

POLYTECHNIC ENGLISH QUESTION PAPER

First Year – Set 23

Subject: Communication in English – I

Time: 3 Hours

Maximum Marks: 100

General Instructions

1. Read all questions carefully.
2. Attempt all questions unless a choice is provided.
3. Use formal, accurate and well-structured English.
4. Explain your reasoning in analytical questions.
5. Use suitable examples in long answers.

STAGE 1 : DIAGNOSTIC LANGUAGE TEST

Q.1. Choose the most precise sentence.

- (a) The machine did something strange.
- (b) The machine stopped unexpectedly at 11:20 a.m. during testing.
- (c) The machine was bad.
- (d) Something happened to the machine.

Q.2. Which response demonstrates professional empathy?

- (a) That is not my issue.
- (b) You should have known this.
- (c) I understand the difficulty; let us check the problem together.
- (d) There is nothing I can do.

Q.3. Choose the word closest in meaning to “**implement**”.

- (a) Apply (b) Remove (c) Delay (d) Predict

Q.4. Choose the opposite of “**consistent**”.

- (a) Stable (b) Regular (c) Variable (d) Uniform

Q.5. Which is the best heading for a document containing instructions for operating a device?

- (a) Some Things (b) Operating Procedure (c) My Device (d) Important Stuff

Q.6. Odd one out: **Feedback, Clarification, Listening, Calculator.**

Q.7. Write two features of objective technical language.

STAGE 2 : ERROR ANALYSIS

Q.8. Correct: The results of the experiment was recorded in the notebook.

Q.9. Correct: The technician explained the problem to me very clearly.

Q.10. Correct: We discussed about the safety procedure yesterday.

Q.11. Change into passive voice: The students will prepare the final presentation.

Q.12. Change into indirect speech: The instructor said, "You have to submit the record today."

Q.13. Combine using a suitable connector: The equipment was expensive. The department purchased it because of its accuracy.

Q.14. Rewrite formally: "I want to know why the project is late."

STAGE 3 : READING FOR EVIDENCE

Q.15. Read the passage: *Professional decisions should be based on more than confidence. A person may strongly believe that a particular solution will work, but confidence alone does not prove that the solution is correct. Reliable decisions require evidence, comparison of alternatives and consideration of possible consequences. When evidence is limited, a professional should identify the uncertainty instead of presenting an assumption as a fact. This approach improves trust because others can understand both what is known and what remains uncertain.*

Q.16. Why is confidence alone insufficient for a professional decision?

Q.17. Name three things that support reliable decisions.

Q.18. What should a professional do when evidence is limited?

Q.19. How does identifying uncertainty improve trust?

Q.20. Give a suitable title to the passage.

Q.21. Write the main idea of the passage in about 60 words.

STAGE 4 : LOGICAL COMPLETION

Q.22. Complete the logic: **Problem** → **Evidence** → **Analysis** → _____ → **Evaluation**.

Q.23. Complete the sentence logically: **If the test result cannot be reproduced**, _____.

Q.24. Arrange in logical order: **Conclusion / Observation / Experiment / Analysis / Data Recording**.

Q.25. What should normally come before writing a technical conclusion?

Q.26. Why should conclusions be linked to observations and evidence?

STAGE 5 : NUMERICAL INFORMATION IN ENGLISH

Q.27. A technical training survey gives these scores: **Safety 92, Communication 74, Teamwork 86, Documentation 68, Problem Solving 90**. Which category ranks second?

Q.28. Which category has the lowest score?

Q.29. What is the range between the highest and lowest scores?

Q.30. Calculate the average score.

Q.31. Write the data as one clear sentence suitable for a report.

Q.32. Which two areas should receive greater attention based only on the scores? Explain.

STAGE 6 : ETHICAL COMMUNICATION CASE

Q.33. Case: A student discovers that a project report contains a result that looks unusually good. The student is unsure whether it is a genuine result or a recording mistake. What should the student do?

Q.34. Write a professional message asking the team to verify the result.

Q.35. Why should the result not be changed simply because it looks unusual?

Q.36. What should be recorded if the original value is found to be incorrect?

Q.37. Explain how honesty in technical reporting protects the credibility of a project.

STAGE 7 : ORAL COMMUNICATION

Q.38. Write a suitable opening for a technical presentation on “**Energy Conservation in Workshops.**”

Q.39. Write three expressions for checking whether an audience has understood your explanation.

Q.40. Write three phrases for handling questions during a presentation.

Q.41. What should a speaker do if an audience member asks an unrelated question?

Q.42. Write four rules for effective participation in a group discussion.

STAGE 8 : PROFESSIONAL DOCUMENT TASKS

Q.43. Write a formal email requesting permission to use a laboratory after normal class hours for an approved project.

Q.44. Draft a notice announcing a technical aptitude test for first-year students.

Q.45. Write a short incident report about a delayed laboratory experiment. Include cause, impact and corrective action.

Q.46. Write a professional self-introduction suitable for an internship interview.

STAGE 9 : ADVANCED TECHNICAL RESPONSE

Q.47. Explain why evidence-based communication is important in technical education and industry.

Q.48. Discuss how unclear instructions can affect safety, quality and productivity.

Q.49. Analyse the statement: **“A professional communicator does not hide uncertainty; they manage it responsibly.”**

Q.50. Write an essay on: **“Integrity, Communication and Technical Knowledge: The Foundation of a Responsible Professional”**

END OF QUESTION PAPER