



**LOYOLA COLLEGE (AUTONOMOUS), CHENNAI – 600 034**

**B.Voc. DEGREE EXAMINATION – DIGITAL JOURNALISM**

**THIRD SEMESTER – APRIL 2022**

**UAN 4001 – ICT AND SOFT SKILLS TRAINING**

Date: 20-06-2022

Dept. No.

Max. : 100 Marks

Time: 09:00 AM - 12:00 NOON

**SECTION A**

**Answer ALL the Questions**

**Define the following**

**(10 x 2 = 20 Marks)**

1. Positive affirmation.
2. Intrapersonal skills versus interpersonal skills
3. Time bound goals.
4. Planning ahead.
5. Collaborative efforts.
6. Attitude.
7. Success.
8. Offline versus online communication
9. Positive versus negative feedback.
10. Three most important aspects of a job.

**SECTION B**

**Answer any FIVE of the following in 150 words**

**(5 x 8 = 40 Marks)**

11. Analyze how to “begin with the end in mind.”
12. Discuss the secrets of time management.
13. State how you could understand NLP concepts in comparison to a computer.
14. Explain the importance of presentation skills in every field.
15. How would you enlist the essential interview skills?
16. What would you say to prove that soft skills don't replace hard skills but enhance them.
17. Write a brief note on interpersonal excellence with special reference to NLP.

**SECTION C**

**Answer any TWO of the following in 250 words**

**(2 x 20 = 40 Marks)**

18. Elaborate habit checklist as the only life aid to reduce failures and attain unflinching success.
19. Determine how self-awareness and self-assertiveness are possible through a written tracker.
20. Compose a script for 'Made in India vs Made for India' as a group discussion.

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