

[131]
E+G

SEAT No. _____

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SARDAR PATEL UNIVERSITY
M. Com. (CBCS) (Semester – IV)
 Monday, 2nd April 2018
 2.00PM to 5.00PM

COURSE TITLE: CAREER PLANNING**CODE NO. : PB04SCOM01****Notes:**

1. Right side of figures indicates full marks of Question.
2. Answer to the Two Sections should be written Separately in the same Answer Book

SECTION I		
Q-1	As a student of Master of Commerce from Sardar Patel University, you want to do job after your Studies. Discuss what strategies you will adopt to search a good job?	(17)
OR		
Q-1	[A] What are Values? List out values, what are your personal Values? Why it is important to know your core values?	(09)
	[B] Write your own Eulogy in 100 words.	(08)
Q-2	Distinguish between CV, Resume and Bio-data and also Write note on :Resume Critique Checklist	(18)
OR		
Q-2	Write note on [A] Digital resume and email cover message	(09)
	[B] Follow up and ending in the application	(09)

SECTION II		
Q-3	What is interview? What will be your prior preparation for an interview? Also write note on facing the an interview board.	(17)
OR		
Q-3	Write note on 'body sports for interviews' and 'Anticipating questions and your answers' of your interviews.	(17)
Q-4	Discuss "Do and Don'ts" of Group discussion and 'Qualities looked in Group Discussion' in detail.	(18)
OR		
Q-4	What is Group Discussion? Discuss the types of GD. Offer your suggestions to your friend who is preparing for group discussion.	(18)

(PTO)