SECTOR - All Sector
\JOB ROLE: All Job Role
QP CODE:
CLASS - X

Note -
Total No of Topics - 30
Total No of Topics Deducted from four section - 12
% of (Total no of topics) = 40% (Time reduced from 75hours to 56hour i.e. 26%)
% Reduction Of Sector as Follows - (Theory and Practicals need to drop out are highlighted in red color)

Sl. No.	List Of Units	List of Practicals Aligned With Each Unit	Unit/Session to be reduced(Theory and Practical)	Remark(Reason for dropping or reduce)
UNIT 1:	**Communication Skills-I**			
SESSION 1	**Demonstrate knowledge of various methods of communication** Methods of communication - Verbal - Non-verbal - Visual	1. Writing pros and cons of written, verbal and nonverbal communication 2. Listing do's and don'ts for avoiding common body language mistakes		Time reduced from 5hours to 4hours. No reduction in content.
SESSION 2	**Provide descriptive and specific feedback** **1.** Communication cycle and importance of feedback 2. Meaning and importance of feedback 3. Descriptive feedback - written comments or conversations 4. Specific and non-specific feedback	Constructing sentences for providing descriptive and specific feedback	Theory: 1. Descriptive feedback - written comments or conversations 2. Specific and non-specific feedback	The deducted topics are not necessary and retained topics can be covered in 2hours.
SESSION 3	**Apply measures to overcome barriers in communication** 1. Barriers to effective communication – types and factors 2. Measures to overcome barriers in effective communication	1. Enlisting barriers to effective communication 2. Applying measures to overcome barriers in communication		No reduction.
SESSION 4	**Apply principles of communication** 1. Principles of effective communication 2. 7 Cs of effective communication	1. Constructing sentences that convey all facts required by the receiver 2. Expressing in a manner that shows respect to the receiver of the message 3. Exercises and games on applying 7Cs of effective communication	Practical: 2. Expressing in a manner that shows respect to the receiver of the message 3. Exercises and games on applying 7Cs of effective communication	The deucted topics are time consuming and can be reduced in this situation.
SESSION 5	**Demonstrate basic writing skills** 3. Writing skills to the following: ⏺ Sentence ⏺ Phrase ⏺ Kinds of Sentences ⏺ Parts of Sentence ⏺ Parts of Speech ⏺ Articles ⏺ Construction of a Paragraph	1. Demonstration and practice of writing sentences and paragraphs on topics related to the subject		No reduction.
UNIT 2:	**Self-management Skills - II**			

SESSION 1	**Apply stress management techniques** 1. Meaning and importance of stress management 2. Stress management techniques – physical exercise, yoga, meditation 3. Enjoying, going to vacations and holidays with family and friends 4. Taking nature walks	4. Exercises on stress management techniques – yoga, meditation, physical exercises 5. Preparing a write-up on an essay on experiences during a holiday trip	Theory: 3. Enjoying, going to vacations and holidays with family and friends 4. Taking nature walks Practical: 5. Preparing a write-up on an essay on experiences during a holiday trip	The deducted topic not necessary in this situation. All the retained topics can be covered within 4 hours.
SESSION 2	**Demonstrate the ability to work independently** 1. Importance of the ability to work independently 2. Describe the types of self-awareness 3. Describe the meaning of self-motivation and self-regulation	1. Demonstration on working independently 2. goals 3. Planning of an activity 4. Executing tasks in a specific period, with no help or directives 5. Demonstration on the qualities required for working independently	Theory: 3. Describe the meaning of self-motivation and self-regulation Practical: 4. Executing tasks in a specific period, with no help or directives 5. Demonstration on the qualities required for working independently	The deducted topic not necessary in this situation. All the retained topics can be covered within 2 hours.
UNIT 3	**Information and Communication Technology Skills– II**			
SESSION 1	**Distinguish between different operating systems** 1. Classes of operating systems 2. Menu, icons and task bar on the desktop 3. File concept, file operations, file organization, directory structures, and file-system structures 4. Creating and managing files and folders	1. Identification of task bar, icons, menu, etc. 2. Demonstration and practicing of creating, renaming and deleting files and folders, saving files in folders and sub-folders, restoring files and folders from recycle bin		No topic reduced only the time period reduced from 17hours to 13hours.
SESSION 2	**Apply basic skills for care and maintenance of computer** 1. Importance and need of care and maintenance of computer - Cleaning computer components - Preparing maintenance schedule - Protecting computer against viruses - Scanning and cleaning viruses and removing SPAM files, temporary files and folders	1. Demonstration of the procedures to be followed for cleaning, care and maintenance of hardware and software		No reduction
UNIT 4	**Entrepreneurial Skills - II**			
SESSION 1	**List the characteristics of successful entrepreneur** 1. Entrepreneurship and society 2. Qualities and functions of an entrepreneur 3. Role and importance of an entrepreneur 4. Myth about entrepreneurship 5. Entrepreneurship as a career option	1. Writing a note on entrepreneurship as career option 2. Collecting success stories of first generation and local entrepreneurs 3. Listing the entrepreneurial qualities – analysis of strength and weaknesses 4. Group discussion of self-qualities that students feel are needed to become successful entrepreneur 5. Collect information and related data for a business 6. Make a plan in team for setting up a business	Theory: 3. Role and importance of an entrepreneur 4. Myth about entrepreneurship Practical: 2. Collecting success stories of first generation and local entrepreneurs 5. Collect information and related data for a business	These topics are not necessary in this situation. All the retained topics can be covered within 10hours.
UNIT 5	**Green Skills - II**			

SESSION 1	**Demonstrate the knowledge of importance, problems and solutions related to sustainable development** 1. Definition of sustainable development 2. Importance of sustainable development 3. Problems related to sustainable development	1. Identify the problem related to sustainable development in the community 2. Group discussion on the importance of respecting and conserving indigenous knowledge and cultural heritage 3. Discussion on the responsibilities and benefits of environmental citizenship, including the conservation and protection of environmental values 4. Preparing models on rain water harvesting, drip / sprinkler irrigation, vermin-compost, solar energy, solar cooker, etc.	Theory: 2. Importance of sustainable development 3. Problems related to sustainable development Practical: 3. Discussion on the responsibilities and benefits of environmental citizenship, including the conservation and protection of environmental values 4. Preparing models on rain water harvesting, drip / sprinkler irrigation, vermin-compost, solar energy, solar cooker, etc.	The deducted topics are time consuming and not so necessary in this situation. All the reatined topics can be covered in 10hours.