

POLYTECHNIC ENGLISH QUESTION PAPER

First Year – Set 9

Subject: Communication in English – I

Time: 3 Hours

Maximum Marks: 100

General Instructions

1. Read all questions carefully before answering.
2. Attempt all questions.
3. Use formal and appropriate language in professional writing tasks.
4. Give reasons wherever a question requires explanation.
5. Maintain correct grammar, spelling and punctuation.
6. Follow the required format for letters, reports, emails and resumes.

SECTION – I : VOCABULARY IN CONTEXT

Q.1. Choose the meaning of the underlined word from the context: The technician made a **precise** measurement of the component.

- (a) Approximate
- (b) Exact
- (c) Delayed
- (d) Unnecessary

Q.2. Choose the most appropriate word: The new procedure will _____ the amount of time required to complete the experiment.

- (a) reduce
- (b) reduction
- (c) reducing
- (d) reduced

Q.3. Choose the word closest in meaning to **“implement”**.

- (a) Ignore
- (b) Apply
- (c) Remove
- (d) Delay

Q.4. Choose the word opposite in meaning to **“mandatory”**.

- (a) Compulsory
- (b) Essential
- (c) Optional
- (d) Required

Q.5. Select the sentence in which **“issue”** is used as a verb.

- (a) The report discusses an important issue.
- (b) The issue was discussed during the meeting.
- (c) The office will issue the certificates tomorrow.
- (d) This issue requires further discussion.

Q.6. Write suitable technical meanings for the following words: **calibration, inspection, specification**

Q.7. Use the following pair of words correctly in separate sentences: **adapt / adopt**

Q.8. Write one suitable synonym for **“relevant”**.

Q.9. Write one suitable antonym for **“efficient”**.

Q.10. Use the expression **“in accordance with”** in a formal technical sentence.

SECTION – II : GRAMMAR AND EDITING

Q.11. Identify and correct the error: **The quality of the products have improved significantly.**

Q.12. Identify and correct the error: **The technician explained us the procedure clearly.**

Q.13. Choose the correct option: If the instructions _____ followed carefully, the problem could have been avoided.

- (a) were
- (b) had been
- (c) have been
- (d) are

Q.14. Choose the correct option: By the time the supervisor arrived, the students _____ the experiment.

- (a) completed
- (b) have completed
- (c) had completed
- (d) complete

Q.15. Change into passive voice: **The research team is testing the new device.**

Q.16. Change into indirect speech: **The supervisor said, “You may use the laboratory after lunch.”**

Q.17. Combine using a suitable conjunction: **The design was simple. It was highly effective.**

Q.18. Rewrite using a relative clause: **The instrument is kept in the laboratory. It measures temperature accurately.**

Q.19. Rewrite the following sentence in concise form: **At this point in time, the department is in the process of reviewing the proposal.**

Q.20. Rewrite the following sentence in formal English: **We cannot figure out why the machine stopped working.**

SECTION – III : READING AND CRITICAL RESPONSE

Read the following passage carefully.

Technology has changed the way people learn, communicate and work. Digital tools allow students to access information quickly, collaborate with people in different locations and develop skills through online resources. However, access to information does not automatically mean that a person has understood it correctly. Students must evaluate the source, compare information from reliable references and distinguish facts from opinions. In professional environments, the ability to evaluate information is particularly important because decisions may depend on the accuracy of the information available. Thus, digital literacy involves not only using technology but also thinking critically about the information obtained through it.

Q.21. What advantages of digital tools are mentioned in the passage?

Q.22. Why does access to information not guarantee understanding?

Q.23. What should students do before accepting information as reliable?

Q.24. Why is information evaluation important in professional environments?

Q.25. According to the passage, what does digital literacy involve?

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

Q.27. Write the main argument of the passage in about 50 words.

Q.28. Do you agree that critical thinking is an essential part of digital literacy? Give two reasons.

SECTION – IV : TECHNICAL COMMUNICATION

Q.29. Write a short technical description of a **solar power system** suitable for a college laboratory. Mention its purpose, major components and basic working principle.

Q.30. Write step-by-step instructions for preparing a laboratory experiment before taking measurements.

Q.31. Rewrite the following paragraph as clear numbered instructions:

Before beginning the experiment, check whether all required instruments are available. Inspect the instruments for visible damage. Connect the equipment according to the laboratory instructions. Verify the settings before switching on the power supply. Record the initial readings before starting the main procedure.

Q.32. Write five characteristics of effective technical writing and explain each briefly.

SECTION – V : BUSINESS AND OFFICE COMMUNICATION

Q.33. Write a formal email to a company requesting information about industrial training opportunities for diploma students.

Q.34. Write a complaint letter to a supplier regarding defective laboratory equipment received by your institution.

Q.35. Draft an official notice regarding the postponement of a practical examination.

Q.36. Write a short office memorandum informing staff and students about a temporary closure of a laboratory for maintenance.

SECTION – VI : MEETING AND GROUP COMMUNICATION

Q.37. What is the purpose of an agenda in a formal meeting?

Q.38. Prepare a short agenda for a departmental meeting on improving laboratory facilities.

Q.39. Write five expressions that can be used to politely disagree during a professional discussion.

Q.40. Explain how a student can contribute effectively to a group discussion without dominating the conversation.

SECTION – VII : CAREER COMMUNICATION

Q.41. Prepare a professional objective statement suitable for a diploma student applying for technical training.

Q.42. List the major sections that should normally appear in a professional resume.

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

- (a) Why should we select you?
- (b) What technical skill are you most confident about?
- (c) How do you handle a difficult task?

Q.44. Explain five common mistakes that should be avoided during a technical job interview.

SECTION – VIII : ANALYTICAL WRITING

Q.45. Explain why technical professionals need communication skills even when their primary work is based on technical knowledge.

Q.46. Discuss the relationship between effective teamwork and effective communication in a technical organisation.

Q.47. Explain how unclear instructions can lead to errors, delays and safety problems in a workplace.

Q.48. “Professional communication should be accurate, concise and audience-centred.” Explain the statement with suitable examples.

Q.49. Discuss the role of English proficiency in improving the employability of technical students.

Q.50. Write an essay on: “**Technical Knowledge Opens the Door, but Communication Skills Help a Professional Grow.**”

END OF QUESTION PAPER