

### ASSESSMENT # 2

Total Marks: 30

Answer the following questions:

**Q: 1:** Short Questions. (15)

- I. What is the difference between a primary and a secondary source?
- II. Why is it important to evaluate all sources? and how is this done?
- III. What are the four popular styles of documentation.
- IV. How would you write an outline for a draft?
- V. What is the importance of internet for research work.

**Q:2:** Outline some important points to remember when reviewing presentation. (7)

**Q:3:** Write a note on “The Dewey Decimal System”. (8)