



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

**B.Voc. DEGREE EXAMINATION – 3D ANIMATION**

**THIRD SEMESTER – NOVEMBER 2018**

**16/17UAN3FC01 – ICT AND SOFT SKILLS TRAINING**

Date: 29-10-2018

Dept. No.

Max. : 100 Marks

Time: 01:00-04:00

**PART- A**

**I. Answer ALL the questions**

**[10x2=20]**

1. Timely and specific goals.
2. Team building through communication.
3. Define soft skills and enlist 5 of them.
4. Positive attitude and its advantages.
5. Define self-development.
6. Define Proactivity.
7. Define etiquettes.
8. Explain the proverb "Time and tide waits for none."
9. Upward communication in business.
10. Define professionalism.

**PART- B**

**II. Answer any FIVE questions from the following**

**[5x8=40]**

11. Define four self-development archetypes.
12. State and explain the 17 quick steps for better time management.
13. Write a detailed note on the 5 essential leadership skills.
14. Explain telephone etiquettes
15. How do you prepare for an interview physically and mentally?
16. State 10 common interview questions.
17. Write a detailed note on goal setting.

**PART- C**

**III. Answer any TWO questions from the following**

**[2x20=40]**

18. Write a detailed note on business communication.
19. Explain in detail interpersonal skills in a professional setup.
20. State a few common Group Discussion topics and elaborate one of the topics from your point of view.

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