

**Bharati Vidyapeeth**  
**(Deemed to be University), Pune**

**School of Distance**  
**Education**

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<b>Course:</b>	<b>BCA</b>	<b>Class:</b>	<b>BCA</b>	<b>Semester:</b>	<b>I</b>
<b>Subject:</b>	<b>Career &amp; Life Skill</b>				

**Attempt any 4 of the following (1000 words)**

- 1) Define Life Management? Explain its Scope & application?
- 2) How you can Improve your thinking skills and study skills. Describe briefly?
- 3) Define Stress? How you can handle stress in professional life?
- 4) How can you improve your eating habits?
- 5) How would you describe good/effective communication?
- 6) How important is listening in communication?

**Write Short Notes (Any 4)**

- 1) Physical dimensions of health
- 2) Personal values and goals
- 3) Effective Speaking
- 4) Emotions
- 5) Describe any 5 healthy habits