

LOYOLA COLLEGE (AUTONOMOUS), CHENNAI – 600 034



B.Voc. DEGREE EXAMINATION – DIGITAL JOURNALISM

THIRD SEMESTER – APRIL 2022

16/17/18UDJ3FC01 – ICT AND SOFT SKILLS TRAINING

Date: 24-06-2022

Dept. No.

Max. : 100 Marks

Time: 01:00 PM - 04:00 PM

SECTION A

Answer ALL the Questions

(10 x 2 = 20 Marks)

Define the following

1. Team work
2. Upward communication
3. Etiquettes
4. Proverbial sayings
5. Personality development.
6. Intrapersonal skills
7. Soft skills versus hard skills
8. Attitude versus aptitude
9. Professionalism
10. Proactivity

SECTION B

Answer any FIVE of the following in 150 words

(5 x 8 = 40 Marks)

11. What are the 5 essential leadership skills?
12. Explain telephone etiquette.
13. What are the ways in which interview skills can be mastered?
14. Explain professional etiquettes.
15. Describe the 17 quick steps for better time management.
16. Define four self-development archetypes.
17. Report your views on goal setting.

SECTION C

Answer any TWO of the following in 250 words

(2 x 20 = 40 Marks)

18. Explain interpersonal skills in a professional setup.
19. Examine the importance of group discussion as an effective selection tool.
20. Interpret personality development as a balance and practice of hard skills and soft skills.

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