

POLYTECHNIC ENGLISH QUESTION PAPER

First Year – Set 8

Subject: Communication in English – I

Time: 3 Hours

Maximum Marks: 100

General Instructions

1. Read every question carefully before answering.
2. Attempt all questions.
3. Use appropriate formal and technical language wherever required.
4. Write complete and grammatically correct sentences.
5. Follow the prescribed format for letters, reports and emails.
6. Give relevant examples wherever necessary.

UNIT – I : LANGUAGE APPLICATION

Q.1. Choose the most appropriate word: The instructions were written in a _____ manner so that every student could understand them.

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

Q.2. Choose the sentence that is grammatically correct.

- (a) The information provided by him are useful.
- (b) The information provided by him is useful.
- (c) The informations provided by him is useful.
- (d) The information provide by him are useful.

Q.3. Choose the correct expression: The manager is responsible _____ maintaining the quality of the work.

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

Q.4. Identify the error: **Each of the machines require regular inspection.**

- (a) Each
- (b) machines
- (c) require
- (d) inspection

Q.5. Choose the best connector: The experiment was successful _____ the initial results were unexpected.

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

Q.6. Rewrite in formal English: **We need the documents right away.**

Q.7. Rewrite the following sentence using a suitable modal: **It is necessary for every candidate to carry an identity card.**

Q.8. Write one sentence using the word “**reliable**” in a technical context.

Q.9. Replace the informal expression with a formal one: “**Tell me when you get the information.**”

Q.10. Explain why concise language is important in technical communication.

UNIT – II : SENTENCE RESTRUCTURING

Q.11. Change into passive voice: **The laboratory assistant checked the instruments.**

Q.12. Change into passive voice: **The department has introduced a new training programme.**

Q.13. Change into indirect speech: **The teacher said, “You should revise this topic carefully.”**

Q.14. Change into indirect speech: **The student said, “I completed the practical work yesterday.”**

Q.15. Combine using a relative clause: **The report was submitted yesterday. The report contains the test results.**

Q.16. Combine using an appropriate conjunction: **The machine is old. It continues to work efficiently.**

Q.17. Correct the sentence: **Neither the technician nor the assistants was available.**

Q.18. Correct the sentence: **The equipment were inspected before the experiment.**

Q.19. Rewrite using a conditional sentence: **Follow the instructions and you will avoid unnecessary errors.**

Q.20. Rewrite the sentence without changing its meaning: **In spite of facing several difficulties, the team completed the project.**

UNIT – III : READING, SUMMARY AND INFERENCE

Read the following passage carefully.

A successful technical professional must be able to interpret information before making decisions. Technical documents often contain measurements, instructions, observations and conclusions. Reading such documents requires attention to detail because a minor misunderstanding can lead to an incorrect decision. A professional reader should identify the main purpose of the document, distinguish important information from supporting details and evaluate whether the information is relevant to the problem being considered. Critical reading therefore involves more than understanding individual words; it requires analysis, comparison and judgement.

Q.21. Why is careful reading important for a technical professional?

Q.22. What types of information may technical documents contain?

Q.23. What should a professional reader identify first?

Q.24. Why should important information be distinguished from supporting details?

Q.25. What does critical reading involve?

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

Q.27. Write a summary of the passage in about 60 words.

Q.28. What can be inferred about the relationship between reading and professional decision-making?

UNIT – IV : TECHNICAL DESCRIPTION

Q.29. Write a technical description of a **computer workstation**. Include its major components, purpose and basic operating requirements.

Q.30. Write step-by-step instructions for safely starting and shutting down a laboratory computer.

Q.31. Write five precautions that should be followed while handling electrical equipment.

Q.32. Convert the following paragraph into numbered operating instructions:

The operator should first inspect the equipment and make sure that the power supply is stable. The required settings should then be selected. After checking the safety controls, the machine may be started. When the operation is complete, the machine should be stopped and the power supply disconnected.

UNIT – V : PROFESSIONAL CORRESPONDENCE

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Q.36. Draft a memorandum informing students that the deadline for project submission has been extended.

UNIT – VI : REPORTING AND DATA INTERPRETATION

Q.37. The following information relates to a technical workshop:

Number of participants: 85
Duration: 2 days
Sessions conducted: 6
Practical demonstrations: 3
Guest speakers: 2
Final feedback: Mostly positive

Write a short report based on the information.

Q.38. A survey of students produced the following results:

Students preferring practical learning: 45%
Students preferring lectures: 25%
Students preferring group projects: 20%
Students preferring online resources: 10%

Write a paragraph interpreting the information.

Q.39. Write a report on a cleanliness and safety inspection conducted in your college laboratory. Mention observations, problems identified and recommendations.

UNIT – VII : SPEAKING AND SITUATIONAL COMMUNICATION

Q.40. Write a short dialogue between a student and an interviewer during a technical job interview.

Q.41. You are leading a group project. One member repeatedly misses deadlines. Write how you would address the problem professionally.

Q.42. During a presentation, a participant asks a question that you cannot answer immediately. Write a suitable professional response.

Q.43. Write five expressions that can be used to politely disagree with another person's opinion during a group discussion.

Q.44. Explain five strategies for speaking confidently before a professional audience.

UNIT – VIII : EXTENDED PROFESSIONAL WRITING

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

Q.46. Explain the qualities of an effective technical report.

Q.47. Explain how effective communication can reduce errors and improve safety in a technical workplace.

Q.48. Discuss the importance of English language skills in technical career development.

Q.49. “Good communication is not merely speaking English; it is the ability to communicate the right information to the right person at the right time.” Discuss the statement with suitable examples.

Q.50. Write an essay on: “**Role of Communication, Technical Knowledge and Teamwork in Building a Successful Professional Career**”

END OF QUESTION PAPER