

Seat No.	
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**B.B.A. (Part - III) (Semester - V) Examination, October - 2017
FOUNDATION OF HUMAN SKILLS (Paper - I)**

Sub. Code : 43956

Day and Date : Saturday, 28 - 10 - 2017

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 various types of human skills. [14]

OR

Explain the importance of values in life. Describe the five Universal values.

Q2) Write short answers (Any Two): [16]

- a) **What are basic abilities? Explain the use of the basic abilities in organizational life.**
- b) **What are the quadrants of Johari Window?**
- c) **What is an Attitude? Explain an Attitude formation process.**
- d) **What is communication and explain the characteristics of communication?**

P.T.O.

Q3) Write short notes (Any Two):

- a) Goal setting to overcome weaknesses.
- b) Principles of learning.
- c) Importance of Human Skills.
- d) Prepare a specimen of Resume.

