

# **‘O’-Level IT Certification Course**

in Collaboration with NIELIT

(National Institute of Electronics & Information Technology)

**Class-IX**



**Bhartiya Shiksha Board**

# Course Curriculum Design

## The Bhartiya Shiksha Board aims to produce

1. True Bhartiya with high sense of pride for our belief, traditions, culture and languages
2. Responsible and productive citizens
3. Self -confident, self -reliant, strongly committed person who can uphold high moral values
4. Integrated personalities
5. Conscious and compassionate human beings
6. Ardent learner and rational thinker
7. Physically, mentally, intellectually, emotionally and spiritually fit person
8. Innovative and enterprising

Curriculum is designed keeping the learner at the centre. Four kind of programmes are evolved for the holistic development of humane as conscious being:

1. Academic programs for Intellectual development
2. Culture Education Programs for Aesthetic Development
3. Social Education programs for social development
4. Self-Development programs for physical fulfilment and spiritual development

Schools will be day boarding schools of duration minimum 8 hours daily. All 365 days will be considered as learning opportunity days with learning in formal set up for 240 days and in informal set up for 165 days. All festival holidays, excursions, outside classroom exposures will be part of non-formal setup. Yog, Pranayam, Hawan-Yagna, sports, working in agriculture fields or gardens and meditation will be part of the daily routine of school.

Keeping the 'Basic Education' of Mahatma Gandhi's ideas in the center, the format/framework of Vocational education and Skill development has been prepared by BSB. Science and Technology of the present digital oriented world will be used to prepare young Indians for the global business and industry by integrating the traditions of 64 arts and 16 disciplines viz. Vidya means literary study and Kala is a professional activity, learners were prepared for life and such was the education system in the Vedic age. The BSB, reinforces the same heritage of ancient Indian Knowledge by introducing vocational education with the mainstream education from middle level onwards conform to the guidelines and principles as proposed in NEP 2020 and the National Curriculum Framework (NCF) 2023. This will provide access to all students high quality vocational education, necessary to enable them to acquire skills for further education and training, and also help them to recognise pathways to employment. No hard separation between vocational and academic streams in schools will eliminate hierarchies and silos between different areas of learning, at the same time aims to provide experiential learning by combining theoretical knowledge with practical skills would lead to emphasizing the dignity of labour and importance of various vocations involving Indian arts.

At the secondary level choosing any one Vocational Skill subject will help students in identifying their interests and develop the skills and mindset required to become skilled workers or entrepreneurs. At the board level as we aim to prepare students for the workforce and the global market, we have planned to offer programs in five fields: Information Technology/ Electronics, Commerce/Business, Agriculture(Agri-business & Agritechnology), Tourism and Environment; all the courses under these identified categories will have life skills, IKS(Indian Knowledge System), SEL(Social Emotional Learning) based additional modules apart from subject specific skill modules.



**The curriculum of 'O' Level IT Course for Secondary Level is as following:**

S.No.	Class	Course Name	NSQF Level	Module Marks (60% of Theory Marks + 40% of Practical Marks)					Time period (Hours) (Approved by NSQF + Transverse Skills+ Entrepreneurial Skills)				
				Theory	Practical	Internal	Assignment	Total	Theory	Practical	Project	Emp. Skills	Total
		<b>O Level 'IT'</b>	4	350	180	10	10	550	262 (192 + 70)	308 (288+ 20)	60	-----	630 (540 + 90)
1.	9th	Information Technology Tools and Network Basics		60	40	----	----	100	48	72	15	----	135
		-Life Skill & IKS		25	----	----	-----	25	10	----	----	----	10
	10th	Web Designing & Publishing		60	40	----	----	100	48	72	15	----	135
		-Life Skill & IKS		25	----	----	----	25	10	----	----	----	10
	11th	Programming and Problem Solving through Python		60	40	----	----	100	48	72	15	----	135
		-Life Skill & IKS		30	10	5	5	50	20	10	----	----	30
	12th	-Internet of Things and its Applications		60	40	----	----	100	48	72	15	----	135
		-Life Skills, Entrepreneurial Skills & IKS		30	10	5	5	50	30	10	----	----	40



# Acknowledgements

The Bhartiya Shiksha Board also acknowledges its senior officials—N. P. Singh, Executive Chairman; Rajesh Pratap Singh, Secretary (BSB), for their constant guidance and valuable suggestions in the development of this course.

## Development Team

The Bhartiya Shiksha Board appreciates *Dr. Nidhi Gusain*, BSB for leading the development of this course. The members of the course development team- *Shrawan Kumar Shukla*, Consultant, Bhartiya Shiksha Board; *Pooja Kumari* from Bhartiya Shiksha Board are acknowledged.

## Language Editor

*Ms. Manisha Seth, Specialist-English and Life Science, Ex Teacher Vasant Valley School.*

## Academic Coordinator

*Dr. Nidhi Gusain*, BSB, Noida, Uttar Pradesh.

## Designer & DTP Operator

Ketan Tyagi and Om Prakash from Bhartiya Shiksha Board.

## Life Skills

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## 1.

INTRODUCTION  
TO LIFE SKILLS

## Learning Outcome

## The learners will be able to:

-  discuss life skills in day-to-day situations
-  differentiate between the categories of life skills
-  identify characteristics of life skills
-  demonstrate the implications of life skills.

## 1.1. AN OVERVIEW OF LIFE SKILLS AND THEIR IMPORTANCE

Today, the teacher seems to be in the mood for a different kind of conversation in the classroom. He told the students:

- 1 Good morning students, today, we are going to discuss a topic that is incredibly important to your future success and well-being: life skills. Can anyone tell me what life skills are according to them?

2 Paritosh: I think they are skills we need to survive.

Teacher: Yes, that's right Paritosh! Life skills are abilities and competencies that enable individuals to effectively deal with the various challenges and situations we face in daily life. They are like the tools in your toolkit that help you deal with different aspects of life. Can anyone give me an example of a life skill?

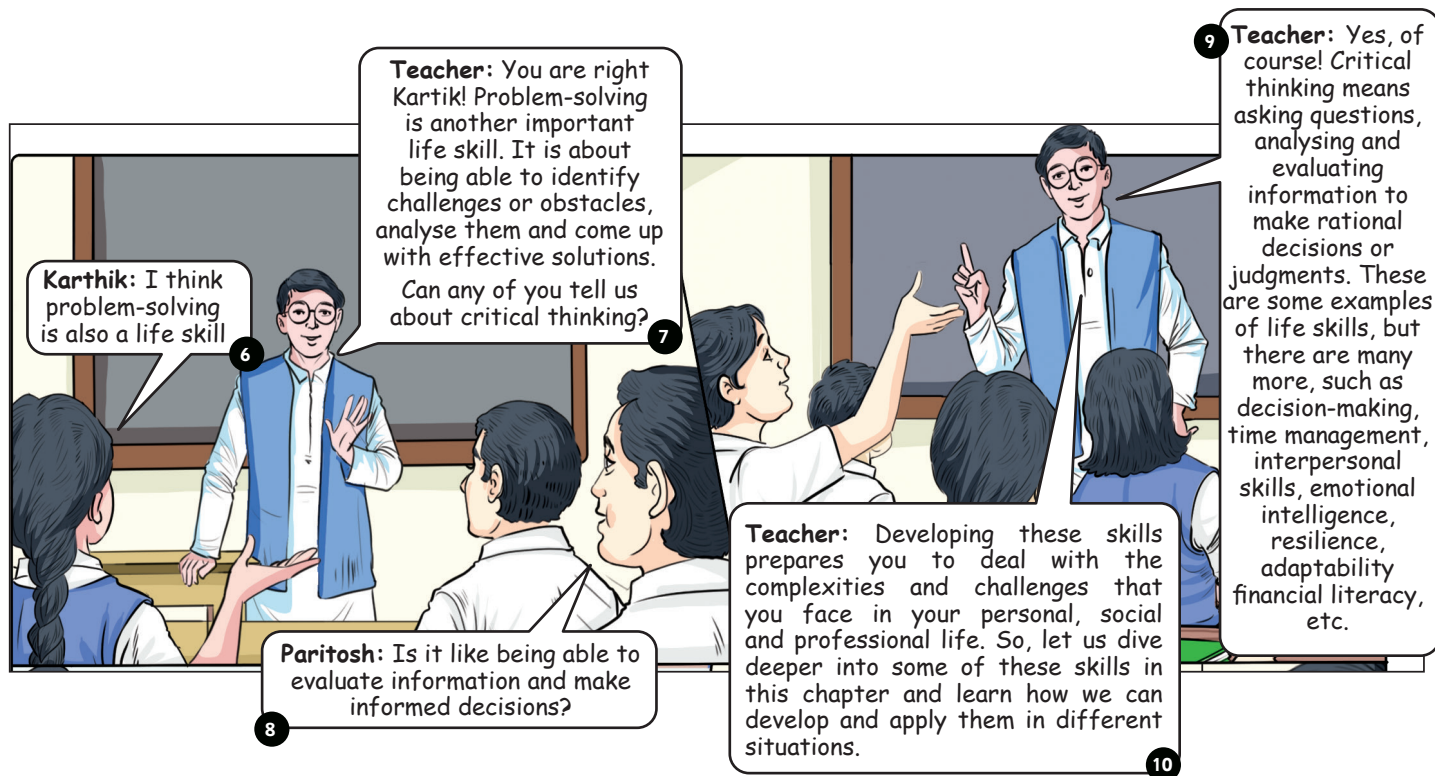
3

4 Akshita: Maybe communication?

5 Teacher: That's right! communication is a basic life skill. It involves not only speaking and listening, but also being able to express yourself clearly, understand others, and communicate effectively in different contexts. What are some other life skills you can think of?







### Now discuss the following Points:

- How do you think the cultivation of these skills could positively impact both personal and professional aspects of an individual's life?
- Additionally, can you identify any specific life skills you believe are particularly crucial in today's rapidly changing world?
- What insights or realizations have you gained about the importance of life skills from this dialogue?

## 1. THE SIGNIFICANCE OF LIFE SKILLS

Life skills are essential abilities and competencies that enable individuals to navigate through the challenges and opportunities of daily life. From communication and problem-solving to critical thinking and emotional intelligence, these skills form the foundation of personal growth and success in various aspects of life. Here personal interactions to professional endeavours, these skills play a pivotal role in shaping individuals' success, well-being, and overall quality of life. In this section, we will delve into the importance of life skills and their profound impact on various aspects of human existence. Personal Development:

Life skills empower individuals to enhance their personal growth and development. By acquiring these skills, individuals can effectively manage their emotions, relationships, and goals, leading to greater self-awareness and fulfilment.

### i. Academic Success:

Life skills such as critical thinking, problem-solving, and time management are instrumental in academic achievement. Students who possess these skills are better equipped to handle academic challenges, engage in meaningful learning experiences, and achieve their educational goals.

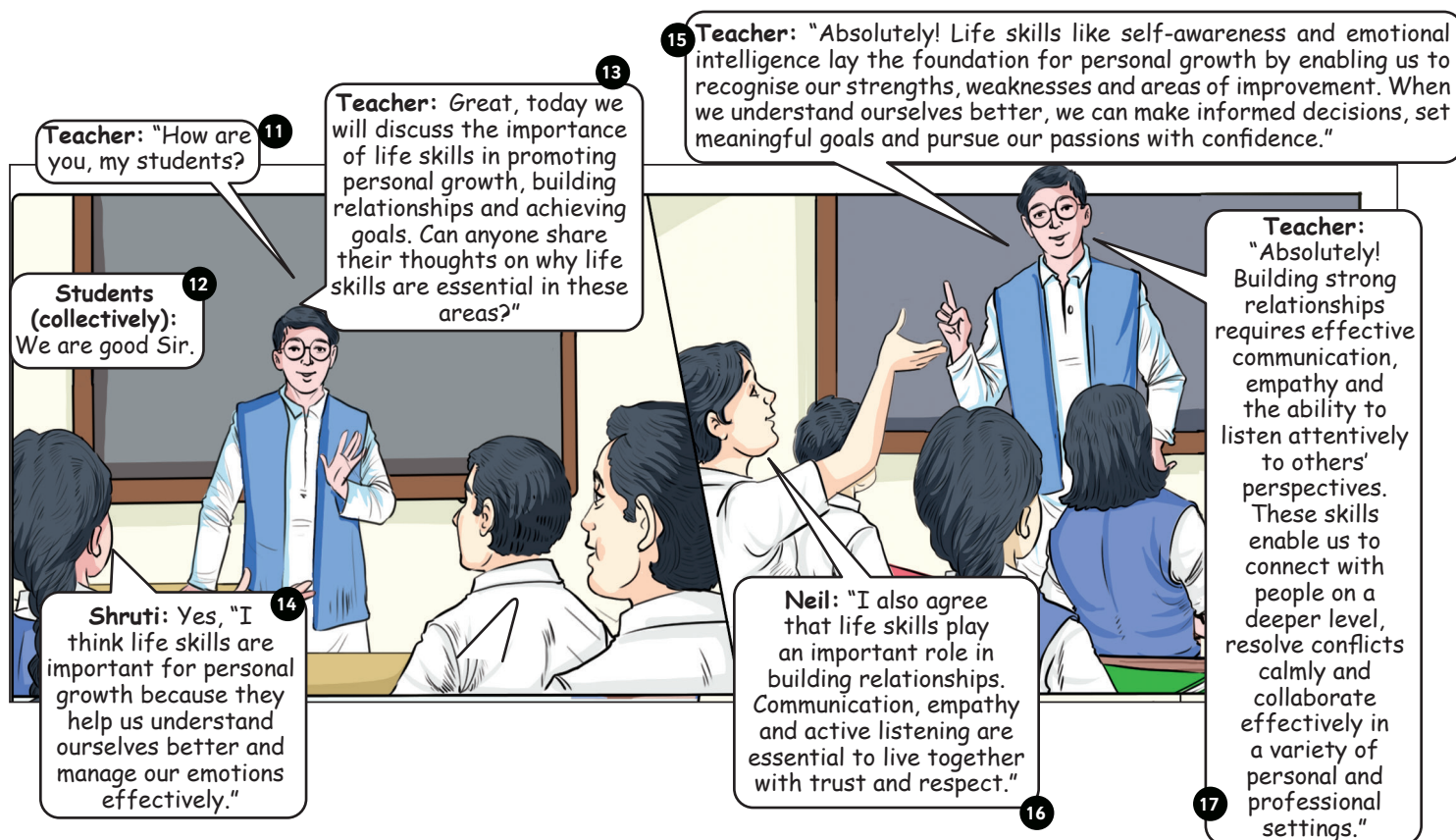
### ii. Professional Advancement:

In the ever-evolving workplace landscape, employers seek candidates with a diverse set of life skills. From communication and teamwork to adaptability and resilience, these skills are integral to succeeding in diverse work environments and advancing one's career prospects.

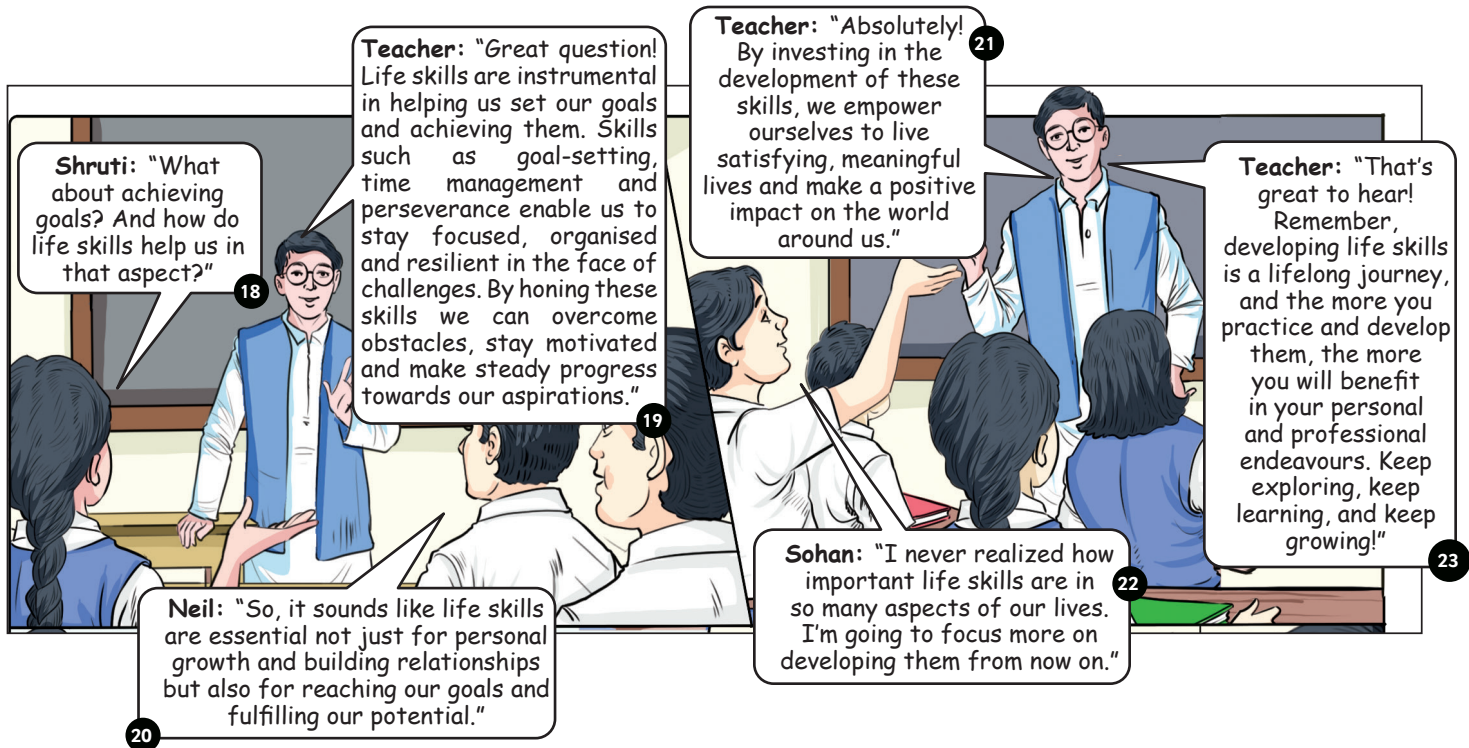
### iii. Social Interaction:

Effective communication, interpersonal skills, and empathy are essential for fostering positive relationships and meaningful connections with others. Life skills enable individuals to navigate social interactions, resolve conflicts, and collaborate with others, contributing to a harmonious and supportive community.

## 1.2. THE IMPORTANCE OF LIFE SKILLS IN PERSONAL DEVELOPMENT







Now let us discuss the following Points:

- How do you think self-awareness and emotional intelligence contribute to personal growth, and do you agree with Shruti's perspective?
- Neil highlights the role of life skills in building relationships, focusing on communication, empathy, and active listening. Reflect on your own experiences: how have these skills influenced your relationships with others?
- Reflect on the overall dialogue between the teacher and students. How effectively do you think they explored the importance of life skills in promoting personal growth, building relationships, and achieving goals?

The importance of life skills in promoting personal growth, establishing relationships, and realizing aspirations.

### **i. Personal Development:**

Life skills are essential for personal development, as they enable individuals to understand themselves better, manage their emotions effectively, and cultivate a sense of purpose and direction in life. Skills such as self-awareness, emotional intelligence, and self-management lay the foundation for personal growth by fostering introspection, self-reflection, and continuous self-improvement. By developing these skills, individuals can enhance their confidence, resilience, and overall well-being, leading to greater self-fulfilment and satisfaction.

### **ii. Establishing Relationships:**

Effective communication, empathy, and active listening are essential life skills that

facilitate the establishment and maintenance of meaningful relationships. These skills enable individuals to connect with others on a deeper level, build trust and mutual respect, and resolve conflicts peacefully. By cultivating strong interpersonal skills, individuals can forge genuine connections with family, friends, colleagues, and peers, fostering a supportive network of relationships that enrich their lives and contribute to their emotional and social well-being.

### **iii. Achieving Goals:**

Life skills play a pivotal role in setting and achieving goals by providing individuals with the tools and strategies they need to plan, prioritize, and persevere in the pursuit of their aspirations. Goal-setting, time management, and resilience are essential skills that enable individuals to stay focused, organized, and resilient in the face of challenges and setbacks. By honing these skills, individuals can overcome obstacles, stay motivated, and make steady progress towards their goals, ultimately realizing their full potential and fulfilling their aspirations.

In conclusion, life skills are indispensable assets that empower individuals to succeed in all aspects of life. Whether it is personal development, establishing relationships or achieving goals, these skills provide the basis for success and fulfilment. By recognising the importance of life skills and investing in their development, individuals can unleash their full potential, face life's challenges with confidence and resilience and build meaningful relationships with others. By doing so, they can lead purposeful and fulfilling lives, contributing positively to their own and others' well-being.



## **1.1 Interactive Teacher-Guided Activity**

### **Introduction to Life Skills (15 minutes)**

- ▶ **Presentation:** Use a slideshow or a short lecture to introduce the concept of life skills. Explain why they are important for personal and professional development.
  - Definition of life skills
  - Importance of life skills in daily life and future careers
  - Examples of life skills (e.g., communication, problem-solving, decision-making, emotional intelligence, time management)
- ▶ **Discussion:** Ask students to share what they think are essential life skills and why.



## Exercise

### 1. Fill in the blanks:

- a. Life skills are abilities and competencies that enable individuals to effectively deal with \_\_\_\_\_.
- b. \_\_\_\_\_ is an example of a life skill that involves understanding oneself better and managing emotions effectively.
- c. Effective communication, empathy, and active listening are essential for fostering positive \_\_\_\_\_.
- d. Life skills such as critical thinking and problem-solving are instrumental in achieving \_\_\_\_\_.
- e. Life skills provide the basis for success and fulfillment in various aspects of life, including personal development, establishing relationships, and \_\_\_\_\_.

### 2. Multiple choice questions:

- i. What are life skills?
  - a) Theoretical concepts
  - b) Practical tools
  - c) Academic subjects
  - d) None of the above
- ii. Which of the following is NOT an example of a life skill?
  - a) Communication
  - b) Cooking
  - c) Problem-solving
  - d) Time management
- iii. How do life skills contribute to personal development?
  - a) By fostering self-awareness and emotional intelligence
  - b) By enhancing academic achievements
  - c) By promoting physical fitness
  - d) None of the above
- iv. Which life skill involves evaluating information and making informed decisions?
  - a) Communication

- c) Critical thinking
- d) Collaboration
- v. In the dialogue, what skill did Neil emphasize in building relationships?
  - a) Time management
  - b) Problem-solving
  - c) Communication
  - d) Decision-making

### 3. Matching Words:

Match the following terms with their definitions:

- |                      |  |
|----------------------|--|
| 1. Self-awareness    | a. Identifying and managing emotions effectively                   |
| 2. Communication     | b. Understanding one's own strengths, weaknesses, and values       |
| 3. Critical thinking | c. Expressing oneself clearly and listening actively               |
| 4. Empathy           | d. Analyzing information objectively and making informed decisions |
| 5. Time management   | e. Setting goals, prioritizing tasks, and using time efficiently   |

### 4. Short Questions:

- a. Define life skills and provide an example.
- b. How would you describe the significance of life skills in personal development?
- c. Name three interpersonal life skills discussed in the dialogue.
- d. Briefly explain how critical thinking contributes to academic success.
- e. Why is effective communication considered a vital life skill?

### 5. Long Questions

- a. Discuss how the cultivation of life skills could positively impact both personal and professional aspects of an individual's life.
- b. Identify and elaborate on any specific life skills you believe are particularly crucial in today's rapidly changing world.
- c. Explain how self-awareness and emotional intelligence contribute to personal growth, drawing examples from your own experiences.
- d. Analyze the role of life skills in establishing and maintaining meaningful relationships, citing instances where communication and empathy have influenced your interactions with others.

Answers:

Fill in the Blanks:

- a. the various challenges and situations we face in daily life.
- b. Emotional intelligence
- c. relationships and meaningful connections with others.
- d. goals and aspirations.
- e. achieving goals and aspirations.

Multiple Choice:

- i. b) Practical tools
- ii. b) Cooking
- iii. a) By fostering self-awareness and emotional intelligence
- iv. c) Critical thinking
- v. c) Communication

Matching Words:

- 1. b) Understanding one's own strengths, weaknesses, and values
- 2. c) Expressing oneself clearly and listening actively
- 3. d) Analyzing information objectively and making informed decisions
- 4. a) Identifying and managing emotions effectively
- 5. e) Setting goals, prioritizing tasks, and using time efficiently

## 2.

DIFFERENT TYPES  
OF LIFE SKILLS

## Learning Outcome

The learners will be able to:

- 🌍 describe different types of life skills
- 🌍 differentiate the types of life skills
- 🌍 differentiate between each type of life skill based on its defining characteristics and applications.

## 2.1. UNDERSTANDING THE DIFFERENT TYPES OF LIFE SKILLS

Life skills are the cornerstone of personal development, empowering individuals to live fulfilling and meaningful lives. From communication and critical thinking to financial literacy and health management, each type of life skill plays a vital role in shaping a person who can succeed in an ever-evolving world.

We will now discuss the different types of life skills in depth, also clarifying their importance and relevance in contemporary society.

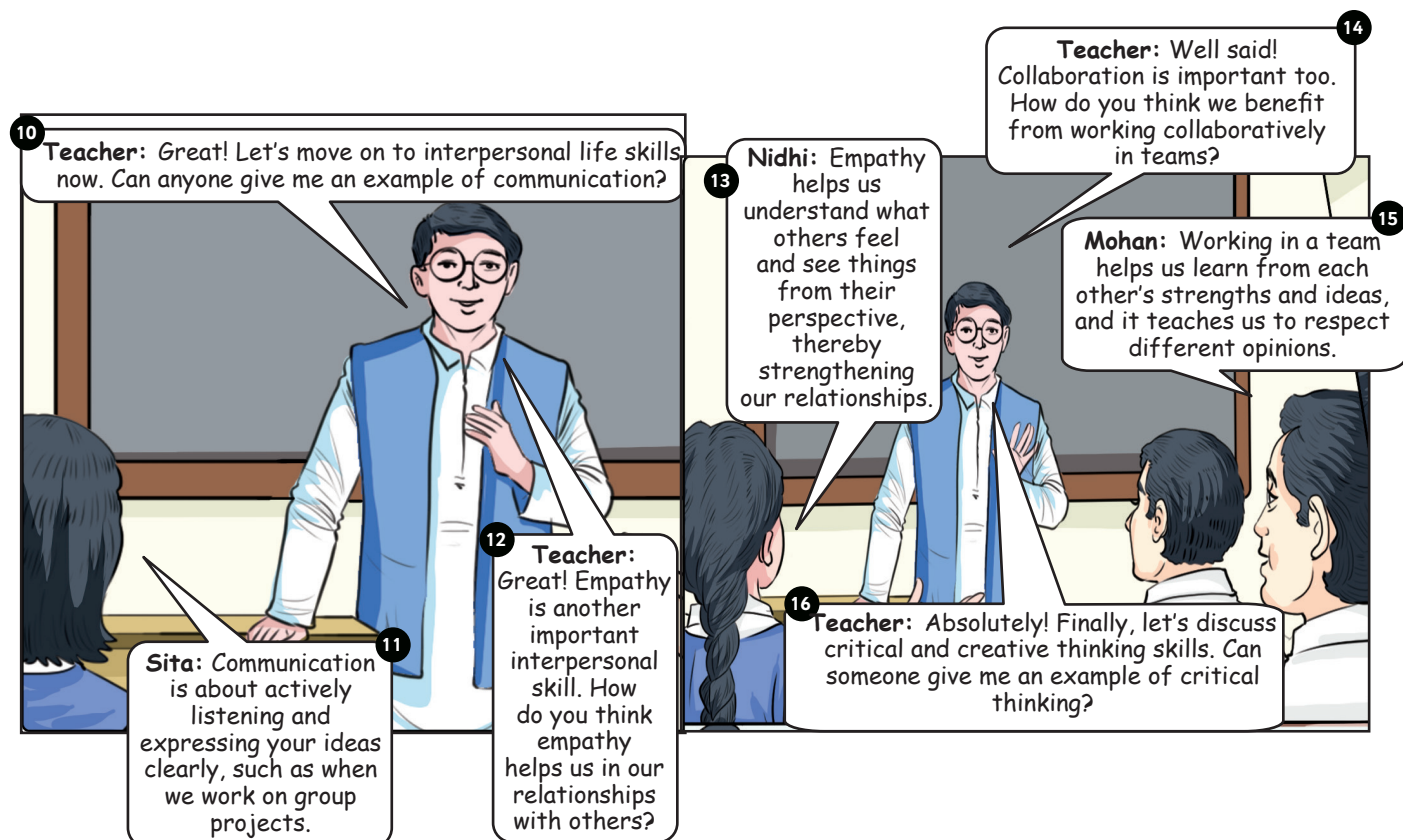
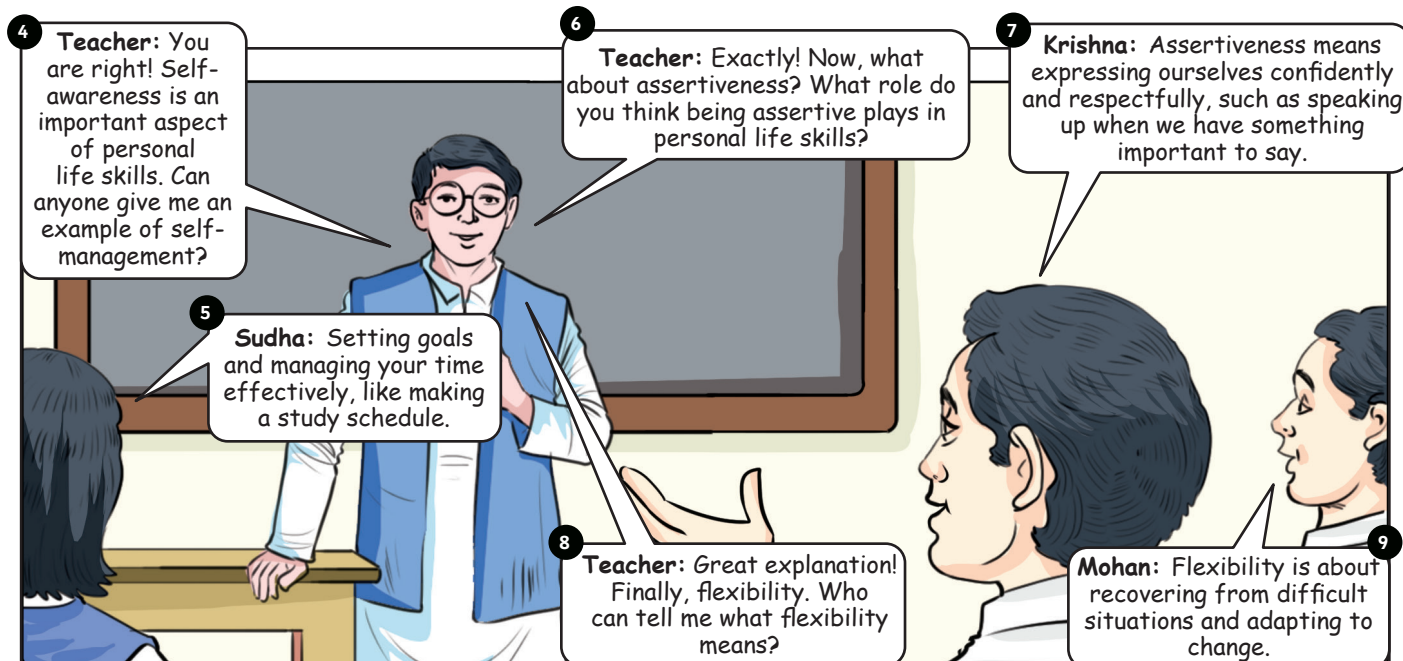
**Teacher:** As you said life skills are essential to deal with the challenges we face. Now, let's talk about the types of life skills. There are three main types.

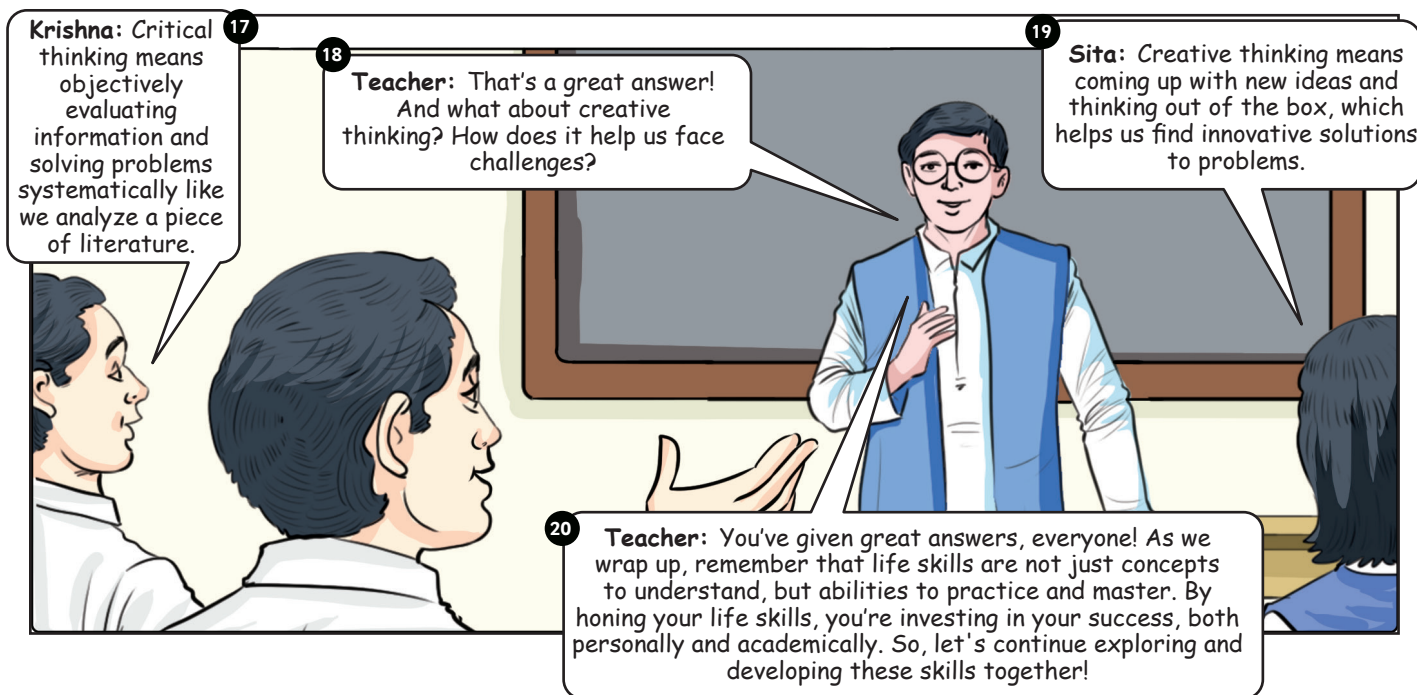
1. Personal life skills
2. Interpersonal life skills and
3. Critical and creative thinking skills.

**Teacher:** Let's start the discussion with the first one i.e. personal life skills. What do you think personal life skills include?

**Krishna:** Personal life skills are about understanding yourself better, isn't it? Like recognizing your strengths and weaknesses.







### Intext Questions

- How do you think self-awareness can contribute to personal growth and development?
- How can fostering creative thinking contribute to innovation and problem-solving in various aspects of life, including education, career, and personal projects?
- How do you envision incorporating the knowledge and insights gained from this discussion into your daily life and future endeavours?

## 2.2. TYPES OF LIFE SKILLS: LET'S UNDERSTAND THE DIFFERENT TYPES OF LIFE SKILLS

### 1. PERSONAL LIFE SKILLS

In the journey of life, understanding oneself is the first step toward personal growth and fulfillment. Personal life skills include a range of abilities that enable individuals to deal with the complexities of their inner world and external environment. Let's take a deeper look at the various components of personal life skills:

- Self-awareness:** Self-awareness is the cornerstone of personal growth. It



involves gaining insight into one's strengths, weaknesses, values, and emotions. By understanding who we are at our core, we can make more informed decisions, set realistic goals, and cultivate a deeper sense of authenticity in our interactions with others.

**ii. Self-Management:** Setting goals, managing time effectively, and maintaining organizational skills are essential aspects of self-management. In this section, we explore goal-setting, time-management techniques, and practical strategies for staying organized amid life's myriad responsibilities.

**iii. Assertiveness:** Assertiveness is the art of confidently and respectfully expressing yourself, while also advocating for your needs and boundaries. This section highlights the importance of assertiveness in promoting healthy communication, building self-confidence, and standing up for your beliefs even in the face of adversity.

**iv. Resilience:** Life is unpredictable, and the ability to adapt to changes and handle challenges with flexibility is a vital skill. In this section, we explore the concept of resilience and offer practical tips for developing adaptability in various aspects of life, from coping with changes to overcoming obstacles.

## 2. INTERPERSONAL LIFE SKILLS

Life is inherently social, and our ability to connect with others in meaningful ways shapes our personal and professional relationships. Interpersonal life skills include the abilities needed to navigate social interactions, foster empathy, and collaborate effectively with others. Let's explore various aspects of interpersonal life skills:

**i. Communication:** Effective communication is the foundation of healthy relationships. This section examines the principles of active listening, clear expression, and understanding non-verbal cues, as well as strategies to enhance communication skills in a variety of contexts.

**ii. Empathy:** Empathy is the ability to understand and share the feelings of others. In this section, we discuss in depth the importance of empathy in fostering compassion, building rapport, and resolving conflicts through perspective-taking and emotional intelligence.

**iii. Collaboration:** Collaboration is the art of working together toward a common goal. This section explores the benefits of collaboration in achieving shared objectives, respecting diverse viewpoints, and using collective wisdom to solve complex problems.

**iv. Conflict Resolution:** Conflicts are inevitable in any relationship, but the way we handle them can strengthen or strain our connections with others. In this section, we discuss constructive approaches to resolving conflicts, finding compromise, and promoting win-win solutions that foster harmony and understanding.

### 3. CRITICAL AND CREATIVE THINKING SKILLS

In this rapidly changing and complex world, the ability to think critically and creatively is more important than ever. Critical and creative thinking skills enable individuals to analyze information, solve problems, and innovate in various spheres of life. Let us explore the different dimensions of these cognitive skills:

- **Critical Thinking:** Critical thinking involves objectively analyzing information, evaluating evidence, and making informed decisions. This section examines the principles of critical thinking, including logical reasoning, scepticism, and the importance of evidence-based inquiry in understanding the complexities of the modern world.
- **Problem-solving:** Problem-solving is the process of identifying challenges, generating solutions, and implementing effective strategies to overcome obstacles. In this section, we explore practical techniques for problem-solving, including brainstorming, decision-making, and systematic problem analysis.
- **Creative Thinking:** Creativethinkinginvolvesgeneratingnewideas,thinkingoutside the box, and seeking innovative solutions to problems. This section discusses in depth the principles of creative thinking, including imagination, curiosity, and the development of a growth mindset that embraces experimentation and risk-taking.

### 2.3. PRACTICAL APPLICATION OF LIFE SKILLS IN REAL-LIFE SCENARIOS

Life skills are not just theoretical concepts; they are practical tools that individuals can apply in a variety of real-life situations to meet challenges, achieve goals, and promote personal growth.

We will now explore some real-life scenarios that illustrate the practical application of a variety of life skills, including personal, interpersonal, critical, and creative thinking skills. By examining these scenarios, we can gain a deeper understanding of how life skills can be used in everyday life to enhance our well-being and success.

#### 1. PERSONAL LIFE SKILLS

##### Scenario 1: Time Management in Academic Success

Mira is a student who juggles schoolwork, extracurricular activities, and family responsibilities simultaneously. She understands the importance of effective time management in achieving academic success. By creating a study schedule, prioritizing tasks, and minimizing distractions, Mira is able to efficiently allocate

time to study, complete assignments, and participate in other activities. Through her proactive approach to time management, Meera maintains a healthy balance between academic and personal life, minimizing stress and maximizing productivity.

### **Scenario 2: Perseverance in situations of peer pressure**

Ishan faces peer pressure to engage in risky behavior at a party. Despite feeling the pressure to conform, Ishan confidently and respectfully asserts himself by refusing to participate in activities that go against his values and beliefs. By standing up for himself and clearly expressing his boundaries, Ishan maintains his integrity and self-esteem, while also setting a positive example for his peers. His perseverance enables him to effectively navigate peer pressure and make choices that are consistent with his principles.

## **2. INTERPERSONAL LIFE SKILLS**

### **Scenario 3: Communication in Group Project Collaboration**

Jyotsna is assigned a group project in her science class. Effective communication is essential for coordinating tasks, sharing ideas, and resolving conflicts within the group. By actively listening to her peers, expressing her ideas clearly, and seeking feedback, Jyotsna facilitates open communication and collaboration. Through constructive dialogue and mutual respect, the group completes the project, achieves its shared goals, and strengthens its teamwork skills.

### **Scenario 4: Empathy in Resolving Friendship Conflicts**

Mary Kom and Sarah, two friends, have a disagreement that affects their friendship. Instead of escalating the conflict, they practice empathy by trying to understand each others' perspectives and feelings. By empathizing with each others' concerns and expressing their own feelings honestly, Mary Kom and Sarah engage in a constructive dialogue that leads to a solution. Their empathy and willingness to listen promotes understanding, trust, and harmony in their friendship.

## **3. CRITICAL AND CREATIVE THINKING SKILLS**

### **Scenario 5: Critical Thinking in Evaluating Information**

Srujan is researching a topic for his history project. As he gathers information from a variety of sources, including websites, books, and articles, Srujan applies critical thinking skills to evaluate the credibility and reliability of each source. By analyzing



evidence, considering multiple perspectives, and verifying facts, Srujan distinguishes between trustworthy and biased sources, ensuring the accuracy and integrity of his research findings.

### **Scenario 6: Creative Thinking in Problem-Solving**

Pammi faces a creative challenge when designing a solution for an environmental problem in her community. Using her creative thinking skills, Pammi explores innovative ideas, experiments with different approaches, and thinks outside the box. By collaborating with classmates, brainstorming solutions, and prototyping her designs, Pammi develops a creative solution that effectively addresses the environmental problem and inspires positive change in her community.

Real-life scenarios provide valuable insight into the practical application of a variety of life skills in diverse contexts. By applying personal, interpersonal, critical, and creative thinking skills to everyday situations, individuals can enhance their problem-solving abilities, foster positive relationships, and achieve success in various aspects of their lives. It is through the conscious cultivation and application of these skills that we can face life's challenges with confidence, resilience, and creativity.



## **2.1 Interactive Teacher-Guided Activity**

### **Types of Life Skills (30 minutes)**

- ▶ **Interactive Lecture:** Discuss different types of life skills and provide examples for each category.
  - **Thinking Skills:** Critical thinking, problem-solving, decision-making
  - **Social Skills:** Communication, teamwork, empathy
  - **Emotional Skills:** Self-awareness, self-regulation, stress management
  - **Practical Skills:** Time management, goal setting, financial literacy
- ▶ **Worksheet:** Distribute a worksheet with scenarios and ask students to identify which life skills are needed in each scenario. Discuss the answers as a class.





## Exercise

### 1. Fill in the blanks:

- a. Self-awareness is the cornerstone of \_\_\_\_\_.
- b. Assertiveness involves expressing oneself \_\_\_\_\_ and \_\_\_\_\_.
- c. Effective communication is essential for fostering \_\_\_\_\_.
- d. Empathy helps us understand others' \_\_\_\_\_ and \_\_\_\_\_.
- e. Creative thinking involves generating new ideas and thinking \_\_\_\_\_ the box.

### 2. Multiple choice questions:

- i. What is a key component of self-management?
  - a) Setting goals
  - b) Listening actively
  - c) Resolving conflicts
  - d) Expressing ideas clearly
- ii. Which type of life skill involves working effectively with others toward a common goal?
  - a) Assertiveness
  - b) Communication
  - c) Collaboration
  - d) Resilience
- iii. What is critical thinking primarily focused on?
  - a) Generating new ideas
  - b) Objectively analyzing information
  - c) Understanding emotions
  - d) Managing time effectively
- iv. What does empathy involve?
  - a) Setting boundaries
  - b) Understanding others' feelings
  - c) Expressing oneself confidently
  - d) Adapting to change

- v. What is a characteristic of creative thinking?
  - a) Following established rules
  - b) Sticking to conventional methods
  - c) Generating innovative solutions
  - d) Avoiding risks and challenges

### 3. Matching Words:

Match the following terms with their definitions:

- |                      |  |
|----------------------|--|
| 1. Self-awareness    | a. Recognizing strengths, weaknesses, and emotions   |
| 2. Assertiveness     | b. Expressing oneself confidently and respectfully   |
| 3. Communication     | c. Actively listening and expressing ideas clearly   |
| 4. Empathy           | d. Understanding others' feelings and perspectives   |
| 5. Creative thinking | e. Generating new ideas and thinking outside the box |

### 4. Short Questions:

- a. What are the three main types of life skills discussed in the lesson?
- b. Give an example of personal life skills mentioned in the discussion.
- c. How does assertiveness contribute to personal life skills?
- d. Explain the importance of empathy in interpersonal relationships.
- e. What is critical thinking, and how does it differ from creative thinking?

### 5. Long Questions

- a. How can self-awareness contribute to personal growth and development? Provide examples.
- b. Discuss the significance of fostering creative thinking in promoting innovation and problem-solving across various aspects of life.
- c. Explain how effective communication skills are essential for building and maintaining healthy relationships. Provide real-life examples.
- d. Describe the process of conflict resolution and its importance in interpersonal life skills. Provide a hypothetical scenario.
- e. How do critical thinking skills aid in evaluating information and making informed decisions? Provide practical examples.

Answers:

Fill in the Blanks:

- a. personal growth and development.
- b. confidently, respectfully.
- c. healthy relationships.
- d. feelings, perspectives.
- e. outside.

Multiple Choice Questions:

- i. a) Setting goals
- ii. c) Collaboration
- iii. b) Objectively analyzing information
- iv. b) Understanding others' feelings
- v. c) Generating innovative solutions

Matching Words:

- |                      |  |
|----------------------|--|
| 1. Self-awareness    | a. Recognizing strengths, weaknesses, and emotions   |
| 2. Assertiveness     | b. Expressing oneself confidently and respectfully   |
| 3. Communication     | c. Actively listening and expressing ideas clearly   |
| 4. Empathy           | d. Understanding others' feelings and perspectives   |
| 5. Creative thinking | e. Generating new ideas and thinking outside the box |

## 3.

# EXAMPLES OF LIFE SKILLS IN DAILY LIFE



## Learning Outcome

### The learners will be able to:

- identify various life skills essential for navigating the challenges and responsibilities of daily life.
- apply the concepts learned to real-life situations, showing proficiency in navigating the complexities of daily life.
- provide examples of how life skills can be further developed and refined over time.

## 3.1. LIFE SKILLS REQUIRED IN DAY-TO-DAY LIFE

**Teacher:** Welcome to today's class, today we are going to discuss an important topic: examples of life skills in everyday life. These are skills that will not only help you now but will also be invaluable as you grow into adulthood. They will help you navigate the complexities of daily life with confidence and competence.

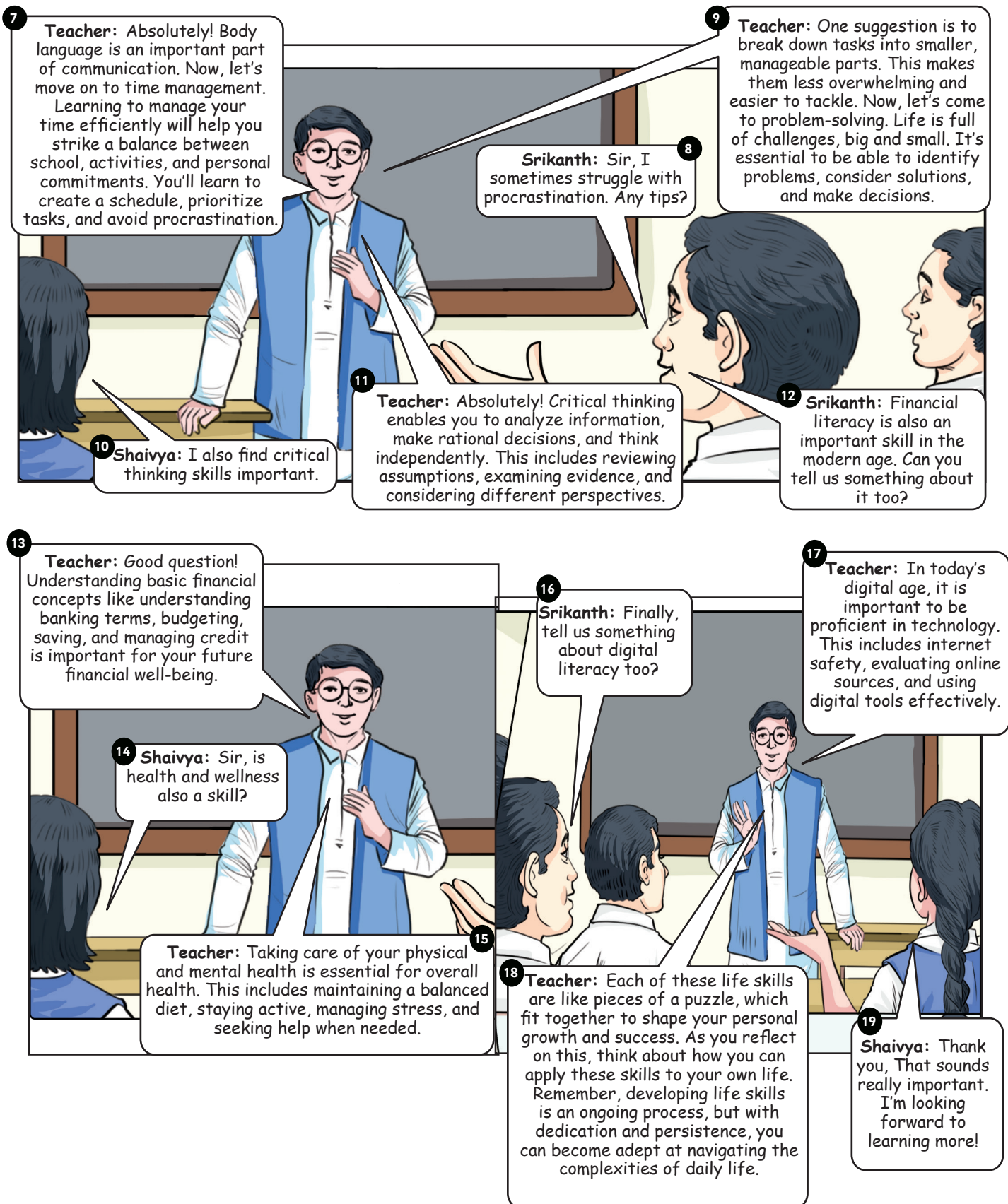
**Rohan:** Why are life skills so important in everyday life.

**Teacher:** Well, in everyday life you have needs where life skills are very helpful, they help you strengthen your relationships, manage your time effectively, solve problems and make informed decisions. These skills are like a roadmap, guiding you through the challenges and responsibilities that you face.

**Shaivya:** Can you give us an example?

**Teacher:** Of course! Let's start with communication skills. Effective communication is essential to express your thoughts clearly, understand others and resolve conflicts peacefully. This includes listening actively, being assertive when necessary, and paying attention to nonverbal cues.

**Rohan:** Like body language?







## Intext Questions

- How do you think each skill contributes to your personal growth and success, both now and in the future as you transition into adulthood?
- Share specific instances from your own life where you have experienced the impact of these skills or where you believe they would be beneficial.
- Life skills are essential for addressing our daily needs, strengthening relationships, managing time effectively, problem-solving, and making informed decisions. How do these skills contribute to our overall well-being and success in various aspects of life?

## 3.2. LIFE SKILLS AS ESSENTIAL ABILITIES

Life skills are essential abilities that enable individuals to deal effectively with a variety of challenges and situations. While some life skills are explicitly taught, others are learned through experience and observation. Here we will explore several examples that demonstrate how life skills are applied in daily life, empowering individuals to thrive in a variety of contexts.

### i. Communication skills:

- Interacting with friends and family to maintain healthy relationships.
- Expressing ideas and opinions in group discussions or meetings.
- Negotiating with colleagues or classmates to reach a consensus.

### ii. Time management:

- Prioritizing tasks to meet deadlines at the workplace or school.
- Allocating time for leisure activities to maintain a healthy work-life balance.
- Planning a daily schedule to optimize productivity and reduce stress.

### iii. Problem-solving:

- Identifying solutions to overcome obstacles in daily routines.
- Resolving conflicts between family members or peers amicably.
- Making informed decisions when faced with dilemmas or uncertainties.



#### iv. Critical thinking:

- Making informed decisions by analyzing information from various sources.
- Evaluating the credibility of online content before sharing it or acting on it.
- Creating logical arguments to support personal viewpoints or decisions.

#### v. Emotional intelligence:

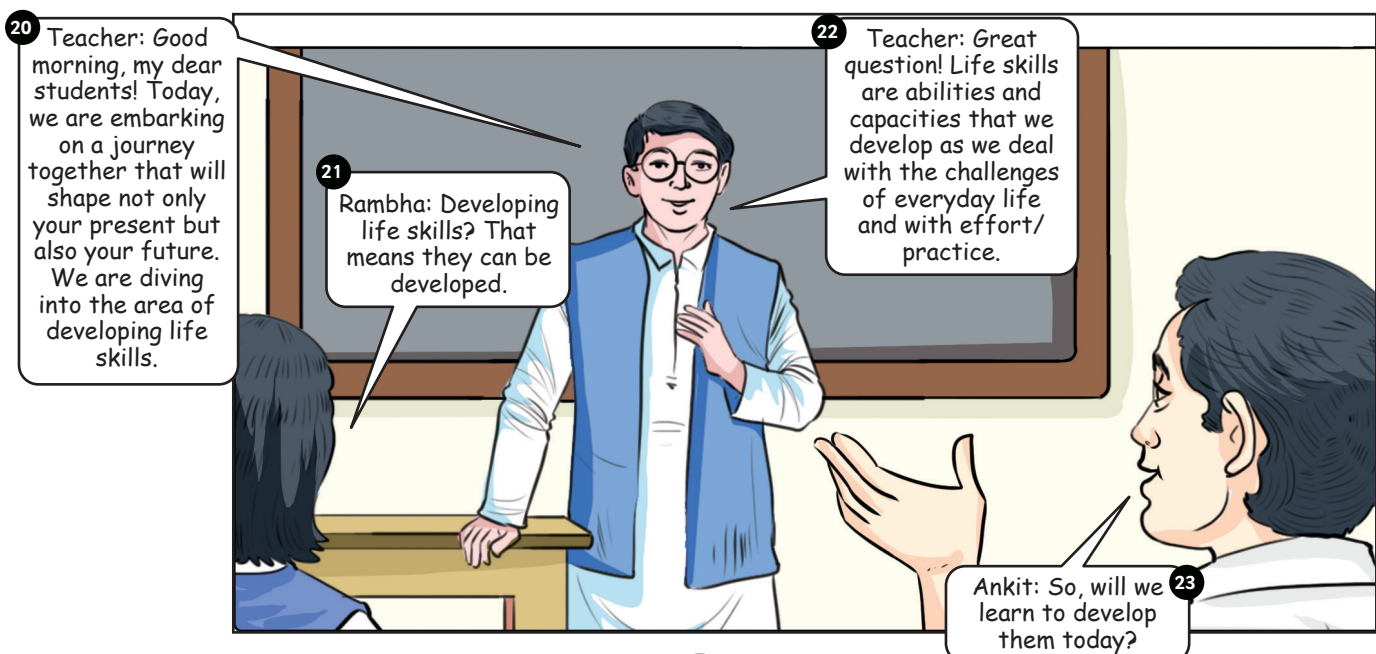
- Recognizing and managing one's own emotions during stressful situations.
- Empathizing with others to understand their perspectives and feelings.
- Constructively expressing emotions to maintain healthy interpersonal relationships.

#### vi. Financial literacy:

- Budgeting income to cover expenses and save for future goals.
- Differentiating between needs and wants when making purchasing decisions.
- Understanding basic concepts of investing and managing debt responsibly.

Incorporating life skills into daily practices enhances an individuals' ability to navigate complexities and lead fulfilling lives. By recognizing and developing these skills, individuals can empower themselves to overcome obstacles, take advantage of opportunities, and develop meaningful relationships in various aspects of life. This discussion will serve as a guide for integrating life skills into everyday routines, ultimately promoting personal growth and well-being.

### 3.3. DEVELOPING LIFE SKILLS: A CONTINUOUS JOURNEY



24 **Teacher:** Absolutely not! Developing life skills is like sowing seeds in a garden. It is a continuous process of growth and improvement. We are here to lay the foundation and nurture your understanding of this journey.

26 **Teacher:** Ah, another great question! We will start by recognizing that life skills are not acquired overnight. Just like learning a new language or mastering a musical instrument, it requires consistent effort and practice. There is always room for growth and improvement in every aspect of life.

25 **Rambha:** But how do we know where to start?

27 **Ankit:** Then that sounds like having a growth mindset!

28 **Teacher:** Exactly! Having a growth mindset is very important. It means seeing abilities not as fixed traits but as qualities that can be developed through dedication and perseverance. Adopting this mindset will make you more open to learning from challenges and failures.

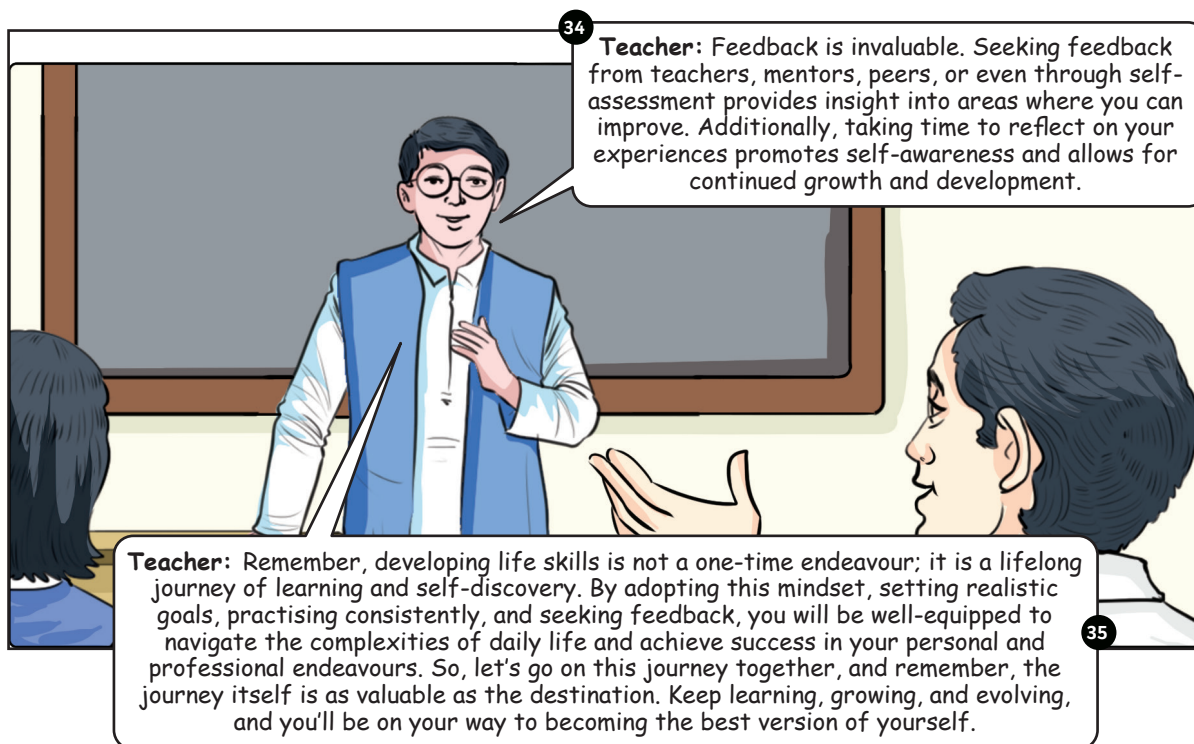
29 **Rambha:** Okay, so how do we know we are making progress then?

31 **Sneha:** But setting goals is one thing; how can we improve our skills?

32 **Teacher:** Practice, practice, practice! Like honing any skill, consistent practice is key. Whether it's role-playing exercises for communication skills or using online resources to enhance digital literacy, dedicating time every day or week to practice will reinforce your learning and build confidence.

30 **Teacher:** Setting realistic goals is important. We will learn to create SMART goals—specific, measurable, achievable, relevant, and time-bound. By breaking down our goals into smaller steps and regularly reviewing our progress, we will stay on track.

33 **Ankit:** Should we be constantly seeking feedback?



## Intext Questions

- What strategies can you use to cultivate a growth mindset in your own life? Can you think of a time when adopting a growth mindset helped you overcome a challenge or achieve a goal?
- In what ways do you currently practice or engage in activities to improve your life skills? Are there any specific skills you want to focus on developing further?
- Reflecting on your own experiences, what are some of the most significant challenges you've faced in your personal or academic life, and how did you overcome them?

Developing life skills is a journey that lasts a lifetime. We will now delve deeper into the understanding that acquiring and honing life skills is not a destination, but a continuous process of growth and improvement. Whether you are a student or an adult, the journey to develop life skills never ends. Let's go on this journey together!

### 3.4. KEY COMPONENTS OF LIFE SKILLS IN CONTINUOUS GROWTH

- i. **Self-Reflection:** The journey begins with self-awareness. Take time to reflect on your strengths, weaknesses, and areas for improvement. Ask yourself questions like, “What am I good at?” and “What do I struggle with?” This introspection lays the foundation for growth.
- ii. **Learning from Experience:** Life is the greatest teacher. Embrace every experience – both successes and failures – as an opportunity to learn and grow. Whether it’s acing a challenging test or facing an obstacle, consider what you’ve learned from the experience and how you can apply it moving forward.
- iii. **Seeking Feedback:** Don’t be afraid to ask for feedback from others. Whether it is from teachers, peers or mentors, constructive feedback provides valuable insights into areas where you can improve. Be open to feedback, learn from it and use it to fuel your growth.
- iv. **Setting goals:** Setting goals gives direction to your growth journey. Identify specific life skills you want to improve or acquire and set SMART goals – Specific, Measurable, Achievable, Relevant and Time-bound. Break down larger goals into smaller, actionable steps and track your progress during this time.
- v. **Practice and perseverance:** India wasn’t built in a day, and neither are life skills. Consistent practice is essential to mastery. Whether it’s practising effective communication through role-playing or honing your problem-solving skills through riddles and brainstorming, embrace opportunities to practice and don’t be discouraged by setbacks.

As you move forward in your studies and beyond, remember that developing life skills is not a one-time event but an ongoing journey of growth and self-improvement. Embrace each day as an opportunity to learn, grow, and become the best version of yourself. By developing a mindset of continuous growth, you will not only meet life's challenges head on but also embark on a journey to lifelong satisfaction and success.



## 4.5 Interactive Teacher-Guided Activities

### A. Group Activity: Life Skills Application (30 minutes)

- ▶ Divide Students into Small Groups: Assign each group a specific type of life skill.
- ▶ Scenario Role-Play: Provide each group with a real-life scenario that requires the use of their assigned life skill. Examples:
  - Communication Skills: A group project discussion
  - Problem-Solving Skills: Planning a community event with a limited budget
  - Emotional Skills: Handling a conflict with a friend
  - Practical Skills: Managing time and tasks for exam preparation
- ▶ Role-Play Preparation: Groups prepare a short role-play demonstrating how to apply the life skill in their scenario.
- ▶ Presentation: Each group presents their role-play to the class, followed by a discussion on the effectiveness of the life skills used.

### B. Applying Life Skills in Daily Life (30 minutes)

- ▶ Activity: "Life Skills Journal"
  - Each student starts a journal where they will record instances in their daily life where they used or observed life skills. They can include:
  - Challenges they faced and how they solved them
  - Effective communication experiences
  - Emotional responses and how they managed them
  - Time management techniques they used
- ▶ **Discussion:** Share a few examples from the journals and discuss as a class how these skills can be further developed and applied.
- ▶ **Reflection:** Have students reflect on what they learned about life skills and how they can apply these skills in their lives. Encourage them to think about areas where they can improve.
- ▶ **Q&A Session:** Open the floor for any questions or comments about life skills and their application.

### C. Assessment:

- ▶ Participation in discussions and role-plays.



- ▶ Completion of the worksheet and life skills journal.
- ▶ Reflection and contributions to the class discussion.

#### **D. Extensions:**

- ▶ Invite a guest speaker who can talk about the importance of life skills in their professional and personal life.
- ▶ Organize a workshop series focusing on developing specific life skills in-depth, such as a communication skills workshop or a stress management seminar.
- ▶ Create a long-term project where students set personal goals to improve specific life skills and track their progress over the school year.



## **Exercise**

### **1. Fill in the blanks:**

- Effective communication is essential to express \_\_\_\_\_ clearly and understand others.
- Learning to manage time efficiently helps in striking a balance between\_\_\_\_\_.
- Critical thinking enables individuals to analyze information and make \_\_\_\_\_ decisions.
- Understanding basic concepts of budgeting and saving is important for \_\_\_\_\_ well-being.
- Digital literacy includes skills such as internet safety and evaluating online \_\_\_\_\_.

### **2. Multiple choice questions:**

- Which of the following is an example of interpersonal life skills?
  - Time management
  - Problem-solving
  - Communication
  - Critical thinking
- What is a key aspect of effective time management?
  - Procrastination
  - Prioritizing tasks



- c. Avoiding feedback
- d. Multitasking
- iii. Critical thinking involves:
  - a. Accepting information without question
  - b. Analyzing information objectively
  - c. Avoiding different perspectives
  - d. Making impulsive decisions
- iv. Financial literacy includes understanding:
  - a. Budgeting and saving
  - b. Ignoring credit
  - c. Avoiding investments
  - d. Overspending
- v. Digital literacy involves:
  - a. Ignoring internet safety
  - b. Avoiding online sources
  - c. Evaluating online content
  - d. Limiting technology use

### 3. Matching Words:

Match the following life skills with their descriptions:

- |                       |  |
|-----------------------|--|
| a. Communication      | i. Analyzing information objectively                     |
| b. Time management    | ii. Prioritizing tasks and avoiding procrastination      |
| c. Critical thinking  | iii. Expressing ideas clearly and listening actively     |
| d. Financial literacy | iv. Understanding basic concepts of budgeting and saving |
| e. Digital literacy   | v. Internet safety and evaluating online content         |

Answers:

1. Fill in the Blanks:

- a. thoughts      b. school, activities, personal commitments      c. informed  
d. financial      e. sources

Multiple Choice:

- i. c. Communication      ii. b. Prioritizing tasks  
iii. b. Analyzing information objectively      iv. a. Budgeting and saving  
v. c. Evaluating online content

Matching Words:

- a. iii) Expressing ideas clearly and listening actively ii) Time management  
b. ii) Prioritizing tasks and avoiding procrastination  
c. i) Analyzing information objectively  
d. iv) Understanding basic concepts of budgeting and saving  
e. v) Internet safety and evaluating online content