

**IM.SC.(CS)(Old) Sem.-4 Examination
Technical Writing & Communication Skills**

Time : 3.00 Hours]

June-2025

[Max.Marks : 35

- Q-1 Answer the following questions (Any 5): 10
- 1) What are presentation skills? State its types.
 - 2) Mention the difference between General and Technical Communication.
 - 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) List out the Interview Skills.
 - 6) What is the difference between Seminar and Conference?
 - 7) Why is structuring paragraphs important in technical writing?
 - 8) State the importance of Group Discussion.
- Q-2 Attempt the following Multiple choice Questions : 13
- 1) Which of the following is NOT a feature of technical communication?
(A) Clarity (B) Precision (C) Gossip (D) Objectivity
 - 2) The 7 Cs of effective business writing include all EXCEPT:
(A) Concreteness (B) Creativity (C) Courtesy (D) Clarity
 - 3) Which document is most commonly used for job applications?
(A) Memo (B) Circular (C) Resumé (D) Complaint
 - 4) The purpose of using headings and bullet points in technical writing is to:
(A) Decorate the page (B) Confuse the reader
(C) Organize information (D) Reduce word count
 - 5) Which letter is used to address poor services or products?
(A) Appreciation Letter
(B) Complaint Letter
(C) Order Letter
(D) Inquiry Letter
 - 6) A conference paper is usually written for:
(A) Personal Diary
(B) Academic or Professional audience
(C) Storytelling competitions
(D) Family events
 - 7) The "C" in 7 Cs that refers to being specific and solid is:
(A) Courtesy (B) Concreteness (C) Consideration (D) Coherence
 - 8) CV stands for:
(A) Course Value
(B) Circular Vision
(C) Curriculum Vitae
(D) Career Venture

- 9) Which is NOT a technique of public speaking?
(A) Humour
(B) Clarity
(C) Overcomplicating Ideas
(D) Wit
- 10) Which of the following helps reduce stage fear?
(A) Avoiding eye contact
(B) Breathing
(C) Ignoring the audience
(D) Shouting loudly
- 11) A cover letter is usually sent along with:
(A) Resumé
(B) Complaint letter
(C) Inquiry letter
(D) Reference letter
- 12) Which of these is a type of business letter?
(A) Diary entry
(B) Letter of reference
(C) Essay
(D) Novel
- 13) Seminar presentations often include:
(A) Enacting
(B) Theme songs
(C) Slides and audience interaction
(D) Music

- Q-3 Give full forms of the following : (ANY 7) 07
1. CV
 2. PDF
 3. DOC
 4. E-mail
 5. FAQ
 6. CEO
 7. GD
 8. R&D
 9. IT
 10. HTML

- Q-4 Attempt the following: 05
1. You are applying for the position of **Technical Content Writer** at a reputed IT firm. Write a job application letter along with a brief mention of your qualifications
- . OR
2. You are a librarian placing an order for 5 copies of a textbook titled "*Computer Networks*" by Andrew Tanenbaum from **Academic Book House**.