

POLYTECHNIC ENGLISH QUESTION PAPER

First Year – Set 25

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 provided.
3. Use clear, precise and grammatically correct English.
4. Give logical reasons in analytical questions.
5. Follow the appropriate professional format where required.

CHALLENGE 1 : COMMUNICATION DECISION

Q.1. A technician receives a verbal instruction while the machine is running. What is the safest communication response?

- (a) Continue working and guess the instruction
- (b) Stop at an appropriate safe point and confirm the instruction
- (c) Ignore the speaker
- (d) Ask someone later

Q.2. Which sentence communicates a problem without assigning blame?

- (a) You caused the delay.
- (b) The required information was not available when the task began.
- (c) You always forget things.
- (d) Nobody knows what they are doing.

Q.3. Which is the strongest professional response to an unclear email?

- (a) What do you mean?
- (b) Please clarify which version of the document should be used.
- (c) I don't understand anything.
- (d) Send another email.

Q.4. Choose the closest meaning of “**coordinate**”.

- (a) Organise activities together
- (b) Separate activities
- (c) Cancel activities
- (d) Hide information

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

- (a) Correct
- (b) Acceptable
- (c) Invalid
- (d) Verified

Q.6. Odd one out: **Feedback, Clarification, Negotiation, Screwdriver.**

Q.7. Write two polite phrases for asking a senior to repeat an instruction.

CHALLENGE 2 : GRAMMAR AND USAGE

Q.8. Choose the correct sentence.

- (a) The list of requirements are attached.
- (b) The list of requirements is attached.
- (c) The list of requirement are attached.
- (d) The list requirements is attach.

Q.9. Fill in the blank: By next Monday, the team _____ the first stage of testing.

- (a) completes (b) completed (c) will have completed (d) completing

Q.10. Correct: **The supervisor advised the students to not operate the machine.**

Q.11. Correct: **The reason is because the connection was loose.**

Q.12. Change into passive voice: **The department is reviewing the safety procedure.**

Q.13. Change into indirect speech: **The instructor said, "Do not submit the report until I check it."**

Q.14. Combine using a suitable relative clause: **The instrument was calibrated yesterday. It produced accurate readings.**

Q.15. Rewrite in concise professional English: **"In my personal opinion, I think that the project needs improvement."**

CHALLENGE 3 : MICRO WRITING

Q.16. Write a one-sentence definition of **technical communication**.

Q.17. Write a one-sentence definition of **feedback**.

Q.18. Write a professional warning in one sentence about checking electrical connections before operation.

Q.19. Write a concise sentence explaining why records should be dated.

Q.20. Write one sentence distinguishing an observation from an assumption.

CHALLENGE 4 : READING AND CRITICAL RESPONSE

Q.21. Read the passage: *In technical work, a small communication failure can sometimes create a much larger operational problem. If a change in a procedure is not communicated to everyone affected by it, different people may follow different versions of the process. This can lead to inconsistent results, delays or safety concerns. A reliable system therefore requires important changes to be communicated clearly, documented where necessary and confirmed with the people responsible for implementation.*

Q.22. How can a small communication failure become a larger operational problem?

Q.23. What can happen when different people follow different versions of a procedure?

Q.24. Mention three actions that make important changes more reliable.

Q.25. Who should confirm that a change can be implemented effectively?

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

Q.27. Write the main idea in about 60 words.

CHALLENGE 5 : DATA INTERPRETATION

Q.28. A college evaluates five student skills: **Listening 71%, Speaking 79%, Reading 88%, Writing 82%, Teamwork 85%.** Which skill has the highest score?

Q.29. Which skill has the lowest score?

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

Q.31. Calculate the average score of the five skills.

Q.32. Which three skills are above 80%?

Q.33. Write a short recommendation for improving the lowest-scoring skill.

CHALLENGE 6 : TECHNICAL CASE ANALYSIS

Q.34. Case: A student team notices that the final report and presentation contain different values for the same measurement. The presentation is scheduled for the next morning. What should the team do first?

Q.35. Why should the original source of the measurement be checked?

Q.36. Write a three-step plan to resolve the inconsistency.

1.

2.

3.

Q.37. Write a professional message informing the instructor about the inconsistency.

Q.38. Why is it better to disclose the inconsistency than to silently change one value?

CHALLENGE 7 : SPEAKING AND INTERACTION

Q.39. Write an opening statement for a group discussion on “**Responsible Use of Artificial Intelligence by Students.**”

Q.40. Write three expressions for politely challenging an argument.

Q.41. Write three expressions for agreeing with a speaker and extending their idea.

Q.42. What should a speaker do if they realise that they have given incorrect information during a presentation?

Q.43. Write a short dialogue between two students resolving a disagreement about project responsibilities.

CHALLENGE 8 : PROFESSIONAL WRITING

Q.44. Write a formal email to your department requesting feedback on your technical project before final submission.

Q.45. Draft a notice announcing a technical communication workshop followed by a short assessment.

Q.46. Write a report on a mock interview session conducted for first-year students. Include objective, activities and outcome.

CHALLENGE 9 : HIGH-LEVEL ANALYSIS

Q.47. Explain how documentation can support continuity when members of a technical team change.

Q.48. Explain the relationship between listening, clarification and error prevention in technical workplaces.

Q.49. Analyse the statement: **“Professionalism is visible not only in what a person knows, but also in how responsibly they communicate what they know.”**

Q.50. Write an essay on: **“Communication Skills as a Force Multiplier for Technical Knowledge”**

END OF QUESTION PAPER