

POLYTECHNIC ENGLISH QUESTION PAPER

First Year – Set 22

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 precise, clear and professional English.
4. Give reasons wherever the question asks for analysis.
5. Follow the required format in professional writing tasks.

ROUND 1 : COMMUNICATION CHOICES

Q.1. A technician receives an instruction that conflicts with an earlier instruction. What is the best action?

- (a) Choose whichever is easier (b) Clarify which instruction is current (c) Ignore both (d) Ask a friend to decide

Q.2. Which sentence gives objective information?

- (a) The machine is terrible.
(b) The machine produced three readings outside the expected range.
(c) I think the machine is useless.
(d) Everyone knows the machine is bad.

Q.3. Which is the best response to constructive criticism?

- (a) I disagree with everything. (b) Thank you; I will review the point and improve the work. (c) That is not my problem. (d) Ignore the comment.

Q.4. Which word means “careful examination”?

- (a) Analysis (b) Delay (c) Permission (d) Announcement

Q.5. Which is the most appropriate phrase for a formal request?

- (a) Give me this. (b) I want this now. (c) I would be grateful if you could provide the information. (d) Send it somehow.

Q.6. Odd one out: **Agenda, Minutes, Notice, Oscilloscope.**

Q.7. Write two qualities of an effective technical communicator.

ROUND 2 : GRAMMAR CHALLENGE

Q.8. Choose the correct sentence.

- (a) The report contain important findings.
- (b) The report contains important findings.
- (c) The report containing important findings.
- (d) The report have contained important findings.

Q.9. Fill in the blank: The students _____ the laboratory before the instructor arrived.

- (a) leave (b) left (c) had left (d) leaving

Q.10. Correct: **The technician is responsible to maintain the equipment.**

Q.11. Correct: **The supervisor asked that where the report was.**

Q.12. Change into passive voice: **The committee approved the proposal.**

Q.13. Change into indirect speech: **The teacher said, "You may submit the assignment tomorrow."**

Q.14. Combine using a suitable connector: **The test was repeated. The first reading was doubtful.**

Q.15. Rewrite in formal English: **"We need you to fix this quickly."**

ROUND 3 : WORD POWER AND CONTEXT

Q.16. Give a synonym of **"modify"**.

Q.17. Give an antonym of **"specific"**.

Q.18. Use **"verify"** in a technical sentence.

Q.19. Use **"whereas"** to compare two technical situations.

Q.20. Replace with one word: “**A statement made without sufficient evidence.**”

Q.21. Explain the difference between **accuracy** and **precision**.

ROUND 4 : READING AND ARGUMENT

Q.22. Read the passage: *When a technical team receives a new assignment, it is tempting to begin work immediately. However, a short planning stage can prevent confusion later. The team should clarify the objective, identify responsibilities, determine available resources and agree on deadlines. Planning does not guarantee that every problem will be avoided, but it gives the team a shared direction. It also makes it easier to recognise delays and adjust the work before they become serious.*

Q.23. Why can immediate action without planning create problems?

Q.24. Mention four things the team should clarify during planning.

Q.25. Does planning guarantee that every problem will be avoided? Explain.

Q.26. How can planning help with delays?

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

Q.28. Write the author's main argument in about 50–60 words.

ROUND 5 : TABLE REASONING

Q.29. Study the following data: **Technical Skills 88%, Communication 72%, Teamwork 81%, Leadership 64%, Time Management 76%**. Which skill has the highest rating?

Q.30. Which skill has the lowest rating?

Q.31. Find the difference between the highest and lowest ratings.

Q.32. Calculate the average rating.

Q.33. Which three categories are above 75%?

Q.34. Write a recommendation for improving the lowest-rated skill.

ROUND 6 : WORKPLACE DECISION LAB

Q.35. Case: You discover that a colleague has copied an incorrect figure into a report that is about to be submitted. What should you do?

Q.36. Write a professional message informing the colleague about the error without blaming them.

Q.37. Why should the original source of the figure be checked?

Q.38. What should the team do if the correct figure changes the conclusion of the report?

Q.39. Write three principles that should guide the team in this situation.

ROUND 7 : MEETING AND PRESENTATION SKILLS

Q.40. Write a suitable opening statement for a meeting about improving laboratory safety.

Q.41. Write three phrases for politely interrupting a discussion when clarification is necessary.

Q.42. Write three phrases for inviting another team member to share an opinion.

Q.43. Write a suitable closing statement for a technical presentation.

ROUND 8 : PROFESSIONAL WRITING

Q.44. Write a formal email to the Training and Placement Officer asking about the eligibility requirements for an industrial training programme.

Q.45. Draft a notice announcing a technical model exhibition.

Q.46. Write a short incident report about a minor delay in a laboratory project. Include cause, effect and corrective action.

ROUND 9 : ADVANCED THINKING

Q.47. Explain how planning, communication and accountability are connected in a technical project.

Q.48. Explain why professionals should distinguish between facts, assumptions and conclusions.

Q.49. Analyse the statement: **“Good communication reduces technical risk.”** Give at least two examples.

Q.50. Write an essay on: **“The Technical Professional of the Future: Skills, Communication, Ethics and Continuous Learning”**

END OF QUESTION PAPER