1. Communication Skills

Unit 1: Communication Skills-I

Unsolved Exercise

Section A

A. 1. ii   2. i   3. ii   4. iii   5. iv   6. i

B. 1. sender, receiver   2. idea, feedback   3. physical

     4. verbal/oral communication   5. non-verbal communication

Section B

A. 1.

2. A non-verbal way of communication can make our message stronger and it may also help to adjust our behaviour according to the listener's reaction. It mostly helps in situations when we are unable to send a proper message verbally.

   Visual communication uses images, drawings, signs, graphics, typography, etc. It is an easier method of communication.

3.

Conjunction	Preposition
And, Or	Under, In, At, Up

4. Communication is an important tool that lets us share our thoughts, emotions and ideas in an understandable, clear and efficient way. It helps us to inform, share knowledge, express feelings and influence others.

5. Encoding is conversion of message from one system to another in the form of codes during verbal and visual communication. It is significant as it prevents loss of vital information during communication.

6. Barriers to communication are the obstacles or difficulties that come in the way of communication. They are the problems that affect transmission of information from sender to receiver. For example: noice, network problem, doubts, etc.

7. Following are the disadvantages of Non-Verbal Communication:
   - Non-verbal communication is unclear and imprecise since in this communication, there is no use of words or language which expresses clear meaning to the receiver.
   - Long conversation and necessary explanations are not possible.

8. i. **Facial expression:** It shows the feeling of a person. For example, we smile to express our happiness.
   - Keep your face relaxed.
   - Match your facial expression with your words.
   - Nod while listening.

   ii. **Touch:** It includes shaking hands and patting on the back. For example, a firm handshake shows confidence.
   - Shake hands confidently.
   - Avoid using other touch gestures as scratching or rubbing.

   iii. **Posture:** It shows your confidence and feelings.
   - Always Keep your body straight.
   - While standing, keep hands by your side and stay relaxed.

   iv. **Gestures or Body Language:** It is movement of body, hands or head to express an idea or meaning.
   - Avoid pointing at people with your finger.
   - Don't stand with hands crossed.
   - Pay attention to the speaker.

9. When we talk about writing content for a particular topic, ideas start generating in our consciousness. This sudden reaction of our mind results in formation of sentences, which communicates the thought. There are certain aspects through which we can improve our writing skills, like:
   - **Phrases:** It can be a short or a long sentence and give a complete meaning when attached to a principal clause or an independent sentence.
   - **Active and Passive Voice:** In 'Active Voice', the subject performs the action stated by the verb. In 'Passive Voice', the subject is acted upon by the verb.
   - **Kinds of Sentences (According To Their Purpose):**
     i. **Assertive/Declarative Sentences:** These sentences present the existing truth and provides information or fact. It always ends using a full stop (.)

ii. **Interrogative Sentences:** These are the questioning sentences and always end with a question mark'?'.

iii. **Exclamatory Sentences:** Exclamatory sentences express strong emotion or sudden reaction, such as joy, sorrow, excitement or wonder. It ends with an exclamation mark (!)

iv. Imperative Sentences: These type of sentences show an order, command, advice or request. It may end with a full stop (.) or an exclamation mark (!).

- **Parts of Sentence:** A sentence may be described as a group of words that have a subject and a predicate. 'Subject' is a person or thing which does an action, while a 'Verb' describes the action done by the subject, which is received by an 'Object'.

- **Types of Object:** There are two types of object in a sentence, direct or indirect. The objects which are directly 'acted on' by the verb are called direct objects. The indirect object answers the question 'to whom' and 'for whom'.

- **Construction of Paragraph:** The sentences used in writing a paragraph contribute to convey a common idea, as each sentence is framed according to the topic. The ideas while writing a paragraph may differ according to the required details.

10. i. I go to school

　　ii. Ramesh is my best friend.

B. 1. Visual communication

2. Visual perception

2. Self-Management

Unsolved Exercise

Section A

A. 1. i　　　　2. iv　　　　3. i　　　　4. iv　　　　5. iii　　　　6. i

7. iii

B. 1. Social　　2. Cultural　　3. self confidence　　　　4. Self awareness

5. Self management

C. 1. True　　　2. False　　　3. False　　　4. False

Section B

A. 1. i. Responsibility　ii. Self-awareness　iii. Time-management　iv. Adaptability

　　v. Self-awareness

2. Lack of self confidence results in influence by negative feedback. Due to this a person may take incorrect decisions ending up in unwanted situations.

3. "Cleanliness is next to Godliness". Our personal hygiene routine and organized lifestyle will make us feel more confident while interacting with others because maintaining cleanliness is a physical factor which helps in building self confidence.

4. Everyone experiences failure from time to time. Some people learn from their mistakes. This experience enables them not to repeat their mistakes. This results in success and they gain self confidence.

5. To know what you do well or not so well, helps in converting weaknesses into strengths and strengths into an exceptional performance. It is a process that actually means knowing our inner strengths, hidden talents, skills and even weaknesses.

   Strengths: Strength means what we do well and are good at. Everyone has some strengths that need to be identified. Take time to think what we can do well and are always good at, also what others appreciate about you.

   Weaknesses: Weakness are the areas of improvement. To think what we can not do well or we are not good at. Everyone has some weaknesses that need to be identified. Find out the areas where you struggle and find difficulty to do. Accept the feedback to improve.

   Interests: Interests are the things or activities that we enjoy doing. For example, activities done at school or at home in your free time that make you happy. There are activities you are curious about or do even if no one asks you to do them. These are the activities you want to learn or would like to do in the future.

   Ability: Ability is an acquired or natural capacity that enables an individual to perform a particular task with considerable proficiency that may not even match abilities. We can either improve our abilities or follow some other path. For example, you may like Tennis (interest), but you may not be able to play due to the necessary skill (ability) required to play the game.

6. It is pre-evident that man is a social animal. We experience positivity and confidence when people appreciate our effort and respect us. It can be understood simply that when a man is in a comfortable, friendly environment, he forgets his weaknesses, flaws and incapabilities, rather he generates self confidence and starts using his qualities more rationally and takes more interest in social issues too. Hence, social factor plays an important role in confidence building as he takes positive inputs from the society around him and gives back the same.

7. The people with low self confidence have more of negative attitude towards life. On the other hand people with high self confidence tend to make more mistakes due to their over-optimism.

8. CARE–Eat Healthy Food

   WASH–Wash your hands regularly.

   AVOID–Avoid junk food.

9. i. Team work is working together of people to achieve a certain goal. Team work is the basic need for an organisation to function. Every organisation has a division of several teams to perform specific tasks. Without team work, nothing is possible.

ii. Goal setting is an essential factor in deciding how to live your life where you want to be or how you want to be in the future. Person who is good at self-regulation can cope well with changes and adjust to different situations easily. He takes the changes positively and sees them as exciting opportunity for selfdevelopment.

10. Sometimes even very small things in our life serve as the source of great pleasure. Always realize that we are blessed to have this gift of life and find joy in little events, jokes, talks, etc. Being happy with what we have around us makes us joyous and satisfied. So, try to make the moments of life full of laughter & smiles as it gives satisfaction and it is the main factor which gives self-confidence.

B. 1. Self-management   2. No

3. Information & Communication Technology

Unsolved Exercise

Section A

A. 1. ii   2. i   3. ii   4. i

B. 1. Home Page   2. Windows   3. Switch Mode Power Supply (SMPS)

     4. Flash Memory   5. booting

C. 1. True   2. True   3. True

Section B

A. 1. i.

Smartphone	Tablet
Screen size is smaller.	Bigger screen than smart phones.
Reading and watching movie is difficult in small screen.	Best suited for reading, and watching movies.
Less storage capacity.	Usually have higher storage capacity.

ii. **Printer** is a common output device which is used for the purpose of printing documents. Printer generates a hard copy of data or information. Printers are of different types depending upon: Quality of Printing, Speed, Printing Mechanism.

Plotter is an output device that helps in printing high quality poster, flex, visuals, charts, graphs, tables and diagrams, etc. It can draw continuous lines and can produce output on paper, polyester film or coloured transparencies. In plotter, the figures are drawn by an electronic pen which is driven by a motor. It uses inkjet cartridges (single or multicoloured) to spray colours for drawing and sketching.

iii. RJ-45 connector is an eight pin connector. RJ-45 and RJ-11 ports look alike but RJ-11 is a smaller port and uses a 6 pin connector.

2. i. Windows is one of the most popular series of operating systems developed by Microsoft Corporation. Each version of Windows includes a graphical user interface (GUI), with a desktop that allows users to view files and folders.

In Windows, the user doesn't need to remember all the commands but needs to recognize the graphical representation for the application on the screen in order to use them. Windows 7 has a **Graphical User Interface** (GUI) that means you do not have to remember all the commands. It allows you to run several programs at the same time.

ii. WhatsApp Messenger is a freeware instant messaging platform owned by Facebook. It allows smartphone users to share text, image, document, location, contact, video and audio. In addition to basic messaging, WhatsApp provides group chat, voice call and video conferencing.

WhatsApp can be downloaded from Apple store, Google Play store or from the WhatsApp website. WhatsApp is available in both web based and app based mode.

iii. Joystick is a pointing device whose function is similar to a mouse, except that a mouse pointer stops moving on the screen as soon as the user stops moving it, while in the joystick pointer continues to move in the direction towards which the joystick has been pointed.

To stop the pointer, the user has to bring the joystick to its upright position. It is generally used to play video games.

iv. Blu-ray Disc can store data of upto 128 GB. It has been developed by the Blu-ray Disc Association (BDA). It is much advanced than CDs or DVDs. Blue-violet laser is used to read or write data in the Blu-ray disc.

v. A device driver is a form of system software that enables a hardware device to be compatible with the computer. It activates the specific hardware device that can be easily interpreted by the CPU resources. Device drivers are operating system specific and hardware dependent computer programs which may automatically get activated whenever that hardware device is attached to the computer.

vi. FireWire is used with digital audio/video camcorders, personal computers (PC) and offers sustained data transfer rates of over 3200 Mbits/s. FireWire was developed by Apple Inc. and integrated into Apple PCs as its main communication interface. It is similar to a USB port that facilitates a high speed connection between a computer and peripheral devices.

vii. The 'Internet' is a global system of interconnected computer networks that use the standard Internet Protocol Suite (TCP/IP) to serve billions of users worldwide. It is a network of networks that consists of millions of private, public, academic, business, and government networks, of local to global scope, that are linked by a broad array of

networking technologies. The 'Internet' carries a vast range of information resources and services, such as the interlinked hypertext documents of the World Wide Web (WWW) and the infrastructure to support electronic mail.

3. Two uses of ICT at home are:

   i.   Children use it for e-education, quality learning and self-education.

   ii. The elderly use it for messaging and collecting information on various topics.

4. a. Phone   b. Calendar   c. Gallery   d. Camera

5. 'A computer is an electronic device which performs numerical calculations (+,-, *, /) and logical operations (AND, OR, NOT) at high speed and produces information that is expressible in numerical as well as in logical form'.

   A computer performs actions and accomplishes its tasks in three basic stages namely: Input, Process and Output.

   Input is the data that is fed to the computer by the user. Some examples of input are numbers for calculation, marks of students of a class, etc.

   Processing refers to the series of actions by which the computer converts raw data into information. Processing of data is done by the CPU.

   Output is the result which is termed as information. Some examples of output are graphs, mark sheets, reports, animated movies, etc.

6. A Data Bus is a software framework for distribution and management of realtime data in intelligent systems. It allows applications and devices to work as a single integrated system.

7. FDES stands for Fetch Decode Execute Store. It is a machine cycle which is an integral part of Artificial Intelligence.

8. HTTP is called a stateless protocol because every request made is executed independently of similar previous requests. It works on the principle of ending a transaction as soon as the connection between the browser and server is lost.

9. The BIOS (Basic Input/Output System) checks the hard drive for the boot loader, located in the first sector of the hard drive.

10. A protocol is a convention or standard that regulates the operation and transference of data between two computers. It can be defined as the set of rules governing the syntax, semantics and synchronization of communication. Protocols may be applied by hardware, software or a combination of the two.

    The primary protocol of internet is TCP/IP protocol which stands for Transmission Control Protocol/Internet Protocol. TCP is responsible for connection oriented transmission and IP is responsible for connectionless transmission that represents logical address of the host machine.

11. A mouse is used for selecting, dragging, hovering and clicking. It is used to switch between applications, select links on a website and move around the screen with accuracy.

12. Twitter is an online news and social networking platform where people post and interact in the form of short messages called 'tweets'. Tweets were originally restricted to 140 characters, but later, this limit was doubled to 280 except in few languages.

B. 1. Facebook

   2. YouTube

4. e-Mail

Unsolved Exercise

Section A

A. 1. iii   2. ii   3. i   4. iii   5. ii

B. 1. E-mail, Inbox   2. Electronic mail   3. star

   4. Trash   5. 25 MB

Section B

A. 1. It is the folder where all unwanted incoming e-Mails are stored so that they stays out of the inbox folder. The unwanted e-Mail is also known as Junk Mail.

   2. Step 1: Type www.gmail.com in the address bar and then press 'Enter' key.

   Step 2: Click on 'Create account' button.

   Step 3: Click on 'For myself' to create a personal account or Click on 'To manage my business' to create business account. ***We will create a personal e-Mail account.***

   This will open a screen asking for various details like First name, Last name, Username, Password.

   Step 4: Type the First name and Last name.

   Step 5: Type the desired Username.

   Step 6: Type the desired Password.

   Step 7: Confirm the typed password.

   The next screen asks for Phone number, Birth date and Gender. Enter all the details. Ensure that the number you have entered is accessible as Google sends a verification code on this mobile number. Verifying your phone number' form appears as a new web page.

   Step 8: Type the phone number.

   Step 9: Click on 'Send' button.

   Step 10: Type the verification code received on the SMS inbox.

   Step 11: Click on 'Verify' button.

   'Welcome to Google' web page loads in the web browser.

   Step 12: Fill the required details (Recovery email address, DOB, Gender) in the web page.

Step 13: Click on 'Next' button.

A web page containing 'Privacy and Terms' appears on the web browser.

Step 14: If you agree with the given privacy & terms then click on 'I agree' button.

Step 15: If you are not interested to add your phone number to your account, else click on 'Skip'.
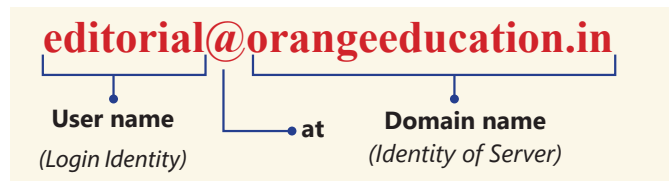
Step 16: Click on 'Yes, I'm in', if you want to link same phone number for all the services of Google or else click on 'Skip' button.

Step 17: Finally, click on 'Next' button. Gmail account opens with the inbox screen as:

3. Limitations of e-Mail are:

   • Although e-Mails are delivered instantly, the recipient may or may not read his/her mail at that point of time. This defeats the purpose of quickness of an electronic mailing system.

   • Most of the web sites display advertisements during the usage which are called spam mails. There are many spams which are sent to the e-Mail accounts. It results in the increased size of mail box, which brings a significant decrease in the speed of usage and consumes extra time of a user who has to navigate through all the mails to search for the required one.

   • A slight error in the address of the recipient may result into the non-delivery of the message or delivery to some other recipient.

   • Since, e-Mail passes through various networks, sometimes it may be intercepted in between. A failure or fault in one of the links (of network) between the sender and receiver prevents delivery of the e-Mail, though the sender assumes that e-Mail has been delivered.

4.

editorial@orangeeducation.in

User name   **at**   **Domain name**
(Login Identity)   *(Identity of Server)*

5. There are two kinds of e-Mail services viz. web based and application based.

   • **Webmail:** Webmail, or web-based e-Mail, is portable and accessible from any Internet enabled web browser. In such setup, e-Mail is accessed on a website.

   • **Email Applications:** An e-Mail application is a dedicated application software installed on a computer or mobile device that is used to access services related to e-Mail. This application enables the user to store e-Mail messages on storage device of computer or mobile. Once the e-Mail is downloaded, it can be accessed offline also. Some common e-Mail applications are Outlook, Thunderbird, Apple Mail, etc.

6. An attachment is simply a file (like an image or document) that is sent along with your e-Mail. For example, if you are sending an invitation, you might send Invitation Card as an attachment, with the body of the e-Mail being the cover letter. It is preferred to type/ compose a message (about attachment) in the body of e-Mail.

To add an attachment: While composing an e-Mail, click on the icon (looks similar to paper clip) at the bottom of the compose window to attach files in the message.

Step 1: Select the desired file.

Step 2: Click on 'Open' button.

The attachment will begin to upload.

7. It is a good practice to delete unwanted, junk, unknown or old e-Mail messages. When an e-Mail message is deleted, it stays in 'Trash' upto 30 days. After 30 days, it will be permanently deleted from the e-Mail account and can't be recovered.

8. **User Name:** The portion before the at (@) symbol is called the user name. It is unique to every individual sending or receiving e-Mails. Here it is 'editorial'.

Domain Name: It tells which type of server user is using. It has two parts mail server and top level domain. The domain name is common to all the individuals using a particular server or network for sending or receiving e-Mails. Here domain name is 'orangeeducation.in'.

9. Electronic Mail (e-Mail) is a online mailing service provided on the Internet by which one can send messages to any person around the world through computing devices. It has become the fastest, easiest and cheapest means of communication for business, governance, administration, education, tourism, etc.

10. The different types of accounts are:

    i.   Post Office Protocol Version 3 (POP3)

    ii. Internet Message Access Protocol (IMAP)

    iii. Microsoft Exchange

B. 1. The characters that she can use in password are:

    i.   Uppercase letters (A-Z)

    ii. Lowercase letters (a-z)

    iii. Numbers (0-9)

    iv. Symbols (@, #, $, %, &, ?, etc.)

2. .txt, .jpg, .gif, .docx, .xlsx, .ppt, .pub, .mdb, .mp3, .mp4, .avi, .tif, etc.

5. Entrepreneurship

Unsolved Exercise

Section A

A. 1. iv   2. iii   3. ii   4. i   5. ii   6. iii

7. iv   8. i

B. 1. entrepreneur   2. enterprise   3. Service   4. Hybrid   5. hybrid

A. 1. Some critical leadership skills that every entrepreneur has are:

- **Self-Starter:** Entrepreneurs know that if something needs to be done, they start it themselves. They are always proactive. They set the parameters and dare to begin.
- **Clarity:** Entrepreneurs visualize, plan and set clear targets for every part of the business.
- **Hard Working:** Entrepreneurs are hard working. Successful entrepreneurs are adapted to the habit of hard work from the beginning and dare to take decisions.
- **Courageous:** Entrepreneurship involves risks and uncertainties. Entrepreneurs are always buckled up for taking risks.
- **Foresightedness:** Entrepreneurs have the ability to visualize what will be needed in the future and making wise decisions.
- **Creative:** Entrepreneurs have creative mind. They always think out of the box and are always willing to deliver something new to the market.
- **Innovative:** Entrepreneurs always keep on researching on new things in order to meet the dynamic needs of customers.
- **Networking:** Successful entrepreneurs always look for potential stakeholders and maintain good terms with everyone in the business.
- **Communication Skills:** Entrepreneurs have good communication skills, thus they convey their views and ideas with clarity and precision.

2. Hybrid business are the business in which the entrepreneurs provide service along with the product. They are engaged in services and manufacturing as well. They neither offer pure intangible nor pure tangible commodities. For example restaurants, they offer services in the form of a dining experience and food served as the product.

3. Product based business usually buys raw material with the intention of using them as ingredients in the making of a new product. It combines raw material, labor and factory overhead in its production. The manufactured goods will then be sold to customers. Hardware manufacturing is one of the examples.

4. As an entrepreneur in India, one can own enterprise in the following framework.

- **Sole Proprietorship:** Sole proprietorship is a type of enterprise that is owned, managed and controlled by a single individual. The business and the owner have no separate legal existence. All the profits as well as losses belong to the proprietor.

- **Partnership:** A partnership firm is formed by two or more people. The owners of the enterprise are called partners. A partnership deed must be signed by all the partners. The profits & losses are shared by the partners. A firm has a limited life span and must be dissolved when any one of the partners dies or claims bankruptcy.

- **Limited Liability Partnership (LLP):** In a Limited Liability Partnership or LLP, the partners of the firm enjoy perpetual existence as well as the advantage of limited liability. Each partner's liability is limited to their agreed contribution to the LLP. The partnership and its partners have a separate legal existence.

- **Cooperative Business:** A co-operative business is a member-owned business structure and usually allows a limited distribution of profits to member. It is a kind of private business organization in which the consumers who use its products and services are its owner. It is a co-operation of individuals who coordinate among themselves to achieve a desired target.
- **Limited Company:** A company is a legal entity made up of an association of people to undertake some industrial, trading or commercial activity with a motive of earning profits. In companies, the ownership of an entrepreneur is maintained by holding shares. Companies are of two kind which are Private company and Public company. A private company's shares are non-transferable and are not issued to the general public. A public company's shares are transferable and issued to the general public through invitation.

5. (a) **Communication Skills:** Entrepreneurs have good communication skills, thus they convey their views and ideas with clarity and precision.
   (b) **Discipline & Commitment:** Successful entrepreneurs are the first person to arrive at the office and the last one to leave and are very committed towards their work.
   (c) **Adaptability:** Business environment evolves rapidly, thus in order to keep the business on track, they adapt to changes. They are always flexible with their way of working.
   (d) **Networking:** Successful entrepreneurs always look for potential stakeholders and maintain good terms with everyone in the business.

6. A product based business deals in buying and selling of tangible goods. A service based business deals in buying and selling of intangible goods, i.e., service and skill.

7. A manufacturing business is one in which raw materials are used as input to manufacture a completely different finished product. A trading business is one in which existing goods are bought and sold to earn profits.

8. Risk means uncertainity. Every business involves uncertain outcomes which may result in huge losses. These losses are borne by the entrepreneur and are the risks that he bears.

9.

Basis of Difference	Service Business	Manufacturing Business
Nature of Product	Intangible	Tangible
Capital Investment	Minimum or Nil	Huge
Risk Involved	Minimum	Huge

10. Entrepreneurs are national treasures and should be encouraged and rewarded, as they create new opportunities, jobs and wealth as well. Entrepreneurship is a tough choice but after the initial struggle, its rewards are priceless. It has been seen that an entrepreneur may struggle hard to build his business but we must realize the fact that they are doing a lot more for the community, state, region and the country as a whole. For example, creating wealth, creating jobs, balancing regional developments, improving GDP and per capita income, standard of living, exports to other countries and community development, in this way we can minutely examine the role of Entrepreneurship.

B. 1. i. entrepreneur
ii. employee
iii. entrepreneur

2. i. Hybrid
ii. Service
iii. Service

6. Green Skills

Unsolved Exercise

Section A

A. 1. ii   2. iii   3. iv   4. i   5. ii   6. iv
7. iv   8. i

B. 1. population   2. Renewable Reserves   3. Global Warming
4. non-renewable resources   5. environ

Section B

A. 1.

Inexhaustible	Renewable	Non-renewable
Air	Wind	Petroleum
Sand	Fish	Iron
Clay	Pearls	Forest
		Gold

2. The three methods of water conservation are:

i. **Rain water harvesting:** The rain water is collected and allowed to precolate into a deep pit to improve ground water table.

ii. **Greywater Recycling:** The waste water from Kitchen sinks, washing machines and showers is recycled for usage in toilets and watering plants.

iii. **Use of water efficient accessories:** The smart water efficient accessories reduce pressure in taps and showers thereby saving water.

3. The reasons for soil loss and its fertility are:

i. **Deforestation:** Cutting down of trees and elimination of forests leads to disturbance of natural habitat of living organisms. We all know that plants and trees are one of the major factors that cause rainfall and disturbing them leads to scanty rainfall which in turn causes water crisis. Percentage of fresh breathable natural air, quality of air is also decreasing at an alarming rate. It leads to various unusual climatic changes that is not in accordance to the natural cycle.

ii. **Mining:** The process of digging the earth for the extraction of the ores results into erosion, formation of sinkholes, and contamination of soils that causes severe damage to the environment. It disturbs the natural living and breeding place of various living organisms and life of people residing in nearby area. It leads to soil erosion, landslide, noise pollution and contamination of surface and groundwater due to the chemicals released during the extraction process.

4. The main causes of global warming are:

    i. Deforestation

    ii. Uncontrolled emission of green house gases.

    iii. Use of fossil fuels for generating electricity

    iv. Immense use of transportation

    v. Reckless consumption of power

5. The process of digging the earth for the extraction of the ores results into erosion, formation of sinkholes, and contamination of soils that causes severe damage to the environment. It disturbs the natural living and breeding place of various living organisms and life of people residing in nearby area. It leads to soil erosion, landslide, noise pollution and contamination of surface and groundwater due to the chemicals released during the extraction process.

6. Steps For Conservation of Natural Resources:

    • Use water scarcely and wisely.

    • Abandon use of plastic and plastic products.

    • Plant more and more trees.

    • Use alternative sources of energy.

    • Reutilize the available waste resources.

    • Recycle and reuse elements and products.

    • Create awareness among the masses about the worth of natural resources.

    • Use of natural resources should be limited to requirement.

    • Implement government policies in order to safeguard our resources.

7. Precautionary measures against use of plastic:

    • We should avoid using plastic and limit its use as far as possible.

    • We should use cloth bags as an alternative to easy carrying plastic bags.

    • We should neither throw nor burn plastic to make our surroundings clean. It should be recycled or reused.

    • We should never use plastic containers or utensils.

8. Man is a social animal. By being social, it is meant that he shares his resources and spends his life amongst other people together in groups. Society is a framework in which people

live together by maintaining common implied rules and ethics for a peaceful and prosperous living. Thus, society is an important component of environment.

The relationship between society and environment has been prevalent for thousands of years. This long tenure has caused a fluctuating impact on the environmental stability. Human activities which are conducted as a part of development or social welfare or growth are affecting the ecological balance. With rising luxuries in the society, we tend to misuse the resources of environment, which is actually disrupting the natural chain/system of the environment.

9. In the process of setting up industries and manufacturing various products, we are destructing the natural components of our environment. While manufacturing, industrial waste, garbage is being dumped into soil or water, dumping of wastes especially, e-waste, harmful chemicals, industrial effluents, packaging material, salts and other garbage make the soil useless.

10. Carbon dioxide, Suphur dioxide, Carbon monoxide.

B. Give them to a scrap dealer for recycling of paper.