

Reg No

Date:

**ST. JOSEPH’S COLLEGE (AUTONOMOUS), BANGALORE-27**

**BVOC DIGITAL MEDIA AND ANIMATION: IV SEMESTER**

**END SEMESTER EXAMINATION: JULY 2022**

VOA 4319: Presentation Skills

Time – 2 ½ hours Max Marks: 70

**This paper contains ONE printed page and THREE parts**

1. **Answer any FIVE questions in about 200 words each (5X6=30)**
2. What is a presentation? What is its purpose? Explain in detail the different types of presentations with their merits and demerits.
3. What is PowerPoint? What is the purpose of embedding an excel chart in a PowerPoint presentation?
4. Explain in detail the purpose of a CV.
5. What are the common pitfalls encountered while making group presentations?
6. What is public speaking? What are the features of public speaking?
7. What makes a successful presentation at academic gatherings?
8. What are the points one should keep in mind while preparing slides for a presentation?
9. **Answer any TWO questions in about 250 words each: (2X10=20)**
10. Explain in detail the role of a speaker in Aristotle’s model of communication.
11. What are transitions? Explain in detail the most common transitions used to make the presentation attractive?
12. “An effective presentation passes through three stages: Planning, Preparing and Performing”- Illustrate and explain.
13. What are visual aids in a presentation? Explain in detail the effective use of audio-visual aids in an oral presentation.

**III. Answer any ONE question in about 450 words each. (1X20=20)**

1. You are Ritu/Rohan staying at Kutty Kunj, 93, Wisheswar Marg, Bangalore-. You have come across an advertisement in “The Hindu” for a Graphic Designer by Shivam software. Apply as response to this advertisement. Prepare your resume with the cover letter. Invent all necessary details in the resume.
2. What are the different types of job interviews? Explain in detail the three stages of the interview process.

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