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**Avinashilingam Institute for Home Science and Higher Education for Women**

(Deemed to be University Estd, u/s 3 of UGC Act 1956, Category A by MHRD)  
Re-accredited with A++ Grade by NAAC, CGPA 3.65/4, Category 1 by UGC,  
Coimbatore-641 043, Tamil Nadu, India

**Continuous Internal Assessment Test III – November 2025**

**V Semester**

**Class: III UG ( 2022 Repeater)**

**Major: Computer Science**

**Time : 3 hours**

**Max. Marks : 100**

**21BCSC26-Technical Communication**

**Course Outcomes:**

- CO1: Improved grammatical structure and usage in communication.
- CO2: Ability to choose between appropriate writing and communication styles.
- CO3: Expertise in various reporting styles.
- CO4: Effective presentation and writing skills.
- CO5: Applying the learned skills in different areas of communication.

**Part A**

**10 x 1=10**

**Choose the correct answer**

1. Effective technical writing can best be developed through \_\_\_\_\_.  
a. Naturally                      b. By practice                      c. Listening                      d. Speaking                      CO1K1
2. Technical communication requires the \_\_\_\_\_ use of language.  
a. figurative                      b. poetic                      c. factual                      d. dramatic                      CO1K1
3. During an oral presentation, the speaker should not  
a. panic                      b. Pause                      c. make eye contact                      d. inspire                      CO2K2
4. Which of the following shows the logical relationship among elements in a paragraph?  
a. Unity                      b. coherence                      c. cohesion                      d. Sentence                      CO2K1
5. Which format is used in case of brief and informal reports?  
a. Manuscript                      b. Memo                      c. Letter                      d. Pre-printed                      CO3K1
6. Which of the following is not an aspect of requirement in technical communication  
a. objectivity                      b. pompous style                      c. clarity                      d. precision                      CO3K1
7. The conclusion of an oral presentation should not aim to \_\_\_\_\_.  
a. Summarizing                      b. Focusing on a goal                      c. reemphasizing the idea                      d. establishing credibility                      CO4K1
8. What should the tone of a professional resume be?  
a. Casual                      b. Humorous & light-hearted                      c. Formal & professional                      d. Technical & jargon-heavy                      CO4K1
9. Which of the following is not a quality of a good executive summary?  
a. Concise                      b. Detailed                      c. Objective                      d. Comprehensive                      CO5K1
10. A block of text automatically added to the end of an outgoing email is called—  
a. Attachments                      b. Signature                      c. Footer                      d. Encryption                      CO5K1

**Part B**  
**Answer all questions**  
**Answer should not exceed 400 words or two pages**

**5 x 6 = 30**

- 11.a. Discuss the different communication channels. CO1K1  
(or)
- 11.b. What is meant by the ABC of technical communication? Briefly describe each component. CO1K1
- 12.a. What are the common challenges faced during a job interview? CO2K1  
(or)
- 12.b. List and explain some effective interview preparation techniques. CO2K1
- 13.a. Identify and explain the three main types of sentences that make up a paragraph. CO3K1  
(or)
- 13.b. What are some useful strategies to expand a central idea in a paragraph? CO3K1
- 14.a. Write a short note on business memos. CO4K1  
(or)
- 14.b. Discuss the advantages of using email for communication. CO4K1
- 15.a. Discuss on effective email writing strategies. CO5K1  
(or)
- 15.b. Explain the different strategies for writing reports. CO5K1

**Part C**  
**Answer all questions**  
**Answer should not exceed 800 words or four pages**

**5 × 12 = 60**

- 16.a. Explain the different styles of communication. CO1K2  
(or)
- 16.b. Explain the various stages involved in the communication process. CO1K2
- 17.a. Explain in detail on preparation techniques, oral presentations, and how to organize a presentation. CO2K1  
(or)
- 17.b. Explain the factors used for sustaining audience attention during a presentation? CO2K2
- 18.a. Discuss the fundamental principles of paragraph writing in detail. CO3K1  
(or)
- 18.b. Explain the process of note-making in detail. CO3K2
- 19.a. Draft a sample resume along with a job application letter. CO4K3  
(or)
- 19.b. Explain the various types of business letters. CO4K2
- 20.a. Explain the key elements of a technical article in detail. CO5K2  
(or)
- 20.b. Explain the types and structure of a formal proposal in technical writing. CO5K2