

### Unit 1 -\_1.3.I myself enquire information regarding me

1) What are the good qualities that a good person should have ?

- Kindness
- Selflessness
- Patience
- Simple way of living
- Discipline

2) What are the methodologies that can be utilized for the development of the abilities and talents that individuals possess ?

- One's own life experience
- Life experiences others possess
- From within the family or through social groups one represents

3) What are the weaknesses that a person should have ?

- Impatience
- Selfishness
- Aggressiveness
- Harassing others

4) Write the actions you would take to minimize one's weaknesses ?

- Identification of own weaknesses
- Be humble enough to accept one's weaknesses when others point them out to you.
- Determine to minimize one's weaknesses as much as possible.

## Unit 1- 1.4 Let us work to a plan

5) What is the meant by Planning ?

- Planning is the implementation of segments of tasks within a time-frame in order to carry out the task more effectively.

6) What are the advantages of proper planning and organization?

- Realize objectives
- Save time
- Facilitate task
- Minimize problems
- Reduce mental stress