



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

**U.G. DEGREE EXAMINATION – GENERAL ENGLISH**

**FOURTH SEMESTER – NOVEMBER 2016**

**EL 4060 - ENGLISH FOR SOFT SKILLS**

Date: 02-11-2016  
Time: 01:00-04:00

Dept. No.

Max. : 100 Marks

**I. Answer the following questions in about 150 words each: (10\*10=100)**

1. Differentiate between 'Soft skills' and 'Hard skills.' Bring out the importance of 'Soft skills' to attain success in life.
2. Explain in detail the four main characteristics of an 'Effective Speaker.'
3. Explain in detail the different types of 'Leadership Styles.'
4. Write a short note on the importance of 'Influencing skills' in an office. Briefly write about the three types of 'Influencing Styles.'
5. Enumerate the tips to be followed to enhance your 'Presentation Skills.'
6. List down the ten characteristics of highly cohesive teams.
7. Write a short note on 'Interpersonal skills.' List out the ten ways by which you can improve your 'Social Skills.'
8. Highlight the importance of 'Negotiation' skills in an office. Explain the different communication aids related to 'Empathetic' listening.
9. Write down ten effective methods of motivating your colleagues in the workplace employing Soft skills.
10. Do you think that 'Time Management' is a soft skill? Give reasons for your answer.

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