



LOYOLA COLLEGE (AUTONOMOUS), CHENNAI – 600 034

U.G. DEGREE EXAMINATION – GENERAL ENGLISH

FOURTH SEMESTER – APRIL 2024

UEL 4202 – SOFT SKILLS FOR PROFESSIONAL DEVELOPMENT

Date: 17-04-2024

Dept. No.

Max. : 100 Marks

Time: 09:00 AM - 12:00 NOON

SECTION-A

Answer ALL the questions

(10x2=20)

1. Define Soft skills.
2. Write down the importance of Time Management for one's success.
3. Define a Job Interview.
4. Highlight the importance of English for effective performance in the work place.
5. What is your understanding of Multicultural communication?
6. Define the term Negotiation.
7. What is your understanding of Effective communication.
8. Define Team Spirit.
9. Write down on the importance of E mail communication.
10. Write a short note on Goal Setting.

SECTION-B

Answer any four of the following in about 150 words each:

(4x10=40)

11. Describe the importance of soft skills to acquire success
12. Explain the manner in which you would prepare yourself for attending a Job Interview.
13. Enumerate the strategies involved in settling a conflict.
14. Explain the qualities that are essential for an effective Team Leader.
15. Highlight the strategies to be followed by a participant in a group discussion.
16. Write two paragraphs on the importance of Non-verbal communication.
17. Discuss the different types of Leadership styles.
18. Exemplify the importance of Technology for the effective functioning of an organization.

SECTION –C

Answer any two of the following in about 400 words each:

(2x 20=40)

19. Draft a Speech on the Topic 'The importance of Cultivating Reading Habit in the Youth.'
20. Write a detailed essay on the elements of communication as prescribed by Aristotle.
21. Compile a detailed essay on the importance of creativity for the growth of an organization.
22. Discuss in detail the responsibilities of a Moderator in a Group Discussion.

\$\$\$\$\$\$\$\$\$\$\$\$