

SA - 531

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B.B.A. (Part - III) (Semester - V) Examination, May - 2018

FOUNDATION OF HUMAN SKILLS (Paper - I)

Sub. Code : 43956

Day and Date : Wednesday, 02 - 05 - 2018

Total Marks : 40

Time : 03.00 p.m. to 05.00 p.m.

Instructions :

- 1) All questions are compulsory.
- 2) Figures to the right indicate full marks.

Q1) What is human skills? Explain different types of human skills. **[14]**

OR

Define learning. Explain the different ways through which learning takes place.

Q2) Write short answers (any two) **[16]**

- a) What are basic abilities? Explain the use of the basic abilities in organizational life.
- b) What is journey of self-discovery? How the strength and weakness can be analysed?
- c) What is an attitude? Explain an attitude formation process.
- d) What is communication and explain the characteristics of communication?

Q3) Write short notes (any two) **[10]**

- a) Johari window
- b) Principles of learning
- c) Importance of values.
- d) Prepare a specimen of resume.

