

Seat No.: _____

No. of Printed Pages: 01

[42/A-10]

SARDAR PATEL UNIVERSITY

M. Com. (CBCS) (Semester-IV)

Tuesday, 25th October, 2016

02.00 P.M. TO 05.00 P.M.

COURSE TITLE: Career Planning

CODE NO.: PB04SCOM01

Total Marks: 70

Note: Figures to the right indicate full marks of the questions.

Section I

- Q-1 What are the strategies in the job search process? Describe in detail building network of contacts. [17]

OR

- Q-1 How would you establish and encapsulate values? – Discuss in detail. [17]
Q-2 Differentiate among CV, Resume and Bio-Data and discuss in detail Email Cover Message. [18]

OR

- Q-2 Describe Resume Critique Checklist and explain Digital Resume in detail. [18]

Section II

- Q-3 Describe in detail Investigating Company and Making Good Appearance. [17]

OR

- Q-3 Discuss Body Sport for Interview in detail. [17]
Q-4 What do you mean by Group Discussion? Describe in detail qualities looked for in Group Discussion. [18]

OR

- Q-4 How would you prepare for Group Discussion? Describe strategies for Group Discussion in detail. [18]

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