

# LEARNING OUTCOME-BASED CURRICULUM



## Employability Skills Grade 10

विद्यया ऽ मृतमश्नुते



एन सी ई आर टी  
NCERT

**PSS Central Institute of Vocational Education**

(A constituent unit of NCERT, MoE, Government of India)

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S.No.	Units	Duration (hrs)
1.	Communication Skills – II	20
2.	Self-management Skills - II	10
3.	Information and Communication Technology Skills-II	20
4.	Entrepreneurship Skills – II	15
5.	Green Skills – II	10
	<b>Total</b>	<b>75</b>

<b>UNIT 1: COMMUNICATION SKILLS – II</b>		
<b>Duration: 20 hrs</b>		
	<b>Theory (12 hrs)</b>	<b>Practical (08 hrs)</b>
<b>LO1</b>	<b>Demonstrate the Knowledge of Methods of Communication</b>	
1.	<ul style="list-style-type: none"> <li>• Methods of communication</li> <li>• Communication process and elements</li> </ul>	<ul style="list-style-type: none"> <li>• Role play on communication process</li> <li>• Group discussion on the effects of elements of communication cycle</li> </ul>
<b>LO2</b>	<b>Describe the Types of Verbal Communication</b>	
2.	<ul style="list-style-type: none"> <li>• Verbal communication</li> <li>• Types of verbal communication</li> <li>• Advantages and disadvantages of verbal communication</li> <li>• Mastering verbal communication</li> </ul>	<ul style="list-style-type: none"> <li>• Role play of a telephonic conversation</li> <li>• Group practice on public speaking</li> </ul>
<b>LO3</b>	<b>Demonstrate the Knowledge of Non-Verbal Communication</b>	
3.	<ul style="list-style-type: none"> <li>• Non-verbal communication</li> <li>• Importance of non-verbal communication</li> <li>• Types of non-verbal communication</li> <li>• Visual communication</li> </ul>	<ul style="list-style-type: none"> <li>• Roleplay on non-verbal communication</li> <li>• Group discussion and practice on how to avoid body language mistakes</li> <li>• Group discussion on three methods of communication</li> </ul>
<b>LO4</b>	<b>Describe the Communication Cycle and the Importance of Feedback</b>	
4.	<ul style="list-style-type: none"> <li>• Communication cycle</li> <li>• Feedback</li> <li>• Types of feedback</li> <li>• Importance of feedback</li> </ul>	<ul style="list-style-type: none"> <li>• Role play on providing feedback</li> <li>• Group practice on constructive feedback</li> </ul>

<b>LO5</b>	<b>Identify the Barriers to Effective Communication</b>	
5.	<ul style="list-style-type: none"> <li>• Effective communication</li> <li>• Barriers to effective communication <ul style="list-style-type: none"> <li>i. Physical barriers</li> <li>ii. Linguistic barrier</li> <li>iii. Interpersonal barriers</li> <li>iv. Organizational barriers</li> <li>v. Culture barriers</li> </ul> </li> <li>• Ways to overcome barriers to effective communication</li> </ul>	<ul style="list-style-type: none"> <li>• Role play on barriers to effective communication</li> <li>• Group practice on overcoming barriers to effective communication</li> </ul>
<b>LO6</b>	<b>Demonstrate the Knowledge of Parts of Speech</b>	
6.	<ul style="list-style-type: none"> <li>• Writing skills – parts of speech</li> <li>• Capitalization</li> <li>• Punctuations</li> <li>• Basics of parts of speech</li> <li>• Supporting parts of speech <ul style="list-style-type: none"> <li>i. Article</li> <li>ii. Conjunctions</li> <li>iii. Prepositions</li> <li>iv. Interjections</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Reading paragraph and sentences and identifying parts of speech</li> <li>• Group practice on sentence construction</li> <li>• Identifying nouns by guessing the name, place, animal, or thing</li> </ul>
<b>LO7</b>	<b>Write Sentences</b>	
7.	<ul style="list-style-type: none"> <li>• Writing sentences</li> <li>• Parts of a sentence</li> <li>• Types of objects</li> <li>• Types of sentences -</li> <li>• Active and Passive</li> <li>• Paragraphs</li> </ul>	<ul style="list-style-type: none"> <li>• Making sentences using direct and indirect objects</li> <li>• Writing a paragraph using active and passive voice</li> <li>• Writing different types of sentences (i.e., declarative, exclamatory, interrogative and imperative)</li> </ul>

## UNIT 2: SELF-MANAGEMENT SKILLS – I

**Duration: 10 hrs**

	Theory (05 hrs)	Practical (05 hrs)
<b>LO1</b>	<b>Apply Stress Management Techniques</b>	
1.	<ul style="list-style-type: none"> <li>• Basics of self – management <ul style="list-style-type: none"> <li>i. Self – awareness</li> <li>ii. Responsibility</li> <li>iii. Time management</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Role Play on avoiding stressful situation</li> <li>• Activity on listing the stressful situations and the stress management</li> </ul>

	iv. Adoptability <ul style="list-style-type: none"> <li>• Stress and stress management</li> <li>• Stress management techniques</li> <li>• Ability to work independently</li> <li>• Emotional intelligence</li> </ul>	techniques like yoga, deep breathing exercises, etc.
<b>LO2 Identify Strengths and Weaknesses of Self</b>		
2.	<ul style="list-style-type: none"> <li>• Self-awareness</li> <li>• Knowing yourself</li> <li>• Strength and weakness analysis</li> <li>• Techniques for identifying strengths and weaknesses</li> <li>• Difference between interests and abilities</li> </ul>	<ul style="list-style-type: none"> <li>• Group discussion on aim in life</li> <li>• Group discussion on interests and abilities</li> </ul>
<b>LO3 Demonstrate the Knowledge of Self -Motivation</b>		
3.	<ul style="list-style-type: none"> <li>• Self-motivation</li> <li>• Types of motivation</li> <li>• Qualities of self- motivated people</li> <li>• Building self –motivation</li> </ul>	<ul style="list-style-type: none"> <li>• Group discussion on staying motivated</li> <li>• Activity on listing the ways to motivate oneself</li> </ul>
<b>LO4 Set SMART Goals (Specific, Measurable, Achievable, Realistic and Time-bound)</b>		
4.	<ul style="list-style-type: none"> <li>• Self-regulation – Goal Setting</li> <li>• Setting SMART goals</li> <li>• How to set SMART goals             <ol style="list-style-type: none"> <li>Specific</li> <li>Measurable</li> <li>Achievable</li> <li>Realistic</li> <li>Time bound</li> </ol> </li> </ul>	<ul style="list-style-type: none"> <li>• Group activity on setting SMART goals</li> <li>• Writing long- term and short -term goals</li> <li>• Activity on listing the ways to set SMART goals</li> </ul>
<b>LO5 Demonstrate the Knowledge of Time Management</b>		
5.	<ul style="list-style-type: none"> <li>• Self-Regulation</li> <li>• Time management and its importance</li> <li>• Example and non- example of time management</li> <li>• Four ways for effective time management</li> </ul>	<ul style="list-style-type: none"> <li>• Preparing a list of activities to learn time management</li> <li>• Discussion on how to manage time to reach school on time</li> </ul>

	<ul style="list-style-type: none"> <li>i. Organise</li> <li>ii. Prioritise</li> <li>iii. Control</li> <li>iv. Track</li> <li>• Tips for practicing the four steps of effective time management</li> </ul>	
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<b>UNIT 3: INFORMATION AND COMMUNICATION TECHNOLOGY SKILLS – I</b>		
<b>Duration: 20 hours</b>		
	<b>Theory (08 hrs)</b>	<b>Practical (12 hrs)</b>
<b>LO1</b>	<b>Perform Basic Computer Operations</b>	
1.	<ul style="list-style-type: none"> <li>• Basics of computer operations</li> <li>• Computer hardware and software</li> <li>• Starting a computer</li> <li>• Shutting down a computer</li> <li>• Using keyboard</li> <li>• Using a mouse <ul style="list-style-type: none"> <li>i. Roll over or hover</li> <li>ii. Point and click</li> <li>iii. Drag and drop</li> <li>iv. Double click</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Demonstration on the use of computers</li> <li>• Group practice on using the keyboard</li> </ul>
<b>LO2</b>	<b>Apply Basic File Operations</b>	
2.	<ul style="list-style-type: none"> <li>• Performing basic file operations</li> <li>• Basic File Operations</li> <li>• Files and folders <ul style="list-style-type: none"> <li>i. Creating a file</li> <li>ii. Creating a folder</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Group practice on creating a folder on a computer</li> </ul>
<b>LO3</b>	<b>Demonstrate the Knowledge of Computer Care and Maintenance</b>	
3.	<ul style="list-style-type: none"> <li>• Computer care and maintenance</li> <li>• Importance of care and maintenance of computers</li> <li>• Basic tips for taking care of devices <ul style="list-style-type: none"> <li>i. Cleaning computer devices</li> <li>ii. Preparing maintenance schedule for computers</li> <li>iii. Taking backup data</li> <li>iv. Scanning and cleaning viruses</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Group activity on preparing a chart on care and maintenance of computer</li> </ul>

	v. Removing SPAM files	
<b>LO4</b>	<b>Describe the Importance of Maintaining Computer Security and Privacy</b>	
4.	<ul style="list-style-type: none"> <li>• Computer security and privacy</li> <li>• Reasons for security breach</li> <li>• Threats to computer</li> <li>• Protecting your data</li> </ul>	<ul style="list-style-type: none"> <li>• Group activity on preparing a chart of computer security and privacy</li> </ul>

<b>UNIT 4: ENTREPRENEURSHIP SKILLS – I</b>		
<b>Duration: 15 hrs</b>		
	<b>Theory (06 hrs)</b>	<b>Practical (09 hrs)</b>
<b>LO1</b>	<b>Describe the Meaning of Entrepreneurship</b>	
1.	<ul style="list-style-type: none"> <li>• Entrepreneurship and society</li> <li>• Activities of entrepreneurs: <ul style="list-style-type: none"> <li>i. Fulfil customer needs</li> <li>ii. Help society</li> <li>iii. Create jobs</li> <li>iv. Share wealth</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Group work on finding the problems in school campus and discussion on how to turn them into business opportunities</li> </ul>
<b>LO2</b>	<b>Identify the Qualities and Functions of an Entrepreneur</b>	
2.	<ul style="list-style-type: none"> <li>• Qualities and functions of an entrepreneur</li> <li>• Qualities of entrepreneur</li> </ul>	<ul style="list-style-type: none"> <li>• Activity on self-assessment of entrepreneurial qualities</li> <li>• Activity on solving a problem in an area</li> <li>• Taking an interview of an entrepreneur</li> </ul>
<b>LO3</b>	<b>Describe the Myths and Realities about Entrepreneurship</b>	
3.	<ul style="list-style-type: none"> <li>• Misconceptions and myths about entrepreneurship</li> </ul>	<ul style="list-style-type: none"> <li>• Group activity on identifying everyday heroes</li> <li>• Activity on talking to entrepreneurs and taking their interview</li> <li>• Group activity on making items and selling them to someone</li> </ul>
<b>LO4</b>	<b>Describe Entrepreneurship as a Career Option</b>	
4.	<ul style="list-style-type: none"> <li>• Entrepreneurship as a career option</li> </ul>	<ul style="list-style-type: none"> <li>• Talking about entrepreneurship as a life option</li> <li>• Group activity on presenting about</li> </ul>

		the power of entrepreneurship

<b>UNIT 5: GREEN SKILLS -II</b>		
<b>Duration: 10 hrs</b>		
	<b>Theory (07 hrs)</b>	<b>Practical (03 hrs)</b>
<b>LO1</b>	<b>Describe the Meaning and Importance of Sustainable Development</b>	
1.	<ul style="list-style-type: none"> <li>• Sustainable Development</li> <li>• Importance of sustainable development</li> <li>• Problems related to sustainable development</li> <li>• Sustainable development Goals (SDGs)</li> <li>• Sustainable development initiatives</li> <li>• Sustainable process</li> </ul>	<ul style="list-style-type: none"> <li>• Group activity on creating garden in the school or planting tree saplings</li> <li>• Group discussion on “How to prevent wastage”</li> </ul>
<b>LO2</b>	<b>Describe the Role of Oneself in Sustainable Development</b>	
2.	<ul style="list-style-type: none"> <li>• Our role in sustainable development</li> <li>• Our role towards Sustainable Development               <ol style="list-style-type: none"> <li>i. Quality education</li> <li>ii. Clean water and sanitation</li> <li>iii. Affordable and clean energy</li> <li>iv. Decent work and economic growth</li> <li>v. Reducing inequalities</li> <li>vi. Creating sustainable cities and communities</li> <li>vii. Responsible consumers and producers</li> <li>viii. Protecting life under water</li> <li>ix. Protecting life on land</li> </ol> </li> </ul>	<ul style="list-style-type: none"> <li>• Group discussion on conservation and protection of environment</li> <li>• Group activity on organizing an art project using waste</li> </ul>

