

NEW ERA HIGH SCHOOL, PANCHGANI
Information Technology ASSIGNMENT - II Class X

Unit	2 Information Technology unit 1 Employability Skills text book
Topic	Ms Word processor and Unit 1 Communication Skills
Time Line	2 nd week (4 th May to 9 th May, 2020)
Objective	It will help in developing the formatting and editing skills Also students will be able to develop Communication skills are those skills which are needed to speak and write properly.
Learning Outcomes	<ul style="list-style-type: none"> · Communication skills are those skills which are needed to speak and write properly. · Student will learn Importance of communication · Basic principles of professional communication skills. · 3Ps of Public Speaking
Transaction Methodology	<p>Student are requested to go through the links given below .</p> <p>1. Employability skills class 10 Unit 1 communication Skills https://www.youtube.com/watch?v=LKk9oo-fwF4 https://www.youtube.com/watch?v=K6cxCRm22rs</p> <p>From the given second link, note down the important questions in your note book.</p> <p>Answer the following question in a note book:</p> <ol style="list-style-type: none"> 1. What is communication? 2. Define the three types of communication 3. What are the Barriers to Effective Communication? 4. What do you mean by communication barrier? 5. Define any 2 communication barrier. 6. How to handle barriers to communication? 7. Explain any two 7Cs of Communication. (Imp) <p>2. Write a report on how you spend you lock down period positively. Mention the activities and any two new skills to learner. Click pictures and Insert live pictures of lockdown from home.</p> <p>-Note : Insert header and footer ,header will be the topic and footer will be your name and standard</p>

Submission	<p>Students should mail the assignment on their nehs.in account and cmame98@gmail.com</p> <p>For any queries you may contact me on 8329382119 Between : 9 am to 5 pm</p> <p>Print the hard copy of the report on how you spend you lock down period and file it in a transparent file(folder)to be submitted as and when you report to the school.</p> <p>Please note the above activities are part of your Internal Assessment and is mandatory.</p>
Resources	<ol style="list-style-type: none">1. Ms Word or open office writer2. Employability Skills text book and YouTube3. http://cbseacademic.nic.in/skill-education-books.html text book for class 9th and 10th and Employability Skills.(link for the text book)