



LOYOLA COLLEGE (AUTONOMOUS), CHENNAI – 600 034

U.G. DEGREE EXAMINATION – GENERAL ENGLISH

FOURTHSEMESTER – APRIL 2018

16UEL4GE04/EL4058 – ORAL COMPETENCIES FOR EMPLOYABILITY

Date: 18-04-2018
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. Elaborate the seven major skills involved in public speaking.
2. Explain the importance of body language in effective public speaking with examples.
3. Provide the guidelines for an effective group discussion.
4. Explain the major Pitfalls in Public Speaking.
5. Illustrate the process of communication and its types.
6. Draft a Speech on the topic” Global Warming- a threat to the world”
7. Provide the various points to be remembered before and during the interview.
8. Imagine yourself as participant A in a group discussion with four other members B, C, D and E on the topic “Internet: a key for innovation”. Prepare four rounds of dialogue exchanges involving all the participants.
9. Why listening is important for effective communication and briefly explain the five components of effective listening.
10. How does Audience’ psychology help a speaker to deliver his speech effectively?
11. Provide the various techniques and strategies to make your speech effective.
12. Write a Job Application Letter and Curriculum Vitae to apply for the post of Marketing Manager.
13. Elaborate the advantages of having effective communication skill.

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