

VANASTHALI PUBLIC SCHOOL

SUBJECT – LIFE SKILLS

CLASS : IX-X

WORKSHEET : ENHANCING VERBAL COMMUNICATION

Sl. No.	Statements	High	Medium	Low
1	I am confident enough to speak in front of unknown persons.			
2	I take part in debates, declamation quite often.			
3	I never interrupt a speaker while speaking.			
4	I learn five new words every day.			
5	I try to be on my best behaviour while I am speaking.			
6	I maintain a steady speed and tone of voice when I speak.			
7	I try and keep my message short and simple.			
8	I have a rich vocabulary.			
9	I take notes when listening to a speaker.			
10	I believe that the art of communication is the language of leadership.			
11	I have a good command over my language.			
12	I choose my words with precision.			
13	I am an active listener.			
14	I speak with correct grammar.			
15	I always think before I speak.			

- After the worksheets are filled, invite few participants to summarise their learning from the activity.
- State that when one is communicating, the person at the other end is interpreting the dialogue and body language to infer what is being conveyed.
- One's body language and the way words are articulated show the attitude of the person with respect to a given situation and people involved.

Sum up the activity by emphasising the following key points.

- Communication-skills are essential in every sphere of human interaction.
- Language is one of the codes we use to express our ideas.
- Content refers to topic, problem or the task to be undertaken.
- Five dimensions of vocal messages are: volume, articulation, pitch, emphasis and rate.
 - Volume refers to loudness or softness.
 - Articulation refers to the clarity of speech.
 - Pitch refers to the height or depth of your voice.
 - Emphasis is importance or weightage given to a particular word or sentence.
 - Rate is measured by words per minute.

ENHANCING LISTENING SKILLS

A. What kind of listener you are?

B. What are the qualities you lack as a listener?

C. Write down at least three things that you would do to become a Good Listener.

Generate a discussion about the responses mentioned in the worksheets.

Sum Up the Activity by Emphasising the Following key points:

- Good Listening is an attitude that is very important to develop.
- It helps us become a better communicator.
- It also helps build and strengthen good relationships.
- Following are the characteristics of a good listener:
 - **Body Language/Favourable Gestures**
 - An open posture (Avoid crossed arms).
 - Maintain eye contact and relaxed posture.
 - **Sincere Desire to Listen**
 - Focusing on the other person's feelings.
 - **Being non-judgmental**
 - Understanding the speaker without giving him/her advice or judging his/her conduct.
 - **Acknowledging the speaker's feelings**

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ENHANCING NON-VERBAL COMMUNICATION

What are the essential components of non-verbal communication?

How will you enhance your non-verbal communication skills?

How will you supplement on compliment verbal and non-verbal communication?

Conclude the activity by repeating the following key points:

- Effective Communication is the combined harmony of verbal and non-verbal actions.
- Non-verbal communication consists of body movement, facial expressions and eye movement.

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WORKSHEET - SELF AWARENESS - GOAL SETTING

My Goal Statement:

Why this goal is important to me:

Actions Required to Achieve my Goal Time line

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Why this goal is important to me:

Actions Required to Achieve my Goal Time line

Skills and Resources Required to achieve this goal:

Obstacles that I may face are:

I can overcome these obsstacles by:

Three qualities that would help me reach my goal:

- 1.
- 2.
- 3.

Sum up the activity by reinforcing the following key points.

- Goal setting helps one to see the light at the end of the tunnel.
- Goal setting helps one to focus on one's objectives.
- Goal setting helps one to persist with a single mind to thrust forward.
- Goal setting could be for a day, short term and/or long term.
- Start goal setting by making a "Things to Do" List.

Self Assessment

1. What have you learnt from this session?
2. How do you plan to use this learning in your personal life?

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CLASS IX-X

WORKSHEET : EMPATHY - TREAT OTHERS RESPECTFULLY

Sl. No.	People Whom You Respect	Ways to Show Respect	
1	Parents	1.	2.
2	Teachers	1.	2.
3	Younger brother/Sister	1.	2.
4	Neighbour	1.	2.
5	Friends	1.	2.

After completing the worksheet, continue the discussion to emphasise the relevance of respect in everyday life. In order to internalise and enhance value of respect, provide the following questionnaire to the participants.

Questionnaire

1. What would your reaction be if you get scolded by a senior person for something you did not do? Describe the way you will react.

2. Write ten attributes of people who are respectful:

1	Generous				
2					

3. Mention ten ways by which we could show greater respect for our environment.

4. Make a list of six ways you could show respect to yourself.

5. You and your friends are visiting a historical place and notice that some children are scribbling on the walls of the monument. What would you tell them or do?



Learning Outcomes : Participants will be able to develop respect for:

- Others-peers, creatures, parents, and everyone else
- Property -own and others belongings
- The environment-air, water, plants, trees, animals etc.

Sum up the discussions and repeat the following key points:

- Respect is treating others the way one wants to be treated.
- Respectful interactions lead to healthy relationships.
- Respectful person demonstrates care and concern for others. He is courteous, kind, fair, honest and obedient.
- Littering, polluting, harming animals and plants is disrespect towards the environment.
- Defacing, ruining and stealing property is disrespect towards the property.

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CLASS IX-X

WORKSHEET : EMPATHY - LET US BE CARING AND COMPASSIONATE

Being Caring and Compassionate

Situation 1

There are several stray dogs that live in the alley behind your house. While a few neighbours feed them, others throw stones and are very cruel to them. You are confused about whose side you are on. In the mean time you notice that one of the dogs has fallen under the wheels of a passing car and fractured one of his hind legs. While the driver of the car drives away, you wonder what you could do to help the dog.

What kind of choices can you make to improve the situation?

Situation 2

In your apartment building there is an elderly man who lives by himself as his wife has passed away recently and his children are away for their higher studies. You often see this lonely man walking along with his dog and chatting with the other neighbours. But you notice that for the last few days he's not been out, he looked very tired, coughed severely and his dog looked sick too. You feel that there is something you can do to help, both this old man and this dog.

What kind of choices can you make to improve the situation?

Situation 3

There is a lady in your neighbourhood who repeatedly litters the park in front of your house. As a result the grass and the plants in the park are getting harmed. You do not want to get into any conflicting situation with her.

What kind of choices can you make to improve the situation?

After analysing the above situations, emphasise the relevance of being caring and compassionate in everyday life.

In order to encourage the practice of caring for others, continue the activity and provide the following worksheet.



Learning Outcomes : Participants will be able to:

- Understand the importance of helping all living beings
- Develop ability to empathise in daily life situations

1. What factors did you consider as you analysed the situations?

2. Describe a situation when you helped your friend or old person or a neighbour in need.

3. Describe a situation when you helped a stray animal in need.

4. What are the similarities in situations involving human beings, animals and plants?

5. What can we do individually and collectively to act responsibly towards human beings, animals and plants?

Conclude the activity by reinforcing the following key points:

- Empathy improves social interactions, relationship and bonding.
- It motivates us to be helpful, caring and compassionate.