

LEARNING OUTCOME-BASED CURRICULUM



Employability Skills Grade 9

विद्यया ऽ मृतमश्नुते



एन सी ई आर टी
NCERT

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

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| S.No. | Units | Duration (hrs) |
|-------|---|----------------|
| 1. | Communication Skills - I | 20 |
| 2. | Self-management Skills - I | 10 |
| 3. | Information and Communication Technology Skills-I | 20 |
| 4. | Entrepreneurship Skills - I | 15 |
| 5. | Green Skills - I | 10 |
| | Total | 75 |

| UNIT 1: COMMUNICATION SKILLS – I | | |
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| Duration: 20 hrs | | |
| | Theory (08 hrs) | Practical (12 hrs) |
| LO1 | Demonstrate the Knowledge of Importance, Elements, and Perspectives in Communication | |
| 1. | <ul style="list-style-type: none"> • Introduction to communication • Importance of communication • Elements of communication • Perspectives in communication • Effective communication | <ol style="list-style-type: none"> 1. Role play on the communication process 2. Group discussion and sharing of experiences on factors affecting perspectives in communication 3. Asking students to write examples of 7Cs of effective communication (i.e. Clear, Concise, Concrete, Correct, Coherent, Courteous and Complete) 4. Preparing charts for elements of communication |
| LO2 | Demonstrate the Knowledge of Verbal Communication | |
| 2. | <ul style="list-style-type: none"> • Verbal communication • Types of verbal communication • Advantages and disadvantages of verbal communication • Public speaking | <ul style="list-style-type: none"> • Role-play of a phone conversation • Delivering speech and practicing public speaking using 3P's (Prepare, Practice and Perform) |
| LO3 | Demonstrate the Knowledge of Non-Verbal Communication | |
| 3. | <ul style="list-style-type: none"> • Non-verbal communication • 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 discussion and demonstration of Do's and Don'ts to avoid body language mistakes • Group discussion on three methods of communication |

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| LO4 | | |
| Demonstrate Basic Writing Skills | | |
| 4. | <ul style="list-style-type: none"> • Writing skills: Parts of speech • Using capitals • Punctuation • Basic parts of speech | <ul style="list-style-type: none"> • Reading paragraphs and sentences and identifying parts of speech • Constructing and writing sentences using parts of speech • Identifying nouns by guessing the name, place, animal, and thing |
| LO5 | | |
| Describe the Parts and Types of Sentences | | |
| 5. | <ul style="list-style-type: none"> • Writing skills: Sentences • Parts of a sentence • Types of objects • Types of sentences – Active and Passive • Types of sentences, according to their purpose • Paragraphs | <ul style="list-style-type: none"> • Making and writing sentences using direct and indirect objects • Writing a paragraph using active and passive voice • Writing different types of sentences (i.e., declarative, exclamatory, interrogative, and imperative) |
| LO6 | | |
| Demonstrate the Knowledge of Pronunciation Basics | | |
| 6. | <ul style="list-style-type: none"> • Pronunciation basics • Speaking correctly • Phonetics • Types of sounds | <ul style="list-style-type: none"> • Pronouncing words and identifying vowels, diphthongs, and consonants • Practicing the pronunciation of words |
| LO7 | | |
| Demonstrate Greetings and Introducing Self | | |
| 7. | <ul style="list-style-type: none"> • Greetings and Introductions • Types of greetings • Introducing self and others | <ul style="list-style-type: none"> • Role-play on formal and informal greetings • Role-play on introducing someone • Practicing greeting people |
| LO8 | | |
| Answer Questions that Others Ask About You | | |
| 8. | <ul style="list-style-type: none"> • Talking about self • Filling a form about self | <ul style="list-style-type: none"> • Practicing introducing self and filling out form • Practicing how to talk about self |

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| LO9 | Asking Questions According to a Situation | |
| 9. | <ul style="list-style-type: none"> Asking questions Need for asking questions 5W+1H (Who, Where, When, What, Why + How) method for asking questions | <ul style="list-style-type: none"> Framing and writing questions (using Who, Where, When, What, Why, and How) Framing and writing questions, based on the purpose of the question Discussing and guessing the famous personality using framed questions |
| LO10 | Use the Correct Question Words to Ask Open-Ended and Close-Ended Questions | |
| 10. | <ul style="list-style-type: none"> Asking questions Types of questions Framing questions- close-ended and open-ended | <ul style="list-style-type: none"> Pair work on writing close-ended and open-ended questions Group practice on framing questions |

UNIT 2: SELF-MANAGEMENT SKILLS – I

Duration: 10 hrs

| | Theory (07 hrs) | Practical (03 hrs) |
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| LO1 | Describe the Meaning and Importance of Self-Management | |
| 1. | <ul style="list-style-type: none"> Introduction to self-management Self-awareness Self-confidence Self-motivation Positive thinking Self-control Problem-solving Personal hygiene and grooming Teamwork Time management Goal setting | <ul style="list-style-type: none"> Group discussion on self-management skills Performing activities to know about self. |

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| LO2 | Identifying Strengths and Weaknesses | |
| 2. | <ul style="list-style-type: none"> • Strength and weakness analysis • Knowing yourself • Difference between interests and abilities | <ul style="list-style-type: none"> • Group discussion on aim in life • Group discussion on interests and abilities |
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| LO3 | Demonstrate Self-Confidence | |
| 3. | <ul style="list-style-type: none"> • Self-confidence • Qualities of self-confident people • Building self-confidence | <ul style="list-style-type: none"> • Role play on building self-confidence • Activities on building confidence through positive words • Self-reference on becoming one confident and goal driven |
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| LO4 | Describe the Importance of Positive Thinking | |
| 5. | <ul style="list-style-type: none"> • Positive thinking • Importance of positive thinking • Keeping your thinking positive | <ul style="list-style-type: none"> • Storytelling • Role-play on following the class rules • Practicing saying positive words • Making a list of steps on how follow positive attitude practices |
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| LO5 | Demonstrate the Knowledge of Personal Hygiene | |
| 6. | <ul style="list-style-type: none"> • Personal hygiene • Three ways to personal hygiene <ul style="list-style-type: none"> i. Care ii. Wash iii. Avoid • Essential steps of handwashing | <ul style="list-style-type: none"> • Role-play on using personal hygiene steps • Discussion and follow up on personal hygiene practices |
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| LO6 | Follow the Guidelines for Dressing and Personal Grooming | |
| 7. | <ul style="list-style-type: none"> • Grooming and its importance • Guidelines for dressing and grooming | <ul style="list-style-type: none"> • Role play on dressing and grooming standards • Self-reflection on dressing and grooming well |

| UNIT 3: INFORMATION AND COMMUNICATION TECHNOLOGY SKILLS – I | | |
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| Duration: 20 hrs | | |
| | Theory (06 hrs) | Practical (14 hrs) |
| LO1 | Explain the Role of Information and Communication Technology (ICT) in Day-to-Day Life and the Workplace | |
| 1. | <ul style="list-style-type: none"> • Introduction to Information and Communication Technology (ICT) • ICT at workplace • ICT at home | <ul style="list-style-type: none"> • Group discussion on past, present, and future use of ICT • Posters presentation on applications of ICT |
| LO2 | Differentiate between different ICT Tools | |
| 2. | <ul style="list-style-type: none"> • ICT tools • Smartphones • Tablets • TV and Radio • Applications or apps | <ul style="list-style-type: none"> • Activities for familiarising with mobile devices |
| LO3 | Differentiate between Smartphones and Tablets | |
| 3. | <ul style="list-style-type: none"> • ICT tools -smartphone and tablets • Mobile device layout • Basic features of a mobile device • Home screen of mobile device • Basic gestures used | <ul style="list-style-type: none"> • Activities for familiarisation with mobile device – use and applications |
| LO4 | Identify the Parts of the Computer and the Computer Peripherals | |
| 4. | <ul style="list-style-type: none"> • Parts of a computer and peripherals • Input devices • Output devices • Peripheral devices and their functions • Central Processing Unit (CPU) • Random Access Memory (RAM) and Read Only Memory (ROM) • Motherboard • Ports and connections | <ul style="list-style-type: none"> • Charts preparation on components of the computer • Group practice on connecting devices to a computer |

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| LO5 | Demonstrate Basic Computer Operations | |
| 5. | <ul style="list-style-type: none"> • Basic computer operations • Computer hardware and software • Starting a computer • Log in and log out • Shutting down computer • Using the keyboard • Using a mouse | <ul style="list-style-type: none"> • Group practice on use of computer • Group practice on using the keyboard |
| LO6 | Perform Basic File Computer Operations | |
| 6. | <ul style="list-style-type: none"> • Basic file operations • Files and folders -creating a file and using text editor in Ubuntu | <ul style="list-style-type: none"> • Group practice on creating a file |
| LO7 | Demonstrate the Knowledge of Internet and Networking | |
| 7. | <ul style="list-style-type: none"> • Communication and networking -basics of Internet • Use of the Internet • Connecting to the Internet • Types of connection • Bandwidth • Internet browser | <ul style="list-style-type: none"> • Group discussion on the uses of the internet |
| LO8 | Perform Internet Browsing | |
| 8. | <ul style="list-style-type: none"> • Communication and Networking – Internet Browsing • World Wide Web • Web page • Web browser | <ul style="list-style-type: none"> • Group practice on web browsing |
| LO9 | Apply the Knowledge of Communication Networking | |
| 9. | <ul style="list-style-type: none"> • Communication and networking – Introduction to E-Mail • How does E-mail work? • Email Id or address • Advantages of E-mail | <ul style="list-style-type: none"> • Group discussion on using E-mail and its advantages of using E-mail |

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| LO10 | Create an Email Account | |
| 10. | <ul style="list-style-type: none"> • Communication and Networking • Creating an E-mail account • Steps to open an E-mail account on Gmail | <ul style="list-style-type: none"> • Group practice on creating and operating an e-mail account |
| LO11 | Write an Email | |
| 11. | <ul style="list-style-type: none"> • Communication and networking • Writing an E-mail • Attaching a file to an E-mail • Managing folders | <ul style="list-style-type: none"> • Group practice on writing an e-mail |
| LO12 | Reply to an Email | |
| 12. | <ul style="list-style-type: none"> • Communication and networking • Opening an Email • Replying to an Email • Forwarding Email • Deleting Email | <ul style="list-style-type: none"> • Group practice on receiving and replying to an e-mail. |

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| UNIT 4: ENTREPRENEURSHIP SKILLS - I | | |
| Duration: 15 hrs | | |
| | Theory (06 hrs) | Practical (9 hrs) |
| LO1 | Describe the Concept of Entrepreneurship | |
| 1. | <ul style="list-style-type: none"> • What is entrepreneurship? • Entrepreneurship • Enterprise • Story of an entrepreneur | <ul style="list-style-type: none"> • Group activity on identifying types of work and differentiating between job and entrepreneurship |
| LO2 | Describe the Role of Entrepreneurship | |
| 2. | <ul style="list-style-type: none"> • Role of entrepreneurship • Economic development – money in circulation • Social development – the creation of jobs • Improved standard of living • Optimal use of resources • More benefits at lower prices - products and services at | <ul style="list-style-type: none"> • Group discussion on “A world without Entrepreneurs” |

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| | competitive prices | |
| LO3 Describe the Qualities of a Successful Entrepreneur | | |
| 3. | <ul style="list-style-type: none"> Qualities of a successful entrepreneur Patience Positivity Hardworking Confidence Open to trial and error Creativity and innovation | <ul style="list-style-type: none"> Role-play on interviewing a successful entrepreneur Group activities on interactions with entrepreneurs |
| LO4 State the Characteristics of Entrepreneurship | | |
| 4. | <ul style="list-style-type: none"> Distinguishing characteristics of entrepreneurship and wage employment Characteristics of entrepreneurship Wage employment Benefits of entrepreneurship | <ul style="list-style-type: none"> Group activity on identifying characteristics of enterprise Discussion on advantages of entrepreneurship over wage employment |
| LO5 Identify the Type of Business Activity | | |
| 5. | <ul style="list-style-type: none"> Types of business activities Product business Service business Hybrid business | <ul style="list-style-type: none"> Group activity on identifying different types of products and services |
| LO6 Differentiate Between the Product, Service, and Hybrid Businesses | | |
| 6. | <ul style="list-style-type: none"> Product, service, and hybrid businesses Types of product-based businesses Manufacturing businesses Trade businesses | <ul style="list-style-type: none"> Poster making on business activities around us |
| LO7 Describe the Entrepreneurship Development Process | | |
| 7. | <ul style="list-style-type: none"> Entrepreneurship development process Steps of starting a business <ul style="list-style-type: none"> i. Idea generation ii. Getting money and material | <ul style="list-style-type: none"> Group activity on make-and-sell business |

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| | iii. Understanding customer needs iv. Improving product/ service | |
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| UNIT 5: GREEN SKILLS - I | | |
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| Duration: 10 hrs | | |
| | Theory (07 hrs) | Practical (03 hrs) |
| LO1 | Demonstrate the Knowledge of Society and the Environment | |
| 1. | <ul style="list-style-type: none"> • Society and environment • Natural resources • Renewable and non-renewable resources • Activities impacting our environment and resources • Types of pollution • Climate change • Harmful radiation • Natural disaster • Saving the environment: What can you do? • Reduce, reuse and recycle • Actions for saving the environment | <ul style="list-style-type: none"> • Group activity on listing the factors influencing the environment • Group activity on listing the steps one can take to save the environment |
| LO2 | Describe the Meaning and Importance of Conserving Natural Resources | |
| 2. | <ul style="list-style-type: none"> • Conserving natural resources • Soil conservation • Water conservation • Energy conservation • Food conservation • Forest conservation | <ul style="list-style-type: none"> • Group discussion on various ways of conserving natural resources |
| LO3 | Describe the Meaning and Scope of Sustainable Development and Green Economy | |
| 3. | <ul style="list-style-type: none"> • Sustainable development and green economy • Sustainable Development Goals (SDGs) • Green growth | <ul style="list-style-type: none"> • Group discussion on the importance of green skills • Poster making on the importance of the green economy |

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| | <ul style="list-style-type: none">• Green economy• Components of green economy• Skill development for the green economy• Green skills• Green jobs• Green projects | |
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