

**Class X****SYLLABUS OVERVIEW**  
**SUBJECT: EMPLOYABILITY SKILLS**

Teacher: Sir PS

Unit	Name of the Chapter	Marks
I	Employability Skills	10

Month	No. of Days	No. of Periods	Lesson/Unit	Activities/Projects/Practical experiment to be held/Specific Assessment Tools(s)
April- June	46	8	Chapter – 1 Communicative Skills – II	<ul style="list-style-type: none"><li>• Presentations: Students can prepare and deliver short presentations on topics of their choice, focusing on structure, clarity, and engaging delivery. This helps them practice both verbal and non-verbal communication</li><li>• Written Assignments: Students will be tasked to write different types of communication, such as emails, letters, reports, and summaries. This will improve their written communication skills.</li></ul>
			Chapter – 2 Self-management Skills – II	<ul style="list-style-type: none"><li>• Goal Setting Worksheet: Students will be required to make a worksheet which will identify a goal, break it down into smaller steps, with definite timelines and resources needed to achieve the goal.</li><li>• Stress Journal:</li><li>• Students will keep a journal to record stressors and their emotional and physical reactions. This helps them identify triggers and develop coping mechanisms to deal with stress.</li></ul>
July – Sept	52	8	Chapter – 3 Information and Technology Skills – II	<ul style="list-style-type: none"><li>• Presentation Skills: Students will create presentations or ppt files on any topic of their choice using presentation software like Microsoft PowerPoint or Google Slides to enhance their presentation skills.</li><li>• Digital Communication: Students can engage in online discussions, participate in video conferencing while focusing on appropriate online etiquette and communication skills.</li></ul>
			Chapter – 4 Entrepreneurship Skills – II	<ul style="list-style-type: none"><li>• Success Stories: Students will do a research and present case studies of successful entrepreneurs, particularly first-generation or local entrepreneurs, highlighting their journey, challenges, and achievements</li><li>• Developing a Business Plan: Students can create a simple business plan outlining their business idea, target market, marketing strategy, and financial projections.</li></ul>
Oct – Dec	40	4	Chapter – 5 Green Skills – II	<ul style="list-style-type: none"><li>• Waste Audit and Management: Conduct a waste audit of the school to assess the types and quantities of waste generated. Categorize waste (paper, plastic, food waste, etc.) and analyse its disposal methods.</li><li>• Sustainable Awareness Campaign: Create posters, presentations, or short videos on topics like water conservation, energy efficiency, and waste reduction. Promote responsible behaviour among students and staff, and encourage the adoption of eco-friendly habits.</li></ul>
Jan – Feb	30		Revision	