

POLYTECHNIC ENGLISH QUESTION PAPER

First Year – Set 7

Subject: Communication in English – I

Time: 3 Hours

Maximum Marks: 100

Instructions to Candidates

1. Read the complete question paper before beginning the examination.
2. Answer all questions.
3. Give precise and logically organised answers wherever required.
4. Use appropriate technical and professional vocabulary.
5. Maintain correct grammar, spelling and punctuation.
6. For writing tasks, follow the required format.

PART – I : LANGUAGE IN CONTEXT

1. Choose the option that best completes the sentence: The report was prepared _____ accordance with the instructions issued by the department.

- (a) on
- (b) in
- (c) at
- (d) by

2. Choose the most appropriate word: The technician gave a _____ explanation of the fault.

- (a) clarity
- (b) clearly
- (c) clear
- (d) clearing

3. Identify the sentence containing an error.

- (a) The equipment requires regular maintenance.
- (b) Every student must submit the form.

- (c) The information are available on the notice board.
- (d) The laboratory remains open during working hours.

4. Choose the most appropriate connector: The experiment was repeated several times _____ the results remained inconsistent.

- (a) because
- (b) although
- (c) yet
- (d) therefore

5. Select the sentence with the correct use of a modal verb.

- (a) Students must to carry their identity cards.
- (b) Students must carry their identity cards.
- (c) Students must carrying their identity cards.
- (d) Students must carried their identity cards.

6. Rewrite the following sentence in concise formal English: **Due to the fact that the machine was not working properly, the experiment could not be completed.**

7. Rewrite the following sentence without changing its meaning: **The technician was unable to repair the equipment.**

8. Use the word “**maintenance**” in a sentence related to technical education.

9. Give a suitable formal alternative for: “**Please get back to me soon.**”

10. Explain the difference between **accuracy** and **precision** in technical communication.

11. Correct the sentence: **The equipments in the laboratory needs immediate replacement.**

12. Correct the sentence: **Neither of the two reports were accepted by the supervisor.**

13. Change into passive voice: **The laboratory assistant recorded all the measurements.**

14. Change into passive voice: **The department will conduct the practical examination next week.**

15. Change into indirect speech: **The instructor said, "Do not operate the machine without permission."**

16. Change into indirect speech: **The student said, "I completed the assignment yesterday."**

17. Combine the sentences using a suitable relative clause: **The software was installed yesterday. The software is used for data analysis.**

18. Rewrite using a conditional structure: **Follow the safety instructions and accidents can be avoided.**

19. Rewrite using a suitable participial phrase: **The engineer inspected the circuit and discovered a damaged component.**

20. Punctuate the following sentence correctly: **before operating the machine students must read the safety instructions carefully**

Read the passage carefully.

In a professional environment, communication is closely connected with decision-making and problem-solving. When technical information is presented inaccurately, even a small misunderstanding can produce serious consequences. For this reason, engineers and technicians are expected to communicate information in a structured manner. A technical report should distinguish between facts, observations, interpretations and recommendations. Similarly, an oral presentation should follow a logical sequence so that the audience can understand the purpose, method and outcome of the work. Effective communication therefore requires not only knowledge of a subject but also the ability to organise and present that knowledge appropriately.

21. According to the passage, how is communication connected with decision-making?

22. Why can inaccurate technical information create serious consequences?

23. What four types of information should a technical report distinguish?

24. Why should an oral presentation follow a logical sequence?

25. According to the passage, what abilities are required for effective communication?

26. Give a suitable title to the passage.

27. Write the central idea of the passage in approximately 50–60 words.

28. State whether the following statement is true or false and give a reason: **Technical knowledge alone guarantees effective professional communication.**

PART – IV : PRACTICAL AND PROFESSIONAL COMMUNICATION

29. Prepare a professional email to a laboratory supervisor reporting a malfunctioning piece of equipment.

30. Write a formal application requesting permission to participate in an inter-institutional technical competition.

31. Draft a notice announcing a technical project exhibition in your institution. The notice should contain:

- Date
- Venue
- Eligibility
- Registration deadline
- Contact information

32. Write a short report on a technical seminar organised in your department.

33. Write five safety instructions for students working in a technical laboratory.

34. Convert the following informal message into professional language:

“Sir, the computer isn't working again. Please send someone to fix it as soon as possible because we need it for our project.”

PART – V : SITUATION BASED COMMUNICATION

35. You are a student representative. Several students have not received important examination information. Write a short announcement that clearly communicates the information without creating confusion.

36. During a group project, two members disagree about the method to be used. Write a short dialogue showing how the disagreement can be resolved professionally.

37. You are asked an interview question for which you do not know the exact answer. Write a professional response that demonstrates honesty and willingness to learn.

38. A customer has misunderstood a technical instruction. Explain how you would communicate the instruction again in a simple and professional manner.

39. During a presentation, the audience appears confused about a technical concept. Write five steps you would take to make the explanation clearer.

PART – VI : CAREER AND ANALYTICAL WRITING

40. Prepare a professional self-introduction for a technical job interview.

41. Explain five qualities that make a technical professional an effective team member.

46. Write an essay on: “Communication Skills as a Bridge Between Technical Knowledge and Professional Success”

47. Explain the importance of ethical communication in professional life. Discuss honesty, accuracy, confidentiality and responsibility.

48. Discuss the role of English language proficiency in improving employability of technical students.

49. Explain how a technical report can be made more effective through proper organisation, language and presentation of information.

50. Write a detailed essay on: “From Polytechnic Classroom to Professional Workplace: Communication, Confidence and Technical Competence”

END OF QUESTION PAPER