

POLYTECHNIC ENGLISH QUESTION PAPER

First Year – Set 24

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, formal and grammatically correct English.
4. Give reasons and examples where requested.
5. Follow the appropriate format for professional writing.

LEVEL 1 : COMMUNICATION SCENARIOS

Q.1. A team member gives an incomplete update. What is the best response?

- (a) Ignore it (b) Ask focused questions to obtain the missing information (c) Guess the missing details
(d) End the meeting

Q.2. Which statement is most objective?

- (a) The design is excellent.
(b) The design is terrible.
(c) The prototype completed three successful test cycles.
(d) Everyone likes the design.

Q.3. Which is the best way to report an uncertain result?

- (a) The result is definitely correct.
(b) The result appears consistent, but further verification is required.
(c) The result is useless.
(d) The result must be correct.

Q.4. Choose the word closest in meaning to “**allocate**”.

- (a) Assign (b) Remove (c) Hide (d) Delay

Q.5. Choose the opposite of “**relevant**”.

- (a) Appropriate (b) Related (c) Irrelevant (d) Useful

Q.6. Odd one out: **Agenda, Minutes, Email, Thermometer.**

Q.7. Write two examples of respectful workplace language.

LEVEL 2 : GRAMMAR REPAIR

Q.8. Correct: **The equipment were checked before the experiment.**

Q.9. Correct: **Neither the students nor the instructor were ready.**

Q.10. Correct: **The report was submitted by him yesterday morning.**

Q.11. Change into passive voice: **The technician is examining the damaged component.**

Q.12. Change into indirect speech: **The manager said, "Please send the revised document."**

Q.13. Combine: **The instructions were complex. The trainee followed them successfully.**

Q.14. Rewrite formally: **"Can you tell me what is going on?"**

LEVEL 3 : SENTENCE ENGINEERING

Q.15. Rewrite to make the sentence more precise: **The machine gave some readings that were not normal.**

Q.16. Rewrite to remove repetition: **The final end result was completely successful.**

Q.17. Rewrite to remove ambiguity: **After speaking to the supervisor, he changed the report.**

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

Q.19. Write one synonym and one antonym of **"temporary"**.

Q.20. Write a sentence using “**despite**” correctly.

LEVEL 4 : READING AND EVIDENCE

Q.21. Read the passage: *Technical communication becomes especially important when a task involves safety or significant cost. In such situations, instructions should identify the required action, explain important precautions and make clear what should happen if an abnormal condition occurs. A professional should also confirm that critical information has been understood. Merely sending a document does not guarantee that the reader has understood it. Effective communication therefore combines clear information with appropriate confirmation and follow-up.*

Q.22. Why is technical communication especially important in safety-related tasks?

Q.23. What three elements should clear instructions contain?

Q.24. Why does sending a document not guarantee understanding?

Q.25. What should a professional do with critical information?

Q.26. Give a suitable title to the passage.

Q.27. Write the central idea of the passage in about 60 words.

LEVEL 5 : DATA-TO-WORDS

Q.28. A student survey records these preferences: **Technical Workshops 58, Industry Visits 44, Seminars 36, Project Exhibitions 62, Communication Training 40.** Which activity is most preferred?

Q.29. Which activity is least preferred?

Q.30. What is the difference between the highest and lowest figures?

Q.31. Calculate the total number of responses represented by the five figures.

Q.32. Write two conclusions based on the data.

Q.33. Write a two-sentence recommendation to the college based on the survey.

LEVEL 6 : WORKPLACE PROBLEM SOLVING

Q.34. Case: A project team has one day left before submission. The report is nearly complete, but the references have not been checked and two diagrams have unclear labels. What should be prioritised first?

Q.35. Give a reason for your answer to Q.34.

Q.36. Prepare a three-step action plan for the team.

1.

2.

3.

Q.37. Write a short message assigning the diagram-checking task to a teammate.

Q.38. Why should the team avoid making major unnecessary changes at the last moment?

LEVEL 7 : INTERVIEW AND GROUP DISCUSSION

Q.39. Answer professionally: “**What is one communication skill you are trying to improve?**”

Q.40. Answer professionally: “**How do you respond when a teammate disagrees with you?**”

Q.41. Write three phrases for entering a group discussion without interrupting rudely.

Q.42. Write three phrases for politely asking a speaker to clarify a point.

Q.43. Write a short closing statement for a group discussion.

LEVEL 8 : PROFESSIONAL DOCUMENTS

Q.44. Write a formal email to a laboratory supervisor requesting permission to repeat an experiment because the original readings were inconsistent.

Q.45. Draft a notice announcing a technical communication skill test for first-year students.

Q.46. Write an incident report about a communication error that caused a delay in a technical project. Include cause, effect and corrective action.

LEVEL 9 : ADVANCED ANALYSIS

Q.47. Explain how confirmation and follow-up can reduce errors in technical communication.

Q.48. Discuss why technical professionals should communicate risks honestly even when the information may be inconvenient.

Q.49. Analyse the statement: “**Good documentation is part of doing the work, not merely recording the work.**”

Q.50. Write an essay on: “**Clear Communication, Responsible Decisions and Safe Technical Practice**”

END OF QUESTION PAPER