

POLYTECHNIC ENGLISH QUESTION PAPER

First Year – Set 6

Subject: Communication in English – I

Time: 3 Hours

Maximum Marks: 100

General Instructions

1. Read all questions carefully before attempting them.
2. Answer all questions unless an alternative is specifically given.
3. Support descriptive answers with suitable examples wherever required.
4. Maintain proper sentence structure, grammar and punctuation.
5. Write technical and professional answers in a clear and organised manner.
6. Marks are indicated according to the nature of the questions.

SECTION – A : ADVANCED LANGUAGE USAGE

Q.1. Choose the sentence in which the word “**conduct**” is used as a verb.

- (a) His conduct during the interview was professional.
- (b) The laboratory has strict rules of conduct.
- (c) The engineer will conduct the experiment tomorrow.
- (d) Good conduct is expected from every student.

Q.2. Choose the most appropriate word to complete the sentence: The report was rejected because the data presented in it were not _____.

- (a) reliable
- (b) reliability
- (c) reliably
- (d) reliance

Q.3. Choose the sentence that is grammatically correct.

- (a) Neither the teacher nor the students was present.
- (b) Neither the teacher nor the students were present.
- (c) Neither the teacher or the students were present.
- (d) Neither teacher nor students was presents.

Q.4. Complete the sentence with the most suitable expression: The new machine is capable _____ operating continuously for several hours.

- (a) to
- (b) for
- (c) of
- (d) with

Q.5. Identify the sentence containing a dangling modifier.

- (a) After completing the experiment, the students recorded the results.
- (b) After completing the experiment, the results were recorded by the students.
- (c) The students carefully recorded the experimental results.
- (d) The results were carefully examined by the students.

Q.6. Rewrite the following sentence to remove ambiguity: **The manager told the technician that he had made an error.**

Q.7. Combine the following sentences using a relative clause: **The engineer designed the device. The device reduced energy consumption.**

Q.8. Rewrite in formal English: **The machine broke down, so we had to fix it quickly.**

Q.9. Replace the underlined expression with a suitable formal expression: **The project was put off because of technical problems.**

Q.10. Explain the difference between “**affect**” and “**effect**” with one sentence for each.

SECTION – B : GRAMMATICAL TRANSFORMATION

Q.11. Change into passive voice: **The research team has developed a new testing method.**

Q.12. Change into passive voice: **The supervisor will inspect the workshop tomorrow.**

Q.13. Change into indirect speech: **The instructor said, “You must submit the report before Friday.”**

Q.14. Change into indirect speech: **The student said, “I have been working on this project for two weeks.”**

Q.15. Rewrite using a conditional sentence: **Work systematically and you will complete the project on time.**

Q.16. Rewrite using a participial phrase: **The engineer checked the circuit and identified the fault.**

Q.17. Correct the following sentence: **Each of the students have submitted their assignment.**

Q.18. Correct the following sentence: **The information provided by the technicians are incomplete.**

Q.19. Rewrite using an appropriate modal: **It is necessary for every candidate to carry an identity card.**

Q.20. Rewrite the following sentence without changing its meaning: **Although the machine was old, it performed efficiently.**

SECTION – C : TECHNICAL READING AND ANALYSIS

Read the passage carefully.

Modern technical systems depend increasingly on accurate communication between people, machines and organisations. A technically correct idea may fail if it is not communicated in a form that the intended audience can understand. Engineers and technicians therefore need to present information through reports, diagrams, instructions, presentations and digital communication. Technical communication is not simply about using complicated terminology. Its primary purpose is to make technical information accurate, clear, concise and useful. The communicator must consider the knowledge level of the audience and select language accordingly. Poorly written instructions can lead to misunderstanding, incorrect operation and unnecessary loss of time and resources.

Q.21. What is the primary purpose of technical communication?

Q.22. Why may a technically correct idea fail to achieve its purpose?

Q.23. Mention any four forms of technical communication referred to in the passage.

Q.24. Why should the communicator consider the knowledge level of the audience?

Q.25. What problems can poorly written instructions cause?

Q.26. Give a suitable title to the passage and justify your choice.

Q.27. In about 60 words, summarise the central idea of the passage.

Q.32. Rewrite the following informal statement as a professional instruction: “**Don't touch the equipment until someone tells you that it is safe.**”

SECTION – E : REPORT AND OFFICIAL COMMUNICATION

Q.33. A technical workshop was organised in your institution. Write a report covering the date, venue, participants, major activities and outcome of the workshop.

Q.34. Write a formal complaint to the laboratory in-charge regarding repeated malfunctioning of laboratory equipment.

Q.35. Draft an official email to the Head of Department requesting permission to organise an English communication workshop.

Q.36. Prepare a notice announcing a technical project exhibition. Include date, venue, eligibility and registration details.

Q.37. Write a formal memorandum informing students about a change in the practical examination schedule.

SECTION – F : PRESENTATION AND PROFESSIONAL SPEAKING

Q.38. What are the essential stages of an effective technical presentation?

Q.39. Explain how a speaker can maintain the attention of an audience during a technical presentation.

Q.40. What problems may arise when a speaker uses excessive technical terminology before a non-specialist audience?

Q.41. Write five suitable expressions that can be used to begin, develop and conclude a formal presentation.

Q.42. Explain the importance of voice modulation, eye contact and body language during professional speaking.

SECTION – G : INTERVIEW AND CAREER COMMUNICATION

Q.43. Write suitable answers to the following interview questions:

- (a)** Tell us about yourself.
- (b)** Why do you want to join this organisation?
- (c)** What are your strengths?
- (d)** What technical skill are you currently developing?

Q.44. Explain five common mistakes that candidates should avoid during a job interview.

Q.45. Prepare a short professional self-introduction suitable for a technical job interview.

Q.46. Explain why communication skills can influence a candidate's performance in a technical interview.

SECTION – H : ANALYTICAL AND LONG ANSWER

Q.47. “Technical knowledge alone is not sufficient for professional success.” Discuss this statement with reference to communication, teamwork and problem-solving skills.

Q.48. Explain how poor communication can affect the safety, productivity and efficiency of a technical organisation.

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