

LOYOLA COLLEGE (AUTONOMOUS), CHENNAI – 600 034



B.Voc. DEGREE EXAMINATION – 3D ANIMATION

THIRD SEMESTER – NOVEMBER 2019

16/17/18UAN3FC01 – ICT AND SOFT SKILLS TRAINING

Date: 31-10-2019

Dept. No.

Max. : 100 Marks

Time: 01:00-04:00

PART- A

I. Answer ALL the questions

[10x2=20]

1. Optimism.
2. Personal values.
3. Management skills.
4. Introspection.
5. Emotional intelligence.
6. Winner mentality.
7. Prioritization.
8. Etiquette.
9. Soft skills.
10. Intrapersonal skills.

PART- B

II. Answer any FIVE questions from the following

[5x8=40]

11. Explain the importance of written goal setting.
12. Explain team building through collaboration and cooperation.
13. Explain interpersonal skills with suitable examples.
14. State your points on the topic: 'advertisement is a waste of money'.
15. Write a detailed note on telephone etiquettes.
16. Elaborate ten most important interview questions.
17. Write on presentation skills in detail.

PART- C

III. Answer any TWO questions from the following

[2x20=40]

18. Write a detailed note on business communication.
19. Write a long note on inspirational leadership.
20. State and explain seventeen quick tips for time management.
