



LOYOLA COLLEGE (AUTONOMOUS), CHENNAI – 600 034

B.Voc.DEGREE EXAMINATION – 3D ANIMATION

THIRDSEMESTER – APRIL 2018

16UAN3FC01- ICT AND SOFT SKILLS TRAINING

Date: 05-05-2018
Time: 09:00-12:00

Dept. No.

Max. : 100 Marks

PART- A

I. Answer ALL the questions

[10x2=20]

1. Business communication
2. Oral communication
3. Grapevine
4. Encoding
5. Downward communication
6. To-do-list
7. Soft skills vs Hard Skills
8. Attitude
9. Intrapersonal communication
10. Panel interview

PART- B

II. Answer any FIVE questions from the following

[5x8=40]

11. Explain the importance of written communication in the work place
12. Essential differences between formal and informal communication?
13. Discuss the time management techniques
14. State and explain the process of communication
15. Explain how strength and weakness analysis helps one achieve one's goals
16. Define short-term and long-term goal.
17. What are the components of communication, explain in detail?

PART- C

III. Answer any TWO questions from the following

[2x20=40]

18. What are frequently asked questions in an interview, explain?
19. How does formal communication take place at work place, explain in detail?
20. List out and explain the soft skills that can have an impact on your success and happiness.

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