



# LOYOLA COLLEGE (AUTONOMOUS), CHENNAI – 600 034

**B.Voc. DEGREE EXAMINATION – DIGITAL JOURNALISM**

**FOURTH SEMESTER – APRIL 2024**

**UDJ 4001 – ICT AND SOFT SKILLS TRAINING**

Date: 12-04-2024

Dept. No.

Max. : 100 Marks

Time: 09:00 AM - 12:00 NOON

## SECTION A - K1 (CO1)

**Answer ALL the Questions - (10 x 1 = 10)**

**1. Answer the following**

- a) Intrapersonal communication
- b) High self-esteem
- c) Self-talk
- d) Mock interview
- e) Procrastination

**2. Match the following**

- a) greet - i) I work as.....
- b) identify - ii) I am going to talk about .....
- c) qualify - iii) My name is.....
- d) topic - iv) My presentation will last.....
- e) duration - v) Hello / Good morning.

## SECTION A - K2 (CO1)

**Answer ALL the Questions (10 x 1 = 10)**

**3. Fill in the blanks**

- a) Maintain.....with your audience.
- b) When speakers go over their allocated....., it can cause the audience unnecessary inconvenience.
- c) Some presenters managing their nerves by clicking a pen or waving the laser point around is called.....
- d) Speak to them and use their ..... to measure how they are receiving what you deliver.
- e) It is always worth remembering that it is not your job to fill silences with your .....

**4. True or False**

- a) Interpersonal communication refers to communication between two or more people.
- b) Too many pauses during a presentation help the audience.
- c) The speaker should not move or change the location of their body in the room.
- d) Using too many visuals could make a presentation less effective.
- e) Conflict takes place between or among parties who are interdependent.

## SECTION B - K3 (CO2)

**Answer any TWO of the following (2 x 10 = 20)**

5. Examine the importance of goal-setting for college students.

6. Are failures stepping to achieving success? Write your views.

7. How is teamwork essential to achieve team success?  
Explain.

8. Examine any five most effective tips freshers could follow during an on-campus interview.

### SECTION C – K4 (CO3)

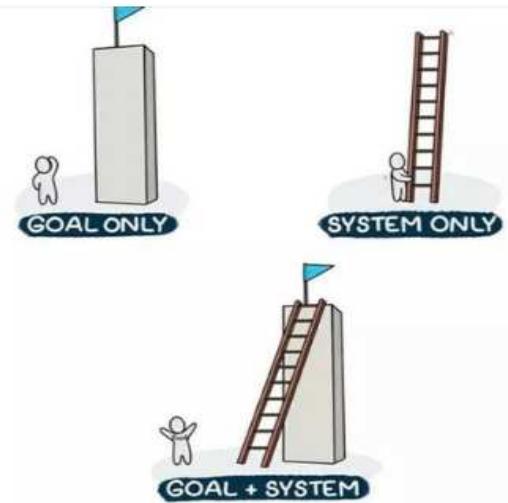
#### Answer any TWO of the following

(2 x 10 = 20)

9. Explain the role of a team leader.

10. Analyze the benefits of participating in mock interviews.

11. Look at the following image and plan what you need to do to improve your performance in academics.



12. Explain the message this meme offers to you:



### SECTION D – K5 (CO4)

#### Answer any ONE of the following

(1 x 20 = 20)

13. Recommend some effective ways to ensure the engagement of participants in a presentation.

14. Group Discussion (GD) assesses the overall personality – thoughts, feelings and behaviour - of an individual in a group. Justify.

### SECTION E – K6 (CO5)

#### Answer any ONE of the following

(1 x 20 = 20)

15. Develop an effective model that will help you make your first job interview a success.

16. Prepare a list of steps you need to take to build a strong interpersonal relationship.

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