

**IMSc CS Sem.-4 (ATKT) Examination  
Technical Writing & Communication Skills**

**January-2024**

**Time : 3-00 Hours]****[Max. Marks : 35****Instructions:**

- **Draw Diagrams wherever necessary.**
- **Make Assumptions wherever necessary.**

**Q-1 Choose the correct answers****7**

1. The aim of presentation is
  - a. To persuade
  - b. To inform
  - c. To educate
  - d. All of the above
2. Interviewer asks how the candidate behaved in a particular situation in the past in which type of Interview?
  - a. Group Interview
  - b. Structured Interview
  - c. Behavioural Interview
  - d. Stress Interview
3. Which presentation is made without any planning or preparation?
  - a. Internal Presentations
  - b. Impromptu Presentations
  - c. External Presentations
  - d. Group Presentations
4. Which communication is more formal and directed to a specific audience?
  - a. Technical Communication
  - b. General Communication
  - c. Both
  - d. None
5. Which proposals are sent to clients who haven't requested them. They are submitted on the proposer's own initiative.
  - a. Solicited Business Proposal
  - b. Unsolicited Business Proposal
  - c. Internal Proposals
  - d. External Proposals
6. This part summarizes the entire proposal.

- a. Title Page
- b. Objective
- c. Executive summary
- d. Statement of problem

7. Scientific writing should be

- a. Factual
- b. Concise
- c. Clear
- d. All of the above

Q-2 Mention and Explain the 7 Cs of communication. 7

**OR**

Q-2 What is an Interview? Discuss the types of Interviews.

Q-3 Differentiate between General and Technical Communication. 7

**OR**

Q-3 Your university has decided to organize an inter-college debate competition. As a cultural secretary, write a notice informing the students about the competition. Mention the date, time, place and other details of the debate.

Q-4 Discuss the Dos and Don'ts of Group Discussion. 7

**OR**

Q-4 Write a letter enquiring about a Spanish Language Course.

Q-5 True or False 7

1. We should Smile and make Eye Contact with the audience during the presentation.
2. General Communication is informal in style and mostly oral.
3. One should make personal comments in Group Discussions.
4. Title page is the last page of a Thesis/Report.
5. Coherence in writing helps the reader easily understand the text.
6. You should immediately interrupt the interviewer if you have any questions.
7. Be polite during an interview.

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