



LOYOLA COLLEGE (AUTONOMOUS), CHENNAI – 600 034

U.G. DEGREE EXAMINATION – GENERAL ENGLISH

FOURTH SEMESTER – APRIL 2016

EL 4058 - ORAL COMPETENCIES FOR EMPLOYABILITY

Date: 16-04-2016
Time: 09:00-12:00

Dept. No.

Max. : 100 Marks

I Answer any **TEN** of the following questions in about 200 words each:

(10x10=100)

1. Explain the process of communication and its types.
2. Write the importance of drafting the speech and bring out its methods.
3. Describe the major Pitfalls in Public Speaking.
4. Illustrate the significance of body language in public speaking with examples.
5. What are the factors contributing to group worthiness? Give the positive and negative traits of a discussant.
6. Draft a Speech on the topic "The Role of Youth in Politics."
7. Explain the guidelines for a group discussion.
8. What are the two types of listening? Briefly explain the five components of effective listening.
9. What is a job interview? What skills should a candidate possess to succeed in an interview?
10. Imagine a group discussion with A, B, C, and D on the topic "Social media: A space for interaction or distraction". Write 3 rounds of Four exchanges involving all the participants.
11. Explain the four step process in Career planning.
12. Discuss the seven major skills in Public Speaking.
13. Write a job Application Letter and Curriculum Vitae to apply for the post of a reporter in a television channel.
