LOYOLA COLLEGE (AUTONOMOUS), CHENNAI – 600 034

U.G. DEGREE EXAMINATION – **GENERAL ENGLISH**

FOURTH SEMESTER – **APRIL 2022**

16/17/18UEL4GE02 – ENGLISH FOR SOFT SKILLS

Date: 18-06-2022 Dept. No. Max. : 100 Marks

Time: 09:00 AM - 12:00 NOON

I. Answer any TEN of the following in about 250 words each: 10X10=100

1. Elaborate on any five soft skills that you have learnt.
2. Explain the various Leadership styles followed by the working professionals.
3. List out the three influencing styles and write in detail the steps to improve the influencing skills.
4. What are the salient features of Creativity? Is Creative Skill imperative while solving problems? Justify.
5. Are Time Management and Stress Management interrelated? How?
6. Comment on how one can structure the presentation?
7. Critically analyse the dynamics of Team Work.
8. Read the following case study carefully and register in the form of dialogue writing on how will you solve the problem through one of the approaches of Negotiation preferably a win-win negotiation:

   You and your brother have become embroiled in a dispute about who is more responsible for the business' prospects and how to fairly split its assets. The conflict is spilling over to cause an unpleasant situation resulting in divisions within the extended family.
9. Write in detail the Decision-making Techniques in Groups. Which technique allows the views of all the stakeholders?
10. Define interview skills. How would this skill help the interviewee to perform well in the interviews?
11. "Soft Skills is the Life Skills" – Throw light on the statement.
12. Write a note on Edward de Bonno's "Six Thinking Hats". How would you differentiate Vertical Thinking from Lateral Thinking?

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