



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 (now MoE)
Re-accredited with 'A++' Grade by NAAC. CGPA 3.65/4, category I by UGC
Coimbatore - 641 043, Tamil Nadu, India.

Continuous Internal Assessment I – August 2025
Semester- V

Class: III UG
Major: Computer Science

Time: 2 Hours
Max. Marks: 60

21BCSC26 Technical Communication

Course Outcomes:

1. Improved grammatical structure and usage in communication
2. Ability to choose between appropriate writing and communication styles
3. Expertise in various reporting styles
4. Effective presentation and writing skills
5. Applying the learned skills in different areas of communication

Part A

6 x 1 = 6

Choose the correct answer

1. Which option best illustrates formal communication within a workplace?
a) Casual Conversation b) Office Email
c) Friendly talk d) Phone Call
CO1K1
2. What type of communication flows without following the official hierarchy?
a) Downward communication b) Upward communication
c) Lateral communication d) Informal communication
CO1K3
3. Which of the following should you avoid during a job interview?
a) Making eye contact b) Dressing appropriately
c) Speaking negatively about past employers d) Answering questions clearly
CO2K1
4. What is the main objective of a group discussion in a selection process?
a) To test writing skills b) To evaluate voice modulation
c) To assess teamwork and communication skills d) To test technical knowledge only
CO2K3
5. In a group discussion, a good participant should
a) Interrupt others frequently b) Dominate the discussion
c) Encourage others and listen actively d) Stay silent throughout
CO3K2
6. Which of the following is an essential part of the writing process?
a) Guessing b) Editing
c) Copying d) Memorizing
CO3K2

Part B

3 x 6 = 18

Answer all questions

Answer should not exceed 400 words or two pages

- 7.a Explain the stages of communication. CO1K4
(or)
- 7.b What is the ABC of technical communication? Describe each term. CO1K3
- 8.a List the main characteristics of a job interview? CO2K3
(or)
- 8.b How should you organize a good presentation? CO2K1
- 9.a Explain how sentence structure affects clarity in technical writing. CO3K1
(or)
- 9.b Why is sentence coherence important in technical documents? CO3K2

Part C

3x12=36

Answer all questions

Answer should not exceed 800 words or four pages

- 10.a. What are technical communication skills, and how do fundamental language abilities enhance them? CO1K3
(or)
10.b Why is organization important in technical writing? Mention a few ways to organize content. CO1K4
- 11.a What are some frequently asked interview questions, and how can you respond to them effectively? CO2K3
(or)
11.b What is the role of group discussions in selection and how can you perform well? CO2K1
- 12.a Define paragraph writing. What are the essential elements of a good paragraph? CO3K1
(or)
12.b Explain with examples how sentence length can influence sentence emphasis in technical documents. CO3K3

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Faculty Name: Mrs. J. Sangeetha Priya