



LOYOLA COLLEGE (AUTONOMOUS), CHENNAI – 600 034

U.G. DEGREE EXAMINATION – GENERAL ENGLISH

SECOND SEMESTER – APRIL 2024

UEL 2209 – ENGLISH FOR PROFESSIONAL SKILLS - II

Date: 08-04-2024

Dept. No.

Max. : 100 Marks

Time: 01:00 PM - 04:00 PM

SECTION A - K1 (CO1)

Answer ALL the Questions

(10 x 1 = 10)

1. Answer the following

- a) What is the Matrix method?
- b) List a few types of interviews.
- c) Explain PPT.
- d) What is kinesics?
- e) Define Plagiarism.

2. True or False

- a) Critical Reading is an active way of reading
- b) Skimming is also called reading in detail.
- c) Successful presentation need not be people - oriented
- d) Animation and sounds can create negative impact on the credibility of the text
- e) The word 'Interview' is derived from Latin.

SECTION A - K2 (CO1)

Answer ALL the Questions
10)

(10 x 1 =

3. MCQ

- a) Which among the following is NOT the characteristics of an interview?
a. Structured b. Cohesion c. Goal driven d. Controlled
- b) Which process includes reviewing, synthesizing and connecting ideas from the lecture or reading?
a. Interview b. Presentation c. Note-making d. Dissertation
- c) _____ is the study of the use of time in nonverbal communication.
a. Chronemics b. Haptics c. Vocalics d. Phonetics
- d) _____ is the first step involved in the stage of planning a presentation.
a. Analyze the audience b. Choose a suitable title c. Analyze the occasion d. Define the purpose
- e) _____ is the succinct summary of the research.
a. Introduction b. Review of Literature c. Abstract d. Title

4. Fill in the blanks

- a) Reading your favourite short stories is an example of _____ reading.
- b) The abstract must not contain _____
- c) _____ analysis is an important communication procedure to be followed during presentation.
- d) A skillful interviewer should know a great deal about the art of _____.
- e) "Why don't you tell me more?" is a _____ question.

SECTION B - K3 (CO2)

Answer any TWO of the following in 100 words each.

(2 x 10 = 20)

- 5. What are the benefits of a Digital Presentation?
- 6. Construct the strategies to handle nervousness or anxiety before and during an interview.
- 7. Explain the various features of Academic writing.
- 8. Highlight the importance of critical reading.

SECTION C – K4 (CO3)

Answer any TWO of the following in 100 words each. (2 x 10 = 20)	
9.	Classify how effectively the candidate demonstrates active listening during the interview.
10.	Analyze the importance of critical reading in today's world.
11.	Examine the barriers faced during oral presentation and strategies adopted to overcome them.
12.	Why Interview is considered an important academic skill?
SECTION D – K5 (CO4)	
Answer any ONE of the following in 250 words (1 x 20 = 20)	
13.	Evaluate the role of non-verbal communication in presentation skills
14.	Examine the purpose of 'Literature Review' and 'Discussion' in a research project.
SECTION E – K6 (CO5)	
Answer any ONE of the following in 250 words (1 x 20 = 20)	
15.	Attempt a critical reading of the following passage to make notes in a suitable format: In recent years, the pervasive influence of social media on society has raised concerns about its potential impact on mental health. While social media platforms offer connectivity and opportunities for self-expression, they also introduce a myriad of challenges, particularly for vulnerable populations such as adolescents and young adults. One significant concern is the cultivation of unrealistic standards of beauty and success perpetuated by social media influencers and celebrities. Constant exposure to carefully curated images and lifestyles can contribute to feelings of inadequacy and low self-esteem among users, leading to negative mental health outcomes such as anxiety and depression. Moreover, the phenomenon of cyberbullying has become increasingly prevalent on social media platforms, with individuals facing harassment, intimidation, and exclusion online. The anonymity afforded by the internet often emboldens perpetrators, amplifying the psychological harm inflicted on victims and exacerbating feelings of isolation and despair. Furthermore, the addictive nature of social media, characterized by endless scrolling and constant notifications, can disrupt sleep patterns and detract from real-world interactions, further compromising mental well-being. Studies have linked excessive social media use to decreased satisfaction with life and increased feelings of loneliness and social isolation. Despite these challenges, it's important to recognize that social media platforms also serve as valuable resources for education, support, and community-building. Efforts to promote digital literacy and responsible online behavior can empower users to navigate social media environments more effectively and mitigate the negative impact on mental health.
16.	How do you prepare for an interview to ensure you make a strong impression?

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