

LEARNING OUTCOME-BASED CURRICULUM



Employability Skills Grade 11

विद्यया ऽ मृतमश्नुते



एन सी ई आर टी
NCERT

PSS Central Institute of Vocational Education

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

Shyamla Hills, Bhopal – 462 002, M.P., India

<http://www.psscive.ac.in>

.No.	Units	Duration (hrs)
1.	Communication Skills- III	25
2.	Self-management Skills – III	25
3.	Information and Communication Technology Skills - III	20
4.	Entrepreneurial Skills – III	25
5.	Green Skills – III	15
	Total	110

UNIT 1: COMMUNICATION SKILLS – III		
Duration: 25 hrs		
	Theory (10 hrs)	Practical (15 hrs)
LO1	Demonstrate Knowledge of Effective Communication	
1.	<ul style="list-style-type: none"> • Introduction to communication • Importance of communication • Elements of communication • Perspectives in communication • Effective communication 	<ul style="list-style-type: none"> • Role-play on the communication process • Group discussion on factors affecting perspectives in communication • Classroom discussion on the 7Cs of effective communication (i.e. Clear, Concise, Concrete, Correct, Coherent, Courteous and Complete) • Chart making on elements of communication
LO2	Demonstrate Verbal Communication	
2.	<ul style="list-style-type: none"> • Verbal communication • Public speaking 	<ul style="list-style-type: none"> • Role-play of a phone conversation. • Group exercise on delivering speech and practicing public speaking
LO3	Demonstrate Non-Verbal Communication	
3.	<ul style="list-style-type: none"> • Importance of non-verbal communication • Types of non-verbal communication • Visual communication 	<ul style="list-style-type: none"> • Role-play on non-verbal communication • Group exercise and discussion on Do's and Don'ts to avoid body language mistakes • Group activity on methods of communication

LO4	Use Correct Pronunciation	
4.	<ul style="list-style-type: none"> • Pronunciation basics • Speaking properly • Phonetics • Types of sounds 	<ul style="list-style-type: none"> • Group exercises on pronouncing words
LO5	Demonstrate the knowledge of Assertive Communication Style	
5.	<ul style="list-style-type: none"> • Important communication styles • Assertive communication • Advantages of assertive communication • Practicing assertive communication 	<ul style="list-style-type: none"> • Group discussion on communication styles • Group discussion on observing and sharing communication styles
LO6	Demonstrate the Knowledge of Saying No	
6.	<ul style="list-style-type: none"> • Steps for saying 'No' • Connecting words (Conjunctions) 	<ul style="list-style-type: none"> • Group discussion on how to respond • Group activity on saying 'No'
LO7	Identify and Use Parts of Speech in Writing	
7.	<ul style="list-style-type: none"> • Capitalization • Punctuation • Basic parts of speech • Supporting parts of speech 	<ul style="list-style-type: none"> • Group exercises on identifying parts of speech • Group exercises on constructing sentences • Group exercises on nouns
LO8	Write Sentences and Paragraphs	
8.	<ul style="list-style-type: none"> • Parts of a sentence • Types of objects • Types of sentences • Paragraph 	<ul style="list-style-type: none"> • Exercises on making sentences • Activity on active and passive voice • Assignment on writing different types of sentences
LO9	Communicate with People	
9.	<ul style="list-style-type: none"> • Greetings • Introducing self and others 	<ul style="list-style-type: none"> • Role-play on formal and informal greetings • Role-play on introducing someone • Practice session and group discussion on greeting different people.

LO10	Introduce Self to Others and Write About Oneself	
10.	<ul style="list-style-type: none"> Talking about self Filling out a form to write about self 	<ul style="list-style-type: none"> Practicing self-introduction to write about self Filling up forms to write about self
LO11	Ask Questions	
11.	<ul style="list-style-type: none"> Types of questions Asking close-ended and open-ended questions 	<ul style="list-style-type: none"> Exercise on asking different types of questions Group activity on framing open and close-ended questions
LO12	Communicate Information About Family to Others	
12.	<ul style="list-style-type: none"> Words that show relations in the family 	<ul style="list-style-type: none"> Practice talking about family Role-play on talking about family members
LO13	Describe Habits and Routines	
13.	<ul style="list-style-type: none"> Concept of habits and routines 	<ul style="list-style-type: none"> Group discussion on habits and routines Group activity on describing routines
LO14	Ask or Give Directions to Others	
14.	<ul style="list-style-type: none"> Asking for directions to a place Giving directions for a place 	<ul style="list-style-type: none"> Role-play on asking and giving directions to a place Identifying symbols used for giving directions

UNIT 2: SELF-MANAGEMENT SKILLS – III		
Duration: 25 hrs		
	Theory (10 hrs)	Practical (15 hrs)
LO1	Identify and Analyse Own Strengths and Weaknesses	
1.	<ul style="list-style-type: none"> Knowing yourself Identifying strengths and weaknesses Difference between interests and abilities 	<ul style="list-style-type: none"> Activity on writing aim in life Preparing a worksheet on interests and abilities
LO2	Demonstrate Personal Grooming	
2.	<ul style="list-style-type: none"> Guidelines for dressing and grooming 	<ul style="list-style-type: none"> Role-play on dressing and grooming standards Self-reflection activity on dressing and grooming

LO3	Maintain Personal Hygiene	
3.	<ul style="list-style-type: none"> • Importance of personal hygiene • Three steps to personal hygiene • Essential steps of hand washing 	<ul style="list-style-type: none"> • Role-play on personal hygiene • Assignment on personal hygiene
LO4	Demonstrate the Knowledge of Working in a Team and Participating in Group Activities	
4.	<ul style="list-style-type: none"> • Describe the benefits of teamwork • Working in a team 	<ul style="list-style-type: none"> • Assignment on working in a team • Self-reflection on teamwork
LO5	Describe the Importance of Networking Skills	
5.	<ul style="list-style-type: none"> • Benefits of networking skills • Steps to build networking skills 	<ul style="list-style-type: none"> • Group exercise on networking in action • Assignment on networking skills
LO6	Describe the Meaning and Importance of Self-Motivation	
6.	<ul style="list-style-type: none"> • Self-motivation • Types of motivation • Qualities of Self-motivated people 	<ul style="list-style-type: none"> • Activity on staying motivated • Assignment on reasons hindering motivation
LO7	Set SMART Goals	
7.	<ul style="list-style-type: none"> • Meaning of goals and purpose of goal-setting • Setting SMART (Specific, Measurable, Attainable, Realistic and Timebound) goals 	<ul style="list-style-type: none"> • Assignment on setting SMART goals • Activity in developing long-term and short-term goals using the SMART method
LO8	Apply Time Management Strategies and Techniques	
8.	<ul style="list-style-type: none"> • Time management • Steps for effective time management 	<ul style="list-style-type: none"> • Preparing a checklist of daily activities • Preparing to-do-list

UNIT 3: INFORMATION AND COMMUNICATION TECHNOLOGY SKILLS – III**Duration: 20 hours**

	Theory (08 hrs)	Practical (12 hrs)
LO1	Create A Document on the Word Processor	
1.	<ul style="list-style-type: none">• Introduction to ICT• Advantages of using (Information and Communication Technology) a word processor.• Working with Libre Office Writer	<ul style="list-style-type: none">• Group activity on demonstration and practice of the following:<ol style="list-style-type: none">i. Creating a new documentii. Typing textiii. Saving the textiv. Opening and saving files on Microsoft Word/Libre Office Writer.
LO2	Identify the basic interface of LibreOffice	
2.	<ul style="list-style-type: none">• Standard user interface of LibreOffice writer<ol style="list-style-type: none">i. Status barii. Menu bariii. Tool bariv. Making a text bold	<ul style="list-style-type: none">• Group activity on using the basic user interface of LibreOffice writer• Group activity on working with Microsoft Word
LO3	Save, Close, Open and Print Document	
3.	<ul style="list-style-type: none">• Saving a Word document• Closing a Word document• Opening an existing document• Printing a Word document	<ul style="list-style-type: none">• Group activity on performing the functions for saving, closing, and printing documents in LibreOffice Writer• Group activity on performing the functions for saving, closing, and printing documents in Microsoft Word
LO4	Format Text in a Word Document	
4.	<ul style="list-style-type: none">• Changing style and size of text• Aligning text and• Cutting, Copying, Pasting text• Finding and replacing	<ul style="list-style-type: none">• Group activity on formatting text in LibreOffice Writer• Group activity on formatting text in Microsoft Word
LO5	Check Spelling and Grammar in a Word Document	
5.	<ul style="list-style-type: none">• Starting a spell checker• Short-cut menu for spell checker• Autocorrecting spellings	<ul style="list-style-type: none">• Group activity on checking spellings and grammar using LibreOffice Writer

		<ul style="list-style-type: none"> Group activity on checking spelling and grammar using Microsoft Word
LO6	Insert Lists, Tables, Pictures, and Shapes in a Word Document	
6.	<ul style="list-style-type: none"> Insert bullet list Inserting the following in Word document <ul style="list-style-type: none"> i. Number list ii. Tables iii. Pictures iv. Shapes 	<ul style="list-style-type: none"> Practical exercise of inserting lists and tables using LibreOffice Writer
LO7	Insert Header, Footer and Page Number in a Word Document	
7.	<ul style="list-style-type: none"> Inserting the following in a Word document <ul style="list-style-type: none"> i. Header ii. Footer iii. page number iv. Page count 	<ul style="list-style-type: none"> Practical exercises of inserting header, footer and page numbers in LibreOffice Writer and Microsoft Word
LO8	Demonstrate the Use of Track Change Option in a Word Document	
8.	<ul style="list-style-type: none"> Tracking changes in LibreOffice Writer Manage option Comparing documents 	<ul style="list-style-type: none"> Group activity on performing changes in track mode in LibreOffice Writer and Microsoft Word

UNIT 4: ENTREPRENEURSHIP SKILLS – III		
Duration: 25 hrs		
	Theory (10 hrs)	Practical (15 hrs)
LO1	Differentiate Between Different Kinds of Businesses	
1.	<ul style="list-style-type: none"> Introduction to entrepreneurship Types of business activities – manufacturing, trading, and service 	<ul style="list-style-type: none"> Role-play on different kinds of businesses around us
LO2	Describe the Significance of Entrepreneurial Values	
2.	<ul style="list-style-type: none"> Values of an entrepreneur Case study on qualities of an entrepreneur 	<ul style="list-style-type: none"> Role-play on qualities of an entrepreneur

LO3	Describe the Attitudinal Changes Required to Become an Entrepreneur	
3.	<ul style="list-style-type: none"> • Difference between the attitude of an entrepreneur and an employee 	<ul style="list-style-type: none"> • Interviewing employees and entrepreneurs
LO4	Describe the Importance of Thinking Like an Entrepreneur	
4.	<ul style="list-style-type: none"> • Problems of entrepreneurs • Problem-solving • Thinking like an entrepreneur to solve problems 	<ul style="list-style-type: none"> • Group activity on identifying and solving problems
LO5	Generate Business Ideas	
5.	<ul style="list-style-type: none"> • The business cycle • Principles of idea creation • Generating a business idea • Case studies 	<ul style="list-style-type: none"> • Group activity to create business ideas
LO6	Describe Customer Needs and the Importance of Conducting a Customer Survey	
6.	<ul style="list-style-type: none"> • Understanding customer needs • Conducting a customer survey 	<ul style="list-style-type: none"> • Group activity for conducting a customer survey
LO7	Create a Business Plan	
7.	<ul style="list-style-type: none"> • Importance of business planning • Preparing a business plan • Principles to follow for growing a business • Case studies 	<ul style="list-style-type: none"> • Group activity on developing a business plan

UNIT 5: GREEN SKILLS – III		
Duration: 15 hrs		
	Theory (07 hrs)	Practical (08 hrs)
LO1	Describe the Importance of the Main Sectors of the Green Economy	
1.	<ul style="list-style-type: none"> • Important sectors of green economy- <ul style="list-style-type: none"> i. Agriculture ii. Energy resources iii. Construction 	<ul style="list-style-type: none"> • Group discussion on sectors of the green economy • Preparing posters on various sectors for promoting the green economy

	<ul style="list-style-type: none"> iv. Fisheries v. Forestry vi. Tourism vii. Transport viii. Water Management ix. Waste management x. Manufacturing xi. Industry 	
LO2	Describe Policies for the Green Economy	
2.	<ul style="list-style-type: none"> • Policies for a green economy 	<ul style="list-style-type: none"> • Group discussion on initiatives for promoting the green economy • Writing an essay or a short note on the important initiatives for promoting a green economy.
LO3	Describe the Role of Various Stakeholders in the Green Economy	
3.	<ul style="list-style-type: none"> • Stakeholders in the green economy 	<ul style="list-style-type: none"> • Group discussion on the role of stakeholders in the green economy • Making solar bulbs.
LO4	Describe the Role of Government and Private Agencies in the Green Economy	
4.	<ul style="list-style-type: none"> • Role of the government in promoting a green economy • Role of private agencies in promoting green economy 	<ul style="list-style-type: none"> • Group discussion on the role of government and private agencies in promoting a green economy. • Preparing posters on green sectors.

