



ALLAMA IQBAL OPEN UNIVERSITY
Semester Terminal Exam Autumn 2020

Program /level:	BS/Graduation	Maximum Marks	100
Title /Course Code	Soft Skills (Personality Development) (9201)	Pass marks	50

Instructions for Exams:

1. Attempt All Questions.
2. Write answers in your own words and avoid copying from an internet source or any book.
3. Be precise, avoid unnecessary details, answer to each question must be between 600-800 words.
4. Students are advised to upload their answer sheets/solutions on LMS portal as soon as they complete their answers and not to wait for 8:30 PM.
5. Submissions after due date & time will not be entertained. Attach undertaking with each course code which were allowed to attempt in Urdu.
6. If plagiarism found, Student may be declared fail.

Q. No.	Questions	Marks
1	Discuss how to improve time management skills of library professionals. Do you think time management is critically important for a university reference librarian? Explain with two examples.	33
2	Verbal and nonverbal communications are two of the types of communication. Describe how both types of communication are important in library environment. Also, explain how social media technologies could be used to improve verbal and nonverbal communication. Strengthen your arguments with examples of two social media technologies for each type of communication.	33
3	Why should we concentrate to develop the personality of a BS-LIS student in Pakistan keeping in view the global competitive market? Discuss which elements of personality development are important for BS-LIS students in order to further their career as librarian in Pakistani context.	34