



LOYOLA COLLEGE (AUTONOMOUS), CHENNAI – 600 034

U.G. DEGREE EXAMINATION – GENERAL ENGLISH

FOURTH SEMESTER – APRIL 2014

EL 4058 - ORAL COMPETENCIES FOR EMPLOYABILITY

Date : 28/03/2014
Time : 01:00-04:00

Dept. No.

Max. : 100 Marks

Answer any TEN of the following questions in about 250 words each:

(10x10=100 marks)

1. Explain the elements of communication with a diagram.
2. Discuss the seven major skills involved in public speaking.
3. How to develop the power thrust in speech using the five major techniques?
4. What are the seven major pitfalls in public speaking that one should avoid to be an effective speaker?
5. Draft a speech on the topic "To uproot all evils in our society education is the need of the hour".
6. Explain why understanding body language is important to make communication easy.
7. Illustrate how to establish an effective working relationship in a group to develop interactive skills.
8. Describe the eight important factors that matter in a Group Discussion.
9. How does Oral Communication Skills develop a student's employability? Elaborate with reasons.
10. Imagine yourself to be participant A in a Group discussion with four other members: B, C, D and E on the topic, "Today's youth are unmindful of their responsibilities due to the impact of Media". Prepare a draft with two rounds of dialogue exchanges involving all the participants.
11. Highlight the major 'skills and qualities' expected of a candidate in a Job Interview.
12. Write a model letter of application for a job with your curriculum vitae.
