



LOYOLA COLLEGE (AUTONOMOUS) CHENNAI – 600 034

B.Voc. DEGREE EXAMINATION – 3D ANIMATION

THIRD SEMESTER – NOVEMBER 2024

16 / 17 / 18UAN3FC01 – ICT AND SOFT SKILLS TRAINING



Date: 25-11-2024

Dept. No.

Max. : 100 Marks

Time: 01:00 pm-04:00 pm

SECTION – A

Answer ANY FOUR of the following

4 x 10 = 40 Marks

1. What are the key qualities of effective teamwork?
2. Explain the importance of written communication etiquette in the workplace.
3. How can one develop strong presentation skills?
4. Describe the essential components of workplace professionalism.
5. List the 10 strategies for improving listening skills.
6. What are the four types of decision-making styles, and how do they impact leadership?
7. What are your thoughts on effective delegation in management?
8. Discuss the role of conflict management in a professional environment.

SECTION – B

Answer ANY THREE of the following

3 x 20 = 60 Marks

9. Analyze the significance of team collaboration in achieving organizational goals.
10. How does emotional intelligence influence workplace relationships?
11. What are the essential qualities of effective leadership?
12. How does horizontal communication function within an organization? and Why is it important?
13. What are social etiquettes and how do they influence interpersonal interactions?
14. What are idiomatic expressions? and How do they enhance language and communication?

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