



**LOYOLA COLLEGE (AUTONOMOUS), CHENNAI – 600 034**

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

**FOURTH SEMESTER – NOVEMBER 2022**

**UEL 4206 – ESSENTIAL SKILLS FOR GROUP COMMUNICATION**

Date: 26-11-2022

Dept. No.

Max. : 100 Marks

Time: 09:00 AM - 12:00 NOON

**SECTION A**

**I Answer any Four of the following questions in about 100 words each:**

**(4x5=20)**

1. Elaborate on the importance of active listening in group communication and differentiate active listening and hearing.
2. Explain various types of interpersonal skills and their importance for successful professional and personal life.
3. Explain various techniques to make your presentation impressive.
4. Provide strategies for developing interpersonal communication skills
5. Discuss various strategies for attending job interviews successfully.
6. What is small talk and point out its importance in group communication.

**SECTION B**

**II Answer any Four of the following questions in about 200 words each:**

**(4x10=40)**

7. Discuss the importance of tone of voice, accent, stress, rate of speech and pause in group communication.
8. Illustrate the various non-verbal communications and explain their significance for effective group communications.
9. Explain the importance of understanding audience psychology for successful group communication.
10. Provide guidelines for effective group communication.
11. Draft a welcome speech to be delivered on the annual sports day of your college.
12. Illustrate the various methods and techniques that you follow while you deliver your speech to make it impactful.

**SECTION C**

**III. Answer any TWO of the following questions in about 400 words each:**

**(2x20=40)**

13. Draft a speech on the following topic:

Mobile Phone: Advantages and disadvantages

14. Imagine you have a group discussion with A, B, C, and D on the topic, ‘Effect of cinemas on society - the good and the bad.’ Write ten rounds of exchanges involving all the participants.
15. As a cultural secretary of your college you are receiving and welcoming a celebrity guest who has come to your college to attend the cultural programme. You wish to make small talk with him/her before the event. Compose a small talk between the speaker and you. You should include the following in your small talk: greetings, asking questions, inviting, offering and taking leave.

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