



LOYOLA COLLEGE (AUTONOMOUS), CHENNAI – 600 034

B.Voc. DEGREE EXAMINATION – 3D ANIMATION & DIGITAL JOURNALISM

THIRD SEMESTER – NOVEMBER 2017

16UDJ3FC01/16UAN3FC01 – ICT AND SOFT SKILLS TRAINING

Date: 09-11-2017

Dept. No.

Max. : 100 Marks

Time: 01:00-04:00

PART- A

I. Answer ALL the questions

[10x2=20]

1. Business Communication.
2. Two most important motives of any business or organization.
3. Written communication in an office set-up.
4. Grapevine in an organization.
5. Oral and written communication with examples.
6. Soft skills Vs Hard Skills.
7. Interpersonal skills.
8. Inter- personal and Intra- personal communication.
9. Verbal and Non- verbal communication.
10. A To-do-list.

PART- B

II. Answer any FIVE questions from the following

[5x8=40]

11. What are the components of communication? Explain.
12. Explain the formal flow of communication in an organization- Upward, Downward, Horizontal and Cross functional.
13. What are the types of formal communication?
14. What are the practical ways of managing time?
15. What is attitude and what are the various components of attitude?
16. Write an effective self-introduction.
17. What is goal setting? Explain the acronym SMART, in goal setting.

PART- C

Answer any TWO questions from the following

[2x20=40]

18. Explain in detail any 10 frequently asked questions in interviews.
19. Define soft skills and list down the different types of Soft skills that you are aware of with explanation.
20. What are the points on your self-awareness form (check list)? Explain them briefly and do a SWOT analysis of yourself.
