



Library



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
SEMESTER-V

Class: III UG
Major: Computer Science

Time: 3 hours
Max. Marks: 100

23BCSPD3-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
Choose the correct answer

10 x 1=10 Marks

1. How is good technical writing achieved. CO1K4
a. Naturally b. By practice c. Listening d. Speaking
2. Technical writing demands _____ use of language. CO1K1
a. figurative b. poetic c. factual d. dramatic
3. In an oral presentation, the speaker should not CO2K2
a. panic b. Pause c. make eye contact d. inspire
4. Which of the following shows the logical relationship among elements in a paragraph? CO2K1
a. Unity b. coherence c. cohesion d. Sentence
5. Which format is used in case of brief and informal reports? CO3K1
a. Manuscript b. Memo c. Letter d. Pre-printed
6. Which of the following is not an aspect of requirement in technical communication CO3K1
a. objectivity b. pompous style
c. clarity d. precision
7. Which of the following is not a function of conclusion in an oral presentation. CO4K2
a. Summarizing b. Focusing on a goal
c. reemphasizing the idea d. establishing credibility
8. What should the tone of a resume be? CO4K3
a. Casual b. Humorous & light-hearted c. Formal & professional d. Technical & jargon-heavy
9. Which of the following is NOT a characteristic of a well-written executive summary? CO5K1
a. Concise b. Detailed c. Objective d. Comprehensive
10. A block of text automatically added to the end of an outgoing email is called— CO5K1
a. Attachments b. Signature c. Footer d. Encryption

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

5 x 6 = 30 marks

- 11.a Explain the different channels of communication. CO1K2
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? CO2K2
or
12.b List and explain some effective interview preparation techniques. CO2K2
- 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? CO3K3
- 14.a Write a short note on business memos. CO4K2
or
14.b Discuss the advantages of using email for communication. CO4K2
- 15.a Write short notes on effective email writing strategies CO5K2
or
15.b Explain the different strategies for writing reports. CO5K3

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

5 x 12 = 60 marks

- 16.a Discuss the different styles of communication. CO1K1
or
16.b Explain the various stages involved in the communication process. CO1K1
- 17.a Write a detailed note on preparation techniques, oral presentations, and how to organize a presentation. CO2K1
or
17.b What are the important factors for sustaining audience attention during a presentation? CO2K3
- 18.a Discuss the major principles of paragraph writing. CO3K1
or
18.b Briefly explain the process of note-making. CO3K5
- 19.a Prepare a sample resume along with a job application letter. CO4K1
or
19.b Write short notes on the different types of business letters. CO4K1
- 20.a Discuss the key elements of a technical article. CO5K3
or
20.b Explain the types and structure of a formal proposal. CO5K1

No of copies: 60 + 55 = 115

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