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No of Printed Pages:03

## SARDAR PATEL UNIVERSITY

### M A(ELT) Semester IV Examination

Saturday, Date 9/04/2016, Time :2.30 p.m to 5.30 p.m

Subject: PA04SELT03- Interview Skills, Critical Thinking and Problem Solving Skills

Total Weightage/Marks: 70

**Instructions:** *Answers of all the questions (including multiple choice questions) should be written in the provided answer book only.*

Q.1. Choose the correct option.

(10 marks)

1. Cognition is the mental process of acquiring \_\_\_\_\_ through thought, experience , and the senses.

a. knowledge   b. information   c. discernment

2. Comprehension is the ability to grasp something mentally and the capacity to \_\_\_\_\_ ideas and facts.

a. realize      b. value      c. understand

3. Declarative knowledge is \_\_\_\_\_ skill.

a. a learning-to-learn   b. a content thinking   c. a basic reasoning.

4. Critical thinking is a concept that came to light in the mid-\_\_\_\_\_ century.

a. 19<sup>th</sup>   b. 20<sup>th</sup>   c. 18<sup>th</sup>

5. Job interviews should be a process of \_\_\_\_\_ communication.

a. one-way

b. two-way

c. three-way

6. In group discussion group members cannot receive and respond to respectful but honest and constructive feedback.

a. true b. false

7. A resume should not include \_\_\_\_\_.

a. personal information

b. educational qualification

c. eating habits

8. If you don't understand a question in an interview, \_\_\_\_\_ for clarification.

a. ask

b. do not ask

c. wait

9. In a group discussion one should not be a/an \_\_\_\_\_ participant.

a. positive

b. passive

c. active

10. Elaboration is \_\_\_\_\_ skill.

a. a learning -to-learn      b. a content thinking      c. a basic reasoning

Q.2 a What are the basics things one should keep in mind while facing an interview. Give examples to support your answer. (15 marks)

OR

Q.2b Write a detailed note on how to make an effective presentation. Give examples wherever necessary.

Q.3 Write short notes on any two of the following: (15 marks)

1. Resume

2. Group discussions

3. Do's and Don'ts of facing an interview

Q.4.a Write a note on 'problem solving skills'. Show how these skills are useful in your life.

(15 marks)

OR

Q.4. b Write a essay on 'Teaching Critical Thinking' on the basis of article by Robert Todd Carroll.

Q. 5. a Write short notes on 'Time Management' and 'Assertiveness'.

OR

Q.5.b. Write short notes on the following:

- a. The concept of 'critical thinking'
- b. Show how thinking is a complex process, explaining it with examples.

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