



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

Deemed to be University Estd.u/s 3of UGC Act 1956, Category A by MHRD [now MoE]

Re-accredited with an A++ Grade by NAAC CGPA 3.65/4, Category I by UGC

Coimbatore-641043, Tamil Nadu, India

**Continuous Internal Assessment I – August -2025**

**Semester- V**

**Class: III UG**

**Major: Computer Science**

**Time : 2 Hrs.**

**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 x 1 = 6**

**Choose the correct answer**

1. Which of the following is an example of a formal channel of communication?  
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**  
**Answer all questions**  
**Answer should not exceed 400 words or two pages**

**3 x 6 = 18**

- 7.a What are the stages of communication? Explain. CO1K4  
(or)
- 7.b What is the ABC of technical communication? Describe each term. CO1K3
- 8.a What are 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**  
**Answer all questions**  
**Answer should not exceed 800 words or four pages**

**3x12=36**

- 10.a What are technical communication skills and how do basic language skills support them? CO1K5  
(or)
- 10.b Why is organization important in technical writing? Mention a few ways to organize content. CO1K4
- 11.a What are common interview questions and how can you answer them effectively? CO2K4  
(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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