

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



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

**THIRD SEMESTER – NOVEMBER 2019**

**17/18UDJ3FC01 – ICT AND SOFT SKILLS TRAINING**

Date: 31-10-2019

Dept. No.

Max. : 100 Marks

Time: 01:00-04:00

**PART- A**

**I. Answer ALL the questions**

**[10x2=20]**

1. Professional values.
2. Pessimism.
3. Destiny designing.
4. Pleasers.
5. Spiritual intelligence.
6. Loser mentality.
7. Self-management.
8. Netiquettes.
9. Soft skills.
10. Interpersonal leaders.

**PART- B**

**II. Answer any FIVE questions from the following**

**[5x8=40]**

11. Elaborate purpose and benefits of time management.
12. How could strong teams be built on motivation and communication?
13. Explain business communication.
14. State and substantiate your points on the topic social networking.
15. What are the key points to be noted before and during the interview?
16. Elaborate SMART goals and apply it to one of your professional goals.
17. Write a detailed note on subconscious mind programming principles.

**PART- C**

**III. Answer any TWO questions from the following**

**[2x20=40]**

18. Write a detailed note on intrapersonal leadership.
19. Write a detailed note on formal communication.
20. Write a detailed note on written goal setting purpose and process.

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