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Eng.

No. of Printed Pages : 1

SARDAR PATEL UNIVERSITY

MARCH - APRIL : 2016 EXAMINATION, B.COM. SEMESTER : VI

SATURDAY, 02/04/2016

MORNING SESSION TIME : 10.30 AM TO 12.30 AM

SUBJECT CODE : UB06SCOM05

SOFT SKILLS - II

TOTAL MARKS : 60

Q-1 (A) What is Dictionary? How Dictionary can be used? [08]

Q-1 (B) How would you Read fast and better? [07]

OR

Q-1 Discuss the importance of good vocabulary and also describe different methods for increasing vocabulary power. [15]

Q-2 Discuss good presentation skill. [15]

OR

Q-2 (A) "Effective writing is an art." – discuss. [05]

Q-2 (B) Discuss methods of better writing and spoken skills. [10]

Q-3 Discuss why 'Note Making' is important? Describe some techniques for effective note taking. [15]

OR

Q-3 What is mean by memorization? Explain how memorization can be made more effective. Also discuss the barriers of better memorization. [15]

Q-4 (A) What is difference between career and job? [05]

Q-4 (B) Clarify the meaning of mentoring and networking. Explain its importance. [10]

OR

Q-4 (A) How to write a good and effective resume? [07]

Q-4 (B) How to write covering letter? And prepare Performa. [08]

All the Best