Guidelines for Creating Worksheets

Worksheets are used to assess, reinforce and enhance the understanding of a certain concept after it is taught in the class. Worksheets should be created in **regional language along with its answers/ solutions.** It can be either shared by the teacher on screen or print outs can be provided to the students. The questions can be creative, including crosswords, puzzles, games etc.

Key things to consider while creating worksheets:

- Each chapter should have at least four worksheets.
- The worksheets must be numbered sequentially as per the flow of the chapter.
- The questions should be as per the syllabus.
- Please frame the questions in simple language so that students can understand it easily.
- Please avoid questions which require more than one sentence to answer.
- Avoid including questions similar to those already provided in the textbook exercise.
- Space for writing answers should be provided in the worksheets.
- Please include the answers/solution in the last page of the worksheet (answer should be in a separate page).
- Worksheets should be attempted by the students in the class and discussed in the class itself.
- You may take help of the open resource content available on the internet for creating the questions. However, please ensure that the content is relevant for our students.
- Our students come from rural background. So you are requested to <u>avoid any urban references</u> (like urban context, content, pictures etc.) in your worksheets as students may not be familiar with the same.
- In the worksheet, you may include examples/references which are not in the textbook. However, please ensure that students are familiar with these references to a certain extent. In case the references in your worksheet are outside of the textbook, please include a '*Note to Teachers*' section in your worksheet that the teachers should discuss such references in detail.
- You may try including questions which link that particular concept to a concept already taught. This would allow reinforcement of previously learnt concepts. This will also help the students understand how different concepts can be inter-related.

A template is attached below which can be used to create new worksheets. Also attached is a sample that suggests some patterns in which worksheets can be created.

Worksheet
Template.doc

Worksheet
Patterns-Sample.doc

Please name the worksheets as follows:

Worksheet<Number>_<Grade>_<Subject>_<ChapterName>_<Board>.docx