

1. Communication Skills-IV

Unsolved Exercise ?

Section A (Objective Type Questions)

- A.** 1. i 2. iv 3. ii 4. i 5. i 6. i
7. ii 8. i 9. iv 10. iii 11. iv 12. iv
- B.** 1. sentence 2. phrase 3. Listening 4. looking 5. concise statement
- C.** 1. True 2. True

3. **(This question is printed incorrect in the book. Please correct it in your text book.)**

Question: Part of speech is the classification of words within a sentence based on their functions.

Ans. True



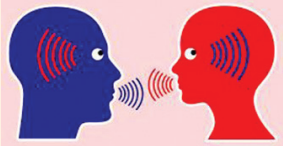

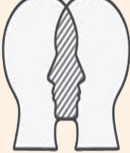


4. False 5. True

Section B (Subjective Type Questions)

- A.** 1. Communicating effectively requires skills that enable clear, concise, and accurate messages to be sent.
2. The elements of a paragraph are as follows:
- Unity
 - Coherence
 - Order
 - Completeness
3. A simple sentence is one that has only one subject and one predicate or has only one finite verb.
- A complex sentence is one that includes at least one dependent clause and one independent clause connected by a subordinating conjunction.
4. Stages of active listening are as follows:
- Receiving

- Understanding
 - Remembering Evaluating
 - Responding
5. An adjective phrase is a group of words that describe a noun or pronoun in a sentence. The adjective in an adjective phrase can appear at the start, end, or in the middle of the phrase. The adjective phrase can be placed before or after the noun or pronoun in the sentence.
6. **Statement:** She sings beautifully.
- Question:** Will you book a movie for 3 p.m.?
- Exclamatory:** What a pleasant surprise!
- Order:** After the timer dings, take the cookies out of the oven.
7. Few reasons why listening is important to listen carefully are:
- We listen to gain information and facts.
 - We listen to understand.
 - We listen to enjoy.
 - We listen to learn.
 - We listen to build and maintain relationships.
 - We listen to resolve conflicts.
8. There are many elements of a paragraph which are given below:
- **Unity:** Unity in a paragraph begins with the topic sentence. Every paragraph has one single, controlling idea that is expressed in its topic sentence, which is typically the first sentence of the paragraph. A paragraph is unified around this main idea, with the supporting sentences providing detail and discussion.
 - **Order:** Order refers to the way you organise your supporting sentences. Whether you choose chronological order, order of importance, or another logical presentation of details, a solid paragraph always has a definite organisation. In a well-ordered paragraph, the reader follows along easily, aided by the pattern you've established. Order helps the reader grasp your meaning and avoid confusion.
 - **Coherence:** Coherence is the quality that makes your writing understandable. Sentences within a paragraph need to connect to each other and work together as a whole.
 - **Completeness:** Completeness means a paragraph is well developed. If all the sentences clearly and sufficiently support the main idea, then your paragraph is complete. If there are not enough sentences or information to prove your thesis, then the paragraph is incomplete. Usually three supporting sentences, in addition to a topic sentence and concluding sentence, are needed for a paragraph to be complete.
9. We can remember the acronym 'RESPECT' to ensure active listening. Now, let us see what each letter stands for.



R	Remove distractions that may hamper listening. For example, by reducing the volume of the television, radio, or mobile phone while talking to a person.	
E	Eye contact refers to looking at the speakers while listening.	
S	Show that you are listening attentively to the speaker through gestures.	
P	Pay attention and focus on what the speaker is saying.	
E	Empathise with and feel the emotions of the speaker. Empathy is the ability to share someone's feelings or experiences by imagining what it would be like to be in that person's position.	Empathise 
C	Clarify doubts Ask questions to clear your doubts.	
T	Tune yourself to the timing of the speaker, i.e., wait for the speaker to finish, and then respond.	

10. All sentences begin with a capital letter, always. It is easy to know what to capitalise if you remember the acronym MINTS. MINTS is a set of simple rules that help you capitalise words correctly. Each letter in the word MINTS refers to one capitalisation rule.

Alphabet	M	I	N	T	S
	Months	I	Names	Titles	Starting letter of sentences
Rule	Capitalise the first letter in the names of all months.	Capitalise the letter 'I' when used as a word in any sentence.	Capitalise the first letter in the names of people, places, rivers, seas, oceans, mountains, islands, and days.	Capitalise the first letter in the titles used before people's names.	Capitalise the first letter of every sentence.
Example	Mona will visit Dehradun in November.	Every day, I play cricket with my brother.	This Sunday, Nirmala will be in Mizoram.	Doctor Sanjay and Ms. Pallav are associates.	The cat ran after the mouse.

11. Depending on their structure, sentences can be classified as simple, compound, or complex.

- **Simple Sentence:** A simple sentence is one that has only one subject and one predicate or has only one finite verb. e.g. She sings beautifully.
- **Compound Sentence:** A compound sentence is one that consists of two or more independent clauses, joined by a coordinating conjunction. e.g. They lost the match, so they are sad.
- **Complex Sentence:** A complex sentence is one that includes at least one dependent clause and one independent clause connected by a subordinating conjunction. e.g. We won the game because we worked together as a team.

- B.** Provide regular constructive feedback and appreciation for Misha's efforts to maintain motivation and morale. Encourage open communication to address any concerns and ensure a supportive work environment.



2. Self-Management Skills-IV

Unsolved Exercise ?

Section A (Objective Type Questions)

- A.** 1. i 2. i 3. ii 4. iv 5. iv 6. iv
7. ii 8. iii 9. i 10. ii 11. i 12. i
- B.** 1. False 2. True 3. True 4. False 5. False 6. True

Section B (Subjective Type Questions)

- A.** 1. Motivation is defined as the drive required to engage in goal-oriented behaviour. It is the inner urge to do something, and self-motivation is the ability to do what needs to be done without the influence or thrust from other people or situations.
2. Some examples of result-oriented goals are:
- Increase sales revenue by 20% within the next quarter.
 - Secure a position in the top 3 of the class ranking by the end of the academic year.
 - Achieve a 95% customer satisfaction rating by the end of the year.
3. Personality is a relatively enduring set of traits. These traits are made up of emotional, behavioural, and mental sets of characteristics.
4. Some of the steps to overcome personality disorders are as follows:
- Talk to someone. It is usually important to share your feelings and emotions with others.
 - Take good care of your physical health. A healthy body can help to maintain a healthy mind.
 - Build confidence in order to handle difficult situations.
 - Engage in some hobbies, such as dance, music, painting, etc. These have a healing effect.
 - Stay positive by choosing words like 'challenges' instead of 'problems.'
5. To make positive thinking habit in life:
- Start the day with a morning routine. Say positive affirmations, smile often and think about the tasks to be accomplished during for the day.
 - Feed the mind with positivity, read motivating books, listen to music with uplifting lyrics, watch inspiring movies, etc.
 - Be proactive. A proactive person decides how one must feel regardless of what may be going around or what the day may bring.

- Focus on constructive and positive things. Do not approach life with 'problems'. Approach it with 'solutions'.
 - Learn from failures. Think what could have been better and work towards the goals.
 - Learn to focus on the present. Negativity mostly stems out from anxiety of the past and future events.
 - Move towards your goals and dreams. Be cheerful and work hard to achieve the dreams.
6. Positive thinking tends to make people happier and can help them build and maintain healthy relationships. A positive attitude even increases the chances of success. Moreover, it can assist the person in making better decisions. When confronted with challenges, people who keep a positive attitude and remain optimistic are able to move forward more than those who keep a negative outlook. Being optimistic helps improve mental well-being as well as physical health.

Some of the effective ways students are using the power of positive thinking to reach their goals are:

- **Grow where you're planted:** Having a positive attitude helps you make the most of where you are. Joining clubs, volunteering, and helping friends are great ways to build positive relationships and put down roots for the future.
- **Don't get discouraged:** To err is human, so don't be so hard on yourself. Brush it off and try to find ways to do better next time. When you think positively, you're more motivated to find different ways to improve as opposed to giving up or getting discouraged.
- **It's OK to ask for help:** It's impossible to know everything. That's why you're in college. Reaching out to professors and peers can help you keep a positive attitude. Learning from others with different experiences and knowledge helps to give you a new perspective and offers a fresh way of looking at things.
- **Avoid unnecessary conflicts:** At some point, it's bound to happen. Roommate battles or disagreements are a part of the college experience, so you're not alone. It's important to remember that no two people are the same. Staying positive can help diffuse roommate or friend conflicts by openly communicating and accepting and respecting the opinions of others. Welcoming open discussions in a positive/non-judgmental way is a great way to keep the peace.
- **Don't let your grades define you:** Most students would agree that their grades are a direct reflection of who they are—which couldn't be further from the truth. Every student, at one time or another, has received a grade they're not happy with. But it doesn't mean you give up. Staying positive can help improve your focus by not dwelling on negative or discouraging thoughts. Instead, it helps you to keep your eye on your goals and reminds you why you're in college in the first place – to keep learning and growing.
- **Manage your time wisely:** Time. Once it's gone, you can't get it back, so it's important to make the best of every minute. Of course, your studies are a priority but it's also important



to learn to balance your social and class schedules to succeed. Plan study schedules to keep yourself organized, but be sure to make time for yourself. Taking a mental health break can be the most important one of all. Plan for some “me” time.

- **Be patient:** It may not be easy at times, but it’s important to be patient with yourself and others. Although your friends and classmates are all at the same college, everyone is in a different place (emotionally, academically, or just in general) so it’s important to be mindful and respectful of where others are in their own lives.
7. Motivation is classified into different types by different authors, such as motivation based on physiological and psychological needs.
- Physiological motivation is based on the physical need to satisfy hunger or thirst. Physiological motivation directs behaviour towards satisfying specific bodily needs.
 - Psychological motivation can be guided by the need for achievement and the need for affiliation. The need for achievement is a social form of motivation involving a competitive drive to meet the standards of excellence. The need for affiliation involves the need to seek and enjoy close and cooperative relationships with others and be loyal to a friend.
- Motivation is also classified as **internal or external motivation**.
- **Internal/Intrinsic motivation:** In such cases, an individual demonstrates a desire to do his/her work without any external reward.
 - **External/extrinsic motivation:** It occurs when we feel driven by outside forces to perform an activity, either to obtain a reward or to avoid punishment. For example, a student who is internally motivated will learn and complete the assignments on his/her own, whereas a student who is externally driven will complete lessons to avoid punishment or to gain reward. Motivation basically answers “why”, the reason behind doing a task.

A person may be internally or externally motivated in different situations or may be driven by physiological and psychological needs. One should identify the motivation on every occasion to handle oneself better.

8. Histrionic personality disorder involves extreme emotionality and attention-seeking behaviour. A person with this disorder may appear lively, enthusiastic, and charming. They may act in a way that is considered inappropriate within their cultural context or more specific contexts, such as at work.

Some symptoms of histrionic disorder are:

- Constantly seeking attention
- Speaks dramatically with strong opinions but few facts or details to back them up
- Easily influenced by others
- Shallow, rapidly changing emotions
- Excessive concern with physical appearance
- Thinks his or her relationships with others are closer than they are



9. Stress is a normal human reaction that happens to everyone. In fact, the human body is designed to experience stress and react to it. When we experience changes or challenges (stressors), our body produces physical and mental responses that are usually known as stress.

Some of the ways to manage stress are:

- Exercise whenever symptoms of stress are coming on. Even a short walk can boost the mood.
- At the end of each day, take a moment to think about what you've accomplished—not what you didn't get done.
- Set goals for your day, week, and month. Narrowing your view will help you feel more in control of the moment and long-term tasks.
- Consider talking to a therapist or your healthcare provider about your worries.
- Try relaxation activities such as meditation, breathing exercises, and muscle relaxation. Programs are available online, in smartphone apps, and at many gyms and community centers.
- Take good care of your body each day. Eating right, exercising, and getting enough sleep help your body handle stress much better.
- Stay positive and practise gratitude, acknowledging the good parts of your day or life.
- Accept that you can't control everything. Find ways to stop worrying about things you can't change. Learn to say "no" to additional responsibilities when you are too busy or stressed.
- Stay connected with people who keep you calm, make you happy, provide emotional support and help you with practical things. A friend, family member, or neighbour can become a good listener or share responsibilities so that stress doesn't become overwhelming.

10. Let us understand how we set a goal in daily life:

- Identify what the goal is about; for example, customer satisfaction, speeding up the delivery process, etc.
- How would the goal make a difference? For example, will it enhance customer satisfaction; will it result in an increase in demand for a product or service; speed up the delivery process; and result in better loyalty and quality of the product?
- To set goals, use the SMART (Specific, Measurable, Action-oriented, Realistic, Timely).

11. The Big Five, global traits associated with work, are listed below:

- **Extraversion:** gregarious, assertive, and sociable. (Opposite: reserved, timid, quiet).
- **Agreeableness:** cooperative, warm, and agreeable. (Opposite: cold, disagreeable, and antagonistic).



- **Conscientiousness:** hardworking, organised, and dependable. (Opposite: lazy, disorganised, and unreliable).
 - **Neuroticism (Emotional stability):** calm, self-confident, and cool. (Opposite: insecure, anxious, and depressed).
 - **Openness to experience:** creative, curious, and cultured. (Opposite: narrow interests).
12. Personality disorders can be categorised into three categories:
- **Cluster A: Suspicious:** This personality disorder involves behaviour that seems unusual and eccentric to others. People in this cluster always mistrust others, even when there is no need to.
 - **Cluster B: Emotional and Impulsive:** Such personality disorders feature behaviour that is emotional, dramatic, or erratic, which leads to unhealthy and unstable relationships, emotional instability, and feelings of worthlessness.
 - **Cluster C: Anxious:** This type of personality disorder is characterised by anxious, fearful thoughts or behaviour.

C. Competency-based/Application-based questions:

1. Extrinsic motivation
2. Schizoid personality disorder

3. ICT Skills-IV

Unsolved Exercise ?

Section A (Objective Type Questions)

- A. 1. iv 2. i 3. iii 4. ii
5. (The options of this question is printed incorrect in the book. Please correct it in your text book.)

Question: What would you do to select an entire worksheet in a spreadsheet?

- i. Click on the File menu and select Properties from the list
- ii. Click on the row heading
- iii. Click on the rectangle between the column header A and the row header 1
- iv. Click on the column heading

Ans. iii

6. iii 7. ii 8. i 9. iii 10. i
11. ii 12. iii



- B.** 1. Formula 2. sequential order 3. Presentation
4. Presentation software 5. text colour
- C.** 1. True 2. False 3. False 4. True 5. True

Section B (Subjective Type Questions)

- A.** 1. A spreadsheet is a computer application for computation, organization, analysis, and storage of data in tabular form. Some of the most popular spreadsheet software are Google sheet, Excel, OpenOffice Calc, LibreOffice Calc.
2. **Cell:** A cell is the intersection of a row and a column in the worksheet where data is entered by the user.
- Cell Address:** Each cell has a unique address called the cell address, which is formed by the intersection of row number and column letter. For example, a cell formed by the intersection of column F and row 5 will have the address F5.
3. AutoFilter is an option that enables us to filter data in a column. This filter is applied from the uppermost of the selected data in the form of a drop-down list from which you can select data or option based on which you can view the filtered data.
4. Sorting is the process of arranging and displaying the data in the worksheet as per the requirements of information, i.e., in an organised and meaningful order so that a user can view the required data to evaluate further.
5. Clipart is a type of image file, mostly vector images, which is pre-made to illustrate any subject or situation.
6. The following are the components of a spreadsheet:
- **Spreadsheet, Worksheet, and Sheet Tabs:** A **spreadsheet** consists of worksheets. A **worksheet** is the working area or page on the screen. By default, a spreadsheet opens with three worksheets, namely Sheet1, Sheet2 and Sheet3. The user can change the names of the sheets and may delete or add extra sheets if required. The name of each sheet appears in the **sheet tab** at the bottom of the worksheet. The active sheet, i.e., the sheet being used, is highlighted.
 - **Title Bar:** It is located at the top of the window screen. It displays the name of the active spreadsheet. When the spreadsheet is newly created, by default it is named as Untitled1, the second is Untitled2, and so on.
 - **Menu Bar:** It lies below the title bar in the active window screen. It contains different menus which have many options to perform various operations. If you click on them or press **Alt** along with the underlined character of the menu name, then the specific menu opens with its relevant options.
 - **Standard Toolbar:** It is usually located below the menu bar. It contains shortcut buttons for frequently used options. By clicking on any of them, the option is directly executed.

- **Status Bar:** It lies at the bottom of the screen. It shows the current status of an active worksheet.
 - **Formatting Toolbar:** It lies below the Standard toolbar. It contains shortcut buttons that provide quick access to frequently used formatting options that help to change the appearance of the text or data inside the sheet.
 - **Name Box:** It is located beside the Formula Bar. It contains the address of the current cell or active cell.
 - **Formula Bar:** All the data that is entered by the user appears in the **formula bar**.
 - **Row:** A row is a horizontal arrangement of cells. There is a total of 1048576 rows in a single worksheet of Calc.
 - **Column:** A **column** is a vertical arrangement of cells. Columns are labelled from left to right. There are 1024 columns available in a single worksheet of Calc.
 - **Cell:** A **cell** is the intersection of a row and a column in the worksheet where data is entered by the user. It is identified by its column letter and row number. An active cell is a cell that is currently being edited.
 - **Cell Address:** Each cell has a unique address called the **cell address**, which is formed by the intersection of row number and column letter. For example, a cell formed by the intersection of column F and row 5 will have the address F5.
7. **Relative referencing:** In relative referencing, the same formula is applied to the new cell, but the value of data is taken as per the new cell address; i.e., the formula does not change, but values may change with the change in address.
- Absolute referencing:** Absolute referencing enables us to apply a formula in which the address of the cell does not change even if the formula is applied to the new location of the cell. To apply an absolute cell reference, a \$ (dollar) sign is added before the row number and/or column name in the cell address (i.e., the \$sign fixes the value).
- Mixed referencing:** In mixed referencing, one part of the cell address in the new formula, i.e., either row number or column name, is fixed but the other part changes with the change in address. In this type of referencing, the user can change the address of either row or column and keep the other one fixed. For example, \$D2 means that column D is absolute and row 2 is relative.
8. To protect a spreadsheet with a password:
- Go to the Tools menu.
 - Select Protect Document.
 - Click on the Sheet option.
 - Enter the password, confirm password in the Protect Sheet dialog box, and click on OK. The password will be applied to the worksheet.

9. The following are some advanced features of presentation software:
- It makes our work more expressive and presentable.
 - It is user-friendly.
 - It is helpful in conveying our message to large groups of people.

C. Competency-based/Application-based questions:

Ms Kanika should use filter feature of the spreadsheet.

4. Entrepreneurial Skills-IV

Unsolved Exercise ?

Section A (Objective Type Questions)

- A.** 1. iii 2. iv 3. i 4. iv 5. ii
6. i 7. iv 8. i 9. iv 10. iii
- B.** 1. emotional 2. non-technical 3. Focus
4. environmental 5. efficiency
- C.** 1. True 2. True 3. True 4. False 5. True

Section B (Subjective Type Questions)

- A.** 1. Entrepreneurs are people who are innovative and creative. They generate business opportunities by providing ground breaking solutions to society and the world at large.
2. Environmental barriers are one of the most common roadblocks that entrepreneurs face. There can be numerous environmental factors.
However, the most common factors are as follows:
- Insufficient resources and/or raw materials
 - Inadequate availability of skilled labour
 - Lack of necessary machinery and infrastructure
 - Inadequate financial resources on time
3. Personal barriers are obstacles that individuals face within themselves, affecting their ability to achieve goals, communicate effectively, or engage in personal growth.
4. Perseverance is the ability to persist in a task even when it is difficult.



5. Decisiveness is a person's ability to make quick and efficient decisions. It is the most important skill that an entrepreneur requires at the start of his or her entrepreneurial journey. Because identifying business opportunities and turning them into reality is crucial when starting a business. During this stage, a person must make numerous decisions while taking calculated risks for their sprouting business.
6. The following are some characteristics of entrepreneurship:
- It is a financial endeavour to generate and launch a business, taking calculated risks to maintain a profit-oriented organisation.
 - Entrepreneurship is an activity that begins with recognising the potential to make profits in the market and sell one's products.
 - Entrepreneurship is an economic activity that contributes to the economy by boosting and utilising resources efficiently.
 - This is an activity that involves risks, and the entrepreneurs are competent enough to manage those risks to make profits.
7. The five qualities of a successful entrepreneur are as follows:
- **Initiative:** Taking the initiative is seizing an opportunity. To be a successful entrepreneur, one has to think and act proactively. It's about going the extra mile and getting the task done, crossing all the barriers, complications, and risks to launch and maintain the business. Therefore, taking initiative is an important quality of an entrepreneur.
 - **Willingness to take risks:** Taking risks requires enormous courage. Only an entrepreneur who is willing to take risks can proceed. It is not necessary that every risk taken will be fruitful, but taking a risk is the only possible option that can lead the business to its next level. It depends on the entrepreneur to lessen the risk that has been taken.
 - **Ability to learn from experience:** The ability to learn from experience is one of the most important skills. In any event, setting, or even failure, entrepreneurs must have this skill or at least the desire to learn from their experiences. This is the only way through which they can minimise future risks and complications while still performing effectively in their business.
 - **Motivation:** It is said that if a person is motivated, it will help him achieve his goals and maintain goal-oriented behaviour. There are biological, emotional, social, and cognitive factors that activate motivational behaviour. Motivation helps a person exert a high level of effort to achieve their goals.
 - **Communication:** A successful entrepreneur must be able to communicate effectively. One can network with other people and expand their business by having good communication abilities. It is essential to maintain cool and communicate the necessary information to address the problem rather than react to the circumstances during challenging moments.

8. Roles and functions of an entrepreneur are as follows:

- **Identifying entrepreneurial opportunities:** As we all know, the market is full of opportunities. However, the average person is unaware of this potential. An entrepreneur can perceive this promptly. An entrepreneur must be vigilant at all times to achieve this. As a result, anyone who desires to be a great entrepreneur must possess creative, imaginative, and innovative abilities.
- **Forecasting business changes:** This is one of the most crucial functions of a business owner. To become a successful entrepreneur, one must be able to foresee business trends in advance in order to minimise business losses.
- **Turning ideas into action:** A person cannot become a successful entrepreneur if they are unable to transform their ideas into reality. Because the most important step in the process of becoming an entrepreneur is to transform your ideas into reality. To turn ideas into reality, one must have the courage to take risks, maintain poise, identify and understand the opportunity, break down the problem and conduct research, find good mentors who can assist, and make business plans, learn and adapt to market trends, network, and organise a credible team to help accelerate the process.
- **Feasibility study:** It is one of the most crucial steps in the procedure, and it requires the individual or his team to sit, study, analyse, and estimate the market potential of their product. In simple terms, it is a method of determining whether or not the offered concept is worth pursuing.
- **Resourcing:** To start a business, an entrepreneur must have the essential and relevant resources. An enterprise's essential requirements include capital, machinery, and a workforce. It is the responsibility of an entrepreneur to ensure the timely availability of these resources.
- **Setting up an enterprise:** The first stage in an entrepreneur's journey is to determine what type of business he wants to start. This begins with determining the location, setting, and design of the premises, as well as the installation of the machinery. At this phase, the individual needs to complete several legal prerequisites.
- **Managing the enterprise:** After the step of setting up the enterprise, the next step is to manage it. Here come the managing and organising abilities, such as account management, inventory management, human resource management, and customer relationship management. Only a well-managed business can endure and produce the required results.
- **Growth and development:** Once a business is established and working smoothly, the entrepreneur can consider expanding it. As a result, a smart entrepreneur is always thinking about how to improve and develop his business. Through trial and error, he continues to explore new ideas, tactics, and strategies in order to improve his business.
- **Building strategic partnerships:** A good entrepreneur aspires to create an environment where good partnerships can thrive. This aids in the development of successful businesses.

We have learnt about professional entrepreneurs who establish a business and then sell it to someone else. This is an excellent example of forming strategic partnerships. This ability aids in making better business decisions and maximising profits.

9. Interpersonal skills are the ability to communicate and interact effectively with others. It is the ability of a person to relate well with other employees in the world of business or entrepreneurship.

Entrepreneurs must interact with many different types of people from various cultures and backgrounds and get them to work together as a team. In such cases, it is absolutely essential for both the entrepreneur and the team members to respect and accept each other's differences.

As a result, if an individual wants to grow and expand his or her business, he or she must work and manage well with a diverse group of people.

10. Some organisational skills of an entrepreneur are as follows:

- **Time Management:** The process of planning and following a conscious control of time spent on specific activities is called time management. It is the practice to make good use of one's time. It includes the following:
 - ◆ Planning well
 - ◆ Setting goals
 - ◆ Setting deadlines
 - ◆ Giving important work responsibilities to other people in a team
 - ◆ Conducting the most important tasks first
- **Goal Setting:** A goal is a destination we hope to reach. The objective of an activity is what we hope to achieve. A goal drives us to work harder, finish the things we start, and hit the target. It provides us with direction and typically motivates us to work harder. The fact that you had a goal for the second round of a game you played was the major distinction between the first and second rounds. You would have worked harder and more smartly in the second round if you had achieved that aim.
- **Efficiency:** Efficiency is the capacity to do tasks successfully and on schedule. In order to accomplish the task, you would have to assign tasks to each member of your team. Utilizing resources wisely, such as the team's time, money, and effort, will result in efficiency.
- **Managing Quality:** Managing quality in a business involves establishing and maintaining a standard of excellence for the products or services provided to customers. The quantity of items produced each day increases as the company endeavours to expand, making quality maintenance the most crucial component.

C. Competency-based/Application-based questions:

1. Personal barrier
2. Lack of business plan

5. Green Skills-IV

Unsolved Exercise ?

Section A (Objective Type Questions)

- A. 1. iii 2. iv 3. iv
4. (The options of this question is printed incorrect in the book. Please correct it in your text book.)

Question: In which sector or industry are green jobs required?

- i. Water Conservation ii. Manufacturing and Construction Sector
iii. Solar and Wind Energy iv. All of these

Ans. iv

5. i

6. (The options of this question is printed incorrect in the book. Please correct it in your text book.)

Question: The Indian government is also providing impetus for green jobs as part of restructured growth strategies under its campaign.

- i. Make in India ii. Swachh Bharat
iii. Both (i) and (ii) iv. None of these

Ans. iii

7. iii 8. iv 9. iv 10. ii

- B. 1. Toxins 2. 14 3. solar photovoltaic
4. Automated monitoring 5. green buildings

Section B (Subjective Type Questions)

- A. 1. The green jobs in building and construction are construction, landscaping, gardening, water management, and maintenance of green components.
2. In June 2008, the Government of India launched the National Action Plan on Climate Change (NAPCC) to address climate change and related challenges. The NAPCC is made up of eight missions that focus on different aspects of solar energy; improved energy efficiency; habitats; water; sustaining Himalayan ecosystems; forestry; agriculture; and strategic knowledge for climate change. These missions deal with issues related to greenhouse gas mitigation and adaptation to the negative effects of climate change on the environment, forests, habitats, water resources, and agriculture.



3. Appropriate technology is one that is suitable for the local situation and is environmentally friendly. Bicycle-powered or hand-powered water pumps; solar street lights; solar buildings; etc., are examples of appropriate technology.
4. Some sectors where green jobs can be generated are as follows:
 - Agriculture
 - Transportation
 - Water Conservation
 - Solar and Wind Energy
 - Eco-tourism
 - Building and Construction
5.
 - i. landscaping, gardening
 - ii. Roofers, solar panel installers
6. In agriculture, the participation of farmers' cooperatives is one of the most effective ways to reduce risk and strengthen the livelihoods of small and marginal farmers. The process involves mobilising farmers into groups of 15-20 members at the village level and building their associations to an appropriate federating point, i.e., Farmer Producer Organisations (FPOs). FPOs are farmers' collectives with membership consisting mainly of small or marginal farmers.
7. The Government of India announced a new biofuel policy aimed at increasing the availability of ethanol through starch and sugar-based feedstock, enhancing ethanol technologies, and increasing the production of biodiesel for blending. Green jobs can be generated by biofuels produced directly or indirectly from organic material, like BioCNG or Bio-methanol.
8. An environmentally friendly method of watering the soil is by using bamboo channels for drip irrigation. It efficiently uses water without wasting any of it. It is less expensive to construct, and after two to three years, when the bamboo rots, it can be used as manure in the soil.
9. Renewable energy sources such as solar and wind are clean energy. A solar photovoltaic installer installs and maintains solar panels on residential, commercial, and government properties. The duties of a solar lighting technician include installing, testing, and repairing different types of solar photovoltaic home lighting systems and streetlights. Roofers, solar panel installers, and field technicians are among the jobs in this sector.

C. Competency-based/Application-based questions:

1. b
2. ii
3. iv