

PROFESSIONAL ENGLISH QUESTION BANK

UNIT-1

SHORT QUESTION-

1. WHAT IS THE NEED OF COMMUNICATION? WHAT IS MEDIUM
2. WHAT DOES TECHNICAL COMMUNICATION MEAN?
3. WHAT IS NOISE?
4. WHAT IS FEEDBACK?
5. COMMENT ON THE VOCABULARY IN TECHNICAL WRITING ?
6. WHAT IS GRAPEVINE?
7. WHAT IS COMMUNICATION?
8. WHAT IS FORMAL AND INFORMAL COMMUNICATION?
9. WHAT IS MASS COMMUNICATION?
10. SUGGEST THE WAY TO OVERCOME THE COMM BARRIERS?

LONG QUESTION-

1. POINT OUT THE BASIC DIFFERENCE BETWEEN TECHNICAL WRITING AND GENERAL WRITING?
2. WHAT ARE THE MAIN BARRIERS TO COMMUNICATION?
3. DISCUSS LANGUAGE AS A MEDIUM/TOOL OF COMMUNICATION ?
4. EXPLAIN THE FLOW OF COMMUNICATION?
5. DISCUSS THE ALL LEVELS OF COMMUNICATION IN BRIEF ?
6. EXPLAIN FEATURES OF TECHNICAL WRITING?
7. WHAT IS THE PROCESS OF COMMUNICATION?

UNIT-2

SHORT QUESTION-

1. WHAT IS SENTENCE?
2. WHAT IS SUBJECT AND PREDICATE?
3. WHAT INDUCTIVE AND DEDUCTIVE METHOD?
4. WHAT IS TOPIC SENTENCE?

LONG QUESTION-

1. WHAT ARE THE BASIC REQUIREMENTS OF A GOOD PARAGRAPH IN TECHNICAL WRITING?
1. HOW IS PARAGRAPH DIFFERENT FROM AN ESSAY?
2. POINT OUT THE DEVICES FOR DEVELOPING A PARAGRAPH?
3. WHAT IS THE ART OF CONDENSATION?
4. EXPLAIN STEPS OF CONDENSATION?
5. DISCUSS FEATURES OF GOOD PRECIS-WRITING?
6. WHAT ARE THE COMPONENTS OF PARAGRAPH DEVELOPMENT?

UNIT-3

SHORT QUESTION-

1. WHAT IS BUSINESS CORRESPONDENCE?
2. WHY IS PLANNING NECESSARY FOR WRITING A BUSINESS LETTER?
3. HOW IS AN OFFICIAL LETTER DIFFERENT FROM BUSINESS LETTER?
4. NAME FEW MAJOR FORMS OF GOVERNMENT LETTERS?

5. EXPLAIN ALL FORMATES OF BUSINESS WRITING?
6. WHAT ARE THE MAIN KINDS OF PROPOSALS
7. WHAT DO THE SOLICITED AND UNSOLICITED LETTERS?
8. DISCUSS IN BRIEF THE DIFFERENCE BETWEEN A REPORT AND A PROPOSAL?
9. WHAT IS THESIS AND DISSERTATION WRITING?
10. WHAT IS THE DIFFERENCE BETWEEN ARESEARCH PAPER AND TECHNICAL ARTICLES? (2004-05)

LONG QUESTION-

1. DESCRIBE IN BRIEF THE THREE BASIC LETTER FORMATE?
2. WHAT SHOULD BE THE LAYOUT OF A BUSINESS LETTER?
3. HOW CAN A SALE LETTER BE WRITTEN?
4. WHAT DO YOU UNDERSTAND BY A CREDIT LETTER? DRAFT A CREDIT LETTER AS AN EXAMPLE?(2005-06)
5. WHAT IS MEANT BY A LETTR OF ENQUIRY? WRITE ALETTER OF ENQUIRY TI A BOOK SELLER.(2007-08)
6. WRITEN A DEMI-OFFICIAL LETTER ON THE SALE OF COUNTERFEIT CONS.
7. EXPLIAN PARTS OF AN OFFICIAL LETTER?
8. WHAT POINTS WILL YOU NOTE WHILE WRITING A REPORT ON ANY TOPIC? OR STYLE OF REPORT.(2008-09)
9. DEFINE AGENDA AND ITS EXAMPLE?
10. EXPLAIN IN BRIEF MINUTE MEETING WRITING?(2004-05-07-08)
11. WRITE A NOTICE FOR ANY PROBLEM WHICH ARE FACE BY YOUR SOCITETY MEMBER?(2004-2005)

UNIT-4

SHORT QUESTION

1. WHAT IS MEANT BY NOUN AND IT'S TYPES?
2. WHAT IS ADJECTIVE?(20016-17)
3. WHAT PREPOSITION USE IN MOVEMENT?
4. WHAT ARE ARTICLES USE IN ENGLISH GRAMMER?
5. WHAT IS MEANT BY TECHNICAL STYLE?(2008-09)

LONG QUESTION-

EXPLAIN:-

- Descriptive
- Narrative
- Expository

- 1.
2. Defining & Classifying PARAGRAPH & ITS LENGHTH?
3. WHAT STEPS ARE TO BE TAKEN FOR WRITING INTRODUCTION AND CONCLUSION OF PARAGARPH?
4. WHAT ARE MODIFIERS?
5. WHAT IS AGREEMENT?

UNIT-5

SHORT QUESTION

- 1) WHAT IS MEANT BY THEME PRESENTATION?
- 2) WHAT IS THE NEED OF AUDIENCE ANALYSIS?(20016-17)
- 3) WHAT IS SPACE LANGUAGE?
- 4) WHAT IS THE ROLE OF THE AUDIO-VISUAL AIDS IN AN ORAL PRESENTATION?
- 5) WHAT IS THE ROLE OF BODY LANGUAGE IN ORAL COMMUNICATION?(2008-09)
- 6) WHAT IS KINESICS?(2008-09)
- 7) HOW CAN THE 'LOCALE' CONDUCE TO PROPER UNDERSTANDING OF MESSAGE?

LONG QUESTION-

- 1) WHAT ARE THE PARALINGUISTIC FEATURES OF PRESENTATION STRAREGIES?(2008-09)
- 2) WHAT IS THE NEED OF PREPARING AN OUTLINE OF AN ORAL PRESENTATION?
- 3) WHAT STEPS ARE TO BE TAKEN FOR SUCCESSFUL PRESENTATION?
- 4) HOW CAN NUANCES OF VOICE DYNAMICS HELP THE SPEAKER TO MAKE HIS ORAL PRESENTATION IMPRESSIVE?
- 5) NAME THE MAIN PARTS OF AN ORAL PRESENTATION
- 6) WHAT ARE FEATURES OF KINESICS IN PRESENTATION?HOW ARE THESE NON-VERBAL METHODS AN NECESSARY AS VERBAL STRAREGIES?

UNIT-1

ASSIN-1

1. WHAT IS THE PROCESS OF COMMUNICATION?
2. POINT OUT THE BASIC DIFFERENCE BETWEEN TECHNICAL WRITING AND GENERAL WRITING?
3. WHAT IS FEEDBACK?
4. WHAT IS GRAPEVINE?

ASSIN-2

1. DISCUSS LANGUAGE AS A MEDIUM/TOOL OF COMMUNICATION ?
2. EXPLAIN THE FLOW OF COMMUNICATION?
3. WHAT IS MASS COMMUNICATION?
4. WHAT IS FORMAL AND INFORMAL COMMUNICATION ?

ASSIN-3

- 1.DISCUSS THE ALL LEVELS OF COMMUNICATION IN BRIEF ?
- 2.EXPLAIN FEATURES OF TECHNICAL WRITING?
3. EXPLAIN FEATURES OF TECHNICAL WRITING
4. WHAT IS COMMUNICATION

UNIT-2

ASSIN-1

1. WHAT ARE THE BASIC REQUIREMENTS OF A GOOD PARAGRAPH IN TECHNICAL WRITING?
2. POINT OUT THE DEVICES FOR DEVELOPING A PARAGRAPH?
3. WHAT IS THE ART OF CONDENSATION?

ASSIN-2

1. DISCUSS FEATURES OF GOOD PRECIS-WRITING?
2. WHAT ARE THE COMPONENTS OF PARAGRAPH DEVELOPMENT?
3. WHAT IS TOPIC SENTENCE

UNIT-3

ASSIN-1

1. DESCRIBE IN BRIEF THE THREE BASIC LETTER FORMATS
2. WHAT IS MEANT BY A LETTER OF ENQUIRY? WRITE A LETTER OF ENQUIRY TO A BOOK SELLER
3. WHAT DO YOU UNDERSTAND BY A CREDIT LETTER? DRAFT A CREDIT LETTER AS AN EXAMPLE?
4. WHAT DO THE SOLICITED AND UNSOLICITED PROPOSAL MEAN?

ASSIN-2

1. WHAT IS THESIS AND DISSERTATION WRITING?
2. HOW CAN A SALE LETTER BE WRITTEN?
3. EXPLAIN IN BRIEF THE FORMATS OF PROPOSALS?
4. WHAT SHOULD BE THE LAYOUT OF A BUSINESS LETTER?

ASSIN-3

1. WHAT ARE THE ELEMENTS OF SCIENTIFIC AND TECHNICAL ARTICLE
2. WHAT IS THE DIFFERENCE BETWEEN RESEARCH PAPER AND TECHNICAL ARTICLES?
3. WRITE A DEMI-OFFICIAL LETTER ON THE SALE OF COUNTERFEIT GOODS?
4. HOW IS AN OFFICIAL LETTER DIFFERENT FROM BUSINESS LETTER?

UNIT-4 AND 5

ASSIN-1

1. WHAT IS THE ROLE OF THE AUDIO-VISUAL AIDS IN AN ORAL PRESENTATION?
2. WHAT IS THE NEED OF PREPARING AN OUTLINE OF AN ORAL PRESENTATION?
3. NAME THE MAIN PARTS OF AN ORAL PRESENTATION
4. WHAT ARE FEATURES OF KINESICS IN PRESENTATION

ASSIN-2

1. WHAT IS THE ROLE OF BODY LANGUAGE IN ORAL COMMUNICATION?
2. HOW CAN THE 'LOCAL' CONDUCE TO PROPER UNDERSTANDING OF MESSAGE?
3. WHAT IS MEANT BY THEME PRESENTATION?

4. WHAT ARE THE PARALINGUISTIC FEATURES OF PRESENTATION STRAREGIES?