

# Student Workbook Index

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Acknowledgements	02
Welcome Page	04
Content Index	05
How to Use this Student Workbook	07
Why Do You Need Employability Skills?	09
Best Wishes to the 21st Century Learner	10



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### Request for feedback

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How do you like this Student Workbook? What was your experience of reading it? How can we improve this Student Workbook?

Your views and opinions are very important to us. Please share your valuable feedback.

Please write to: [esfeedback@nimi.co.in](mailto:esfeedback@nimi.co.in)

# Welcome Page

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Dear Learner,

Welcome to the Employability Skills Student Workbook .

This workbook has been designed to help you understand:

1. What are Employability Skills?
2. How to learn Employability Skills.
3. How to use these skills to excel in the world of work.

In this book, you will learn many new and interesting topics which will help you get ready for employment. You will build knowledge and skills for developing your career path. The concepts are explained in simple language, along with examples and activities.

8VH WKL V ZRUNERRN DV D JXLGH DQG D UHuHFWLRQ MRXUQDO WR VKDUH \ book can help you become a self-learner and make you ready for your career!

All the best.  
Happy learning!



# Content Index

02'8/( Å _ (6	<p><b>Introduction to Employability Skills</b></p> <p>1.1 Importance of Employability Skills</p> <p>1.2 Learning Employability Skills Online</p> <p>1.3 Explore the Future of Work</p>	<p>No.of Hours</p> <p><b>3 Hrs</b></p>	<p>Page No.</p> <p><b>11 - 23</b></p>
02'8/( Å _ &9	<p><b>Constitutional Values: Citizenship</b></p> <p>2.1 My Values and Ethics</p> <p>2.2 Our Constitution: Guiding Principles</p> <p>2.3 Protecting Our Environment</p>	<p>No.of Hours</p> <p><b>3 Hrs</b></p>	<p>Page No.</p> <p><b>24 - 35</b></p>
02'8/( Å _ %	<p><b>Becoming a Professional in the 21<sup>st</sup> Century</b></p> <p>3.1 21<sup>st</sup> Century Employability Skills</p> <p>3.2 Know Yourself</p> <p>3.3 Behaviour and Attitude</p> <p>3.4 Critical Thinking and Decision-Making</p> <p>3.5 Time-Management in the Workplace</p> <p>3.6 Problem-Solving</p>	<p>No.of Hours</p> <p><b>6 Hrs</b></p>	<p>Page No.</p> <p><b>36 - 58</b></p>
02'8/( Å _ % (	<p><b>Basic English Skills</b></p> <p>4.1 Motivation to Learn English</p> <p>4.2 Naming Words</p> <p>4.3 Naming Words: Singular and Plural</p> <p>4.4 Pronouns</p> <p>4.5 Action Words</p> <p>4.6 Describing Words, Objects, Surroundings b b b b b D Q G 3 U R F H V V H V</p> <p>4.7 Introduction to Punctuation</p> <p>4.8 Kinds of Sentences: Introduction</p> <p>4.9 Writing Simple Sentences</p>	<p>No.of Hours</p> <p><b>20 Hrs</b></p>	<p>Page No.</p> <p><b>59 - 123</b></p>

**Communication Skills**

No.of Hours

Page No.

5.1 Importance of Communication

**10 Hrs****124 - 158**

5.2 Verbal Communication: Speaking

5.3 Verbal Communication: Writing

5.4 Non-Verbal Communication

5.5 3 UDFWLF LQJ ( s HFWLYH &amp; RPPXQLFDWLRQ

5.6 Workplace Communication: Introduction

5.7 ( s HFWLYH 7HDP :RUN

5.8 0DQDJLQJ &amp; RQuLFWV

5.9 Handling Criticism

5.10 Assessing Your Communication Ability

**Essential Digital Skills**

No.of Hours

Page No.

6.1 Introduction to Digital Skills

**10 Hrs****159 - 228**

6.2 Basics of Computers

6.3 Exploring a Computer

6.4 Exploring Windows Operating System

6.5 Creating and Saving Files

6.6 Basics of MS Word

6.7 Creating Documents on MS Word

6.8 Basics of MS Excel

6.9 Simple Functions on MS Excel

6.10 Introduction to Digital Skills

6.11 Using Search Engines

6.12 Searching for the Right Information Online

6.13 Social Media

6.14 Social Media for Professional Development

6.15 Internet Safety

6.16 Communication Using Email

6.17 Introduction to Mobile Applications

6.18 Internet of Things (IoT)

6.16 Using Online Meeting Tools for Interviews

6.20 Exploring Popular Sites for Learning

b b b b b b b b D Q G &amp; D U H H U \* U R Z W K

# How To Use This Student Workbook

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“If four things are followed – having a great aim, acquiring knowledge, hard work, and perseverance – then anything can be achieved.”

– A.P.J. Abdul Kalam

Dear Learner,

This workbook was created keeping you in mind. It aims to support you with everything you may need to achieve success in your life and career.

This book will help you:

1. Learn new skills
  - Become aware of new concepts
  - Develop 21st century skills
  - Discover a career mindset
2. Write down your experiences
  - 5 H u H F W R Q \ R X U O H D U Q L Q J
  - By writing down your experiences
  - Through activities
  - By learning with your peers
3. Share your learnings
  - Have discussions with your trainer
  - Explore deeper learning with your family and peers
  - Share your learnings through online platforms

Here are some tips to learn better:

1. Every lesson has space for you to think and write. Write in your own words, using simple English or whichever language you are comfortable with.
2. Every lesson consists of colorful images and illustrations. This is to make the lesson interesting and will help you learn better.
3. There are peer-learning and self-learning activities in each lesson. Do make use of them to share your learnings.
4. Each lesson has a similar structure. Refer to the sample lesson on the next page.

Sample lesson:

**Name of the Lesson** \_\_\_\_\_

In this lesson you will learn:

- \_\_\_\_\_
- \_\_\_\_\_

Thinking Box

Let's learn about \_\_\_\_\_

Let's learn \_\_\_\_\_

Activity Time!

What I learnt today:

Put a ✓ if you know this topic well.

- 
- 
- 

This is the name of the topic. For example, 'Naming Words'.

This explains the subtopics which needs to be covered in the classroom session.

'Thinking Box' helps you \_\_\_\_\_ already know about this topic.

You will be introduced to a new concept/topic here. This \_\_\_\_\_

You will further learn about a new concept or another concept is introduced. This covers the second learning objective.

This section has interesting classroom activities which will help you apply what you have learnt. Do these activities with your peers.

This section helps you recall the key learnings from the lesson.

<RX FDQ OHDUQ LQ RwlQH PRGH WKURXJK WKL V ZRUNERRN \$QG RQOLQH PRGH

We hope that you will always be a 'learner' and keep up with the trends. Do your best to continue  
 XSJUDGLQJ \RXU VNLOOV VR WKDW \RX FDQ tQG VXFFHVV LQ \RXU FKRVHQ tHO

# Why Do You Need Employability Skills?

/HW XV tUVW RI DOO XQGHU SKILL DQG WKH PHDQLQJ RI

Skill is the ability to do something well. If you practice regularly, you can become skillful. For example, driving skills. We learn the technique of driving, and with practice we can become good drivers.

	1. Decide what skills you wish to learn.
	2. Set a goal.
	3. Search ways that can help you in b b b b b O H D U Q L Q J W K H V N L O O
	4. Practice regularly.

Today, the most important skills are soft skills. Soft skills refer to the ability to communicate and work with the team, or hard skills with a focus on technology. These are the skills that are in high demand and can make you a successful candidate when seeking a job or a promotion.

Employability is a combination of skills and traits required for almost every job. These are common skills that make one desirable for an organisation. Recruiting managers or employers are most likely looking for people with these skills.

These days, employers don't only hire 'workers'. They are looking for people who can contribute to the  
R U J D Q L V D W L R Q D Q G F D Q J U R Z W R E H F R P H O H D G H U V L Q W K H L U t H O G

They want people who can:

- Talk well (communication skills).
- Listen well (follow instructions properly).
- Respect and get along with colleagues (interpersonal skills).
- Take responsibility and initiative (leadership skills).
- Apply knowledge to solve problems (critical thinking).
- Keep up with new trends (upskill).

Through these lessons, we hope that you will be able to develop your personality, improve your attitude, and become a person who is highly employable and can achieve great success in any organisation!

# Best Wishes to the 21<sup>st</sup> Century Learner

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Dear Learner,

Thank you for undertaking this learning journey!

We wish you the best as you become a self-learner and join the workforce, equipped with 21<sup>st</sup> century skills.

Through the Employability Skills curriculum, we hope you are able to:

- Experience joyful learning
- Be a respectful and responsible citizen of India
- Practice inclusive and compassionate values
- 3ODQ \RXU FDUHHU DQG OLIH HsHFWLYHO\
- Become a self-learner
- Get ready to be the future workforce of the country

All the very best!



, P S R U W D Q F H R I b b  
 b b b b ( P S O R \ D E L O L W \ 6 N L

In this lesson you will learn :

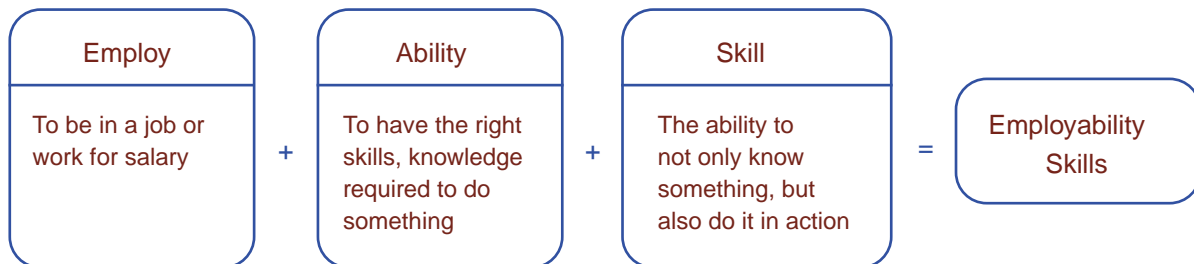
1. What are employability skills
2. Importance of employability skills
3. How to become a self-learner with growth mindset

You'll see many people around you who are in a job or business (parents, siblings (brother/sister), friends or teachers). Tick on qualities you think that helps them in their job or business.

Thinking Box

- |   |   |
|---|---|
| <input type="checkbox"/> Good communication skills.   | <input type="checkbox"/> Problem-solving skills |
| <input type="checkbox"/> Good typing skills.          | <input type="checkbox"/> Quick-learner          |
| <input type="checkbox"/> Good cooking skills.         | <input type="checkbox"/> Fighting skills        |
| <input type="checkbox"/> Good English writing skills. | <input type="checkbox"/> Teamwork               |

Let's learn about Employability Skills



Employ: 7R EH JLYHQ D MRE E\ DQ HPSOR\HU RU WR KDYH RQH V RZQ EXVLQHVV \$ ZKHQ WKH\ JHW SDLG IRU bWKHLU ZRUN RQ D UHJXODU EDVLV

Ability: To have the skills to perform a task well.

Skills: The ability to do something well.

Therefore, employability skills are a set of many skills which we need to be successfully employed.

Employability skills not only help in our work life, but also help us lead a better life. For example, learning tQDQFLDO VNLOOV ZLOO KHOS \RX PDQDJH \RXU PRQH\ IRU SHUVRQDO needs also.

In this book you are going to learn about many skills that help you in the short term and long term for work & personal life.



Q1: You have started a business of a car repair shop. Now you want to hire a full time employee to support you. You have received a number of resumes for interviews.

What skills set would you look for in an employee? Check the boxes.

- , G H Q W L t H V S U R E O H P V Z L W K F D U  Repairing and replacing defective parts of cars
- Manages their house well  Good communication skills
- Use computers to make bills for the customers  Honesty and dedication towards the work

Q2: Sakina works in sales. She needs to call customers to share information about the latest products. She needs to be clear about what to say. What skills will help Sakina?

- Digital literacy  Money management skills
- Good communication skills  Time management skills

## Let's learn about the importance of Employability Skills

In today's competitive job market, it's important to be unique. To get a good job & grow in our career we need two types of skills:

1. Technical Skills (Ex: Stitching, Carpentry, IT, Plumbing etc)
2. Employability Skills (Soft skills which will help you use your technical skills well & have a successful career)

Employability Skills can help you:

- Know how to behave in a professional environment
- How to work with a team
- Identify and solve problems
- Communicate well at work
- Gain digital literacy
- Find a meaningful career path
- Get hired for a job
- Learn how to use digital technology comfortably
- 6 S H D N ( Q J O L V K F R Q t G H Q W O \
- % H F R Q t G H Q W D V D S H U V R Q
- Present yourself well in the workplace

/ R W V R I H P S O R \ H U V Z L O O t Q D O K L U L Q J G H F L V L R Q V E D V H G R Q K R Z Z H O O F D



Make a group of 5 people. Form an imaginary company (companies can be of any sector, like Retail, Information Technology, Manufacturing, Financial Service, Hospitality etc). List down the top 10 skills that you would like your employees to have.

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## Let's learn about how to become a self-learner with a growth mindset

6HOI OHDUQLQJ LV VRPHWKLQJ ZH KDYH EHHQ GRLQJ DOO RXU OLIH ,W LV OHD think we need teachers or elders to teach us something new. But, we can learn by ourselves also. We don't always need a school, classroom or a teacher to teach.

Self learning happens when you take responsibility for your own learning. It is a process in which you decide to learn a new thing in your own way. For example, as a self learner you get to decide the following:

- What to learn?
- Why to learn?
- How to learn?
- When to learn?
- How fast to learn?
- How do I test myself?

A self-learner is the one who:

- Believes they can learn
- Is curious
- Takes initiatives
- Explore independently
- Accept responsibility
- Manages time
- In order to be a successful self-learner you need one important thing - a growth mindset.

What is the Growth Mindset?

\$ JURZWK PLQGVHW LV WKH RSSRVLWH RI D t[HG PLQGVHW \$ SHUVRQ ZLWK D JURZ FKDQJH DQG OHDUQ \$ SHUVRQ ZLWK D t[HG PLQGVHW LV ULJLG WKH\ FD ideas to make them better.

To be a self learner, one needs to have a growth mindset. Because, when we learn something by ourselves we may make many mistakes, we may fail a few times also. Learning to keep on trying and not giving up till we succeed is what really helps us grow in life.

### Growth mindset



- I can do this
- Mistakes are normal
- I will learn from my mistakes
- I will try again
- I will work hard
- I can learn new things
- I am happy to change
- I am happy to accept if I am wrong

### Fixed mindset



- I cannot do this
- Mistakes are unacceptable
- Mistakes are equal to failure
- If I fail once, I will always fail
- I cannot work hard
- I cannot learn new things
- I do not like to change
- I cannot be wrong

## Activity Time!

Which mindset do you think you have?

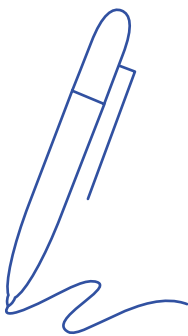
'R WKH DFWLYLW\ EHORZ WR tQG RXW

Table 1	Table 2
<ul style="list-style-type: none"> <li><input type="checkbox"/> I'm a curious person. I google about many things that I want to know.</li> <li><input type="checkbox"/> I believe that by practice, I can improve myself.</li> <li><input type="checkbox"/> I believe that failures are learning.</li> <li><input type="checkbox"/> I accept challenges.</li> <li><input type="checkbox"/> When I see others succeed, it inspires me.</li> <li><input type="checkbox"/> I believe that feedback is an opportunity to learn.</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> I should not waste my HsRUWV LQ OHDUQLQJ QHZ things.</li> <li><input type="checkbox"/> I believe that most skills are god gifted and it can't be learned over time.</li> <li><input type="checkbox"/> I should not try anything new which can lead me to fail.</li> <li><input type="checkbox"/> I feel threatened by others' success.</li> <li><input type="checkbox"/> I should not take feedback from anyone.</li> </ul>

If you selected most of the activities in Table 1, you may have a Growth mindset.

If you selected most of the activities in Table 2, you may have a Fixed mindset.

, W LV WLPH IRU \RX WR UHuHFW RQ WKH DERYH H[HUFLVH \RX GLG IRU \



### What I learnt today:

Put a ✓ if you know this topic well.

1. Employability skills are a set of many skills which we need to be successfully employed.
2. /RWV RI HPSOR\HUV ZLOO PDNH tQDO KLULC GHFLVLRQV E on what other skills candidates can bring to the job apart from their technical trade based skills.
3. Having self-learning skills help you achieve lifelong learning and opportunities to grow in your career.
4. Growth mindset is important to be a self learner.

/H D U Q L Q J ( P S O R \ D E L C  
b b b b 6 N L O O V 2 Q O L Q H

In this lesson you will learn :

1. What is e-learning?
2. 7KH EHQHtWV RI H OHDUQLQJ
3. How to log into e-learning portals for Employability Skills

:KDW GR \RX NQRZ DERXW RQOLQH OHDUQLQJ

Thinking  
Box

EHQHt

### Let's learn what is e-learning

The COVID-19 pandemic has changed how learning takes place all over the world. Many learners, like yourself, started learning online through online

FODVVHV <RX7XEH YLGHRV GLsHUH

Online learning or e-learning is education or learning received online, via digital devices such as:

- Computers
- Tablets
- Smartphones
- Any other devices that can be connected to the internet



7KURXJK H OHDUQLQJ \RX FDQ XVH HGXFDWLRQDO PDWHULDQV DW DQ\ WLPH D

You can go beyond the limits of traditional books and classrooms, and learn through many sources. You may use formats like e-books, PDFs, audio, video, online lectures etc. You can learn trade skills as well as Employability Skills.



What are the top three things you want to learn online?

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

## Let's learn DERXW EHQHtWV RI H OHDUQLQJ

E-learning is not only for your college or education which can help you do your job well. This can be a continuous process, throughout your career. In fact, if you keep improving your skills, your career growth is better.

Let's have a look at how e-learning can help you gain employability in the 21st Century:

- Practice and learn digital skills
- Develop in-demand job skills
- Explore new career pathways
- Get new skills at a lower cost
- Access to latest content
- Learn what you are interested in
- Career growth



E-learning is changing the job market for employees all over the world. You will now have to learn continuously and gain new skills to grow in your career. Hence, as a 21st Century learner, you must explore the world of e-learning.



Q1. What kind of jobs are you looking for after your ITI course?

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Q2. What skills can you learn online to help you get this job?

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## Let's learn how to log into e-learning portals for Employability Skills

An e-learning portal is a website that gives you access to online learning material. There are several websites to help you learn Employability Skills online. Here are some websites to get you started:

Employability skills portals	Web address	Purpose
Bharat Skills Portal	<a href="https://bharatskills.gov.in/">https://bharatskills.gov.in/</a>	Discover online lessons and study material for trade skills and employability skills
eSkill India	<a href="https://eskillindia.org/">https://eskillindia.org/</a>	Gain access to free, FHUWLtHG RQOLQH FRXUV
ASEEM	<a href="https://smis.nsdcindia.org/">https://smis.nsdcindia.org/</a>	+HOS \RX tQG V XVWDLQDE livelihood opportunities.

NSDC	<a href="https://nsdcindia.org/">https://nsdcindia.org/</a>	Seek aid for funds to set up SUR tWDEOH WUDLQLQJ FHQWHU and vocational centers.
NIMI portal	<a href="https://nimi.gov.in/ver2_/">https://nimi.gov.in/ver2_/</a>	For instructional materials, e-content, Question Banks for the use of the trainees.
NAPS portal	<a href="https://www.apprenticeshipindia.gov.in/">https://www.apprenticeshipindia.gov.in/</a>	Apply for apprenticeship opportunities relevant to your trade
Scheme portals	<a href="https://www.india.gov.in/my-government/schemes">https://www.india.gov.in/my-government/schemes</a>	Get access to information about several welfare schemes of the Government

## Activity Time!

There are many e-portals available to learn employability skills. You will demonstrate how to log into one. Let's explore one of the most useful portals for ITI learners, the Bharat Skills Portal.

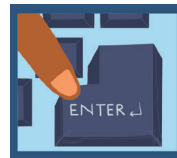
Step 1: Check for internet connectivity.



Step 2: Open Internet Explorer (Chrome, Mozilla or Firefox) or launch google.com




Step 3: Type the web address/portal address 'bharatskills.gov.in' then press the Enter key.



Step 4: The Portal dashboard will be displayed  
ZLWK FRXUVH WUDLQLQJ DQG QRWLtFDWLRQV OLNH LQ  
the image below.

Step 5: To join training you can click on the interested training course.

Step 6: To learn trade related skills online, click on 'ITI Blended Learning' option.

Step 7: To enroll and register yourself click on the enroll button.

Step 8: Enter your username in the Username  
tHOG \RXU HPDLO DGGUHVV DQG HQWHU \RXU 3RUWDO  
Password, select 'Create new account'.

Step 9: The training login screen will appear as displayed below, enter the details and you would be able to access the training materials.

Step 10: Now to access study material for various courses, choose your course in the displayed list. You can now access study material, employability skills, mock tests and  
P X F K P R U H

Step 11: You can also use OTP based login. At Bharat Skills portal, click on the 'useful links' menu. You will be directed to below link for OTP based login

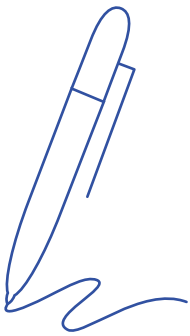
<http://employabilityskills.net/app/users/login>

Tip for you:

Keep your password very simple to remember. Write down your login id and password here so you don't forget it:

Bharat Skills Login id: \_\_\_\_\_

Bharat Skills Password: \_\_\_\_\_



### What I learnt today:

Put a ✓ if you know this topic well.

1. E-learning means learning received online, via digital devices such as: computer, smartphone, tablets etc.
2. E-learning helps us in improving our digital skills, as well as LQ tQGLQJ MREV
3. E-learning helps us become a 21st century learner
4. 7KHUH DUH GLsHUHQW H OHDUQLQJ SRUWD V WR OHDUQ HPSO skills online such as Bharat skills, NSDC, NAPS, NIMI etc.

) X W X U H R I : R U N

### In this lesson you will learn :

1. Exploring post-COVID job market
2. The future of work
3. What skills do you need for the future of work?

Pick the statement/s that you feel is true:

1. World will never be the same again after the COVID 19 Pandemic.
2. We'll be back to normal in 2 years.
3. A new world, with new types of jobs, new working conditions will get created.

Thinking  
Box

### Let's learn about the post-COVID 19 job market

The COVID 19 pandemic brought the entire world to a halt. There was uncertainty all over the world at the VWDUW RI WKH SDQGHP LF 6FKRROV RvFHV FROOHJHV DQG VKRSV ZHUH FORV some even lost their loved ones.

Now as the world is slowly recovering, there are new trends, especially in the job market - in India and around the world.

Let's take a closer look at the post COVID 19 job market:

1. Digitization or automation of jobs:

Many jobs are getting digitised. Machines and humans are replacing human beings in the workplace. For example, robots are being used to serve food instead of waiters in restaurants in Mumbai, Bangalore and Ahmedabad.



2. Remote Working:

Working from home. Big IT companies are making working from home the new working policy. This has helped women and caretakers to work better. At the same time, it has created additional pressure on them.



3. Hiring from a wider pool of candidates:

Because people can work from anywhere, companies are willing to hire candidates from all over the country. Bangalore, candidates from all over India can apply and work from their own home. This has increased the competition for good jobs.



4. Need for digital skills:

It has become very important to have basic digital skills. Everyone from vegetable vendors, big supermarkets to small shops now use digital currency.



5. Rise of platform economy:

Digital businesses such as Uber, Ola, Zomato, Big Basket, Swiggy have increased their business. Instead of having physical shops, products are displayed on a digital app or website.



6. Focus on Green Jobs:

This is a new job sector in the 21st century. Green jobs are jobs that help to reduce pollution, preserve the environment and the planet. Such jobs get additional support through subsidies from the Govt.





There have been many changes in the world of work during and after the COVID 19 pandemic. What are some changes that you have noticed?

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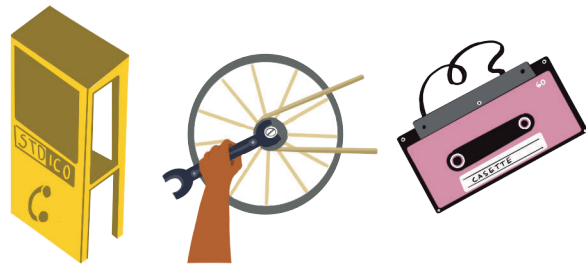
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## Let's learn about the future of work

In the past few years, there has also been rapid growth in certain industries in India. There are new kinds of job sectors that are coming up with new and exciting opportunities that we haven't seen before.

Jobs that have become outdated or reduced in demand in the past 5 years:

- STD booths
- Photo studios
- Audio cassette/ CD recording
- Scissors grinder
- Bicycle repair



Jobs roles that exist now that were not present 5 years ago:

- Ola/Uber driving
- Swiggy/Zomato delivery
- Mobile repair
- 6 RFLDO PHGLD LQuXHQFHU <RXW



The following sectors are most likely to grow rapidly in the coming years:

- Online retail
- Healthcare
- Pharmaceutical
- Financial and banking
- Computers and IT
- Gig work sector (Online education, transportation services and caterers)
- Green jobs (Environmental Technician, Solar Installer, Recycling Worker)



Find out the new type of job opportunities available for your trade by

VH DUFKLQJ RQOLQH :KDW DUH WKH GLsHUHQW MRE UROHV D

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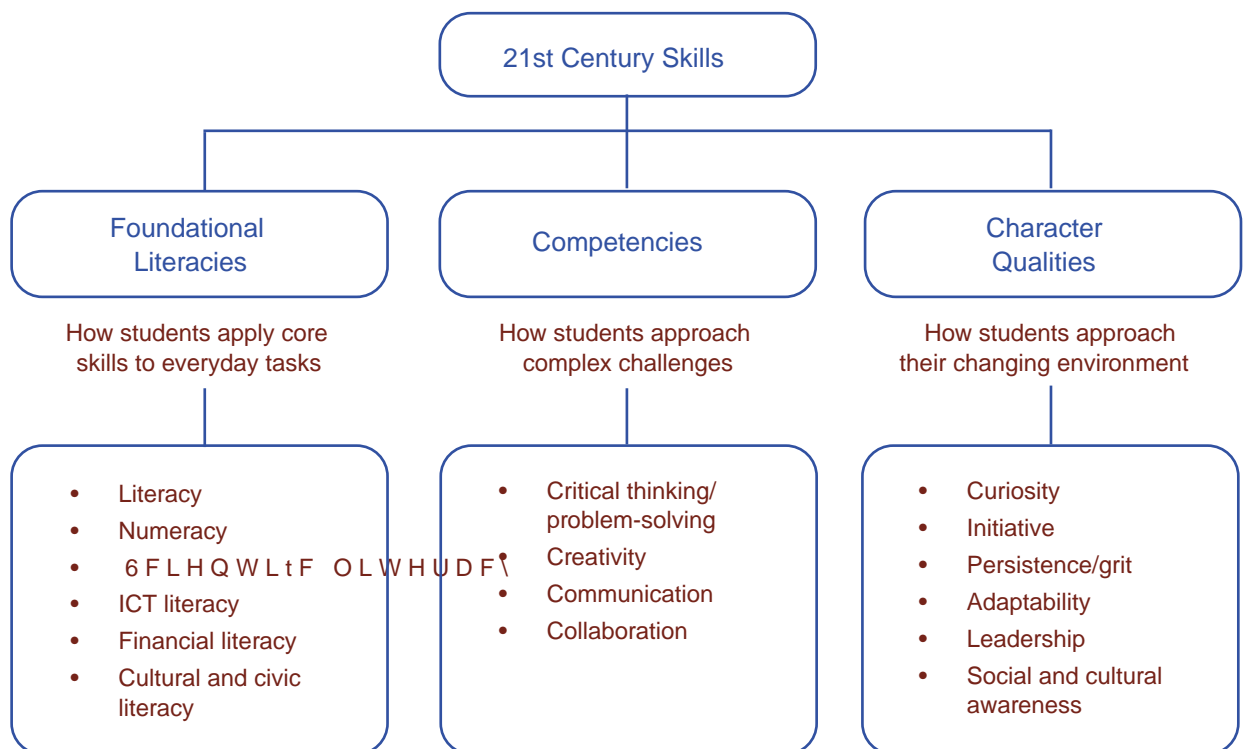
## Let's learn about 21st century workplace skills

According to India Skills Report 2022 by Wheebox, only 48.7% of total youth in India is employable. This means almost 1 out of 2 Indian youths are not employable. The study also says that about 75% of all the companies surveyed reported that candidates don't have the skills that employers need. Additionally, the job market will keep changing continuously (the way it changed during COVID 19). The skills we have today will not be of much use in the future. To stay employed, we need to keep on learning new skills.

How can young professionals stay competitive in this demanding and changing job market?

These 21st Century Skills will help you get employed and create a successful career path, even when the job market keeps changing continuously.

Tip: Use Google search to understand what these skills mean, if you don't understand them.



Q1. What do you think the words “21st Century Skills” mean?

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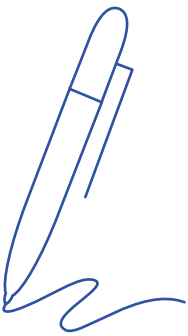
Q2. Which of the listed 21st Century skills do you wish to learn?

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## Activity Time!

21st Century Skill	Rate yourself	What can you do to improve your score?
Communication	____/10	
English Literacy	____/10	
Digital Literacy	____/10	
Financial Literacy	____/10	
Problem Solving	____/10	
Flexibility	____/10	
Creativity	____/10	
Entrepreneurship	____/10	
Career mindset	____/10	



### What I learnt today:

Put a ✓ if you know this topic well.

1. The COVID 19 pandemic had a great impact on the job scenario in India and across the world.
2. Some jobs became obsolete (out of use) while a lot of new jobs emerged.
3. 21st Century Skills will help you get good employment and create a successful career path.

# 2.1 My Values and Ethics

In this lesson you will learn :

1. What are values & ethics
2. How ethics and values impact our behavior
3. Identify my personal values

There are six basic values of our country.  
Checkbox ✓the one you know.

- |   |   |
|---|---|
| <input type="checkbox"/> Right to equality          | <input type="checkbox"/> Right to freedom of religion     |
| <input type="checkbox"/> Right to freedom           | <input type="checkbox"/> Cultural and educational rights  |
| <input type="checkbox"/> Right against exploitation | <input type="checkbox"/> Right to constitutional remedies |

Thinking  
Box

## Let's learn about ethics and values

Ethics means to decide what is right and wrong for a human conduct. Ethics is necessary to have a good society, where everyone feels safe and respected. Ethics is usually the same for the whole of society.

Example 1 : Someone has mistakenly left their mobile phone on the bus. You immediately run to them to return it. This shows that you have ethics of honesty. Hence, you did the 'right' thing.

Example 2: You see a man beating another person. You get angry and stop the man from beating. You scold the beater for being violent. Then the beater tells you that the other person is a robber. Now, did you do the right thing or not?

Sometimes it's not easy to know what is the 'right' thing to do. In such situations you can refer to the above six basic values of our country.

Values are the beliefs that guide or motivate our attitudes or actions. They show how a person thinks, feels and behaves at home, at work and in society. It decides the 'character' of a person. It is more personal than ethics.

For example , your value is to be punctual. You are always on time. But, there are times when you cannot be on time. Then, you feel bad for not living according to your values.

Every individual has their own values that are taught to them by their family, culture, religion etc. The values we have determine our behavior. If our value is to respect people - in our actions we will actually show respect to everyone irrespective of their gender, religion, caste, wealth, nationality etc.





Situation: A man and a woman are holding hands and walking down a street. A group of men started bullying them saying, "This is against our culture and we will not tolerate such activities in our society."

Discuss in a group, what is the right thing to do?

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## Let's learn about how ethics and values impact our behavior

Our ethics and values form the pillars of our character. These are the six main pillars of character. The pillars of character support us just like pillars support our building and make it strong. This helps us make right decisions.

 <p>Trustworthiness</p>	<ol style="list-style-type: none"> <li>1. Be honest</li> <li>2. Be reliable</li> <li>3. Be loyal.</li> </ol>
 <p>Responsibility</p>	<ol style="list-style-type: none"> <li>1. Be accountable.</li> <li>2. Keep trying.</li> <li>3. Always do your best.</li> <li>4. Think before you act.</li> <li>5. Use self control and be self disciplined.</li> </ol>
 <p>Caring</p>	<ol style="list-style-type: none"> <li>1. Be kind and compassionate.</li> <li>2. Show empathy.</li> <li>3. Help others in need.</li> </ol>
 <p>Citizenship</p>	<ol style="list-style-type: none"> <li>1. Respect public property.</li> <li>2. Protect the environment.</li> <li>3. Vote and abide by the law.</li> <li>4. Act for the welfare of your society, country and the world.</li> </ol>
 <p>Fairness</p>	<ol style="list-style-type: none"> <li>1. Be non-judgemental.</li> <li>2. Make decisions based on facts.</li> <li>3. Be open minded.</li> <li>4. Do not spread fake news</li> </ol>
 <p>Respect</p>	<ol style="list-style-type: none"> <li>1. % H NLQG DQG UHVSHFW DOO WKR VH ZKR DUH GLsHUH from you despite their age, gender, sexuality, color, caste, religion or class.</li> <li>2. Don't hurt other people's feelings.</li> </ol>

## Activity Time!

Against each action or behavior mention the category of the 'Pillar of Character'.

(Note – some actions can be written under more than one pillar.)

Action & behavior	Mention the category of 'Pillar of Character'	Action & behavior	Mention the category of 'Pillar of Character'	Action & behavior	Mention the category of 'Pillar of Character'
Don't forward fake news on social media. Verify from the right source.		Be considerate towards people with special needs.		Don't be judgmental.	
Do not play loud music or make noise in public places or at night.		Speak the truth		Don't threaten, hit or hurt anyone	
Keep your neighborhood clean.		Exercise your voting rights.		Follow the W U D v F U X O H V	
Volunteer with an NGO		Respect the laws of the country.		Use the golden words (please, thank you, sorry, excuse me).	
Accept the other persons' point of view.		Respect G L s H U H Q F H V in language, culture, religion etc		Forgive others	
Help elderly people/senior citizens		Be determined to complete your job in the right time.		Protect the environment	
Don't blame R W K H U V R U t Q G faults with others.		Don't cheat anyone		Don't speak rudely	

## Let's learn about ethics and values

Personal values are your beliefs that are very dear to you. Your personal values decide your day-to-day actions and guide you through your life.

Personal values are your beliefs that are very dear to you. Your personal values decide your day-to-day actions and guide you through your life. You learn personal values from your culture, childhood, life experiences and other factors.

Steps to choose your personal values

1. Think of things that are most important in your life.
2. Remember the experiences where you felt very happy.
3. Imagine what you would like to hear about yourself from others when you turn 60.
4. Think of things that you admire in others to discover your values.

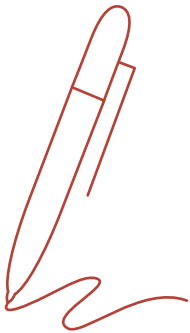


### Activity Time!

Make your personal value tree from the list of values given below

List of values

Achievement	Fun	Making a difference	Resilience
Ambition	Generosity	GLS	Risk-taking
Caring	Growth	HUH	Safety
Charity	Happiness	QFH	Security
Collaboration	Health	Motivation	Self-control
Creativity	Honesty	Optimism	Service
Curiosity	Humor	Open-minded	Spirituality
Dependability	Individuality	Passion	Stability
Empathy	Innovation	Perfection	Success
Encouragement	Intelligence	Performance	Thankfulness
Enthusiasm	Intuition	Personal development	Traditionalism
Ethics	Joy	Popularity	Understanding
Excellence	Kindness	Power	Wealth
Fairness	Knowledge	Professionalism	Well-being
Family	Leadership	Punctuality	Wisdom
Friendships	Learning	Quality	
Flexibility	Love	Recognition	
Freedom	Loyalty	Relationships	
		Reliability	



### What I learnt today:

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Put a ✓ if you know this topic well.

1. Ethics is to decide what is right and wrong for a human conduct. Values are the beliefs that guide or motivate our attitudes or actions. They show how a person thinks, feels and behaves at home, at work and in society. It decides the 'character' of a person.
2. Our ethics and values form the pillars of our character. The six main pillars of character. The pillars of character support us just like pillars support our building and make it strong. This helps us make right decisions.
3. Personal values are your beliefs that are very dear to you. Your personal values decide your day-to-day actions and guide you through your life.



## Let's learn about the guiding principles of The Indian Constitution

The guiding principles in our preamble are the characteristics of country, they are:



India is a **SOVEREIGN** country: this means India can make its own decision. Other



India is a **SOCIALIST** country: this means the government should give equal access to resources and opportunities to its citizens from all caste, religion, gender environment and quality education.



India is a **SECULAR** country: this means that people from all religions or no religions are treated equally in our country.



India is a **DEMOCRATIC** country: this means that everyone is allowed to have opinions, thoughts and beliefs.



India is a **REPUBLIC**: this means that all the citizens have the freedom to vote for a leader who will represent them. One person, like a King or a Queen, does not hold all the power in a republic

### Activity Time!

Discuss in your group about examples of each principle. Take help from your teacher or search online.

**SOVEREIGN**

([DPSOH &KRRVLQJ D 3ULPH 0LQLVWHU RU 3UHVLGHQW RI ,QGLD 1R RWKHU FRX

**SOCIALIST**

\_\_\_\_\_

**SECULAR**

\_\_\_\_\_

**DEMOCRATIC**

\_\_\_\_\_

**REPUBLIC**

\_\_\_\_\_

## Let's learn about the rights and duties of an Indian citizen

Rights : things that we are morally and legally allowed to do.

1. Right to Equality - Ex: Every citizen in the country is equal before law to each citizen irrespective of religion, language, age, caste, sex and gender.
2. Right to freedom - Ex: Freedom to practise any profession or to carry on any occupation, trade or business
3. Right against exploitation - Ex: Prohibition of employment of children
4. Right to freedom of religion - Ex: Every person is free to practice any religion
5. Cultural and Educational Rights - Ex: The citizens can conserve their culture, language or script
6. Right to Constitutional Remedies - Ex: A person can move to the Supreme court if he/she wants to get their fundamental rights protected.



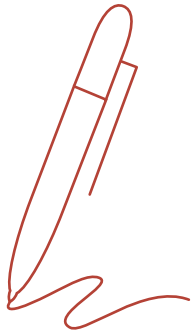
Duties: Duty is a responsibility. You should do it for yourself and others. This makes you a good citizen.

Example: Parking your vehicle in the space given to you and not anywhere you want to, wearing a helmet while riding.

### Activity Time!

Read the statement written in the middle of the column. Put arrow  $\leftarrow$   $\rightarrow$  to the correct boxes of either Rights and Duties

Rights are the things we expect from our family, community and our country.	<input type="checkbox"/>	Getting quality education	<input type="checkbox"/>	Duties are the things we do for our family, community and our country.
	<input type="checkbox"/>	Paying taxes	<input type="checkbox"/>	
	<input type="checkbox"/>	Getting clean water	<input type="checkbox"/>	
	<input type="checkbox"/>	Marrying anyone of your choice	<input type="checkbox"/>	
	<input type="checkbox"/>	Practice any religion	<input type="checkbox"/>	
	<input type="checkbox"/>	Dropping waste at proper govt. authorized locations only	<input type="checkbox"/>	



### What I learnt today:

Put a ✓ if you know this topic well.

- 1. The Indian constitution is a set of laws and rules for our country which tells about the rights and duties of its citizens and helps the country run in a fair way.
- 2. There are 5 guiding principles; SOVEREIGN SOCIALIST SECULAR DEMOCRATIC and REPUBLIC
- 3. We as citizens of India have our rights (mentioned in the preamble also) and duties which we should be responsible for.

3 U R W H F W L Q J 2 X U ( Q

### In this lesson you will learn :

- 1. What is environmental crisis?
- 2. Need for maintaining a sustainable environment
- 3. How to develop a green lifestyle

Circle the type of pollution you know about

Water pollution

Air pollution

Sound pollution

Thinking Box

### Let's learn about the causes of environmental problems

Have you ever wondered:






- 1. What happens to the garbage after it is collected by a garbage truck?
- 2. Where does the garbage I see in a river or on the beach go?
- 3. ,V WKHUH D QHJDWLYH H s HFW RI FXWWLQJ GRZ

The above problems lead to pollution. Pollution is when gases, smoke and chemicals enter the environment in large amounts and make it harmful for plants, animals and humans.

In recent times, these environmental problems of pollution have EHFRPH YHU\ VHULRXV \$V SHU VFLHQWLtF VWXGLH PIXO HsHFWV cannot be changed. This has led to an environmental crisis.



Let's look at some of the major problems that have caused this environmental crisis.

Environmental problems		Causes
Land Pollution		Solid and liquid waste and chemical wastes that pollute the earth's surface.
Air pollution		Exhaust from vehicles and smoke from industries and factories, burning of fuels, etc.
Water pollution		Water gets polluted with paints, plastics and chemicals released from industries and other human activities.
Deforestation		Forests are destroyed by cutting trees for agriculture and housing purposes.
Soil erosion		When dirt or soil washes away by water, wind, and other natural forces.



What are some of the environmental problems in your region?

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3ROOXWLRQ KDV YDULRXV QHJDWLYH HsHFWV RQ WKH KHDOWK RI S  
WKH SODQHW /HW V H[DPLQH WKH PDMRU HsHFWV RI HQYLURQPHQV

Ozone depletion	The thinning of the ozone layer is due to the release of poisonous gases like CFC's in the atmosphere. This causes severe damage to human health.
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Global warming	Global warming happens when carbon dioxide (greenhouse gas) and other air pollutants collect in the atmosphere. This leads to a rise in earth's temperature
Loss of Biodiversity	Climate change, pollution, hunting of animals and destruction of their shelter results in death of many precious plants and animals
Human health	Humans are at increased risk of many diseases due to pollution - heart, diseases, lung congestion, cancer and lesser life expectancy.
We need to maintain our environment to create a safe life for all living beings on this planet; and for future generations.	



:KDW DUH WKH FRPPRQ HsHFWV RI SROOXWLRQ LQ \RXU C

## Let's learn how to develop a green lifestyle

Protecting the environment is our responsibility. How can we adopt an eco-friendly lifestyle in our day-to-day life? Here are some green habits you can adopt to save the planet. In order to make simple changes to live a greener, sustainable life, We must:

	Use bicycles and public transportation.
	Avoid chemical pesticides and fertilisers.
	6DYH HOHFWULFLW\ E\ WXUQLQJ Rs DSSOLDQFHV DQG OLJKWV
	Reduce the amount of plastic waste.
	Carry reusable cloth/paper bags when shopping.
	Recycle cans, bottles, paper, books, and even utensils.
	Plant trees and encourage others to do so.



What are methods you will follow to adopt a green lifestyle?

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Geeta and Noor are good friends. They decided to grow a vegetable garden behind their houses. They found out that giving fertiliser would help the plants grow better. Geeta collected cow dung from a milkman. Noor went to a nearby shop to buy fertiliser. Both were happy to see vegetables in their garden.

Who do you think followed a more environmentally friendly method? Why?

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### What I learnt today:

Put a ✓ if you know this topic well.

1. 3 ROOXWLRQ KDV QHJDWLYH HsHFWV RQ WK  KHDOWK RI SODQY animals, people and the planet
2. We need to maintain our environment to create a safe life for everyone
3. We can reduce unnecessary waste by following - reduce, reuse and recycle
4. We can save the planet by adopting green habits like - recycling, planting trees, saving water etc.

# 3.1 21st Century Employability

## bbbb6NLOOV

In this lesson you will learn :

1. Introduction to the 21st century
2. How to assess your skills?
3. Making a plan for your skill development.

By now, you must have understood the term 'Employability Skills'. You might know that in cricket a batter scores 100 runs, which is called a 'century'. Similarly 100 years is also called a century. The period between the years 2000-2100 is called the 21st century.

Thinking Box

: KDW DUH WKH PDLQ ZD\ V LQ ZKLFK SHRSOH OHDUQ GLsH the 21st century?

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

### Let's learn about 21st century employability skills

What is industrial revolution?

Industrial revolution is the way in which major changes take place in the way manufacturing manufacturing various goods has changed due to WHFKQRORJ\ DQG VFLHQWLtF GHYHORSP PD\ WKLQN WKLV LV D VPDOO FKDQJH %XW LW V QRW (YHU WLPH WKHUH KDV EHHQ DQ LQG XVWULDO UHYROXWLRQ SHRSOH V way of life has completely changed.







For e.g., 2XU JUDQGS DUHQWV LQ WKHLU FKLOGKRRG XVHG WR SOD\ ZLWK KDO LQG XVWULHV VWDUWHG PDLQJ WR\ V ZLWK WKH KHOS RI PDFKLQHV 7KURX quantities.



What types of toys did you or your friends have in your childhood?

- Handmade
- Machine made

Let us understand the 4 major industrial revolutions.

 <p>1<sup>st</sup> Industrial revolution</p>	 <p>2<sup>nd</sup> Industrial revolution</p>	 <p>3<sup>rd</sup> Industrial revolution</p>	 <p>4<sup>th</sup> Industrial revolution (also called Industry 4.0)</p>
<p>Started in 18th century.</p>	<p>Started in 19th century.</p>	<p>Started in 20th century.</p>	<p>Started in 21st century.</p>
<p>Things developed: &amp; R W R Q P L O O V engines trains</p>	<p>Things developed: S U R G X F W L R Q R I cars &amp; other goods</p>	<p>Things developed: P O P S X W H U V Coaches for simple</p>	<p>Things developed: , Q W H U Q H W E D V H G M R E V through internet and technology</p>
<p>We all are here</p>			

Select ✓ the skills or tasks that are most relevant in the 21st century to be employable.

Skills for job/task	Skills for job/task
Typing skills <input type="checkbox"/>	Critical thinking and Problem-solving <input type="checkbox"/>
Hardware skills <input type="checkbox"/>	Computer programming languages <input type="checkbox"/>
Needle work & weaving <input type="checkbox"/>	Physical strength <input type="checkbox"/>
Basic computer skills <input type="checkbox"/>	Logical reasoning <input type="checkbox"/>
Creative thinking <input type="checkbox"/>	Communication skills <input type="checkbox"/>
Blacksmith <input type="checkbox"/>	Teamwork and collaboration <input type="checkbox"/>
	Time management skills <input type="checkbox"/>
	Data scientists <input type="checkbox"/>
	Self-learning skills <input type="checkbox"/>

### Let's learn about how to assess your skills

Regular checking or assessment of your skills is necessary for the growth of your career. Here are the

Step 1: Make a list of your hard and soft skills.

Ex:

Hard Skills	Soft Skills
60 words per minute typing speed	Quick Learner

Step 2: Identify gaps in your skillset.

Ex: I need to learn MS excel.

Step 3: Research on the skills which are in demand in your trade. You can do this by researching the big companies in your trade - understand what skills are trending today.

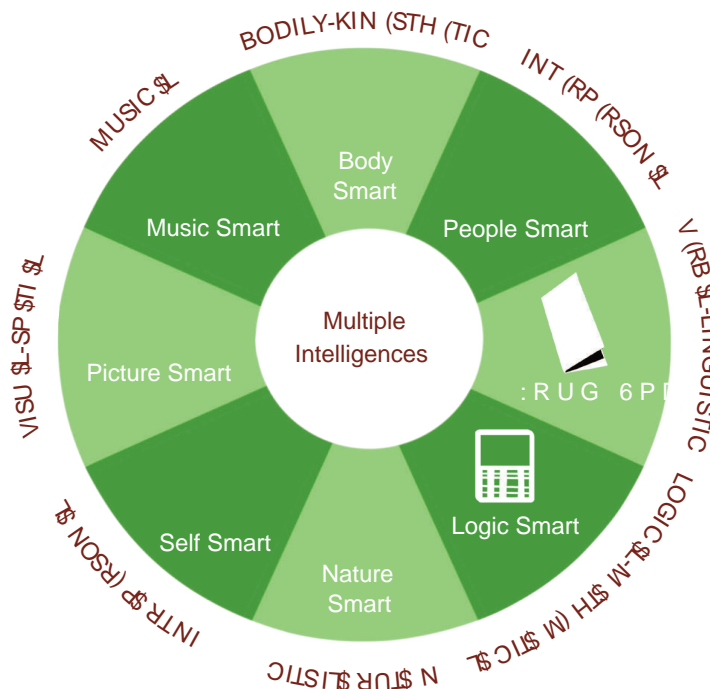
Ex: You can use online search engine (like Google) to search "skills required for a civil draughtsperson's jobs"

- &UHDWH \RXU UHVXPH DQG GR VHOI UHuHFWLRQ
- \$VN RWKHU SHRSOH IRU IHGEDFN RQ \RXU ZRUN
- Take an Online Behavior Test





## Let's make a plan for your skill development

:H XVXDOO\ WKLQN WKDW D SHUVRQ FDQ EH LQWHOOLJHQW RU QRW LQWHO  
:H GHFLGH WKLW EDVHG RQ PDUNV LQ VFKRRO RU FROOHJH %XW WKDW LV  
VPDUWQHVV

6RPHRQH FDQ EH ZHDN LQ PDWKHPDWLFV EXW FDQ EH YHU\ VWURQJ ZLWK  
ZHLJKWOLIWLQJ \RJD HWF 6RPHRQH ZKR LV ZHDN LQ ODQJXDJH VNLOOV  
QH[W WLPH VRPHRQH DVNV \RX \RXU VWUHQJWKV \RX FDQ WHOO WKHP EDV



With the help of the statements below, you can check what type of intelligence or smartness you have. Select the statements which you relate with the most, in all the categories.

 <p>Picture Smart</p>	 <p>Word Smart</p>	 <p>Logic Smart</p>	 <p>Body Smart</p>
<p>Characteristics:</p> <p><input type="checkbox"/> Read and write for enjoyment</p>	<p>Characteristics:</p> <p><input type="checkbox"/> Remember written and spoken information</p>	<p>Characteristics:</p> <p><input type="checkbox"/> Have excellent problem-solving skills</p>	<p>Characteristics:</p> <p><input type="checkbox"/> \$UH VNLOOHG DW dancing and sports</p>

<ul style="list-style-type: none"> <li><input type="checkbox"/> Putting puzzles together</li> <li><input type="checkbox"/> Reading charts well</li> <li><input type="checkbox"/> Drawing visual arts</li> <li><input type="checkbox"/> Recognize patterns easily</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Writing</li> <li><input type="checkbox"/> Debate or give persuasive speeches</li> <li><input type="checkbox"/> Remember things well</li> <li><input type="checkbox"/> Use humor when telling stories</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Thinking about abstract ideas</li> <li><input type="checkbox"/> Like conducting experiments</li> <li><input type="checkbox"/> Can solve complex computations</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Remember things with their hands</li> <li><input type="checkbox"/> Have excellent physical coordination</li> <li><input type="checkbox"/> Remember by hearing or seeing</li> </ul>
 <p>Music Smart</p>	 <p>People Smart</p>	 <p>Self Smart</p>	 <p>Nature Smart</p>
<p>Characteristics:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Playing musical instruments</li> <li><input type="checkbox"/> Recognize musical patterns and tones easily</li> <li><input type="checkbox"/> Remember songs and melodies</li> <li><input type="checkbox"/> Have a rich understanding of</li> </ul>	<p>Characteristics:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Communicate well verbally</li> <li><input type="checkbox"/> Non-verbal communication</li> <li><input type="checkbox"/> See situations from different perspectives</li> <li><input type="checkbox"/> Create positive relationships with others in group settings</li> </ul>	<p>Characteristics:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Know strengths and weaknesses well</li> <li><input type="checkbox"/> Theories and ideas</li> <li><input type="checkbox"/> Have excellent self-awareness</li> <li><input type="checkbox"/> Understand the basis for his or her own motivations and feelings</li> </ul>	<p>Characteristics:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Subjects such as science and zoology</li> <li><input type="checkbox"/> Categorize and catalog information easily</li> <li><input type="checkbox"/> Learning and exploring the outdoors</li> <li><input type="checkbox"/> Dislikes learning unfamiliar topics that have no connection to nature</li> </ul>

**Activity Time!**

Q1. So, which one (or more) is your area of smartness?

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Q2. Can you think of careers where you can make use of your smart areas?

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Ability	Interest
<ul style="list-style-type: none"> <li>• Things that we are good at doing</li> <li>• Things that other people recognize as our qualities</li> <li>• Things that people often ask us to help with</li> </ul>	<ul style="list-style-type: none"> <li>• Things that make you happy</li> </ul>

Things that we are good at doing, Things that other people recognize as our qualities, Things that people often ask us to help with, Things that make you happy



### My identity

Think about your life and answer the questions. You can choose to write about it, draw it out, create a poem about it, etc. Be as creative as possible.

1. My name is \_\_\_\_\_
2. Sex \_\_\_\_\_
3. Age \_\_\_\_\_
4. What is the best quality about me?  
\_\_\_\_\_
5. What do I like to do in my free time?  
\_\_\_\_\_

### Let's learn about what are strengths?

Having a clear understanding of your strengths and weaknesses will help you create a life-goal. Strengths are qualities and skills that are considered positive. It helps you your experiences. For example, weaknesses and turn it into a strength.



### My strengths and weaknesses

Observe yourself well and identify your personal strengths and weaknesses in the chart below. Also, write about how you will overcome these weaknesses.

My Strengths	My Weaknesses	How will I overcome my weaknesses?

## Let's learn how to describe my qualities, abilities and talents

,Q PRVW MRE LQWHUYLHZV \RX ZLOO EH DVNHG WR GHVFULEH \RXU TXDOLV  
WKH JLYHQ WLSV WR GHVFULEH WKH TXDOLWLHV

1. Prepare your answer before the interview
2. Note down a list of 5-6 abilities or skills you possess
3. Highlight the most important and relevant skills for the job
4. Mention qualities that make you unique
5. Provide examples to support the skills you mention

Activity  
Time!

Q1. Identify your strengths.

Tick/circle the qualities, talents or skills that you have. If you wish to add any skills to the list, write your skills in the blank space provided below.

Quality	Talent	Skill/Ability
Honest	A good painter	A good leader
Caring	A singer	A good cook
Hard Working	A magician	Use computer
Innovative	An actor	Speak English
Career Focused	A director	Drive well
Loyal	An artist	Play _____ (any sport)

Q2. Complete the following statements with your

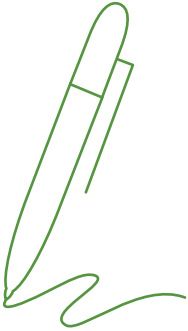
LGHQWLtHG LQ SUHYLRXV DFWLYLW\

1. My name is \_\_\_\_\_  
(:ULWH \RXU tUVW QDPH DQG ODVW QDPH

2. I am \_\_\_\_\_

:ULWH WR VWUHQJWKV IURP WKH OLVW DERYH RU VRPHWKLQJ HO

3. I am \_\_\_\_\_  
:ULWH RU ZHDNQHVV IURP WKH OLVW DERYH RU VRPHWKLRQJ HOVH
4. I will \_\_\_\_\_  
:ULWH RU ZD\V WR RYHUFRPH ZHDNQHVV IURP WKH OLVW DERYH  
(or something else)



### What I learnt today:

Put a ✓ if you know this topic well.

1. .QRZLQJ \RXUVHOI ZLOO KHOS \RX tQG  XW \RXU LQWHUHVWV abilities and the right career opportunities.
2. Strengths are positive qualities and skills that will help you grow in your life and career.
3. You can overcome your weaknesses with hard work
4. Describing your strengths and skills is necessary during job interviews.

## 3.3 Behaviour and Attitude

In this lesson you will learn :

1. :KDW DUH EHKDYLRXUDO VNLGO Motivating yourself to do better.
2. Developing a positive attitude.

Sapna was walking towards her college. 3 boys teased Sapna in a bad way. Sapna got angry and slapped 1 boy. Mr. Raju was walking on the other side of the road and saw Sapna slap the boy. He thought “This girl has such bad behaviour.”

Unlike Mr. Raju, you know the full story. Think and answer.  
What do you think is good behaviour and bad behaviour?

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Thinking  
Box

## Let's understand what behavioural skills are

%HKDYLRXUDO VNLOOV VLP SO\ PHDQV WKH ZD\ ZH LQWHUDFW PDQDJH DQG LQFOXGHV KRZ WR DFW DURXQG SHRSOH SODFHV DQG VLWXDWLRQV

Behavioural skills are understood by our actions. It can be seen by us and others.

+HUH DUH D IHZ RI WKH YHU\ LPSRUWDQW EHKDYLRXUDO VNLOOV WKHVH D

1. Communication: ,QFOXGHV VSHDNLQJ VNLOOV OLVWHQLQJ VNLOOV ERG\ ODQJ communicate can make or break our relationship with others.
2. Self-Improvement: Knowing our own self is very important to improve ourselves. Self-improvement is a skill we use to continuously make ourselves better at what we do. It helps us set high goals and achieve them.
3. Time Management: 7KHVH VNLOOV FDQ KHOS \RX RUJDQLJH \RXU ZRUN HvFLHQW tasks on time.
4. &RQuLFW 5HVROXWLRQ KDSSHQV ZKHQ WZR SHRSOH GR QRW DJUHH RU K 7KH ZD\ ZH PDQDJH VROYH WKH SUREOHP LV FDOOHG FRQuLFW UHVROXW
5. Decision-Making: :KHQ ZH KDYH PDQ\ JRRG RSWLRQV LW LV KDUG WR GHFLGH \RXU FDUHHU SDWK GHFLGLQJ ZKRP WR PDUU\ FDQ EH ELJ GHFLVLRQV L small decisions can help in our behavior skills.
6. Problem-Solving: \$ SHUVRQ ZKR FDQ VROYH D SUREOHP ZHOO KDV D JUHDW JL help with excellent behavior in personal life and the workplace.



Give marks to yourself on the 6 skills below. Out of 10, how well do you know these skills? Ask a close friend to also mark you, so you get an idea of how people see you! Here is an example to help you:

Example:

	You	Your friend
Communication	4/10	6/10

Activity:

	You	Your friend
Communication		
Self-Improvement		
Time Management		
&RQuLFW 5HVROXWLRQ		
Decision-Making		
Problem-Solving		

## Let's understand how to develop a positive attitude

something or someone. Our attitude plays a huge part in how we look at life. It shapes how we think and feel about the world around us. A positive attitude helps us to deal with the situations in your personal and professional life.

- (QMR\ VPDOO SOHDVXUHV HDWLQJ VRPHWKLQJ QLFH ORRNQJ DW D EHDXW...)
- 7U\ DQG DGDSW WR FKDQJH HDVLO\ DQG TXLFNO\ ZKDW \RX FDQQRW FKDQJH...)
- )LQG WKH SRVLWLYH LQ QHJDWLYH VLWXDWLRQ\ QIGHURXWODQGH ZIRXW SRXU VFDQ... from it.)
- )UDPH WKH SUREOHP LQ D SRVLWLYH ZD\ <RX IHOO IURP \RXU QHZ ELNH %L EOHHGLQJ ,QVWHDG RI WKLQNLQJ RI LW DV D KXJH SUREOHP \RX XQGHUVW ZRUVH <RX FRXOG KDYH KDG D IUDFWXUH...)
- 9DOXH \RXUVHOI DQG tQG LQVSLUDWLRQ \RX KDYH SUREOHPV EHFDXVH \RX inspiration from how well you have overcome your problems in the past.)



Everyone has good days and bad days in life. Take your time and think back to a really good day you had and give a reason as to why it was a good day.

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## Let's understand how to motivate ourselves to do better

above mentioned things. This is a common problem they can only help for a short period of time. The only solution to such a problem is - self-motivation. Self-motivation or the ability to motivate yourself is an important skill. It pushes us to achieve our quality of life.

Motivating yourself could start with few very simple tips:

- -XVW VWDUW 7KH VHFUHW RI DFKLHYLO LJ JF VDUWLQJ WKHP
- Break down tasks into small steps.
- Make a promise to yourself. Give yourself a prize when you achieve it.
- Be kind and loving to yourself.
- Make a pact with a friend to achieve goals together.
- \$VN SHRSOH WR VKDUH WKHLU VWRULHV RI JURZWK





What are a few steps you follow to keep yourself motivated?

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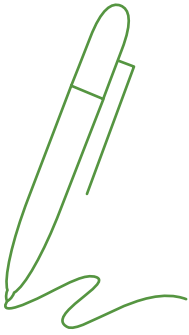


**Activity Time!**

You CANNOT learn behavioural skills by just reading or listening to good tips. Here are some ways to learn and practice these skills:

Tip: Search online to understand more about these skills and how to learn them.

Skill	What can YOU do to learn this?	+RZ FDQ <285 Employability Skills )\$&,/,7\$725 KHOS"	+RZ FDQ <285 )5,(1'6 KHOS"
Communication			
Self-Improvement			
Time Management			
&RQuLFW 5HVROXWLRQ			
Decision-Making			
Problem-Solving			



## What I learnt today:

Put a ✓ if you know this topic well.

1. The way we interact with others and respond to certain situations shows our behavioral skills.
2. The way we interact with others and respond to certain situations in your personal and professional life.
3. The way we interact with others and respond to certain situations in your personal and professional life.

& U L W L F D O 7 K L Q N L Q J  
b b b b 0 D N L Q J

## In this lesson you will learn :

1. Practice decision making
2. How to make decisions

Which of the following statements are true for YOU :

Statement	Yes/No
I can solve all problems in my life easily	
I need the support of my family/friends to make decisions	
I can take decisions on my own	

Thinking  
Box

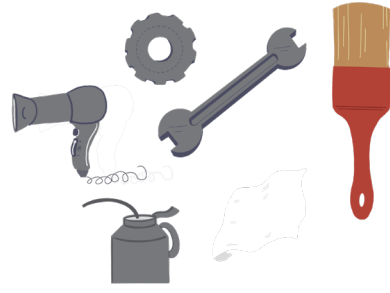
## Let's learn about What is critical thinking?

& U L W L F D O W K L Q N L Q J L V D Z D \ R I W K L Q N L Q J W R V R O Y H D S U R E O H P , W K H O S V X  
truth or not.

For example,

, P D J L Q H W K D W \ R X U X Q F O H W H O O V \ R X : H F D Q Q H Y H U O H D U Q Z L W K R X W E R R N V  
E \ D V N L Q J

- Is that really true?
- How else can we learn?
- : K D W K D S S H Q V L I Z H O H D U Q Z L W K R X W E R R N V "



7KLV ZD\ \RX FDQ H[DPLQH D SDUWLFXODU. Car that has broken down in the middle of the road.  
 based on facts. The best practice is to think critically  
 E\ DVNLQJ PDQ\ TXHVWLRQV QRW WRV D WEMHQ. :KLFK RI IROORZLQJ WKLQJV ZRXOG \RX  
 everything you hear or see.

/HW V ORRN DW DQRWKHU H[DPSOH ,PDJ  
 D PHFKDQLF D FXVWRPHU KDV FDOOHG V  
 Critical thinking is the process of understanding  
 LQIRUPDWLRQ DYDLODEOH VHHNLQJ DQV  
 to a conclusion.

The following are the steps we follow during critical thinking.

Critical thinking is the process of understanding  
 LQIRUPDWLRQ DYDLODEOH VHHNLQJ DQV  
 to a conclusion.



Why do you think critical thinking is important?

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## Let's learn about how to make decisions

'HFLVLRQ PDNLQJ LV D SURFHVV RI FKRRVLQJ EHWZHHQ WZR RU PRUH RSWL everyday life. Using a step-by-step decision-making process can help you make a thoughtful decision. Critical thinking can help you to make better decisions.

Steps followed in decision making:

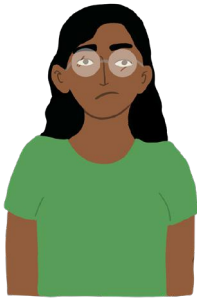
### Decision making

- Identify problem
- Generate options
- Select best option
- Implement decision

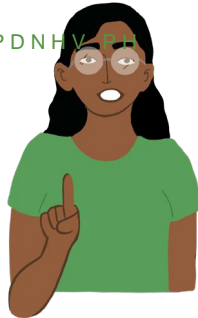
(YDOXDWH DQG OHDUQ from decisions



Let us look at how Priya makes her decision about her career.



I am confused about what ITI course to pursue. I like to  
GUDZ DQG SDLQW LW PDNHV



My uncle says that working  
LQ WKH tHOG RI FRPSXWHUV LV  
very good. You could learn  
GDWD HQWU\ DQG SURJUDPPLQJ  
EHFRPH DQ RvFH DVV LVWDQW RU  
learn Desktop Publishing.

I decided to pursue Desktop Publishing to become  
a graphic designer. It is the best option for me  
as I can learn digital art. This helps me follow my  
passions too.



How did you make a decision to pursue this course at your ITI?

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### Let's practice decision making

\$IWHU \RXU ,7, FRXUVH \RX JHW D MRE LQ D GLsHUHQW VWDWH \RXU IDPLO\ L  
ZDQW \RX WR PRYH WR DI RZ SHUHQWVHVWDM SV IRU GHFLVLRQ PDNLQJ WR tQG D V  
your problem.



Step 1: Identify the problem.

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Step 2: :KDW DUH \RXU RSWLRQV"

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Step 3: :KDW LV WKH EHVW RSWLRQ IRU \RX"

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Step 4: How will you implement this option?

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Step 5: "KDW GLG \RX OHDUQ IURP WKLW GHFLVLRQ"

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Activity Time!

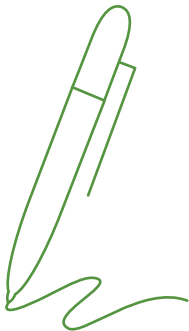
Divide up into pairs and practice decision-making

logic to make decisions.

Problem 1: Should you take a job or continue studying after my your ITI course?

Problem 2: Which career pathway is best for you?

work. What will you do?



What I learnt today:

Put a ✓ if you know this topic well.

- Critical thinking is the act of using logic to understand the truth.
- Decision making is a process of choosing between two or more options.
- Identifying problems  Implementing decision
- Generating options  Learning from decision
- Selecting the best option

# 7 L P H 0 D Q D J H P H Q W L Q b b b b W K H : R U N S O D F H

In this lesson you will learn :

1. : K D W L V W L P H P D Q D J H P H Q W " 3. How to manage time in everyday life.
2. : K \ L V W L P H P D Q D J H P H Q W L P S R U W D Q W "

Mark ✓ the time management tips that you follow.

Thinking  
Box

I plan in advance <input type="checkbox"/>	, G R W K H L P S R U W D Q W <input type="checkbox"/> W D V N V
, W X U Q R s P \ S K R Q H W <input checked="" type="checkbox"/> focus on task	I reward myself for completing tasks <input type="checkbox"/>
I take a break between task <input type="checkbox"/>	I create a to-do list every day <input type="checkbox"/>
I set weekly and monthly goals <input type="checkbox"/>	I set a time limit before I start any task <input type="checkbox"/>

## Let's learn about time Management

Have you ever thought about:

<p>: K \ G L G \ R X K D Y H D W L P H W D E O H L Q V G R R R Q U W W H D F K H U V J L Y H \ R X D W L P H O H D U Q G L s H U H Q W V X E M H F W V "</p>	<p>for homework submission?</p>

These practices help you learn K R Z W R P D Q D J H \ R X U W L P H

Time management is the process of organizing and planning your activities to make the best possible use of your time. Good time management helps you to work smarter. It is important to balance your time between G L s H U H Q W D F W L Y L W L H V

Time management helps you:

1. Complete tasks on time
2. Set and achieve daily goals
3. Reduce stress
4. Improve performance of tasks
5. Do more in less time





What do you understand from the word "time management"?

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### Let's learn about the importance of time management

5DP LV SXUVXLQJ DQ ,QWHULRU 'HVLJQLQJ FRXUVH IURP ,7, 9LYHN 9LKDU 'I WDNLQJ DQ H[WUD FRXUVH +RZHYHU KH LV QRW DEOH WR OHDUQ SDLQWLQ :KDW VKRXOG 5DP GR"

- Leave painting classes
- Take out an hour by managing his time properly

,I 5DP GHFLGHV WR OHDYH KLV SDLQWLQJ FODVV KH LV ORVLQJ D JRRGRS RIWHQ VD\ , GRQ W KDYL WLPH LV EHFDXVH ZH DUH WRR FRPIRUWDEOH LG (YHU\RQH KDV WKH VDPH KRUV 3HRSOH ZLWK DPELWLRQ DQG YLVLRQ O

7LPH PDQDJHPHQW LV RQH RI WKH PRVW LPSRUWDQW VNLOOV DV D SURIHVY SUHVXUH LV KLJK :H KDYL WR DFKLHYH KLJK WDUJHWV LQ D VKRUW SHUL cannot perform our job well.

By good time management in the workplace you can:

1. Learn more skills than others
2. Grow in your career
3. 6XSSRUW \RXU WHDP V JURZWK
4. Improve your performance at work
5. Meet work deadlines
6. \$FKLHYH EHWWHU ZRUN OLIH EDODQFH



What do you understand by the term work-life balance? Why do you think it is important?

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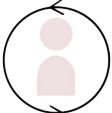
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### Let's learn ways to manage time in our daily lives

,I \RX IHHO OLNH \RX GRQ W KDYL HQRXJK WLPH WR GR HYHU\WKLQJ \RX ZL techniques may help you. These are a few tips for managing time in daily life.

	Set a goal for yourself
	List out all the tasks to achieve this goal.

	Create a daily planner
	Give each task a time limit
	Set reminders for all your tasks
	Block out distractions
	( VWDEOLVK URXWLQH

Pomodoro Technique

<p>Pick a task</p>  <p>\$ OLWV VKRXOG \$ planned ahead of time.</p>	<p>Set the timer to 25 minutes</p>  <p>\$ WKRXJK D PHFKDQLFDO, WLPHU LV VXJJHVWHG DQ\ WISH ZLOO GR</p>	<p>Get to work</p>  <p>DOORZHG</p>
<p>Stop when time is up</p>  <p>This block of work time is called a POMODORO.</p>	<p>5HFRUG 3URJUHVV</p>  <p>Make note of anything that could aid future improvement</p>	<p>7DNH D tYH PLQXWH EUHDN</p>  <p>Breaks keep you fresh</p>
<p>Get back to work</p>  <p>\$QG UHSHDW SUHYLRXV WJHS</p>	<p>After the fourth Pomodoro take a longer break (15-30 minutes)</p>  <p>Squeeze in mindless chores for increased productivity</p>	<p>Continue likewise until calling it a day</p>  <p>:LWK VXFK IRFXV DQG uRZ WLPH LV XVHG PRUH HvFLHQWO\ ZKLOH reducing mental fatigue.</p>

Activity Time!

7 K L Q N D E R X W W K H S D V W W K U H H G D \ V D Q W K H  
 activities that you commonly do in the given time!

7 K L V L V R Q O \ I R U \ R X U R Z Q U H u H F W L R Q : U E D F W L Y L W L H  
 as much detail as possible.

Time	Activities
7:00 AM	
8:00 AM	
9:00 AM	
10:00 AM	
11:00 AM	
12:00 PM	
1:00 PM	
2:00 PM	
3:00 PM	
4:00 PM	
5:00 PM	
6:00 PM	
7:00 PM	
8:00 PM	
9:00 PM	
10:00 PM	
11:00 PM	

1. If you had to save 2 hours (120 minutes) each day, which activities would you want to avoid? List them.

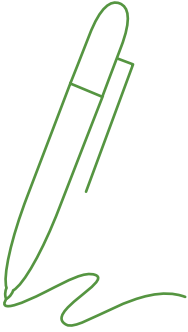
\_\_\_\_\_

\_\_\_\_\_

2. What is the one new skill you will learn if you get 2 hours more time, daily?

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### What I learnt today:

Put a ✓ if you know this topic well.

1. Time management is the process of organizing and planning your activities and tasks to make the best possible use of your time.
2. Time management is important in your daily life and your workplace.
3. 7KH tUVW VWHS WR PDQDJLQJ \RXU WLP ZHOO LV VHWWLQJ J for yourself.
4. Pomodoro Technique is a simple time management technique of setting small goals and taking short breaks.

# 3 U R E O H P 6 R O Y L Q J

### In this lesson you will learn :

1. Techniques of creative problem solving
2. Practicing problem solving

+RZ ZRXOG \RX GHtQH D SUREOHP LQ \RXU RZQ ZRUG/ "

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Thinking  
Box

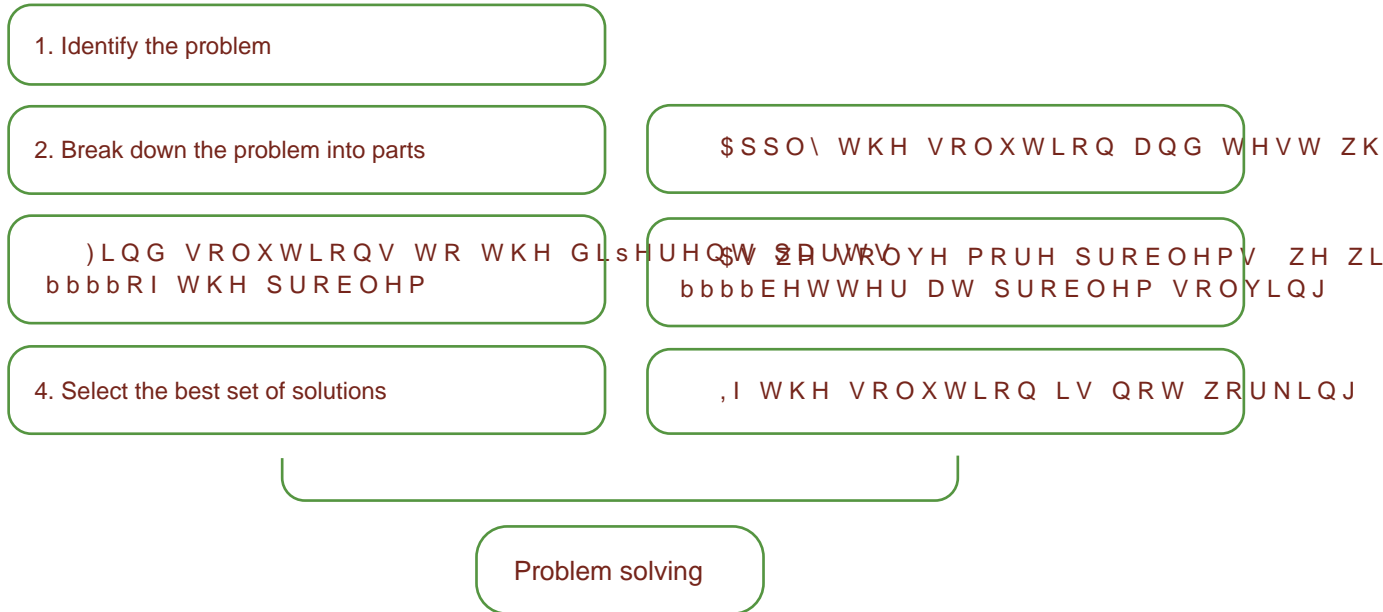
## Let's learn about techniques of creative problem solving



3UREOHP VROYLQJ PHDQV tQGLQJ D V WLRQ WR  
 SUREOHP \$OO RI XV VROYH SUREOHP (HU\ GDY  
 6RPHWLPHV ZH JHW FRQIXVHG DEF  
 a problem.

Problem solving in day to day life

The following steps can be helpful!



Why is problem solving important in day to day life?

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## Let's practice problem solving

Let's solve some problems together!

Step 1	Step 2	Step 3
Make a team with any 3 trainees from your class.	7RJHWKHU GHFLGH D FRTIPRO problem that has been bothering you all for some time – it can be VRPHWKLQJ LQ \RXU LQVWURV H SRWR VWHS RI WK about your studies or something in your town. For example, transport SUREOHPV ORZ VSHHG LQWHUQHW unclean toilets.	THINK OF THE problem solving wheel. Make a plan to solve the problem. PROBLEM SOLVING process.



Step 1: Identify the problem

:KDW LV WKH SUREOHP WKDW \RX ZLOO ZRUN RQ"

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Step 2: Break down the problem into parts

:KDW DUH WKH GLsHUHQW SUREOHPV ZLWKLQ WKH SUREOHP" )RU H[DPSOH NQRZ ZKLFK MRE WR FKRRVH 2QH SDUW RI WKH SUREOHP LV \RX GR QRW LQ \$QRWKHU SDUW LV \RX GR QRW KDYH HQRXJK LQIRUPDWLRQ DERXW W TXDOLtFDWLRQ

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6WHS )LQG VROXWLRQV WR WKH GLsHUHQW SDUWV RI WKH SUREOHP +RZ ZLOO \RX VROYH DOO WKH SDUWV RI WKH SUREOHP" \$ SUREOHP KDV F EH VROYHG WR VROYH WKH SUREOHP DV D ZKROH

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Step 4: Generate solutions

%UDLQVWRUPLQJ WLPH 7KLQN RI ZKDW \RX FDQ GR WR VROYH WKLV SURE

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Step 5: Select the best solutions

Select the solution as a team.

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Step 6: Plan implementation

+RZ ZLOO \RX H[HFXWH LW "

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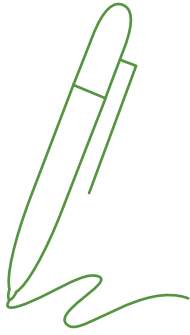


Identify a problem in your day to day life. Now write down how you can solve that problem using problem solving skills. All the best!

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## What I learnt today:

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Put a ✓ if you know this topic well.

1. 3 UREOHP VROYLQJ PHDQV tQGLQJ D VROXW  RQ WR DQ\ SUP
2. Identifying problems is the crucial step in problem solving.
3. Breaking down the problem into parts helps to address the problem.

# 4.1 Motivation to learn English

In this lesson you will learn :

1. The importance of English
2. Simple and fun ways to learn English

Name the top 3 reasons why you want to learn or improve your English

Thinking Box

1. \_\_\_\_\_  
\_\_\_\_\_
2. \_\_\_\_\_  
\_\_\_\_\_
3. \_\_\_\_\_  
\_\_\_\_\_

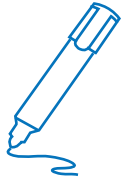
## Let's learn the importance of the English Language

Here are 4 reasons how learning English can improve your life :

1. English is a common language  
(QJOLVK LV D JOREDO ODQJXDJH XVHG WR FRPPXQLFDWH ZLW~~dk~~ SHRSOH IURP H[DPSOH DW ZRUN LI \RX PHHW VRPHRQH IURP -DSDQ RU \*HUPDQ\ RU HYHQ English is a common language for communication.
2. English can help you get a better job  
,Q DQ LQWHUYLHZ LI \RX FDQ FRPPXQLFDWH LQ (QJOLVK \RX ZLOO KDYH DQ ,QWHUQDWLRQDO FRPSDQLHV SUHIHU WR KLUH SHRSOH ZKR NQRZ (QJOLVK
3. Using internet and social media platforms HsHFWLYHO\  
These days all information and news is online, and all that is in English. Even Social Media platforms are in English. Of course, translation is available, but it does not always convey the message correctly. .QRZOHGJH RI (QJOLVK FDQ KHOS \RX XVH WKH LQWHUQHW DQG VRFLDO PHG
4. English can make life fun  
Knowledge of English gives you access to a wonderful world of entertainment! You can watch English tOPV VKRZV QHZV YLGHRV HWF DQG HQULFK \RXU OLIH

Learning English is necessary for all of us. Communicating clearly and correctly is important in the classroom and at the workplace.

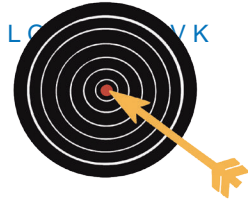
,W KHOSV XV SDUWLFLSDWH LQ D ZLGH UDQJH RI DFWLYLWLHV 6R OHW V VHW



\*RDO 7R FRPPXQLFDWH FRQGHQWO\ LQ WK

Every day is a chance to become better!

Make an attractive poster with this goal and keep it in your notebook or put it up at home.



If you become better at speaking English, how will your life improve?

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

### Let's learn some simple and fun ways of learning English

/HDUQLQJ (QJOLVK LV DQ RSSRUWXQLW\ WR OHDUQ proud of!

Here are a few enjoyable ways to learn English.

1. /LVWHQ WR WKH (QJOLVK ODQJXDJH :DWFK (QJO to English songs, podcasts, news, etc.
2. )LQG D IULHQG WR SUDFWLFH VSHDNLQJ LQ (QJO when you speak to each other.
3. 5HDG HYHU\WKLQJ \RX VHHP ,I \RX ORRN DURXQG many things to read - from magazines to pamphlets to movie subtitles.



'RQ W EH DIUDLG WR PDNH PLVWDNHV ,I \RX DUH VWU\ O LQJ ZLWK FRPSO ZRUGV RU D GLVFXOW VHQWHQFH ORRN XS \*RRJOH FRVWKH QLQJ DQG pronunciation.

Keep practicing and you will surely succeed!



Activity Time!

% XLOGLQJ FRQtGHQFH PHDQV UHFRJQL]L [RX are good at. Give yourself three compliments!

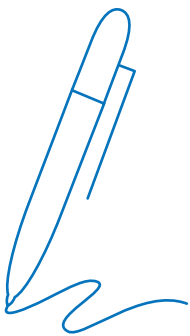
(For example, if someone asks your best friend what they liked about you, what would they say? Write that down)

- 1. \_\_\_\_\_  
\_\_\_\_\_
- 2. \_\_\_\_\_  
\_\_\_\_\_
- 3. \_\_\_\_\_  
\_\_\_\_\_

Wow! You are truly awesome!

: ULWH VSHFLtF WKLQJV \RX ZLOO GR LQ WKH QH[W 30 days to improve your English.

- 1. \_\_\_\_\_  
\_\_\_\_\_
- 2. \_\_\_\_\_  
\_\_\_\_\_



What I learnt today:

Put a ✓ if you know this topic well.

- 1. English is a global language for communication
- 2. Knowledge of English is important to get a job
- 3. English allows us to use the internet and social PHGLD HsHFWLYHO\
- 4. There are many fun ways of learning English
- 5. Every day is a chance to become better

# 4.2 Naming Words

In this lesson you will learn :

1. The meaning of Naming Words or Common Nouns
2. 1DPLQJ ZRUGV WKDW KDYH GLsHUHQW PHDQLQJV

Circle everything that you may see in a market

- Shops    Vegetables    A Dog    A Cat    Birds    Cycle
- Auto rickshaw    Fruits    Fish    Shopkeeper

Thinking  
Box

## Let's learn the importance of Naming Words

Imagine that you and I are going for a walk. We step out and we are walking on a nice, beautiful road.

Let's look at the picture and discuss what we see!

We see a wide road. There is a school, and next to it a bank. A bus drives past us. We see the bus driver wearing a brown shirt. There is a small boy  
LQ IURQW RI WKH VFKRRO +H V SOD\LQ...  
We look up at the sky. There are many clouds.  
:H FDQ DOVR VHH D FURZ u\LQJ



What did we see?

We saw people, places, animals and things. Then we pointed at them and named them! Here are the words that we used to name them.

Person	Place	Animal/Bird	Thing
bus driver	road	cats	bus
boy	school	crow	shirt
	bank		clouds

These are naming words. Any word that you use to name a person, place, animal or thing, is a naming word. They are also called 'Common Nouns'

### Naming Words



name



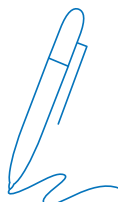
thing



animal



place



Here is a classroom. What people, places, animals and things can you see in the classroom? Write down their naming words.



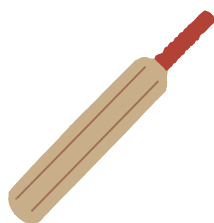
Person	Place	Animal/Bird	Thing

Let's learn about a few words that are the same,  
EXW KDYH GLsHUHQW PHDQLQJV

There are some naming words which have two meanings. These words name two  
FRPSOHWHO\ GLsHUHQW WKLQJV

/HW V ORRN DW D IHZ H[DPSOHV

1. Bat



%DWV u\ DW QLJKW

2. Cricket bats are made with willow wood.

2. Date



1. What is the date today?

2. Dates are very nutritious.

3. Letter



1. There are 26 letters in the English alphabet.

, Z U R W H D H e t e S O V L Q M K H R v F H

4. Feet



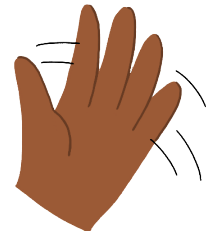
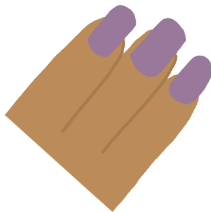
1. We should wash our feet before going to bed.

2. Suresh is 4 feet tall.

Activity Time!

Label the pictures using these naming words. There are two pictures that match each word.

- 1. Nail
- 2. Wave

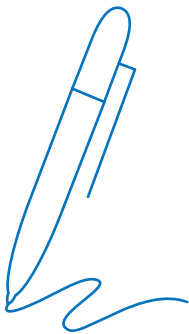


\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



What I learnt today:

Put a ✓ if you know this topic well.

- 1. Naming words or common nouns are words given to people, animals, birds, places, and things
- 2. Some naming words like bat, letter, feet, date, nail, wave   
K D Y H W Z R G L s H U H Q W P H D Q L Q J V

# 4.3 Naming Words -

b b b b b b 6 L Q J X O D U D Q G 3 0

In this lesson you will learn :

1. 7KH GLsHUHQFH EHWZHHQ VLQJXODU DQG SOXUDO IRUPV RI QDPLQJ ZRUG
2. Using the singular and plural forms correctly

Identify the following naming words as person, place, animal/bird, or thing :

Thinking Box

Grandmother - \_\_\_\_\_

Computer - \_\_\_\_\_

Basket - \_\_\_\_\_

Cabinet - \_\_\_\_\_

Goat - \_\_\_\_\_

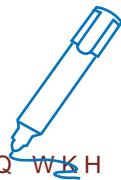
Delhi - \_\_\_\_\_

Pigeon - \_\_\_\_\_

Home - \_\_\_\_\_

Baby - \_\_\_\_\_

## Let's learn the singular and plural forms of naming words



:KDW LV WKH GLsHUHQFH EHWZHHQ WKH ZRUG "cloud" and "clouds"?

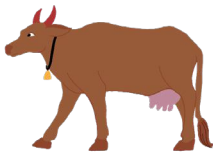
&ORXG LV WKH QDPLQJ ZRUG IRU RQH FORXG ,W LV D VLQJXODU naming word. The word clouds talks about more than RQH FORXG ,W LV D SOXUDO QDPLQJ ZRUG

Singular words are used when there is one person, place, animal or thing to name. For example - teacher, park, puppy, dress Plural words are used when there is more than one person, place, animal or thing to name. For example - teachers, parks, puppies, dresses

Draw some clouds

Now, draw a cloud

Look at the picture. Check if the naming word is singular (one) or plural (many)



Singular (one)   
Plural (many)



Singular (one)   
Plural (many)



Singular (one)   
Plural (many)

## Let's learn the correct usage of singular and plural naming words

<p>words - both the singular words and the plural words.</p> <p>make it plural</p>		<p>form. Here are a few common examples</p>	
Singular Words (one)	Plural Words (many)	Singular Words (one)	Plural Words (many)
<ol style="list-style-type: none"> <li>1. Bag</li> <li>2. Computer</li> <li>3. Class</li> </ol>	<ol style="list-style-type: none"> <li>1. Bags</li> <li>2. Computers</li> <li>3. Classes</li> </ol>	<ol style="list-style-type: none"> <li>1. Person</li> <li>2. Man/Woman</li> <li>3. Child</li> <li>4. Tooth</li> <li>5. Foot</li> </ol>	<ol style="list-style-type: none"> <li>1. People</li> <li>2. Men/Women</li> <li>3. Children</li> <li>4. Teeth</li> <li>5. Feet</li> </ol>

...

1. Person/People

- There is a young person sitting in the classroom. ' Person ... Singular ... RQH
- There are a few people waiting for me in the hall. ' People ... Plural ... PDQ\

2. Year/Years

- The builders took around 20 years ... many - plural

3. Week/Weeks

- ... weeks ... Plural ... PDQ\

4. Man/Men

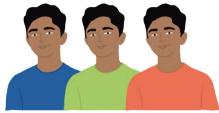
- A man ... Singular ... RQH
- Five men walked into the bank. ' Men ... Plural ... PDQ\

5. Tooth/Teeth

- , KDYH WR VHH D GHQ Wdh V W h t h g D T o t h P W D O N L Q J D E p u a w R Q H
- A dentist is a doctor who looks after our teeth. Teeth W D O N L Q J D E p u a w P D Q \



Match the correct word to the correct picture.



Man (one)



mouse (one)



children (many)



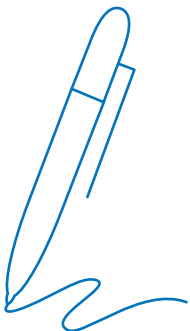
men (many)



mice (many)



child (one)



What I learnt today:

Put a ✓ if you know this topic well.

- Naming words can be singular or plural
- Singular means one. Plural means more than one
- 7KH SOXUDO IRUP RI QDPLQJ ZRUGV FDQ EH DGH E\ DGGLQJ HV WR WKH ZRUG
- 6RPH SOXUDO IRUPV RI QDPLQJ ZRUGV DUH SHOW GLsHUHQW example men, women, children, feet, teeth, people
- While using naming words in a sentence, we need to be careful, and use the singular or plural form correctly.

# 3 U R Q R X Q V

In this lesson you will learn :

1. The need to use pronouns
2. The use of appropriate pronouns

Write a sentence using these words

1. He \_\_\_\_\_
2. She \_\_\_\_\_
3. They \_\_\_\_\_
4. We \_\_\_\_\_

Thinking  
Box

## Let's learn the purpose and usage of pronouns

This passage is about a dog. Read the passage carefully and underline the naming words

The dog is 4 years old. The dog is brown. The dog has a black tail. The dog OLYHV LQITRXYLQZV  
our family. The dog always plays with me. The dog loves to go for walk.

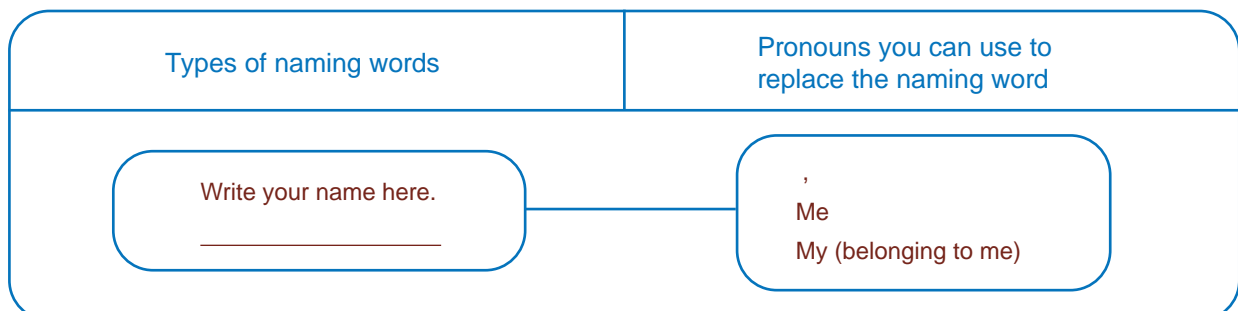
5HDG WKH SDVVDJH RXW ORXG 7KH ZRUG GRJ LV UHSHDWHG PDQ\ WLPHV  
We can use a pronoun. A pronoun is a word that is used instead of a naming word.

The dog is 4 years old. It is brown. It has a black tail. It OLYHV LQITRXYLQZV our family. It always plays  
with me. It ORYHV WR JR IRU ZDON 7KH SURQRXQ LW LV XVHG LQVWHDG RI W

What is a pronoun?

A pronoun is a word which is used in place of a naming word. Pronouns are used to avoid repetition of the same naming word.

## Let's learn the important pronouns



A person you are speaking to

You  
Your (belonging to you)



A person who is a man (singular)

He  
Him  
His (belonging to him)



A person who is a woman (singular)

She  
Her (belonging to her)



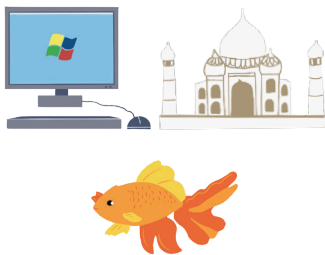
Many people (plural)

They  
Them  
Their (belonging to them)



Many people, including yourself (plural)

We  
Us  
Our (belonging to us)



An object or an animal or a place

, W  
, WV E HORQJLQJ WR LW

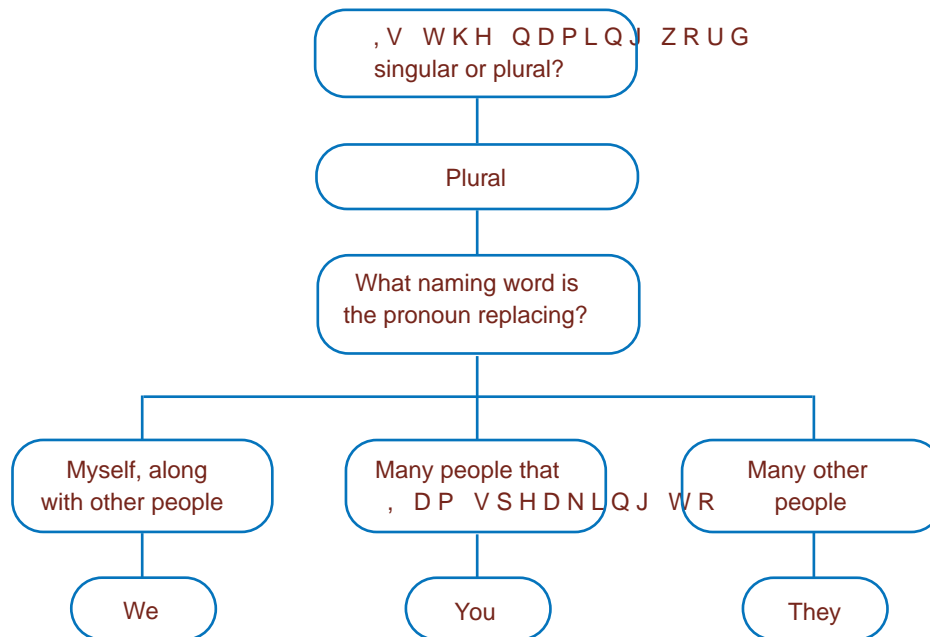


/HW V ORRN DW DQ H[DPSOH

Deepika is excited.

1. ,V WKH QDPLQJ ZRUG VLQJXODU RU SOXUDO"  
Deepika is one person.
2. What naming word is the pronoun replacing?  
Deepika is a person who is a female.

Deepika is excited. -> She is excited.



/HW V ORRN DW DQ H[DPSOH

Pradeep and I are friends.

1. ,V WKH QDPLQJ ZRUG VLQJXODU RU SOXUDO"  
3UDGHHS DQG , DUH WZR SHRSOH ,W LV PRUH WKDQ RQH SHUVRQ
2. What naming word is the pronoun replacing?  
3UDGHHS DQG , UHIHUV WR P\VHOI DORQJ ZLWK DQRWKHU SHUVRQ

Pradeep and I are friends. -> We are friends.

### Activity Time!

Let's make this passage better by replacing the naming word with pronouns.

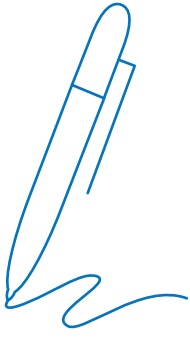
Ayesha is my sister. Ayesha is 17 years old. Ayesha goes to college. Ayesha likes to play

IRRWEDOO DQG EDVNHWEDOO \$ \HVKD V IULHQGV OLNH \$ \HVKD EHFDXVH \$ \H

\$ \HVKD LV P\ VLVWHU BBBBBBBBBBB 6KH ,W LV \HDUV ROG BBBBBBBBBBB

\_\_\_\_\_ (She/He) likes to play football and basketball. \_\_\_\_\_ (Her/Your) friends like

\_\_\_\_\_ (her/Ayesha) because \_\_\_\_\_ (she/they) is smart and fun-loving.



### What I learnt today:

Put a ✓ if you know this topic well.

1. A pronoun is a word that is used in place of a naming word, to avoid repetition of the same naming words.
2. To use the correct pronoun in a sentence, you must ask two important questions - which naming word are we replacing?  
, V WKH QDPLQJ ZRUG VLQJXODU RU SOXUDO"
3. 6LQJXODU SURQRXQV DUH , \RX KH VKH  LW
4. Plural pronouns are - we, you, they

## 4.5 Action Words

In this lesson you will learn :

1. Action words (verbs) and their connection to naming words
2. How to use action words correctly in sentences

What do you use for the following actions? Write the words in the appropriate column

See | Sing | Kick | Clap | Eat | Talk | Read | Listen | Type | Jump |  
Cook | Run | Look | Hear

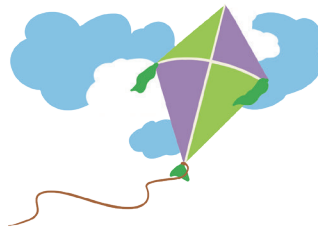
Thinking  
Box

Hands	Feet	Mouth	Eyes	Ears

## Let's learn action words and their connection to naming words



- Who/What is shown in the picture?  
A boy
- What is he doing?  
Throwing a ball



- Who/What is shown in the picture?  
A kite
- What is it doing?  
Flying in the sky



- Who/What is shown in the picture?  
Doctor
- What is she doing?  
Thinking

Naming Words	Action Words
boy	throwing
kite	u \ L Q J
doctor	thinking

As we can see, the action words tell us what a person or object is doing.

An Action Word or Verb is used to show an action connected with a person, an animal/bird or a thing.

What are Verbs?		
Verbs express:		
1. Physical actions	2. Mental actions	3. States of being
<p>To Jump</p>	<p>To Think</p>	<p>To Be</p>



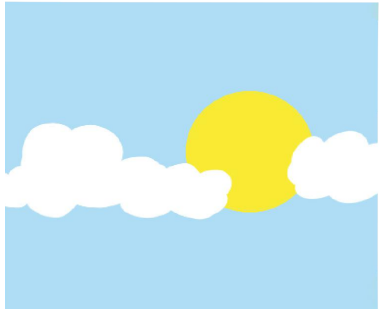
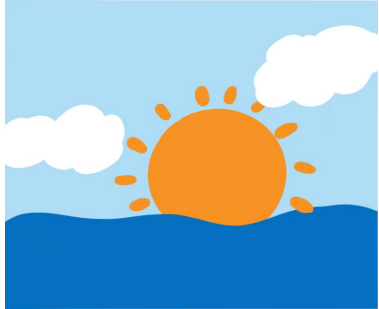

Circle the action word. The naming word is highlighted. Please underline the action word (verb)

1. The cat ran across the road.
2. Sejal and I travel by bus everyday.
3. Mohan is helping me with my homework.
4. The children will play in the evening.

## Let's learn to use action words correctly in sentences

Since the action word tells us more about a naming word, it appears near the naming word.

We need to keep in mind that the form of the action word or verb depends on the time of the action.

Past	Now	Future
		
Whether the action happened in the past	Whether it is happening currently	Whether it will happen in the future
The action has happened in the past (Eg. Rohit studied yesterday).	The action is happening in the present (Rohit is studying now).	The action will take place in the future (I will study tomorrow).

- The action could be happening on a regular basis (Seema studies every day after college)
- The action is a fact (The sun rises in the east)

As we can see, depending on past, present or future, the form of the action word will change, however, the meaning of the action word/ verb remains the same

Let's look at some more examples:

Last year it rained D ORW /DVW \pau LV LQ WKH

,will return \RXU ERRN QH[W ZHHN QH[W ZHHN UHIHUV WR WKH IXWXUH

We are playing KRFNH\ QRZ 7KLV DFWLRQ LV KDSSHQLQJ FXUUHQWO\ QRZ

My mother works in a factory (This is a fact)

We celebrate &KLOGUHQ V 'D\ RQ WK 1RYHPEHU HYHU\ \HDU

\$Q DFWLRQ WKDW KDSSHQV HYHU\ \HDU RQ D UHJXODU EDVLY

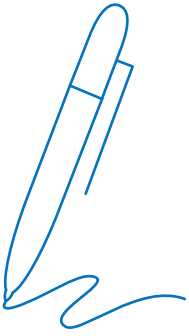
Activity Time!

Fill in the gaps using the correct action word from

WKH ER[

MXPSHG LV GULYLZQDO ZDWK\

1. Shilpa \_\_\_\_\_ the car now.
2. Birds \_\_\_\_\_ in the sky.  
, BBBBBBBBBBBBBBBBBBBBBB 79 DW QLJKW
3. \_\_\_\_\_ over the wall
4. The cat \_\_\_\_\_ over the wall
5. Every week, we \_\_\_\_\_ a test



### What I learnt today:

Put a ✓ if you know this topic well.

- 1. Action words / verbs tell us about an action connected to a person or thing.
- 2. The form of the action word or verb depends on the time of the action (past, present or future).

## 4.6 Describing Objects,

b b b b b b b 6 X U U R X Q G L Q J V D

### In this lesson you will learn :

- 1. How describing words adds more information to naming words.
- 2. Use describing words related to size, shape, texture and color in sentences

Do you know how to describe the things around you?

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Thinking Box

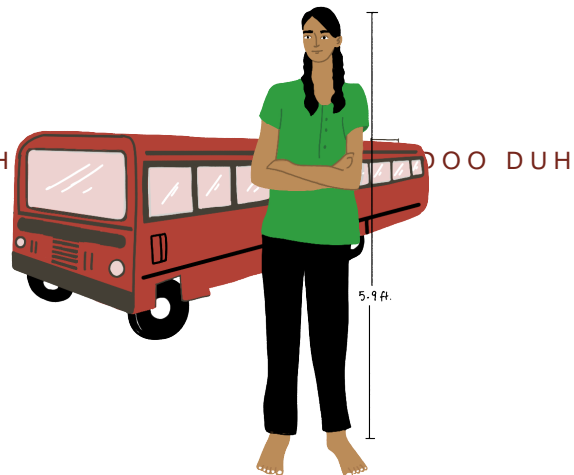
### Let's learn about Describing Words

Words that are used to describe things are called adjectives. We use them to give details about something or someone.

\$ UHG EXV \$ WDOO JLUO , Q WKHVH VH

adjectives, because they describe the bus and the girl. Adjectives add details to make sentences clearer or more interesting. Look closely at how adjectives are used in these sentences!

- A screwdriver is a useful tool
- Arjun is wearing a yellow shirt
- Radha lives in a lovely house





Read how Komal is describing

KHU QHZ VDOHV RvFH 7KHQ

answer the questions!

7KH QHZ VDOHV RvFH LV LQ D WDOO green building. There is a small beautiful park next to it.

What adjectives did Komal use to describe the new RvFH"







1. \_\_\_\_\_

2. \_\_\_\_\_



Let's learn about a few words that are the same, but have

GLs HUHQW PHDQLQJV

Adjectives can be used to describe COLOUR	Adjectives can be used to describe SIZE	Adjectives can be used to describe QUALITY
 A blue uniform	 A long bridge	 A happy face
 An orange balloon	 A large pot	 A sharp tool

What is the importance of adjectives in our everyday life?

1. Adjectives help to describe the size, shape, colour and even quality of things.
2. Using them correctly helps us to communicate better with people.
3. ,W KHOSV WR XQGHUVWDQG ZKDW ZH UH DG VSHDN DQG ZULWH DERXW

## Activity Time!

Write 3 sentences to describe your home. You can use any of these adjectives. Share your writing with your friends in class.

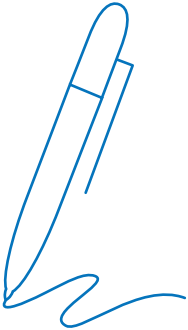
6LJH ELJ VPDOO ORQJ ODU&RORXU :KLWH \HOORZ JUHHQ EODFN

3. Quality - beautiful, quiet, clean, happy

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_



### What I learnt today:

Put a ✓ if you know this topic well.

1. Words that are used to describe things are called Adjectives
2. Describing words add details to make sentences clearer or more interesting
3. Describing the size, shape, colour and quality of things help us communicate better

In this lesson you will learn :

1. The importance of punctuation marks
2. How to use punctuation marks correctly

Do you know the names of these symbols? Match the words given below to the correct symbol.

Thinking Box

question mark

full stop

comma

H[FODPDWLRQ PDUN

Let's learn the importance of punctuation marks

/HW V ORRN DW DQ LQWHUHVWLQJ VHQWHQEH

"I love cooking my family and my pets."

What does this sentence mean? Does it mean that this

PDQ ORYHV WR FRRN KLV IDPLO\ DQG KLV SHWV

No! What the person is actually trying to tell us is that he loves 3 things: cooking, his family, and his pets.

1RZ OHW V XVH SXQFWXDWLRQ PDUNV D

"I love cooking, my family, and my pets."

This is why punctuation is important. The punctuation in this sentence makes the meaning clear to understand.



Here's another example to understand the importance of punctuation. Please read both the paragraphs aloud.

1. Oh wow congratulations when do you  
KDYH WR OHDYH , OO WHOO  
will have a small party for you before  
you go. Hey, guess what Anil has got a  
job and he has to leave for the city next  
week we are planning a farewell party  
for him will you all come.

2. Oh wow! Congratulations! When do you  
KDYH WR OHDYH" , OO WHOO  
will have a small party for you before  
you go. Hey, guess what? Anil has got a  
job and he has to leave for the city next  
week. We are planning a farewell party  
for him. Will you all come?

Which paragraph was easier to understand?

7KH tUVW SDUDJUDSK ZDV GLvFXOW WR UHdG DQG XQGHUVWDQG ZDVQ W LW  
punctuation marks. The second paragraph has punctuation, so it is much easier to understand, and it sounds better.

- When we speak to each other, our voice adds a lot to our words. We stop and pause at the end of sentences. We also ask questions in a particular tone. We use another tone when we are surprised or

%XW ZKHQ ZH ZULWH ZH FDQQRW XVH RXU YRLFH 7KDW V ZK\ ZH XVH SXQFWXD  
Punctuation marks are symbols that we use while writing, to make a sentence clear and interesting



Circle the punctuation marks in these sentences.

)LQDOO\ 'LZDOL KDV DUULYHG \$QLWD 0XNHVK DQG 6KDQD DUH H[WUH  
JR WR WKHLU IDYRXULWH HYHQW RI DOO WLPH WKH tUHZRUNV H[KLEL  
JR WR WKH JURXQG HDUO\ :KHUH DUH WKH FKLOGUHQ V SDUHQWV" 7K

- The three siblings climb a tree - a tall mango tree - to get the best view. Wow! Look at the

## Let's learn the importance of punctuation marks

Full stop (.)

A full stop is a dot that is always placed at the end of a sentence.

Turn to any other page in this book and look at the sentences. All sentences will end with a full stop.

Capital letter at the beginning of the sentence

7KH tUVW OHWWHU RI D VHQWHQFH LVWHDV ZULWWHQ DV D FDSLWDO OHW  
Again, turn to another page in this book. Observe the sentences. All sentences will start with a capital letter.

7KH ZRUG , LV DOVR DOZDV LQ D FDSLWDO OHWWHU QR PDWWHU ZKLFK SDU  
• :KHQ FDQ , JR WR VFKRRO"

Comma (,)

This symbol is called a comma.

The comma is used in a sentence to show a break within the sentence. A comma is used in a few situations.

1. ,W LV XVHG ZKLOH PDLQJ D OLVW RI PRUH V  
  - 7KH ,QGLDQ uDJ LV VDsURQ ZKLVH DQG JUH
  - The boy shouted, screamed and cried when he saw the clown.
2. ,W LV XVHG LQ VHQWHQFHV ZKLFK KDYH WZR SDUV WKDW WDON DERXW  
 WZR GLsHUHQW WKLQJV
  - After we eat, we will take a nap.
  - The clothes were beautiful, but they were too expensive.



Tip: When typing sentences on a computer using MS Word, it will automatically suggest corrections when you make a mistake with punctuation.

Look out for a red line under the sentence when you make a mistake.

## Activity Time!

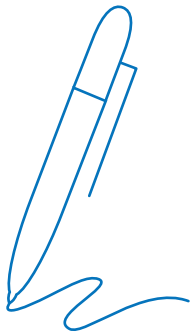
Rewrite the following sentences with a full stop at the end and a capital letter at the beginning.

1. the dog barked
2. i like to drive my car
3. my father will cook the rice

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_



### What I learnt today:

Put a ✓ if you know this topic well.

1. Punctuation is important so sentences are clear and easy to understand.
2. A full stop is always used at the end of a sentence.
3. 7KH tUVW OHWWHU RI D VHQWHQFH LV P OZD\ V ZULWWHQ L capital letter.
4. A comma is used to show a break within a sentence.

# . L Q G V R I 6 H Q W H Q F H V b b b b b b , Q W U R G X F W L R Q

In this lesson you will learn :

1. 'LsHUHQW W\SHV RI VHQWHQFHV
2. +RZ WR PDNH VHQWHQFHV IRU GLsHUHQW VLWXDWLRQV

Read these sentences out loud.

1. ,V WKL V D PDQJR WUHH"
2. This is a big mango tree.
3. :RZ 7KL V SDLQWLQJ LV VR ELJ

:KDW DUH WKH GLsHUHQFHV \RX QRWLFH LQ VHQWHQFH

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Thinking Box

## Let's learn about WKH GLsHUHQW W\SHV RI VHQWHQFHV

Sentences are a group of words that convey a single idea. There are GLsHUHQW W\SHV RI VHQWHQFHV EDVHG RQ ZKDW WKH VHQWHQFH PHDQV

, ORYH P\ FDW  
My new car is Red .  
My dress is blue .

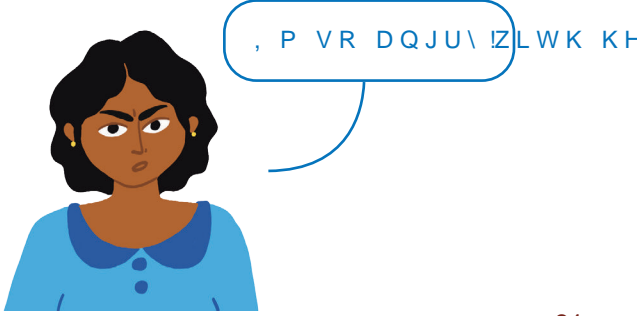
**Declarative Sentence**  
A declarative sentence tells us some information, a fact or an explanation. This is the most common type of sentence that we use. (All the sentences in this section are declarative sentences.) They always end with a full stop.

, ORYH P\ FDW  
My new car is Red.  
My dress is blue.



**Exclamatory Sentence**  
An exclamatory sentence is a sentence which expresses a strong emotion - like anger, surprise, excitement or happiness. An exclamatory sentence always ends with an exclamation mark (!)

, P VR DQJU\ ZLWK KHU  
Oh no!  
You did a great job!  
Congratulations!



### Imperative Sentence

An imperative sentence is a sentence which expresses a command or an instruction to  
 V R P H R Q H , Q V W U X F W L R Q P D Q X D O V U H F L S H E R R M  
 etc. are written like this)

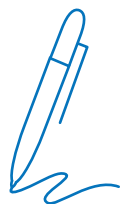
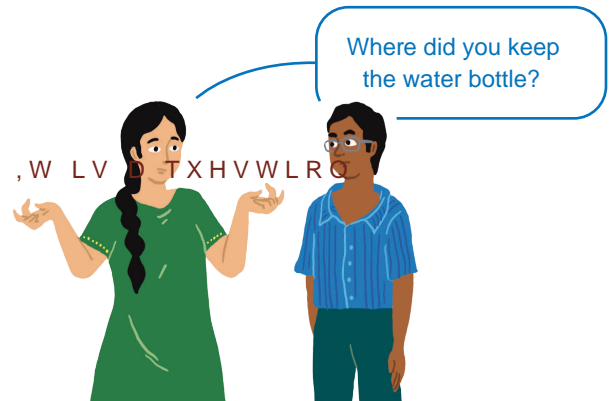
- Give me the keys.
- Drive slowly, and take the next right.
- Please bring me the jar from the kitchen.



### Interrogative Sentence

An interrogative sentence is a sentence which asks a question. Did you know that an interrogative sentence always ends with a particular punctuation  
 V \ P E R O " ' R \ R X N Q R Z Z K D W L W L V " , W L V D T X H V W L R Q  
 mark.

- , V L W U D L Q L Q J R X W V L G H "
- Where did you keep the water bottle?
- Does this shop sell clothes?



5 H D G W K H V H V H Q W H Q F H V F D U H I X O O \ 5 H Z U L W H W K H P L  
 according to the type of sentence.

1. & R P H W R P \ R v F H O D W H U
2. , K D Y H D J U D \ G U H V V
3. + R Z G R , R S H Q W K L V E R [ "
4. The car broke down yesterday!

Declarative Sentence	( [ F O D P D W R U \ Sentence	Imperative Sentence	Interrogative Sentence

### Let's learn about K R Z W R P D N H V H Q W H Q F H V I R U G L s H U H Q V

7 K H G L s H U H Q W W \ S H V R I V H Q W H Q F H V D U H P H D Q W W R E H X V H G L Q V S H F L t F  
 H v F L H Q W O \ G H S H Q G L Q J R Q W K H V L W X D W L R Q

) R U H [ D P S O H \ R X Y H Y L V L W H G D E H D X W L I X O S D U N L Q \ R X U Q H L J K E R U K R R G  
 telling them about your day.

To share your emotion in the best way to your friend, would you use a declarative sentence or an exclamatory sentence?

- 7 K H u R Z H U V L Q W K H S D U N Z H U H E H D X W L I X O
- : R Z 7 K H u R Z H U V L Q W K H S D U N Z H U H E H D X W L I X O

The exclamatory sentence is the best way to express your joy to your friend.

/HW V ORRN DW DQRWKHU H[DP SOH

You are sitting in a classroom and studying. Another student comes in to take some books and leaves. He forgets to close the door. What is the correct sentence to use to ask him to close the door?

- Close the door.
- Please close the door.

8VLQJ WKH LPSHUDWLYH VHQWHQFH &ORVH WKH GRRU LV JLQLQJ WKH SHUVRQ QRW SROLWH WR XVH D FRPPDQLQJ VHQWHQFH ZKLOH DVNLQJ VRPHRQH WR G ask them the question.

### Activity Time!

Megha and Mohan are walking on the road. They are having a conversation about their day at school. Write a short conversation between the two of them.

Make sure to include at least one sentence of each of the 4 kinds of sentences in the conversation.

Megha: What an exciting day at school today!

Mohan: Yes, it was. Did you see \_\_\_\_\_?

Megha: \_\_\_\_\_

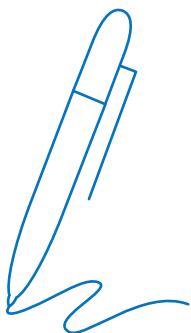
Mohan: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



**What I learnt today:** \_\_\_\_\_

Put a ✓ if you know this topic well.

1. There are 4 types of sentences - declarative, interrogative, exclamatory and imperative.
2. A declarative sentence gives information or states a fact.
3. An exclamatory sentence is used to express a strong emotion - like anger, surprise, excitement or happiness.
4. An imperative sentence expresses a command or a request.
5. An interrogative sentence asks a question.

In this lesson you will learn :

1. The importance of word order in making sentences
2. To rearrange words correctly to create meaningful sentences

Look around the room that you are sitting in. Observe for a few minutes. Write 5 sentences about what you see and what people are doing.

Thinking Box

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Let's learn the importance of word order in making sentences

The little boy is hiding under the table.

: K D W L V W K L V V H Q W H Q F H H D I E R B O Y " , W K L V D I E R W O H E R \ L V W K H V X E M H F W R I V

Brazil is popular for the game of football.

: K D W L V W K L V V H Q W H Q F H B R A Z I L E R X W U D J L Q V L D E R W K W V X E M H F W R I W K H V H Q W H Q F

Justice is quick and fair.

: K D W L V W K L V V H Q W H Q F H J U S T I C E R X W X V , W L E V H D I E R X W K H V X E M H F W R I W K H V H Q W H Q

Every complete sentence has 3 parts:

1. The Subject is what or whom a sentence is about.
2. The Verb (action word).
3. The Object tells us something about the subject.

Subject	Predicate	Object
The little boy	is hiding	under the table.
Brazil	is	popular for the game of football.
Justice	is	quick and fair

, Q DQ (QJOLVK VHQWHQFH WKH VXEMHFW DOZD\V FRPHV tUVW LQ D VHQWHQFH word) and then the object.

, W V LPSRUWDQW WR XVH WKH FRUUHFV ZRUG RUGHU ZKLOH IRUPLQJ D VHQWH used, it is confusing to understand the meaning of the sentence.

Listen to the teacher the students. X

7KLV VHQWHQFH LV ZURQJ EHFDXVH WKH ZRUG RUGHU LV ZURQJ 7KH VXEMHFW EHJLQQLQJ RI WKH VHQWHQFH /HW V ZULWH WKH VHQWHQFH LQ WKH FRUUHFV

The students listen to the teacher. ✓



Combine the two parts and write a full sentence.

5HPHPEHU WR DOZD\V ZULWH WKH VXEMHFW tUVW

1.

Verb and Object	Subject
fell down and broke.	The red jar

---

2.

Subject	Verb and Object
1LFN\ V EURWKHU	is going to watch a movie.

---

**Let's learn** to rearrange words correctly to create meaningful sentences

:H OHDUQW WKDW WKH VXEMHFW DOZD\V FRPHV tUVW LQ D VHQWHQFH 7KH predicate comes next. This is followed by the rest of the predicate (also called the object of the sentence).

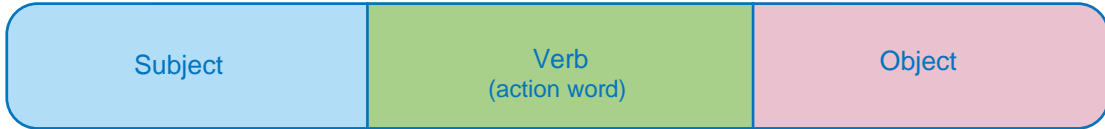
You can remember this pattern using these colors.

Subject	Verb (action word)	Object
The cat	runs	across the road.
The students	listen	to the teacher.

You must always use the words in this order to write a correct, meaningful sentence.

Activity Time!

Rearrange these words to write a correct sentence.  
Use the colour pattern to help you.



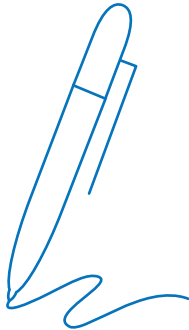
1. symbolizes / peace. / The colour white
2. the largest continent in the world. / Asia / is
3. walked / Neil Armstrong / on the moon.
4. in Australia. / Kangaroos / live

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What I learnt today:

Put a ✓ if you know this topic well.

1. The words in a sentence must be written in the correct order.
2. The subject of a sentence is what the sentence is about.
3. 7KH VXEMHFW DOZD\V FRPHV tUVW LQ D /HQWHQFH 7KLV L followed by the verb (action word) and then the object.

# 4.10 Reading Activity

In this lesson you will learn :

1. Strategies to become a better reader
2. Read and get information from posters and signs

What was the last thing that you enjoyed reading?  
What was it about?

Thinking  
Box

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## Let's learn strategies to become a better reader

Reading is an activity that we do throughout the day. We read road signs. We read words and instructions while using our mobile phone. We read the news, text messages and emails.

We read mainly for three reasons.

1. Reading for information.

5HDGLQJ LV WKH PRVW HsHFWLYH ZD\ WR JHW information and grow in knowledge. When we read books and articles, we learn new things that improve our skills. We read on the internet WR tQG LQIRUPDWLRQ DERXW DQ\WKLQJ LQ WK world.

2. Reading for instructions.

:KHQ ZH tOO RXW D IRUP KRZ GR ZH N KD details we need to write? We read the words on the form! Reading carefully can help us FRPSOHWH PDQ\ WDVNV FRUHFWO\ , QVWUXFWLRQ manuals, user guides, road signs, etc. are all meant for us to read and follow instructions.

3. Reading for entertainment.

Reading is one of the most productive and healthy activities we can do in our free time. We can discover many interesting characters and funny stories through reading.

### 10 ways to become a better reader



- |         |          |
|---------|----------|
| 1. Read | 6. Read  |
| 2. Read | 7. Read  |
| 3. Read | 8. Read  |
| 4. Read | 9. Read  |
| 5. Read | 10. Read |

5HDGLQJ LV D YHU\ LPSRUWDQW VNLOO WR SUDFWLFH DQG SHUIHFW 5HDGLQJ if you are not used to it.

Here are a few things you can do to become a better reader.

1. Read everything you can see. Read the newspaper, posters, magazines, online articles, etc.
2. 'HGLFDWH PLQXWHV HYHU\ GD\ WR UHDG VRPHWKLQJ WKDW \RX HQMRV interests. Find books, short stories or newsletters on a topic that you like.
3. Read with a pencil in your hand. Underline important words or points as you read. You can also XQGHUOLQH ZRUGV WKDW \RX GR QRW NQRZ WKH PHDQLQJ RI 8VH WKH , tQG WKH PHDQLQJ RI WKHVH ZRUGV



Let's decide to read more! Fill in the blanks to set your goals.

1. , ZLOO UHDG BBBBBBBB ERRNV WKLW \HDU :ULWH D QXPEHU
2. , ZLOO UHDG IURP BBBBBBB WR BBBBBBB HYHU\ GD\ &KRRVH D WLP

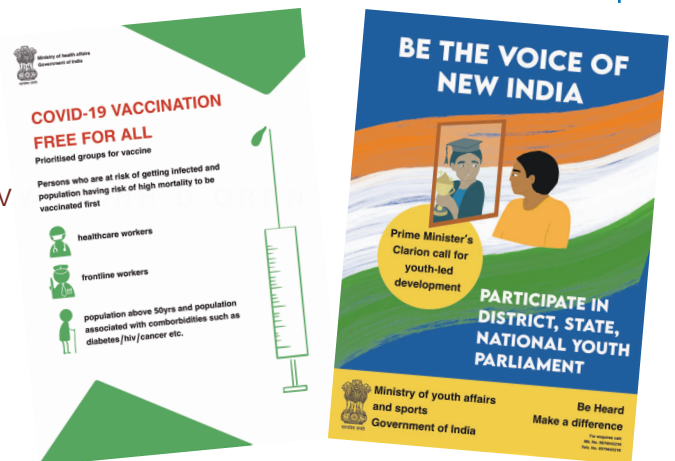
## Let's learn to read and gain information from posters and signs

### Understanding posters

A common way to share information is through posters. Posters present information by using images and colours.

:KLOH UHDGLQJ D SRVWHU tUV at the title. This will tell you what the poster is about. Then, read the highlighted points. This will give you a summary of the information given in the poster. Finally, read all the details under the highlighted points.

This will help you understand all the information.

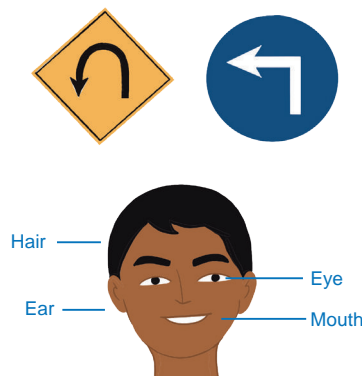


### Understanding signs and symbols

Another way to give information through images is through symbols. There are some common symbols that we see around us.

For example, arrows are one of the most used symbols. When arrows are used in road signs, they are telling us which direction we should go in.

When arrows are used in posters or presentations, they are telling us to focus on a particular thing.



Here are some more commonly used signs and symbols.



- Red colour: When the colour red is used in any symbols, it usually means that something must not be done.

- Yellow colour: When the colour yellow is used, it means, it means that you must be careful. You must pay special attention because there is some risk.

- This is the Recycle symbol. On any objects, it means that the object is recyclable. In a dustbin, it means you must use that bin for recyclable items.

- This is the special access symbol. It is used to indicate when something is accessible for people with disabilities. Some public spaces have a ramp access, reserved parking facility or a special bathroom for people with disabilities. You will see this symbol in such places.

- This symbol is used to indicate the place where you can exit a building or a room.

#### Digital symbols

- When using an app or a website, you will see this symbol on the screen. Clicking this will open the menu which shows you all the available options.

- This symbol is used to indicate the place where you can exit a building or a room.

Activity Time!

Match the following:




1. Menu

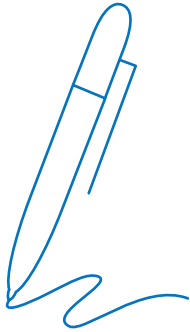
2. Be careful

3. Exit

4. Recycle





### What I learnt today:

Put a ✓ if you know this topic well.

1. We read to gain information, to get instructions and for entertainment.
2. Posters are a way to convey information in a visually appealing manner.
3. There are commonly used symbols that have particular meanings.

# 6 S H D N L Q J

### In this lesson you will learn :

1. The appropriate expressions to use while speaking.
2. How to clearly communicate your views to others.

If you could speak to any famous person in the world, who would you speak to? What would you ask them?

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Thinking  
Box

## Let's learn WKH DSSURSULDWH H[SUHVVLQRQV WR XVH ZKLO

,W LV LPSRUWDQW WR XVH ZRUGV LQ D FOHDU DQG FRUUHFW ZD\ ZKLOH FRPPX is more than just the right words. When we speak, people can hear the emotions in our voice and see our facial expressions.

The expressions of your voice

&DQ \RX UHPHEHU D VSHHFK WKDW \RX HQMR\HG OLVWHQLQJ WR" 2U D GLDOR What emotion was the person feeling during the speech? Were they angry or sad or happy?

The easiest way to convey emotion while speaking is through your voice. Avoid speaking in a single tone that does not share your emotions. Use a happy, excited voice to talk about things that excite you. Use a calm, lower voice to talk about topics that are serious or sad.

,W V DOVR LPSRUWDQW WR EH DZDUH RI WKH YROXPH RI \RXU YRLFH :KHQ VSH room, try to speak loudly and slowly so that everyone can hear you. Speak in a quieter voice when speaking to one or few people.

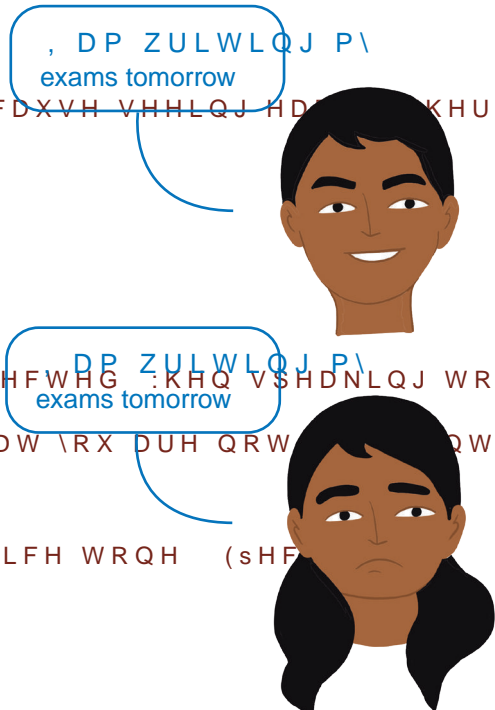
The expressions of your face

Why have video calls become so popular when we already have voice FDOOV WR VSHDN WR HDFK RWKHU" ,W LV EHFDXVH VHHLQJ HDWKHU KHU V IDF an important part of communication for us. When you speak, people are usually using both their eyes and ears to focus on you. They can hear your voice and see your face.

Our faces naturally make expressions to show emotion. So while speaking, use your facial expressions to match what you are saying. Eye contact is the most important part of your facial expressions.

,W KHOSV WKH SHRSOH VSHDNLQJ IHHO FRQQHFWHG :KHQ VSHDNLQJ WR D group of people, move your eye contact from one person to another. 6SHDNLQJ ZLWKRXW H\H FRQWDFW VKRZV WKDW \RX DUH QRW QW DERXV what you are saying.

6XLWDEOH IDFLDO H[SUHVVLQRQV 3URSHU YRLFH WRQH (sHF Communication



Pick a simple, popular story that you know from your childhood.  
Practice telling the entire story in front of a mirror.

Use voice expressions properly. When speaking in front of the mirror, do it by maintaining eye contact with \RXUVHOI ,W PLJKW IHHO VWUDQJH DW tUVW %XW LW LV JUHDW SUDFWLFH IRU

## Let's learn how to clearly communicate your views to others

"Apples contain Vitamin C."

7KLV VHQRHQFH LV D IDFW <RX FDQ FKHFN LI LW LV WUXH RU IDOVH ,W GRHV or from one place to another.

"Apples are better than bananas."

This sentence is not a fact. Suresh likes apples better than bananas. His sister Sangeetha likes bananas better than apples. This is an opinion.

During conversations, we sometimes state facts. Other times we share our personal opinion on something.

7KH SHUVRQ WKDW ZH DUH VSHDNLQJ WR PLJKW KDYH D GLsHUHQW RSLQLRQ can use certain words and phrases to communicate our opinions during conversations.

7LS ,W LV QRUPDO DQG DFFHSWDEOH IRU \RX WR KDYH D GLsHUHQW RSLQLRQ communicate respectfully, even if we do not agree with others.

Opinion phrases	([DPSOHV
, IHHO WKDW	, IHHO WKDW WKHVH \HOORZ OLJKWV DUH WRR
,Q P\ RSLQLRQ	,Q P\ RSLQLRQ 0UV 6KDUPD LV WKH EHVW WHD in the school.
3HUVRQDOO\ , WKLQN	3HUVRQDOO\ , WKLQN WKLV KR XVH LV WRR VPD
, UHVSHFWIXOO\ GLVDJUHH	, UHVSHFWIXOO\ GLVDJUHH ZLWK ZKDW \RX DUH PHDW LV QRUPDO IRU VRPH DQG QRW QRUPDO I upto people to decide.

Activity Time!

Write 4-5 sentences about the place where you live. Use the opinion phrases that we just learnt.

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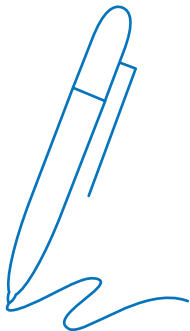
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What I learnt today:

Put a ✓ if you know this topic well.

1. Facial expressions and voice expressions help us to communicate our thoughts clearly.
2. Maintaining eye contact with the people we are VSHDNLQJ WR KHOSV XV WR FRPPXQLFDWH FRQ tGHQWO\
3. ,Q D FRQYHUVDWLRQ ZH FDQ VKDUH RX RSLQLRQV ZLWK SHRSOH E\ XVLQJ SKUDVHV OLNH , IHHO WKDW DQG 3HUVRQDOO\ , WKLQN

# 4.12 Listening

In this lesson you will learn :

1. The purpose and importance of listening
2. How to practise listening to follow instructions correctly

We listen to many things in our daily lives!  
Tick the things that you listen to regularly.

- Music
- YouTube videos
- Voice notes
- Teacher teaching in class
- News
- Speeches
- Audiobooks

Thinking  
Box

## Let's learn the purpose and importance of listening

(sHFwLYH FRPPXQLFDWLRQ LV EHLQJ DEOH WR ERWK VSHDN ZHOO DQG OLVWHQ FRQYHUVDWLRQ ZLWK VRPHRQH LW V LPSRUWDQW WR OLVWHQ FDUHIXOO\ 7KL person and contribute to the conversation.

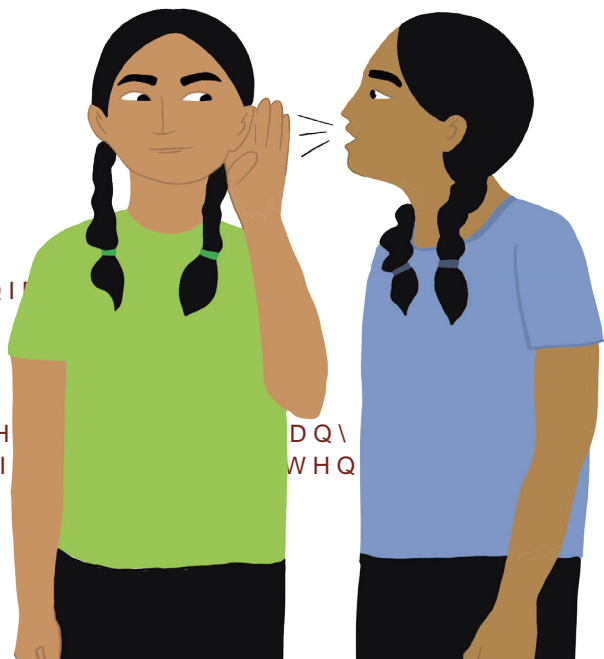
Listening is an important skill to develop.  
We listen for many purposes.

### Listening for information

- Sometimes we listen to get information. When we listen to the news or listen to announcements in a train station- it is OLVWHQLQJ WR JHW VSHFLtF LQI

### Listening for instructions

- We must also learn to listen for instructions. ,Q WKH FODVVURRP DQG LQ WKH DQ\ LQVWLWXWLRQV DUH VKDUHG ,I WHQ carefully, it is hard to follow the instructions correctly. Listening for instructions and information are two of the most common purposes of listening.



### Listening for relationships and entertainment

- Sometimes, our listening skills can also be useful in other ways. Listening to a friend helps us understand them and build a relationship. You can also listen to music, audiobooks and podcasts for entertainment and pleasure.



Think and recall everything that you did in the last 5 days. Write down 3 instances when you had to listen carefully for information or instruction.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

### Let's learn how to practise listening to follow instructions correctly

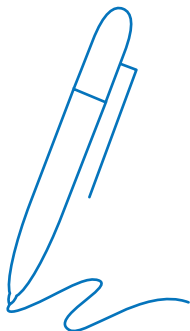
Listening is like any other skill - you must practice to become good at it. Here are 3 simple things you can do to practise and improve your listening skills.

1. 6 SHQG PLQXWHV HYHU\ GD\ OLVWHQLQJ WR VRPHWKLQJ OLNH WKH QHZ  
do anything else while listening.
2. When you listen to someone speaking or listen to a recording, summarise what you have heard. Try to use 2 or 3 sentences to recollect what the person has said.
3. While your teacher speaks and as you listen, try to write the words that you are hearing. This might  
VHHP GLvFXOW DW tUVW %XW NHHS WU\LQJ

### Activity Time!

Choose the correct answer to the question.

1. :KDW LV HsHFWLYH FRPPXQLFDWLRQ "  
a. To both listen well and speak well  
b. To only know how to speak to someone
2. Why is it important to listen carefully?  
a. To forget all the information given by someone  
b. To understand the information and instructions given by the speaker
3. :KDW GRHV LW PHDQ WR VXPPDULJH ZKDW \RX YH OLVWHQH HG WR "  
D 7R UHFROOHFW HYHU\WKLQJ \RX YH KHDUG LQ RU VHQW  
b. To type everything in a document



### What I learnt today:

Put a ✓ if you know this topic well.

1. Listening is an important communication skill to get information and receive instructions from people.
2. When listening, it is important to focus on the person who is speaking, write down the information and recollect what you have heard.

# 7DONLQJ DERXW /LNH b b b b b b b b D Q G ' L V O L N H V

In this lesson you will learn :

1. 7KH GLsHUHQFH EHWZHHQ OLNHV DQG GLVOLNHV
2. How to share our likes and dislikes
3. +RZ WR WDON DERXW RWKHUV OLNHV DQG GLVOLNHV

What are two things that you like to eat? What are two things that you do not like to eat? Write them below.

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Thinking  
Box

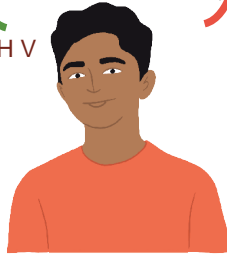
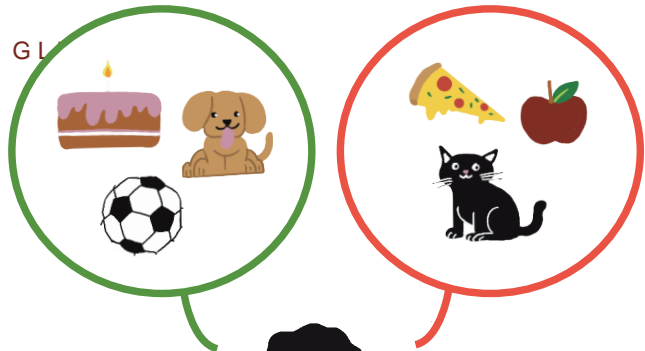
## Let's learn WKH GLsHUHQFH EHWZHHQ OLNHV DQG GLVOLNHV

This is Naresh. He likes to eat cake. He enjoys playing football. He loves his puppy.

He does not like the taste of pizza. He does not like being around cats. He dislikes eating apples.

7KHVH DUH 1DUHVK V OLNHV DQG GLVOLNHV

Likes are things or activities or places that we enjoy. They are things that we feel a positive emotion of joy or excitement towards. Dislikes are things that we do not like. They are things towards which we feel a negative emotion of hatred or fear or boredom.



'LsHUHQW SHRSOH FDQ KDYH GLsHUHQW OLNHV  
dislikes. You and your friend might like many of the same things. However, you might also dislike some of the things that they like. Our likes and dislikes are one of the things that makes us unique.

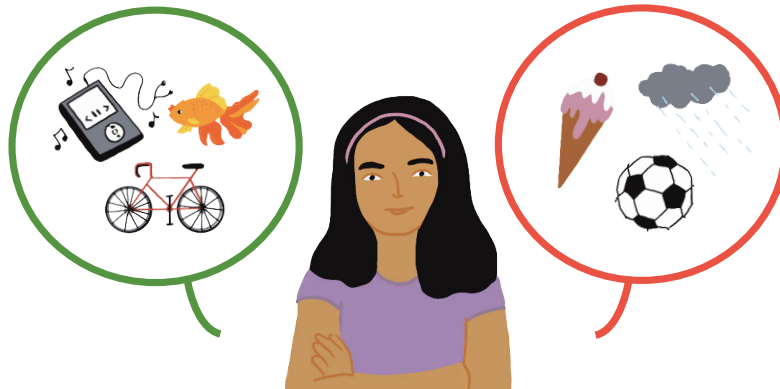


This is Samvita. Take a look at her likes and dislikes. Write them down.

Samvita's Likes	Samvita's Dislikes

### Let's learn how to share our likes and dislikes

:H FDQ XVH SDUWLFXODU SKUDVHV WR WDON DERXW RXU OLNHV DQG GLVOL use.



Talking about likes	
I like...	I like eating ice cream.
I love... Use this phrase to express a strong liking towards something.	I love my friends.
I adore... Use this phrase to express a strong admiration of something or someone.	I adore the paintings made by my sister.
I enjoy... Use this phrase to talk about an activity that you like to do.	I enjoy swimming in the ocean.
I'm crazy about... Use this phrase to express a strong liking towards something.	I'm crazy about football.

<p>I'm fond of...</p> <p>Use this phrase to talk about a person that you like a lot.</p>	<p>I'm fond of my English teacher.</p>
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Talking about dislikes	
<p>I don't like...</p>	<p>I don't like driving.</p>
<p>I hate...</p> <p>Use this phrase to express a strong dislike towards something.</p>	<p>I hate watching the news.</p>
<p>I detest...</p> <p>Use this phrase to express a strong hatred towards something.</p>	<p>I detest cooking in a dirty kitchen.</p>
<p>I can't bear...</p> <p>Use this phrase to talk about an activity or</p>	<p>I can't bear to clean my cupboard.</p>

Use the phrase 'I don't mind...' to talk about things that you neither like nor dislike, use this phrase.

- I don't mind...
- I don't mind studying physics.



Write sentences about your own likes and dislikes. Use the phrases given below.

I'm fond of \_\_\_\_\_

I hate \_\_\_\_\_

I don't mind \_\_\_\_\_

### Let's learn to talk about others' likes and dislikes

Use the phrases 'I'm fond of...' and 'I hate...' to talk about others' likes and dislikes.

- She is fond of her little sister.
- Sonya is crazy about cricket.
- I'm fond of my English teacher.
- I hate watching the news.
- I detest cooking in a dirty kitchen.
- I can't bear to clean my cupboard.

While talking about likes and dislikes, we can also use these two phrases to add to the meaning of the sentence. Using these phrases adds an emphasis to how much you like or dislike something.

1. a lot
2. very much

, W V L P S R U W D Q W W R S O D F H W K H P L Q W K H F R U U H F W S D U W R I W K H V H Q W H Q

1. She likes her car a lot.
2. The little girl loves her puppy very much.

7 R W D O N D E R X W R W K H U V O L N H V D Q G G L V O L N H V Z H P X V W t U V W D V N W K H P  
G L V O L N H V R W K D W Z H N Q R Z P R U H D E R X W W K H S H U V R Q + H U H D U H V R P H T X  
someone likes or dislikes.

Questions to ask someone about their likes and dislikes
What kind of movies do you like? What kind of food do you like to eat?
Do you enjoy being a teacher? Do you enjoy dancing?
What is your favourite subject? Who is your favourite sportsperson?
What do you like about your city? What do you dislike about this house?

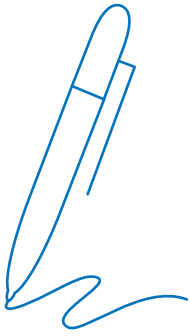
Naveen is at home. His sister Sherin comes in. Notice how they express their likes and dislikes.

Naveen: Hi Sherin! Would you like to watch a movie "The Restaurant" with me?	Sherin: I don't like watching movies. I like eating at a restaurant.
Naveen: Shall we go to eat biryani at the restaurant. Or shall we go to eat biryani?	Sherin: I like eating biryani. I don't like eating at a restaurant.
Naveen: I don't like watching movies. I like eating at a restaurant.	

**Activity Time!**

Let's look at some more things that Sherin and Naveen like and dislike. Look at the chart carefully. Write 5 or 6 sentences about what the siblings like and dislike.

	Playing video games	Their neighbour	Cricket	Drinking soda
Naveen	X	😊	X	😊
Sherin	😊	😊	X	X



### What I learnt today:

Put a ✓ if you know this topic well.

1. \$OO RI XV KDYH GLsHUHQW OLNHV DQG  LVOLNHV WKLQJV WKDW ZH GRQ W  
HQMRL DQG WKLQJV WKDW ZH GRQ W
2. :H FDQ XVH GLsHUHQW SKUDVHV WR FRIIXQLFDWH RXU OLNHV  
DQG GLVOLNHV LQ GLsHUHQW ZD\
3. We can ask other people questions to understand what their likes and dislikes are.

## 4.14 Greetings and

b b b b b b b b V H O I L Q W U R G X

### In this lesson you will learn :

1. The appropriate expressions to greet people in formal and informal situations.
2. +RZ WR LQWURGXFH \RXUVHOI WR RWKHUV HsHFWLYHO\

A new teacher comes to your classroom. They ask everyone to introduce themselves. What would you say? Write it down.

Thinking Box

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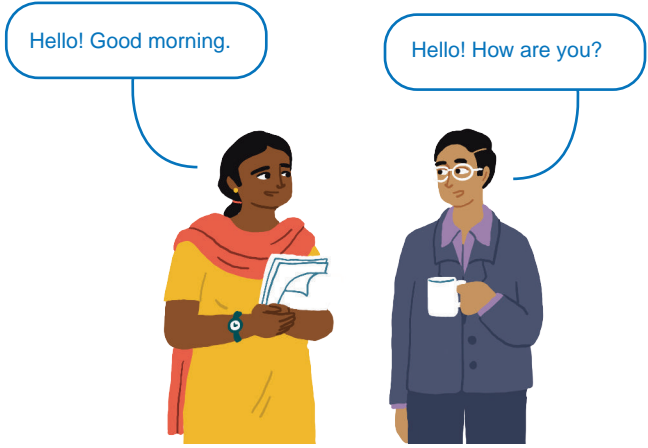
Let's learn WKH DSSURSULDWH H[SUHVVLQRV WR JUHHW SH informal situations.

:KHQ ZH EHJLQ VSHDNLQJ ZLWK VRPHRQH RU DGGUHVVLQJ PDQ\ SHRSOH ZH tU GLsHUHQW NLQGV RI JUHHWLQJV 7KH\ PXVW EH XHG DSSURSULDWHO\ LQ WKH U

<RX XVH D IRUPDO JUHHWLQJ ZKHQ \RX UH VSHDNLQJ WR D SHUVRQ RI DXWKRU conversations in formal contexts like workplace, conferences, business meetings, etc. You can also use a IRUPDO JUHHWLQJ ZKHQ \RX GRQ W NQRZ WKH SHUVRQ

Here are a few greetings you can use when you are starting a formal conversation.

Formal Greetings
Hello!
Good morning.
Good afternoon.
Good evening.
Hello! How are you?
,W V QLFH WR PHHW \RX



,QIRUPDO JUHHWLQJV DUH JUHHWLQJV ZH XVH ZKLOH VSHDNLQJ WR IULHQG we have casual conversations, outside a professional setting.

Informal Greetings
Hi!
Hey!
:KDW V XS"
:KDW V JRLQJ RQ"
Long time, no see!



Take a look at these situations. Which greeting is appropriate for Sheila to use?

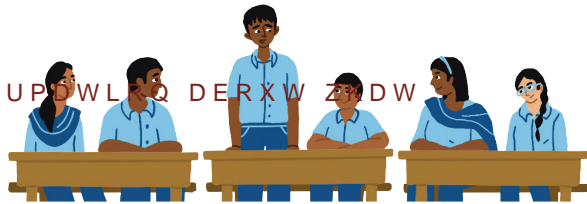
- 6KHL0D PHHWV KHU EHVW IULHQG IURP VFKRRO DW D ZHGGLQJ 7KH\ DUH They have not met each other in a while. What should Sheila say?
  - Good evening.
  - Long time, no see!
- 6KHL0D ZDQWV WR MRLQ DQ LQWHUQVKLS +HU WHDFKHU LQWURGXFHV K GHWDLOV DERXW WKH LQWHUQVKLS 6KHL0D ZDONV LQWR D PHHWLQJ UR should Sheila say?
  - +RZ DUH \RX" ,W V QLFH WR PHHW \RX
  - +H\ :KDW V XS"

### Let's learn KRZ WR LQWURGXFH \RXUVHOI WR RWKHUV H

,Q WKH ODVW DFWLYLW\ 6KHL0D PHW WZR SHRSOH :KHQ VKH PHHWV KHU I does not need to introduce herself. They can begin a conversation because they know each other well. +RZH\HU ZKHQ 6KHL0D PHHWV WKH RvFH PDQDJHU WR WDON DERXW WKH L to introduce herself.

We LQWURGXFH RXUVHOYHV WR SHRSOH LQ GLsHUHQW VLWXDWLRQV WR JLY we are and what we do. The way we introduce ourselves depends on the situation in which we are asked to introduce ourselves.

- While introducing yourself in a classroom,  
LW V UHOHYDQW WR VKDUH LQIRUPDWLRQ DERXW ZADW  
\RX UH VWXG\LQJ



- While introducing yourself in a job interview,  
LW V UHOHYDQW WR VKDUH LQIRUPDWLRQ DERXW \RXU  
job skills and experience.

- :KLOH LQWURGXFLLQJ \RXUVHOI WR D QHZ IULHQG LW V  
good to talk about your likes and dislikes.

When we are asked to introduce ourselves, we

FDQ V RPHWLPHV IHHO QHUYRXV EHFDXVH ZH GRQ W NQRZ ZKDW WR VDI \$ JRRG  
sentences of an introduction. You can use this prepared introduction with some small changes. That way  
you will not feel nervous to introduce yourself!

/HW V ORRN DW 6KDPLQL V LQWURGXFWRQ DQG OHDUQ KRZ WR IRUP RXU RZQ  
introduction.

Hello everyone! My name is Shamini, and I am a student at Ashoka University.  
I am studying to be a librarian. I chose my course because I enjoy reading.  
I also would like to help small kids read more.

I'm also a basketball player. I go to the park thrice a week to teach some kids  
to play basketball. The happiest part of my day is when I spend time with  
children. I'm a patient teacher and a good listener.

6KDPLQL V LQWURGXFWRQ FDQ EH VSOLW XS LQWR SDUWV 8VLQJ WKHVH V  
parts, you too can write your own introduction!

1	Your name	Hello everyone! My name is Shamini,
2	What you do primarily - as a student or for work	DQG , DP D VWXGHQW DW \$VKRND 8QLYHUVLWY studying to be a librarian.
3	Some personal or interesting information to add to the previous point	, FKRVH P\ FRXUVH EHFDXVH , HQMR\ UHGLQ , DOVR ZRXOG OLNH WR KHOS VDDO NLGV UH
4	Another activity that you do or interest that you have	, P DOVR D EDVNHWEDOO SOD\HU , JR WR WK a week to teach some kids to play basketball.
5	Something that you like doing	7KH KDSHLVW SDUW RI P\ GD\ LV ZKHQ , VSH time with children.
6	A personal strength or a positive attribute that you have	, P D SDWLHQW WHDFKHU DQG D JRRG OLVWHU

# EMPLOYABILITY SKILLS

## Student Workbook

Total : 120 Hours

Part 1: 62 Hours

