

Roll No. _____

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PG2S-146-B-22
M.L.I.Sc. II Semester Degree Examination
LIBRARY AND INFORMATION SCIENCE
Soft Skills
Paper : OE 2.1

Time : 3 Hours

Maximum Marks : 80

Instructions to Candidates:

1. *There are Five questions.*
2. *All the Questions is compulsory.*

1. a) What you understand by reading? Explain the types of reading. (16)
(OR)
b) Discuss the communication skills required for a successful Library Professional.
2. a) Write a detailed note on use of audiovisual aid. (16)
(OR)
b) Explain the methods of communication.
3. a) What is soft skills? Explain the process of communication. (2×8=16)
b) What are the characteristics of good writing?
(OR)
c) Write an essay on dealing with stress.
d) Write a note on Listening Skills.
4. a) Write a note on effective Resource Sharing. (2×8=16)
b) Write an essay on Time management principles.
(OR)
c) Explain how Audio- Visual Aids helps you in your presentation?
d) What is different between formal and informal communication.

5. Write short notes on :

(4×4=16)

- a) Time loss.
- b) Body Language.
- c) Verbal Communication.
- d) Visual Communication.

(OR)

- e) Stages in effective writing.
 - f) Language Skills.
 - g) Internet
 - h) What is speaking?
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PG2S-144-B-22
M.L.I.Sc. II Semester (CBCS & CAGP) Degree Examination
LIBRARY AND INFORMATION SCIENCE
INFORMATION RETRIEVAL : LIBRARY CATALOGIUNG (T)
Paper : HC - 2.3

Time : 3 Hours

Maximum Marks : 80

Instructions To Candidates :

There are FIVE questions. All questions are compulsory.

1. a) Discuss the objectives and need of catalogue in Library. (16)
(OR)
b) Enumerate the different Inner forms of library catalogue and discuss their merits and demerits.
2. a) Trace the historical development of the catalogue codes since A. Panzzi. (16)
(OR)
b) Write an essay on AACR-2
3. a) Write a note on formats of catalogue entries. (2×8=16)
b) Discuss the choice and rendering personal names according to CCC 6th Edition.
(OR)
c) Write a brief note on cataloguing of electronic publications.
d) Write a note on Subject Heading.
4. a) State and explain the purposes of library catalogue. (2×8=16)
b) Write a note on ISO 2709.
(OR)
c) Explain the parts of Added entry according to AACR2.
d) Discuss the merits and demerits of centralized cataloguing.

5. Write short notes on the following:

(2×8=16)

- a) Rules of Dictionary catalogue.
- b) ISSN
- c) Rendering of Corporate names.
- d) RDF

(OR)

- e) Filing of entries
- f) Kinds of entries
- g) Cataloguing in publication
- h) MARC