



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 II – October 2025
SEMESTER-V

Class: III UG

Time: 2 hours

Major: Computer Science

Max. Marks: 60

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

6 ×1=6

Choose the correct answer

1. The process of influencing people to achieve organizational goals is called: CO3K1
a. Planning b. Leadership c. Motivation d. Delegation
2. Which of the following is the most essential quality of effective technical writing? CO3K1
a. Clarity b. Humor c. Personal opinion d. Creativity
3. What is a paragraph? CO4K1
a. Made up of only one sentence
b. A series of sentences that talk about a specific subject
c. A series of sentences that talk about various subjects
d. A series of paragraphs about one main idea, or point
4. What is the purpose of the first sentence of the body of a memo? CO4K1
a. Introduces the writer of the memo
b. States the purpose of the memo and/or what action the reader needs to take
c. Tells the audience who to interact with if they have queries
d. Serves as a formal greeting
5. A resume is a form of _____ CO5K3
a. Self-advertising b. Conceal c. Gathering information d. none of the above
6. A block of text automatically added to the end of an outgoing email is called an/a _____ CO5K1
a. Attachments b. Signature c. Footer d. Encryption

Part-B

3×6=18

Each answer should not exceed 400 words or four pages

7. a. How do you identify the structure of a sentence? CO3K2
(or)
b. How do you write an effective sentence? Give an example for an effective sentence. CO3K1
8. a. Write on the principles of paragraph writing. CO4K1
(or)
b. Identify the best forums to trace the web writing jobs. CO4K2
9. a. Illustrate on the types of report. CO5K4
(or)
b. Explain read, target your audience and open strong strategies. CO5K5

Part-C

3×12=36

Each answer should not exceed 800 words or four pages

10. a. Describe Sentence writing for effective communication. CO3K2
(or)
b. Discuss about job interview strategies. CO3K1
11. a. Discuss on Letter writing skills, form and structure. CO4K1
(or)
b. Highlight the most important strategies and major guidelines to face the interview. CO4K1
12. a. How do you write a review of a research article. CO5K4
(or)
b. Discuss on structure of Formal proposals CO5K3

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