

Seat No.	
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BBA (Part - III) (Semester - V) Examination, Nov. - 2013**FOUNDATION OF HUMAN SKILLS****Sub. Code : 43956****Day and Date : Friday, 22- 11 - 2013****Total Marks : 40****Time : 3.00 p.m. to 5.00 p.m.**

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

Q1) What do you mean by Values? Explain five universal values in details? [14]

OR

Discuss the concept of Human skills? And explain its type.

Q2) Write short answers (any two) : [2 × 8 = 16]

- a) Explain understanding self and others through Johari window.
- b) Explain attitude & attitude formation process.
- c) Define communication and explain four functions of communication.
- d) Define learning? Explain learning through experience and observation.

Q3) Write short notes (any two) : [2 × 5 = 10]

- a) Written communication
- b) Use of basic abilities in organisational life.
- c) Importance of values.
- d) Strength and weakness.

