated?

---

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

---

**Q.29.** Write the main idea of the passage in about 60 words.

---

---

---

## **UNIT V : NOTICE, MEMO AND EMAIL**

**Q.30.** Draft a notice announcing a one-day workshop on **Professional Communication for Technical Students**.

---

---

---

**Q.31.** Write a memorandum informing students that a laboratory session has been rescheduled.

---

---

---

**Q.32.** Write a formal email to a company requesting information about internship opportunities.

---

---

---

---

**Q.33.** Write a formal reply to an email confirming your participation in a technical seminar.

---

---

---

## **UNIT VI : DATA AND INFORMATION TRANSFER**

**Q.34.** Study the following project data:

**Planning – 10 hours | Design – 18 hours | Testing – 14 hours | Documentation – 8 hours |  
Presentation – 5 hours.**

Which stage requires the most time?

---

**Q.35.** Calculate the total project time.

---

**Q.36.** What percentage of the total time is spent on documentation? Show the calculation.

---

---

**Q.37.** Write two observations from the data.

---

---

**Q.38.** Convert the project information into a short paragraph suitable for a report.

---

---

---

## **UNIT VII : CASE STUDY AND DECISION MAKING**

**Q.39.** Case: During a practical session, two students obtain different readings from the same instrument. One student believes the instrument is faulty, while the other believes the measurement procedure was incorrect. What should they check first?

---

**Q.40.** List three possible causes of different readings.

---

---

---

**Q.41.** Write a professional dialogue between the two students while discussing the problem.

---

---

---

**Q.42.** How should the students report the issue to their instructor?

---

---

**Q.43.** Why should they avoid blaming each other before identifying the cause?

---

---

## **UNIT VIII : TECHNICAL AND CAREER WRITING**

**Q.44.** Write a technical description of a digital weighing instrument. Include purpose, main features and basic use.

---

---

---

---

**Q.45.** Prepare a step-by-step procedure for safely shutting down laboratory equipment after use.

1. 

---
2. 

---
3. 

---
4. 

---
5. 

---

**Q.46.** Write five questions that an interviewer may ask a technical student about teamwork.

---

---

---

**Q.47.** Write a professional answer to: “**How do you handle disagreement while working in a team?**”

---

---

---

**Q.48.** Write a short report on a technical exhibition held at your institution.

---

---

---

---

## **UNIT IX : ADVANCED ANALYTICAL WRITING**

**Q.49.** Explain how evidence-based decision-making can improve the quality and safety of technical work.

---

---

---

---

**Q.50.** Write an essay on: **“The Role of Communication in Building a Safe, Efficient and Professional Technical Workplace”**

---

---

---

---

---

**END OF QUESTION PAPER**