

NEW ERA HIGH SCHOOL, PANCHGANI

Information Technology ASSIGNMENT - I class 9th

Unit	1 &2
Topic	Communication skills Self management skills
Time Line	Total: 1 week (27th April to 2nd May, 2020)
Objective	<ul style="list-style-type: none">• Communication skills• Importance of communication• Perspectives in communication• Types of communication• Self management and its skills• Knowing yourself ,strengths and weakness.• Self confidence
Learning Outcomes	<ul style="list-style-type: none">• Students will be able understand the importance of communication, and their types• Students will be able improve their writing skills• Students will be able to understand self control• Difference between interest and abilities• Qualities of self –confident people• Positive thinking• Personal hygiene
Transaction Methodology	<p>Student are requested to go through the link given below</p> <p>1. https://www.youtube.com/watch?v=px_N3wPni6A</p> <p>Unit - 1 Communication Skills class IX Information technology 402</p> <p>from the book employability skills book.</p> <p>2. https://www.youtube.com/watch?v=HrZKoVGNvkc</p> <p>Unit - 2 self management skills from EMPLOYABILITY SKILLS class 9th</p> <p>Below link is for important questions :</p> <p>https://www.youtube.com/watch?v=LKk9oo-fwF4</p> <p>https://www.youtube.com/watch?v=K6cxCRm22rs (important question)</p>

Submission	Students should mail the assessment on their nehs.in account and cmane98@gmail.com 1. Multiple Assessment Activity(MS word) on or before 2nd of May, 2020. For any queries you may contact me on 8329382119 Write the important notes in a note book for both the units scan the notes using cam scanner and mail it on my email id Please note the above activities are part of your Practical assignment for your annual examination which comprises of 15 marks. .
Resources	1. Employability Skills 2. http://cbseacademic.nic.in/skill-education-books.html text book for class 9 th and 10 th and Employability Skills.(link for the text book)