CBSE | DEPARTMENT OF SKILL EDUCATION

CURRICULUM FOR SESSION 2025-2026
EMPLOYABILITY SKILLS
(COMMON FOR ALL SKILL COURSES)
CLASS X

UNIT NO.	UNIT NAME
UNIT 1	Communication Skills – II
UNIT 2	Self- Management Skills – II
UNIT 3	Information and Communication Technology Skills – II
UNIT 4	Entrepreneurial Skills- II
UNIT 5	Green Skills - II

UNIT 1: COMMUNICATION SKILLS – II

LEARNING OUTCOMES	THEORY	PRACTICAL
1. Demonstrate knowledge of various methods of communication	1. Methods of communication - Verbal - Non-verbal - Visual	1. Writing pros and cons of written, verbal and non-verbal communication 2. Listing do's and don'ts for avoiding common body language mistakes
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	1. Constructing sentences for providing descriptive and specific feedback
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
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

LEARNING OUTCOMES	THEORY	PRACTICAL

5. Demonstrate basic writing skills	1. 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

UNIT 2: SELF - MANAGEMENT SKILLS – II

LEARNING OUTCOMES	THEORY	PRACTICAL
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	1. Exercises on stress management techniques – yoga, meditation, physical exercises 2. Preparing a write-up on an essay on experiences during a holiday trip
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

UNIT 3: INFORMATION AND COMMUNICATION TECHNOLOGY SKILLS – II

LEARNING OUTCOMES	THEORY	PRACTICAL
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

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
		1. Demonstration of the procedures to be followed for cleaning, care and maintenance of hardware and software

LEARNING OUTCOMES	THEORY	PRACTICAL
	- Protecting computer against viruses - Scanning and cleaning viruses and removing SPAM files, temporary files and folders	

UNIT 4: ENTREPRENEURIAL SKILLS- II

LEARNING OUTCOMES	THEORY	PRACTICAL
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

UNIT 5: GREEN SKILLS – II

LEARNING OUTCOMES	THEORY	PRACTICAL
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.

Suggested Textbook:

❖ **Employability Skills for class X by NCERT**

The textbook can be downloaded using any of the following links:

http://psscive.ac.in/publications/textbooks

https://cbseacademic.nic.in/skill-education-books.html