

VISVESVARAYA TECHNOLOGICAL UNIVERSITY

Second Semester - BE/B.Tech

Professional Writing Skills in English

[Common to all Programmes] Course Code: 21EGH28

Model Question Paper

Examination: Two Hour

Maximum Marks:100

Instructions to the candidates

- i) Answer all the 100 questions, each question carries one mark.
 - ii) Marking/darkening two circles for the same question makes the answer invalid.
-

1. Professional writing demands _____ use of language.

- a) figurative
- b) poetic
- c) factual
- d) dramatic

2. Which of these has maximum reach in professional writing?

- a) Writing
- b) Listening
- c) Speaking
- d) Talking

3. Which of these must be avoided in professional writing?

- a) Facts
- b) Grammar
- c) Punctuation
- d) Personal feelings

4. Which of these words is used in professional writing?

- a) Apex
- b) Top
- c) Slanting
- d) Bottom

5. Familiar words must be used in professional writing.

- a) True
- b) False

6. Which of these do not deal with precise information in professional writing?

- a) Engineer
- b) Scientist
- c) Technician
- d) Fiction writer

7. In an office, an employee communicates horizontally with his _____ in professional writing.

- a) superiors
- b) subordinates

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