



LOYOLA COLLEGE (AUTONOMOUS), CHENNAI – 600 034

U.G. DEGREE EXAMINATION – GENERAL ENGLISH

FOURTH SEMESTER – NOVEMBER 2016

EL 4058 - ORAL COMPETENCIES FOR EMPLOYABILITY

Date: 02-11-2016
Time: 01:00-04:00

Dept. No.

Max. : 100 Marks

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

10X10 = 100

1. Illustrate the process of communication and its types.
2. Discuss the importance of Audience psychology for the speaker.
3. Elaborate the seven major skills involved in public speaking.
4. Provide the guidelines for an effective group discussion.
5. Describe the major mistakes in public speaking.
6. Bring out the relevance of body language in effective public speaking with examples.
7. Prepare a speech on the following topic: “Terrorism is a great threat to humanity”
8. Imagine yourself as participant A in a group discussion with four other members: B, C, D and E on the topic “Is the power of human resource utilized effectively in India? ”. Prepare four rounds of dialogue exchanges involving all the participants.
9. Prepare your resume and covering letter to apply for the post of Bank Manager, COP Bank, Anna Nagar, Chennai.
10. Write down the process of writing an effective speech with example.
11. Active listening ensures effective speaking. Elucidate the statement.
12. Provide suggestions for effective communication.
