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



## U.G. DEGREE EXAMINATION - GENERAL ENGLISH

## SECOND SEMESTER - APRIL 2022

## 16/17/18UEL2GE04 - GENERAL ENGLISH (VOC) - II

|        | ne: 23-06-2022 Dept. No.                                                                  | Max.: 100 Marks                    |
|--------|-------------------------------------------------------------------------------------------|------------------------------------|
|        | PART – A                                                                                  | $(10 \times 2 = 20 \text{ Marks})$ |
| Q. No. | Answer ALL the questions                                                                  |                                    |
| 1      | Define 'communication'.                                                                   |                                    |
| 2      | Why is resume writing important?                                                          |                                    |
| 3      | What is a group discussion?                                                               |                                    |
| 4      | Mention any two benefits of writing emails.                                               |                                    |
| 5      | Write any two tips for online job interview.                                              |                                    |
| 6      | Write any two differences between letter writing and email writing.                       |                                    |
| 7      | How is a visual resume different from an ordinary resume?                                 |                                    |
| 8      | Write any two benefits of a mock interview.                                               |                                    |
| 9      | What is media communication?                                                              |                                    |
| 10     | What is the purpose of conducting a group interview?                                      |                                    |
|        | PART – B                                                                                  | $(5 \times 8 = 40 \text{ Marks})$  |
|        | Answer any FIVE questions                                                                 |                                    |
| 11     | What are the different types of communication?                                            |                                    |
| 12     | How is a group discussion conducted? Explain its dynamics.                                |                                    |
| 13     | Why do students need to learn business communication? Discuss.                            |                                    |
| 14     | Write about any one public speaker who has made a great impact on people.                 |                                    |
| 15     | Explain any 5 tips to design your power point presentation better.                        |                                    |
| 16     | What are the essential qualities of a good speaker?                                       |                                    |
| 17     | How important are visuals in presentation?                                                |                                    |
|        | PART – C                                                                                  | $(2 \times 20 = 40 \text{ Marks})$ |
|        | Answer any TWO questions                                                                  |                                    |
| 18     | Why do students lack confidence in an interview? Suggest ways to overcome this challenge. |                                    |
| 19     | Explain the process of communication with a diagram.                                      |                                    |
| 20     | Write your resume for a suitable post and a cover letter.                                 |                                    |
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