



LOYOLA COLLEGE (AUTONOMOUS), CHENNAI – 600 034

U.G. DEGREE EXAMINATION – GENERAL ENGLISH

FOURTH SEMESTER – APRIL 2014

EL 4060 - ENGLISH FOR SOFT SKILLS

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

Dept. No.

Max. : 100 Marks

I. Answer any SIX of the following in about 100 words each (6 X 5 = 30)

1. Define 'Stress'.
2. State the importance of 'co-operative learning'.
3. What do you understand by the term 'Responsibility'.
4. How do you prepare for an interview? Explain.
5. Define 'emotional intelligence'.
6. What is meant by 'team work'?
7. What are the characteristics of interpersonal skills?
8. Explain the following terms 'Motivation' & 'Negotiation'.

II. Answer any FIVE of the following in about 200 words each (5 X 8 = 40)

9. Write about the five components of oral communication.
10. Compare and contrast Vertical Thinking and Lateral Thinking.
11. Explain how to make an effective presentation.
12. Write an essay on any of the Emphatic Listening.
13. Write an essay on any two different types of motivation.
14. Discuss the types of Stress.
15. Enumerate any eight tips whether Time Management can be learnt.
16. Explain seven easy steps to improve influencing Skills.

III. Answer any ONE of the following in about 300 words. (1 X 15 = 15)

17. Who or what has inspired, influenced, empowered you?
18. If you could change one aspect of our society through your work, what would it be?

IV. Read the following story and answer any THREE of the following questions:

(3 X 5 = 20)

Build it wisely

An elderly carpenter was ready to retire. He told his employer of his plans to leave the house building business and live a more leisurely life with his wife enjoying his extended family.

He would miss the paycheck, but he wanted to retire. They could get by. The contractor was sorry to see his good worker go and asked if he could build just one more house as a personal favour. The carpenter said yes, but his heart was not in his work. He resorted to shoddy workmanship and used inferior materials. It was an unfortunate way to end his career.

When the carpenter finished his work and the builder came to inspect the house, the contractor handed the front-door key to the carpenter. "This is your house," he said, "my gift to you."

19. Think of yourself as the carpenter and express your feelings and thoughts.

20. What attitudes do we need to adopt in life?

21. How do the choices we make today determine our life tomorrow?

22. Define and analyse the personality of the carpenter, and suggest the personality traits that contribute to corporate success
