

**ASSESSMENT # 4****Total Marks: 30**

**Answer the following questions:**

- Q: 1:** Outline some key tips for improving memory. (7)
- Q: 2:** Describe GO-PARSE model for effective reading. (8)
- Q: 3:** Outline some important points to remember when reviewing presentation. (7)
- Q: 4:** Write a note on “The Dewey Decimal System”. (8)