

IMSc CS (Rep) Sem.-4 Examination
Technical Writing & Communication Skills
January-2025

Time : 3-00 Hours]

[Max. Marks : 35

- Q-1 Answer the following questions (Any 5): 10
- 1) How is Technical Communication different from General Communication? Give 2 points of explanation.
 - 2) Why is a thesis important in project writing?
 - 3) What is a synopsis in technical writing? What is the use of a synopsis?
 - 4) What are the 7 Cs of Effective business writing? List them.
 - 5) What are the main elements of a CV or a Resume? Name them.
 - 6) Why is scientific writing important in research?
 - 7) Why is structuring paragraphs important in technical writing?
 - 8) How can the 7 Cs of business writing help in improving an individual's overall technical communication?
- Q-2 Attempt the following Multiple choice Questions : 13
- 1) What is the primary purpose of a presentation?
 - (A) To convey information effectively
 - (B) To prove your point
 - (C) To portray yourself better than others
 - 2) Which of the following is NOT a form of presentation?
 - (A) Classroom presentation
 - (B) Individual Conferencing
 - (C) Sleeping
 - 3) What is essential for effective interpersonal communication?
 - (A) Active Listening
 - (B) Interrupting Frequently
 - (C) Avoiding eye contact
 - 4) What helps overcome stage fear in public speaking?
 - (A) Avoiding Practice
 - (B) Deep breathing and preparation
 - (C) Focusing on negative outcomes
 - 5) What is crucial for keeping the audience interested during a presentation?
 - (A) Monotonous tone
 - (B) Using engaging content
 - (C) Ignoring the audience
 - 6) Which method is best for engaging an audience?
 - (A) Quizzes and interjections
 - (B) One-way lecture
 - (C) Long and Complex Jargon

- 7) What should be analyzed before starting a presentation?
 (A) Audience
 (B) Weather
 (C) Presenter's clothing
- 8) In group discussions, what is the primary objective?
 (A) To exchange ideas
 (B) To argue aggressively
 (C) To focus only on personal opinions
- 9) Which is NOT a technique of public speaking?
 (A) Humour
 (B) Clarity
 (C) Overcomplicating Ideas
- 10) What is the key to a good seminar presentation?
 (A) Focused content
 (B) Random anecdotes
 (C) Ignoring the audience
- 11) What is the primary method of professional communication?
 (A) E-mail
 (B) Face-to-face talk
 (C) Small group discussion
- 12) Which is a good characteristic of an interviewer?
 (A) Asking relevant questions
 (B) Interrupting frequently
 (C) Speaking more than listening
- 13) What is a crucial factor of effective group discussions?
 (A) Clear objectives and active participation
 (B) Dominating the discussion
 (C) Ignoring others' ideas

- Q-3 Attempt the following : 12
1. Provide 6 key points that one must keep in mind while performing a group discussion **(6 marks)**
 2. Explain in detail the 7 Cs of Business Writing in Technical Communication. **(6 marks)**

OR

- Q-3 Attempt the following:
1. State the importance of Thesis/Project writing and give an idea on the structure and style of the same. **(6 marks)**
 2. What is Business writing? Explain in detail different types of Letters that are a part of Business Writing. **(6 marks)**