

Basavarajeswari Group of Institutions

**BALLARI INSTITUTE OF TECHNOLOGY & MANAGEMENT**  
 (Autonomous Institute under Visvesvaraya Technological University, Belagavi)

**2022 SCHEME**

USN 

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Course Code 

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Second Semester B.E. Degree Summer Semester Examinations, September/October 2025

**PROFESSIONAL WRITING SKILLS IN ENGLISH**

(Common to all Branches)

Duration: 1 hr

Max. Marks: 50

*Instructions to the Candidates:*

- All questions are compulsory.
- Each question carries 1 mark.
- Use only black ball point pen.
- Darkening more than one circles for the same question makes the answer invalid.
- Damaging/overwriting, using whiteners on the OMR are strictly prohibited.

Q. No

Question

1. I \_\_\_\_\_ here, \_\_\_\_\_ January.  
 A. am, since                      B. am, for                      C. have, for                      D. have, since
  2. He looks forward to \_\_\_\_\_ you.  
 A. meet                      B. met                      C. meeting                      D. meets
  3. Prerana is my \_\_\_\_\_ sister.  
 A. older                      B. big                      C. small                      D. elder
  4. Flour is made \_\_\_\_\_ wheat.  
 A. of                      B. from                      C. by                      D. for
  5. More than ten faculties \_\_\_\_\_ struck in the traffic.  
 A. has                      B. had                      C. have                      D. are
  6. Either the donkeys or the singer \_\_\_\_\_ made noise.  
 A. have                      B. has                      C. had                      D. will have
  7. Mr. Andrewson is the most popular businessman in USA. Recently he had visited Japan, and he said he \_\_\_\_\_ visit again in September.  
 A. Will                      B. Can                      C. Would                      D. May
  8. I visited Mumbai, last week. I asked the station master, "Where \_\_\_\_\_ get train pass?"  
 A. Will                      B. Can                      C. Could                      D. Should
  9. I visited Mumbai, last week. I asked that where \_\_\_\_\_ get train pass?  
 A. Will                      B. Can                      C. Could                      D. Should
  10. You \_\_\_\_\_ succeeded if you had tried a little harder.  
 A. May have                      B. Can have                      C. Could have                      D. Might have
  11. Who \_\_\_\_\_ take responsibility?  
 A. Will                      B. Can                      C. Could                      D. Should
- I. Rearrange the jumbled sentence in the appropriate form. (Q.no 12-16)**
12. A. Has been adopted/ B. by the centre/ C. against all acts of terror/D. a zero tolerance/ E. policy  
 A. DEABC                      B. BADCB                      C. DAECB                      D. DEBAC
  13. A. well / B. in advance / C. for the play / D. the tickets / E. You have to book  
 A. EDCBA                      B. AEDCB                      C. EDCAB                      D. AEDBC
  14. A. the cake / B. Chopped dry fruits/ C. Icing is spread/ D. on/ E. and decorated with finely  
 A. CAEBD                      B. CDAEB                      C. CDABE                      D. CDBAE

15. A. in Beijing is harsh/ B. winter/C. in the most people's/ D. mind's eye/ /E. bleak, and chilly  
A. CBDAE B. CDAEF C. CDBAE D. CDAEB
16. A. you will find/ B. your undesirable anxiety/ C. a time/ D. your mobile causing / E. many.  
A. ECABD B. ADECB C. AECDB D. ECADB

**II. Fill in the blanks with suitable punctuation mark. (Q. No- 17-20)**

17. You can do that; I \_\_\_\_ never.  
A. .(full stop) B. , (comma) C. : (colon) D. No mark
18. He is \_\_\_\_ after all \_\_\_\_ his mother's son.  
A. — (Dash) B. – (hyphen) C. ; (Semi-colon) D. NO mark
19. A colon is used to list examples and enumeration.  
A. True B. False C. Partially D. None
20. The full stop (.) is used to mark the end of an interrogative sentence.  
A. True B. False C. Partially D. None

**III. Identify the error part of the sentence. (Q.No-21-25)**

21. The time has come for policy makers (A) / in India to understand the damage (B) / which is caused as a result of (C) / a vast gap in perception and reality. (D)  
A. A B. B C. C D. D
22. Over the last few years, it has being observed (A) / that even the most well-intentioned public (B) / policy programmers fails to be adopted by (C) / people who would benefit from them the most. (D)  
A. A and D B. B and D C. C and D D. A and C
23. Since Monday, (A)/I have not taken (B)/the breakfast (C)/but dinner. (D)  
A. A B. B C. C D. D
24. Parliament is not competing to (A) / enacts any law which is inconsistent (B) / with a fundamental rights (C) / enshrined in Part III of the Constitution. (D)  
A. Only A, B, C B. Only A C. Only B,C, D D. No Error
25. An ordinance is a constitutionally sanctioned (A) / ad-hoc mechanism for which critically (B) / urgent situations are meet when Parliament (C) / or a State Assembly is not in session. (D)  
A. Only A and B B. Only B and D C. Only B and C D. only C

**IV. Detect the central theme of the given passage (Q. No-26-30 )**

26. Tablets are making people crazy. They are wasting their valuable time chatting with others, surfing on net, and playing games but still there are many advantages of having a smart phone.  
A. Author is neutral on B. Author is C. Author is optimistic D. None of the  
using tablets. pessimistic on using on using tablets. above  
tablets.
27. Yoga is very beneficial in eradicating life-threatening diseases of the human body. Simultaneously, if not done according to the procedure, it can have adverse effects on the body too. Many people have complained about their disease becoming more serious after performing yoga. It was later found that the way they practiced was wrong.  
A. Yoga should be B. Yoga should be C. Meditation is better D. None of these  
avoided. practiced under the than yoga.  
guidance of an expert.
28. Swami Vivekananda has said that "If you are not talking to yourself daily, then you are missing a great person". It is true in the context that by talking to yourself daily you can realize your strong and weak points. This will let you keep a track of your personality.  
A. It is good to put a B. It is not good to C. Vivekananda has D. None of the  
habit of talking to keep silence with told to talk more. above  
yourself daily yourself.

29. The basic principle to expand your business is that, the company should be more service-oriented rather than focusing only on the production. This requires active participation of the managers with the other people rather than the products and the assemblies.
- A. Focus on service not on production    B. In the upcoming days, the most important factor will be interpersonal skills.    C. Managers should be good at talking to people.    D. None of the above
30. Throughout the ages the businessman has helped build civilization's great cities, provided people with luxuries and artists with patronage, and lift his fellow citizens to understand the standard of living. In the last few centuries the businessman has seeded the Industrial Revolution around the world. The passage best supports the statement that the businessman \_\_\_\_\_
- A. is accountable to the society    B. lives luxurious and comfortable life.    C. is the beneficiary of the Industrial Revolution.    D. is capable of raising his standard of living.
- V. Fill in the blanks with the suitable option**
31. \_\_\_\_\_ noise is caused by listener's dilemma over the meanings of words used by Speaker.
- A. Superficial    B. Semantic    C. Cultural    D. Prejudice
32. Hearing is the basic action of listening process.
- A. True    B. False    C. Partially    D. None of these
33. \_\_\_\_\_ Barrier is driven by biased listening we easily infer the outcome or find the content of speech dull and repetitive.
- A. Linguistic    B. Semantic    C. Cultural    D. Prejudice
34. Our limited attention span interferes with our abilities to listen effectively causes due to \_\_\_\_\_
- A. Know it All    B. Semantic    C. Short Attention    D. Prejudice
35. \_\_\_\_\_ listening is governed by the listener's ability to observe, comprehend, analyze and assess the message.
- A. Evaluative    B. Attentive    C. Appreciative    D. Informative
36. Being dominative or dismissive is the passive feature in GD
- A. True    B. False    C. Partially    D. None
37. Focusing on the kinesics in Job Interview neither essential nor optional.
- A. True    B. False    C. Partially    D. None
38. Resume isn't the first and formal communication between the candidate and the organization.
- A. True    B. False    C. Partially    D. None
39. Sitting in circle/semi-circle/U-shape/Square shaped in the GD is allowed.
- A. True    B. False    C. Partially    D. None
40. \_\_\_\_\_ Letter is used in reply of memo.
- A. Application    B. Acknowledgement    C. Appreciation    D. Apology
41. Formal letter doesn't include gratitude.
- A. True    B. False    C. Partially    D. None
42. Complaint letter includes, occurred inconvenience, solution and action to be taken.
- A. True    B. False    C. Partially    D. None
43. Reaching on time to presentation area is good attitude of presenter.
- A. True    B. False    C. Partially    D. None
44. Loitering in the area while presentation is formal and positive attitude.
- A. True    B. False    C. Partially    D. None
45. "\_\_\_\_\_ is a short and concise account of some text, which gives all its important points but none of its details."
- A. Abstract    B. Precis    C. Synopsis    D. Summary

**VI. Read the given passage and pick the appropriate option. (Q. no- 46-50)**

Today perhaps your only association with the word 'polio' is the Sabin Oral Vaccine that protects children from the disease. Fifty-five years ago, this was not so. The dreaded disease, which mainly affects the brain and the spinal cord, causes stiffening and weakening of the muscles, crippling and paralysis-which is why I am in a wheelchair today. If somebody had predicted, when I was born, that this would happen to me, no one would have believed it. I was the seventh child in a family of four pairs of brothers and sisters, with a huge 23-year gap between the first and the last. I was told that, unlike the others, I was so fair and brown-haired that I looked more like a foreigner than a Dawood Bohri. I was also considered to be the healthiest of the brood.

46. In this passage, the word '**brood**' refers to  
A. polio victims                      B. foreign children                      C. children in the family                      D. Indian children
47. The narrator was the seventh child in a family of  
A. 8 children                      B. 16 children                      C. 4 children                      D. 7 children
48. In this passage the narrator is the patient of  
A. heart disease                      B. polio                      C. Paralysis                      D. nervous weakness
49. In his childhood, the narrator was  
A. a weakling                      B. very healthy                      C. tall and slim                      D. short and stout
50. In this childhood, the narrator said "more like a foreigner than a Dawood Bohri". This was because he was  
A. a foreign child                      B. a very healthy boy                      C. tall and smart                      D. fair and brown-haired

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