

POLYTECHNIC ENGLISH QUESTION PAPER

First Year – Set 20

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 precise and grammatically correct English.
4. Use appropriate technical vocabulary.
5. Give logical and well-organised answers.

MODULE 1 : SITUATIONAL MCQ

Q.1. A supervisor gives an unclear instruction. What should a trainee do first?

- (a) Guess the meaning (b) Ask for clarification (c) Ignore it (d) Wait silently

Q.2. A colleague gives useful feedback on your report. What is the most professional response?

- (a) Ignore it (b) Argue immediately (c) Consider it and revise where appropriate (d) Delete the report

Q.3. Which sentence is most suitable for reporting a technical problem?

- (a) Something is wrong with this thing.
(b) The equipment appears to be malfunctioning during the test.
(c) This machine is useless.
(d) I don't know what happened.

Q.4. Which word best describes information supported by evidence?

- (a) Reliable (b) Random (c) Imaginary (d) Casual

Q.5. Choose the most professional closing for a formal email.

- (a) Bye (b) See ya (c) Yours sincerely (d) Okay then

Q.6. Odd one out:

- (a) Agenda (b) Minutes (c) Memo (d) Keyboard

Q.7. Write one formal alternative for: **“Tell me what happened.”**

Q.8. Write two expressions for politely requesting more time.

MODULE 2 : GRAMMAR DIAGNOSTICS

Q.9. Choose the correct sentence.

- (a) The results was recorded carefully.
- (b) The results were recorded carefully.
- (c) The result were recorded carefully.
- (d) The results recording carefully.

Q.10. Choose the correct option: The students _____ the assignment before the class started.

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

Q.11. Correct: **He is good in communicating technical ideas.**

Q.12. Correct: **The manager discussed about the project schedule.**

Q.13. Change into passive voice: **The team prepared the presentation.**

Q.14. Change into indirect speech: **The instructor said, "Check the readings again."**

Q.15. Combine: **The instructions were clear. The trainee completed the task correctly.**

Q.16. Rewrite in concise professional English: **"At this point in time, we are currently waiting for the final approval."**

MODULE 3 : WORD LOGIC AND EDITING

Q.17. Replace the underlined idea with one suitable word: **"A person who can be trusted to perform a task properly."**

Q.18. Give a suitable technical synonym for **"repair"**.

Q.19. Give an antonym of **"flexible"**.

Q.20. Correct the punctuation: **The supervisor said check the report before submission.**

Q.21. Rewrite to remove ambiguity: **The technician told the student that he should check the equipment.**

Q.22. Write one sentence using **“therefore”** in a technical context.

MODULE 4 : PROCESS MAPPING

Q.23. Complete the sequence: **Identify** → **Gather information** → **Analyse** → _____ → **Review**.

Q.24. Arrange logically: **Write report / Collect observations / Conduct experiment / Analyse results.**

Q.25. Write six steps for preparing a technical presentation from topic selection to final delivery.

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

Q.26. Why should a technical process be presented in chronological or logical order?

MODULE 5 : READING AND INFERENCE

Q.27. Read the passage: *Efficiency in technical work is not simply a matter of completing a task quickly. A process is efficient when it achieves the required result while making sensible use of time, resources and effort. Rushing may sometimes create errors that require additional work later. Therefore, professionals should aim for a balance between speed, accuracy, safety and quality. Reviewing a process after completion can also reveal unnecessary steps and opportunities for improvement.*

Q.28. According to the passage, what does efficiency involve?

Q.29. Why can rushing reduce efficiency?

Q.30. What four factors should professionals balance?

Q.31. Why is reviewing a completed process useful?

Q.32. Give a suitable title to the passage.

Q.33. Write the central idea in about 50 words.

MODULE 6 : MINI DATA ANALYSIS

Q.34. A student team spent the following time on a project: Research 12 hours, Design 16 hours, Testing 20 hours, Documentation 8 hours and Presentation 4 hours. Which stage took the most time?

Q.35. Calculate the total time spent on the project.

Q.36. How many more hours were spent on Testing than Documentation?

Q.37. Which two stages together required 24 hours?

Q.38. Write two conclusions that can reasonably be drawn from the data.

MODULE 7 : CASE-BASED COMMUNICATION

Q.39. Case: During a team meeting, one student keeps interrupting others. The discussion is becoming unproductive. What should the team leader do?

Q.40. Write a polite sentence the leader could use to manage the discussion.

Q.41. Why is active listening important in a technical meeting?

Q.42. Write three rules for an effective technical group discussion.

Q.43. Write a short dialogue showing how the team leader can bring the discussion back to the main issue.

MODULE 8 : DOCUMENT DESIGN AND PROFESSIONAL WRITING

Q.44. Write a formal email requesting a certificate after completion of an industrial training programme.

Q.45. Draft a notice announcing a technical project evaluation schedule.

Q.46. Write a short technical report on a machine-maintenance demonstration conducted in your institute.

Q.47. Write a short professional self-introduction for the first round of a technical interview.

MODULE 9 : ADVANCED APPLICATION

Q.48. Explain how time management can affect communication and teamwork during a technical project.

Q.49. Analyse the statement: “**Accuracy is more valuable than speed when a small error can create a large consequence.**” Give a technical example.

Q.50. Write an essay on: “**From Problem Identification to Professional Solution: The Communication Skills Behind Successful Technical Work**”

END OF QUESTION PAPER