

**PARUL UNIVERSITY**  
**FACULTY OF LIBRARY AND INFORMATION SCIENCE**  
**B.Lib.I.Sc., Summer 2017 – 18 Examination**

Semester: 2

Date: 21/05/2018

Subject Code: 13193151

Time: 10:30am to 1:00pm

Subject Name: Soft Skills (Communication Skill)

Total Marks: 60

**Instructions:**

1. All questions are compulsory.
2. Figures to the right indicate full marks.
3. Make suitable assumptions wherever necessary.
4. Start new question on new page.

**Q.1 Do as Directed.****A) Fill in the blanks with appropriate verb form. (½ Mark Each ) (04)**

1. When I reached the station, the train \_\_\_\_\_ already \_\_\_\_\_. (leave)
2. Normally I catch bus to reach college but today I \_\_\_\_\_ by car. (go)
3. Mahesh \_\_\_\_\_ for the train since 5 O'clock. (wait)
4. This \_\_\_\_\_ an easy contest so far (be).
5. Sh! someone \_\_\_\_\_ to our interaction! (listen)
6. When Mahesh first saw Suresh, he \_\_\_\_\_ to my father. ( to talk )
7. When I left the office, it \_\_\_\_\_ already. (rain)
8. She was tired yesterday because she \_\_\_\_\_ not \_\_\_\_\_ well the night before (sleep).

**B) Give answer in one line.(1 Mark Each) (04)**

1. What is the full form CC?
2. Give example of Salutation.
3. Columbus discovered America. (Turn this in to passive)
4. People admire a courageous person.

**C) Write paragraph on the given topics in 100 words. (08)**

- (a) Global Warming (cause and effect technique)
- (b) Your college library (descriptive technique)

**Q.2 Do as Directed.****A) Develop conversation on the situation given below. (06)**

1. A passenger asks for his fellow passenger's permission to open the window of the train compartment because it is rather stuffy. The fellow passenger does not agree, saying that he has a cold.
2. You and your family have planned to visit North India for nearly a month. A neighbour asks you: "How many days are you spending in Shimla?"

**B) As you have to attend your brother's marriage on 25<sup>th</sup> July, Write an email to your class teacher to request to grant 7 days leave. (04)****C) Answer the following questions. (any two) (06)**

1. How can we make our paragraph cohesive?
2. Role of posture in presentation.
3. Make list of elements of letter writing.

**Q.3 Answer the following questions.****A) Gujarat Board has introduced new supplementary book for STD 9 and you want that in your school library. On behalf of school librarian write a letter to PQRS Book Store, Deri Den Circle, Station Road, Vadodara to inquire about the availability and price of the book. (Block Format) (05)****B) Recently your college has celebrated "A Library Day". Write a report on it in 150 words. (07)****Q.4 Answer the following questions.****A) In the Times of India, there was an advertisement regarding chief librarian post in the ABC university. So apply for the post and prepare a resume. (08)****B) Develop model presentation on "Global Warming". Prepare layout of four slides with not more than five bullet points in each. Follow norms of effective presentation skill to develop presentation. (08)**