

POLYTECHNIC ENGLISH QUESTION PAPER

First Year – Set 21

Subject: Communication in English – I

Time: 3 Hours

Maximum Marks: 100

General Instructions

1. Read each question carefully.
2. Attempt all questions unless a choice is provided.
3. Use clear, accurate and professional English.
4. Support analytical answers with relevant reasoning.
5. Follow the requested format in writing tasks.

UNIT 1 : COMMUNICATION STRATEGY

Q.1. A customer cannot understand a technical term. What should the technician do?

- (a) Repeat the same term louder (b) Explain it in simpler language (c) Ignore the customer (d) End the conversation

Q.2. Which response shows active listening?

- (a) Interrupting the speaker (b) Looking away (c) Summarising the speaker's main point (d) Changing the subject

Q.3. Which is the best subject line for a formal email?

- (a) Hi (b) Important!!! (c) Request for Industrial Training Information (d) Please read

Q.4. A message contains accurate information but is badly organised. Which quality is missing?

- (a) Clarity (b) Organisation (c) Accuracy (d) Evidence

Q.5. Which is the best way to disagree during a professional meeting?

- (a) You are wrong. (b) That makes no sense. (c) I understand your point; however, the data suggests another possibility. (d) I don't care.

Q.6. Write two signs that show a person is listening actively.

Q.7. Write one formal phrase for introducing a different viewpoint.

UNIT 2 : GRAMMAR TRANSFORMATION

Q.8. Choose the correct sentence.

- (a) The equipment have been tested. (b) The equipment has been tested. (c) The equipments has been tested. (d) The equipment testing.

Q.9. Fill in the blank: The report must _____ before submission.

(a) proofread (b) proofreading (c) proofreads (d) proofreader

Q.10. Correct: **The students discussed about the new project.**

Q.11. Correct: **She requested me to submit the document.**

Q.12. Change into passive voice: **The department has issued new laboratory guidelines.**

Q.13. Change into indirect speech: **The supervisor said, "You should verify the figures."**

Q.14. Combine: **The instrument is expensive. It is highly accurate.**

Q.15. Rewrite formally: **"Send me the file quickly."**

UNIT 3 : PRECISION AND CONCISION

Q.16. Replace the phrase with one precise word: **"A planned series of steps used to complete a task."**

Q.17. Replace with one word: **"Able to be depended upon."**

Q.18. Rewrite without unnecessary words: **"The final outcome of the project was completely successful."**

Q.19. Rewrite to remove ambiguity: **The manager told the technician to repair it before he left.**

Q.20. Write a sentence using **"consequently"** in a technical context.

Q.21. Write one synonym and one antonym of “adequate”.

UNIT 4 : COMPREHENSION AND EVALUATION

Q.22. Read the passage: *A professional report should allow a reader to understand what was done, what was observed and what was concluded. A strong report separates facts from opinions and presents evidence in a logical order. It also acknowledges limitations when the available data is incomplete. Such transparency makes the report more useful because readers can judge the strength of the conclusions rather than simply accepting them.*

Q.23. What three things should a professional report help the reader understand?

Q.24. Why should facts be separated from opinions?

Q.25. Why should limitations be acknowledged?

Q.26. What does transparency allow readers to do?

Q.27. Give a suitable title to the passage.

Q.28. Write the central idea in about 60 words.

UNIT 5 : INFORMATION ANALYSIS

Q.29. A training programme received the following ratings: Communication 78%, Teamwork 84%, Technical Skills 91%, Time Management 69%, Presentation 76%. Which category received the highest rating?

Q.30. Which category received the lowest rating?

Q.31. What is the difference between the highest and lowest ratings?

Q.32. What is the average rating of all five categories?

Q.33. Which two categories have ratings above 80%?

Q.34. Write a short interpretation of the data for a training coordinator.

UNIT 6 : PROBLEM-SOLVING CASE

Q.35. Case: A project deadline is approaching. One section of the report contains incomplete data, while another section contains a possible calculation error. What should the team prioritise first and why?

Q.36. List three questions the team should ask before finalising the report.

Q.37. Write a short message informing the project leader about the two issues.

Q.38. How can the team divide the remaining work efficiently?

Q.39. Why is it risky to submit a report without verifying the calculation?

UNIT 7 : PRESENTATION AND GROUP DISCUSSION

Q.40. Write a suitable opening for a five-minute presentation on “**Safety in Technical Laboratories.**”

Q.41. Write three techniques for keeping an audience engaged during a technical presentation.

Q.42. Write three useful expressions for moving from one presentation point to another.

Q.43. Write a short response to a difficult question asked by an audience member when you do not know the exact answer.

Q.44. Write four rules for productive participation in a technical group discussion.

UNIT 8 : PROFESSIONAL DOCUMENTS

Q.45. Write a formal email requesting a change in the date of a technical project presentation due to a genuine scheduling conflict.

Q.46. Draft a notice announcing an inter-department technical communication competition.

Q.47. Write a short incident report about a minor laboratory equipment malfunction. Include the situation, immediate action and recommendation.

UNIT 9 : ADVANCED RESPONSE

Q.48. Explain why professional communication should be adapted according to the audience's technical knowledge.

Q.49. Discuss the statement: **“A technically correct answer can still be an ineffective answer if it is poorly communicated.”**

Q.50. Write an essay on: **“Communication as a Professional Tool: From Understanding a Problem to Delivering a Reliable Solution”**

END OF QUESTION PAPER