

DELHI PUBLIC SCHOOL BANGALORE - EAST

EMPLOYABILITY SKILLS

ENTREPRENEURSHIP SKILLS NOTES

NAME:	CLASS: IX	SEC:	DATE:

The process of developing a business plan, launching and running a business using innovation to meet customer needs and to make a profit is entrepreneurship. An entrepreneur is a person who is self-employed, is willing to take a calculated risk and brings in a new idea to start a business. An Enterprise is a project or undertaking that is bold and fulfils a need of the society which no one has ever addressed.

* Role of Entrepreneurship

As entrepreneurs create value by making available better and cheaper products and services for customers, the economy grows.

• Economic Development - Money in Circulation

As entrepreneurs create value by making available better and cheaper products and services for customers, the economy grows. As entrepreneurs grow their business, investors put money into their businesses and expect good returns.

Social Development - Creation of Jobs

A business started by an entrepreneur is usually a very small business in the beginning. If it becomes successful and grows, the entrepreneur expands the business. As the business grows, it needs more work to be done and so creates more jobs. Good quality jobs lead to more people earning money and having a good life.

• Improved Standard of Living - More things available to live a comfortable life

When entrepreneurs sell products like a tractor, a mobile phone or a mobile service, it helps people live a more comfortable life.

• Optimal Use of Resources

Entrepreneurs keep working to find the most optimal ways of using the resources to reduce costs and increase their profits.

• More Benefits at Lower Prices Products and Services at Competitive Prices

As entrepreneurs compete in the market, prices of products come down.

***** Qualities of a Successful Entrepreneur

Patience, Positivity, Hardworking, Never Giving Up and Perseverance, Confidence, Open to Trial and Error, Creativity and Innovation.

Characteristics of Entrepreneurship

- Ability to take up risks
- Believe in hard work and discipline
- Adaptable and flexible to achieve the goals of enhancing quality and customer satisfaction
- Knowledge of the product and services and their need or demand in the market
- Financial literacy and money management skills
- Effective planning and execution.
- ❖ Wage employment: the continuity of the service in case of wage employment depends on the terms and conditions laid down in the contract between the two parties and also sometimes the relationship between the employer and the employee.

***** Benefits of entrepreneurship

The various benefits include the following:

- **Do what you are interested in:** Entrepreneurship allows you to start and do something you like using your hobbies and skills.
- Work for yourself, and not for others: As an entrepreneur, you can work for yourself and not for someone else. You can decide the kind of work you like to do and how you want to do it.
- Make profits for yourself: As an entrepreneur, you can decide how much money you want to earn and how you want to earn it.
- **More risk, more profit:** Even though there are risks in entrepreneurship, it allows you to decide how much risk you want to take. Usually, the larger the risk, the bigger could be the profit!

***** Types of Business Activities

- **Product business:** A business where a seller and buyer exchange an item, which can be seen and touched, is called a product-based business. For example, a Sports Shop.
- **Service business:** A business where a seller helps the buyer to finish some work. For example, a cricket coaching centres.
- **Hybrid business:** A hybrid is the one where the business is doing both selling product and selling services. We also see this in restaurants where the food itself is the product sold and the catering is the service provided.

❖ Product, Service and Hybrid Business

The key differences between product and service business activities can be summarised as follows.

		Product business	Service business
1.	Seen and touched	Product can be seen and touched. Customer pays for physical exchange of things.	Service cannot be seen or touched. Customer here pays for an experience.
2	Stored	A product can be made and stored in a shop or a warehouse (usually).	A service, for example, cutting hair, cannot be stored. Service is provided when a customer asks for it.
3.	Made and transported	A product can be either made at home or in a factory. It can then be transported to different places where shopkeepers sell it.	A service cannot be made or transported. It is given to the customer at the time of delivery.
4	Same quantity and quality	The quality and quantity of the product will be the same every time.	The quality and quantity of a service can be different at different times.

***** Types of product-based business

Manufacturing businesses

These are the businesses that make a product and sell it. Products are usually made in factories. Factories need funds (money) to be set up. Factories have many people working in them.

Trade businesses

These businesses buy and sell a product. They also transport the product from the factory to warehouses and then finally to shops near the customers. Examples of these business include wholesalers, distributors and retail shops.

***** Entrepreneurship Development Process

Entrepreneurship development is the process of improving the skills and knowledge of entrepreneurs. It can take place through formal and informal learning system. In the formal learning system, training programmes are conducted to bring about awareness, knowledge and skills related to entrepreneurship.

Product business	Service business
Idea	The first step is to come up with a business idea. A business idea could be based on (a) Something you are interested in doing (b) A need you see in the market
Getting money and material	Once you have the idea, you can start on a small scale with some money which will help you in buying basic material.
Understanding customer needs	Once you have the idea, you can start on a small scale with some money which will help you in buying basic material.
Improving Product/ service	You can use this knowledge of what your customer likes and does not like to improve your product.



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EMPLOYABILITY SKILLS

ENTREPRENEURSHIP SKILLS WORKSHEET

NAME:	CLASS: IX	SEC:	DATE:	
Q.1 Multiple choice questio	ns:			
i. Which of these are qualitya) Positivityb) Hardworkingc) Creativity and innotd) All of these	-	neur?		
ii. An entrepreneur is a pa) Self-employedb) is willing to take ac) and brings in a newd) All of these	calculated risk	SS.		
iii. Which of the followira) Made and transporb) Seen and touchedc) Storedd) Difference in quan	ted	ic of product	business?	
 iv. The service in which two parties is known a a) Permanent Employ b) Wage employment c) Long term employ d) Short term employ 	as rment ment	and condition	ns laid down in the contract b	etween the
v. These are the businessa) Manufacturing busb) Trade businessc) Wholesale businesd) None of these	iness	ct in factories	s and sell it.	
Q.2 Give short Answers:				
a) Define entrepreneursh	nip.			
b) List any four characte	ristics of entrepreneur	rship.		

c)	What are the 3 types of business activities? Explain with examples.
d)	What is meant by trade business? Give an example.
Q.3 A	nswer the following questions:
a)	List the steps involved in Entrepreneurship Development process.
b)	Explain any three benefits of Entrepreneurship.
Q.4 G	live Long Answer:
a)	Explain any 4 roles of entrepreneurship in detail.
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VOCATIONAL I.T

ENTREPRENEURSHIP SKILLS

NAME:	CLASS: IX	SEC:	DATE:

Q.1 Multiple choice questions:

- i. Which of these are qualities of an entrepreneur?
- a) Positivity
- b) Hardworking
- c) Creativity and innovation
- d) All of these
- ii. An entrepreneur is a person who is,
- a) Self-employed
- b) is willing to take a calculated risk
- c) and brings in a new idea to start a business.
- d) All of these
- iii. Which of the following is not a characteristic of product business?
- a) Made and transported
- b) Seen and touched
- c) Stored
- d) Difference in quantity
- iv. The service which depends on the terms and conditions laid down in the contract between the two parties is known as
- a) Permanent Employment
- b) Wage employment
- c) Long term employment
- d) Short term employment
- v. These are the businesses that make a product in factories and sell it.
- a) Manufacturing business
- b) Trade business
- c) Wholesale business
- d) None of these

Q.2 Give short Answers:

a) Define entrepreneurship.

The process of developing a business plan, launching and running a business using innovation to meet customer needs and to make a profit is entrepreneurship

b) List any four characteristics of entrepreneurship.

Ability to take up risks

Believe in hard work and discipline

Adaptable and flexible to achieve the goals of enhancing quality and customer satisfaction Knowledge of the product and services and their need or demand in the market Financial literacy and money management skills

Effective planning and execution.

- c) What are the 3 types of business activities? Explain with examples.
- **Product business:** A business where a seller and buyer exchange an item, which can be seen and touched, is called a product-based business. For example, a Sports Shop.
- **Service business:** A business where a seller helps the buyer to finish some work. For example, a cricket coaching centres.
- **Hybrid business:** A hybrid is the one where the business is doing both selling product and selling services. We also see this in restaurants where the food itself is the product sold and the catering is the service provided.
- d) What is meant by trade business? Give an example.

These businesses buy and sell a product. They also transport the product from the factory to warehouses and then finally to shops near the customers. Examples of these business include wholesalers, distributors and retail shops.

Q.3 Answer the following questions:

a) List the steps involved in Entrepreneurship Development process.

The first step is to come up with a business idea. Getting money and material. Understanding customer needs. Once you have the idea, you can start on a small scale with some money which will help you in buying basic material. You can use this knowledge of what your customer likes and does not like to improve your product.

- b) Explain any three benefits of Entrepreneurship.
- **Do what you are interested in:** Entrepreneurship allows you to start and do something you like using your hobbies and skills.
- Work for yourself, and not for others: As an entrepreneur, you can work for yourself and not for someone else. You can decide the kind of work you like to do and how you want to do it.
- Make profits for yourself: As an entrepreneur, you can decide how much money you want to earn and how you want to earn it.
- **More risk, more profit:** Even though there are risks in entrepreneurship, it allows you to decide how much risk you want to take. Usually, the larger the risk, the bigger could be the profit!

O.4 Give Long Answer:

- a) Explain any 4 roles of entrepreneurship in detail.
- Economic Development Money in Circulation

As entrepreneurs create value by making available better and cheaper products and services for customers, the economy grows. As entrepreneurs grow their business, investors put money into their businesses and expect good returns.

• Social Development - Creation of Jobs

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EMPLOYABILITY SKILLS

GREEN SKILLS NOTES

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A resource can be defined as any natural or artificial substance, energy or organism, which is used by human being for its welfare. These things include water, land, soils, rocks, forests, animals, fossil fuels and minerals. They are called natural resources as they are the basis of life on earth.

Society and Environment

The interaction of the society with the environment sometimes affects the ecological balance in the environment. With the increase in population and economic activities, people's interference with nature has started destroying the environment.

- ➤ **Natural resources** come in many forms. It may be a solid, liquid or gas. It may also be organic or inorganic. It may also be metallic or non-metallic.
 - (i) Land Resources: Human beings thus, use land as a resource for production as well as residence and recreation. It is a finite resource which is subject to agricultural and non-agricultural uses, such as infrastructure development.
 - (ii) Forest Resources: A forest is a natural, self sustaining community characterised by vertical structure created by presence of trees. Wood is used for making furniture, tool-handles, railway sleepers, matches, ploughs, bridges, boats, etc. and as a source of energy for cooking purpose and for keeping warm. Tannins, gums, drugs, spices, insecticides, waxes, honey, horns, musk, ivory, hides, etc. are all provided by the flora and fauna of forests.
 - (iii) Water Resources: Water resources include rivers, lakes, oceans, and underground aquifers, etc. Water is a vital resource in agriculture, industrial, household and recreational and environmental activities.
 - (iv) Mineral Resources: Mineral resources are non-renewable and include metals (e.g., iron, copper, and aluminium), and non-metals (e.g., salt, gypsum, clay, sand, phosphates). Some minerals consist of a single element, such as gold, silver, diamond (carbon), and sulphur.
 - (v) Food Resources: Resources that are used as food, or provide food for organisms are called food resources. Plants serve as food resources for herbivores and omnivores. Animals and birds are the source of food for many organisms that are carnivores and omnivores. Agriculture is the main source of plant food resource for human beings.
 - (vi) Energy Resources: An energy resource is something that can produce heat, power life, move objects, or produce electricity. There are 5 fundamental sources of energy:
 - (i) Nuclear fusion in the Sun (solar energy),
 - (ii) Gravity generated by the Earth and Moon,
 - (iii) Nuclear fission reactions,
 - (iv)Energy in the interior of the Earth, and
 - (v) Energy stored in chemical bonds.

> Natural resources fall under the following main categories:

- **Inexhaustible Resources**: The resources which cannot be exhausted by human consumption are called Inexhaustible resources. These include energy sources like solar radiation, wind power, water power and tidal Power, etc.
- Exhaustible Resources: There are some resources, which are available in limited quantities and are going to be exhausted as a result of continuous use. For example, coal in the earth is limited.
- **Renewable Resources:** Renewable resources are those that are constantly available (like water) or can be reasonably replaced or recovered, like vegetative lands.
- **Non-renewable Resources:** Non-renewable resources are those that cannot easily be replaced once they are destroyed. For example, fossil fuels, minerals.

Some of these activities are damaging our earth and environment:

- **Overexploitation**: This result when harvesting of resources exceeds their reproduction or replenishment. It means that when we exploit the species faster than the natural populations can recover, and then it may result in extinction of the species.
- **Mining:** Mines are dug below the earth's surface to get ores. Some of the environmental impacts of mining include erosion, formation of sinkholes, loss of biodiversity, and contamination of soil, groundwater and surface water by chemicals from the mining processes.
- **Deforestation:** It is the clearance of a forest or stand of trees where the land is converted to a no forest use, such as agriculture and construction of houses. It results in loss of habitat for many plants and animals living in the forest. It may also lead to extinction of plant and animal species.
- **Pollution:** Pollution is caused by pollutants, which may be solid, liquid or gaseous in nature. Pollution is the effect of undesirable changes in our surroundings that have harmful effects on plants, animals and human beings. Pollutants are produced due to human activity, which have a detrimental effect on our environment.

> Some of the other factors responsible for polluting the environment are as follows:

- Exhaust fumes released from vehicle pollutes the air.
- Excessive use of chemicals in agriculture (like insecticides and fertilisers) affect the alkalinity of the soil or the soil ph. It adversely affects the health of microorganisms and other organisms in the soil.
- Plastic waste like bottles, bags, etc., thrown on land and sea pollutes the water and destroys the flora and fauna.
- Dangerous gases (chlorofluorocarbon's or CFCs, methane, carbon dioxide, etc.) released into the air.

> Reduce, Reuse, Recycle

There are three Rs which you can apply for saving the environment.

- **Reduce:** reduce the use of unnecessary items while shopping, buy items with minimal packaging, avoid buying disposable items and also avoid asking for plastic carry bags. Use your own reusable cloth or jute bags instead of plastic bags.
- **Reuse:** Reuse the materials for other purposes, such as making pillow covers or rags out of used shirts or ladies' suits. Use both sides of paper for writing. Give your old books and notebooks to someone who can use them. In this way, you will promote reuse of paper
- **Recycling:** Recycling is reusing some components of the waste that may have some economic value. Paper is recycled into making paper again. It is also used to make papier mache, which is a composite material consisting of paper pieces or pulp which is sometimes reinforced with textiles, bound with an adhesive, such as glue, starch, or wallpaper paste.

***** Conserving Natural Resources

Conservation is the proper management of a natural resource to prevent its exploitation, destruction or degradation.

- Soil conservation: Soil conservation means checking soil erosion and improving soil fertility by adopting various methods. Maintenance of soil fertility, Control on grazing, Reforestation, Terracing, Contour ploughing.
- Water conservation: Constructing dams and reservoirs to regulate supply of water to the fields, as well as to enable generation of hydroelectricity. Sewage should be treated and only the clear water should be released into the rivers. Industrial wastes (effluents) should be treated to prevent chemical and thermal pollution of fresh water. Rainwater harvesting should be done by storing rainwater and recharging groundwater.
- Energy conservation: We use a lot of non-renewable energy resource for our needs. Conservation of resources or energy means saving them and using them efficiently. Switch off lights, fans, TV and other electrical items, when not in use. Use pressure cooker to save energy required for cooking. Use tube lights and energy efficient bulbs that save energy rather than bulbs.
- **Food conservation:** Food conservation and storage have been practiced to feed mankind in times of shortage. Food is stored in warehouses on large scale and in refrigerators at home.
- **Forest conservation:** Forest conservation means the retention of existing forest or the creation of new forest at the levels prescribed by the State or local authority.

❖ The Sustainable Development Goals (SDGs)

- Sustainability is the development that satisfies the needs of the present without compromising the capacity of future generations, guaranteeing the balance between economic growth, care for the environment and social well-being.
- SDGs otherwise known as the Global Goals, are a universal call to action to end poverty, protect the planet and ensure that all people enjoy peace and prosperity.
- The Sustainable Development Goals (SDGs) were launched at the United Nations Sustainable Development Summit in New York in September 2015, forming the 2030 Agenda for Sustainable Development.
- The 2030 Agenda for Sustainable Development and its 17 Sustainable Development Goals (SDGs) adopted by world leaders in 2015, embody a road map for progress that is sustainable and leaves no one behind.
- The SDGs have been framed with the objective to address vital issues facing businesses, governments and society, such as poverty, gender equality, water use, energy, climate change and biodiversity.



> Green growth

- The concept of green growth aims at achieving economic growth that is socially inclusive and environmentally sustainable.
- The Ministry of Environment, Forest, and Climate Change, Government of India recognized green growth in its vision, wherein 'poverty eradication' along with green growth is to be seen as the focal point for green economy.
- The Finance Commission of India articulated green growth as involving "rethinking growth strategies with regard to their impact(s) on environmental sustainability and the environmental resources available to poor and vulnerable groups."

> Green Economy

UNEP has defined the green economy as "one that results in improved human well-being and social equity, while significantly reducing environmental risks and ecological scarcities. It is a system which helps in economic growth while at the same time, taking care of the environment. Green economy includes the following components:

- **Renewable energy** from renewable resources like wind, water, sun, earth, biomass, etc., are available in large quantities and cause less pollution
- Water management to avoid water pollution and not waste water. We should not waste water, rather we should recycle it for various purposes.
- **Green building**s are buildings that cause minimum damage to the environment during their construction and operation. They use energy, water, and other resources wisely, with minimum waste.
- Well-managed (Sustainable) transport A sustainable transport system will cost less, help more people to move quickly and cause less or no damage to the environment.
- Waste management includes separating waste before throwing. Using the 3Rs—Reduce, Reuse and Recycle will help in managing waste material.
- Land management means land is used in a way that it meets the requirement of people without causing damage to the environment.

➤ Green skills

The skills used for promoting green economy are known as green skills. These skills are needed in areas similar to renewable energy, sewer water treatment, climate resilient cities, green construction, solid waste management, etc.

The Green Skills Agreement defines skills for sustainability as "Skills for sustainability, also known as green skills, are the technical skills, knowledge, values and attitudes needed in the workforce to develop and support sustainable social, economic and environmental outcomes in business, industry and the community."

Some of the areas in which green skills contribute to the sustainable development are as follows:

- using renewable energy (example, using solar power and wind energy)
- water and waste management
- rain water harvesting
- conserving energy
- reducing pollution

Green jobs

- A 'green job' is employment in any industry that contributes to preserving or restoring environmental quality in that sector and allowing for sustainable development.
- It includes jobs that help protect ecosystems and biodiversity and reduce energy, materials and water consumption through high efficiency strategies.
- Green jobs can be in any sector, such as agriculture, manufacturing, research and development activities, etc.



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EMPLOYABILITY SKILLS

GREEN SKILLS WORKSHEET

NAME:	CLASS: IX	SEC: _	DATE:	
Q.1 Multiple choice questions:				
i. Which of the following options are exar(a) Soils and forests(b) Rocks	mples of resource (c) fossil fuel (d) All of the	ls and miner	rals	
ii. Which is an example of a natural energ(a) Salt(b) Limestone	y resource? (c) Copper (d) Coal			
iii. Which is a non-renewable resource?(a) Solar energy(b) Minerals from the earth	(c) Natural o	il		
iv. Which of the following is an example(a) Coal(b) Solar Energy	of renewable res (c) CNG (d) Petroleun			
v. Which of the following is not an impac (a) Loss of biodiversity (b) Dry land	t of illegal minir (c) soil pollu (d) contamin	tion	und water	
vi. Which of the following is not an objec (a) Gender equality (b) Poverty	tive of SDG? (c) life below (d) decision-		ity	
Q.2 Give Short Answers:				
a) List any 4 green skills.				
b) Discuss any two human activities which are damaging our earth and environment.				
c) State any two methods of water conser	vation.			
d) Mention any two soil conservation tec	hniques?			

Renewable Resources	Non-Renewable Resources
Exhaustible Resources	Inexhaustible Resources
any three actions which you can ta	ake to conserve energy.
e any three actions which you can ta	ake to conserve energy.
e any three actions which you can ta	ake to conserve energy.
e any three actions which you can ta	nke to conserve energy.
e Long Answers:	
e Long Answers:	
e Long Answers:	the components of Green economy in detail.
Long Answers:	
e Long Answers:	



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VOCATIONAL I.T

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NAME:	CLASS: IX	SEC:	_ DATE:	
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(a) Soils and forests	-	s and minerals		
(b) Rocks	(d) All of the	se		
ii. Which is an example of a natural energ	y resource?			
(a) Salt	(c) Copper			
(b) Limestone	(d) Coal			
iii. Which is a non-renewable resource?				
(a) Solar energy	(c) Natural oi	1		
(b) Minerals from the earth	(d) Water			
iv. Which of the following is an example	of renewable res	ources?		
(a) Coal	(c) CNG			
(b) Solar Energy	(d) Petroleum	1		
v. Which of the following is not an impac	t of illegal minin	g?		
(a) Loss of biodiversity	(c) soil pollut			
(b) Dry land	(d) contamina	ation of ground	water	
vi. Which of the following is not an object	etive of SDG?			
(a) Gender equality	(c) water use			
(b) Poverty	(d) decision- 1	making ability		
Q.2 Give Short Answers:				
a) List any 4 green skills. Sewer water treatment, climate resilient cities, green construction, solid waste management, etc.				
b) Discuss any two human activities which are damaging our earth and environment. Overexploitation and Mining, Deforestation, pollution				
c) State any two methods of water conser	rvation.			
Rainwater harvesting, Construction	of dams and res	servoirs		
d) Mention any two soil conservation techniques. Control on grazing, Reforestation, T	-	our ploughing.		

e) Differentiate between the following terms.

Renewable Resources	Non-Renewable Resources
Renewable resources are those that are constantly available (like water) or can be reasonably replaced or recovered, like vegetative lands.	Non-renewable Resources: Non-renewable resources are those that cannot easily be replaced once they are destroyed. For example, fossil fuels, minerals.

Exhaustible Resources	Inexhaustible Resources
There are some resources, which are available in limited quantities and are going to be exhausted as a result of continuous use. For example, coal in the earth is limited.	The resources which cannot be exhausted by human consumption are called Inexhaustible resources. These include energy sources like solar radiation, wind power, water power and tidal Power, etc

Q.3 Answer the following questions:

i. Explain the three Rs which you can apply for saving the environment.

There are three Rs which you can apply for saving the environment.

- **Reduce:** reduce the use of unnecessary items while shopping, buy items with minimal packaging, avoid buying disposable items and also avoid asking for plastic carry bags. Use your own reusable cloth or jute bags instead of plastic bags.
- **Reuse:** Reuse the materials for other purposes, such as making pillow covers or rags out of used shirts or ladies' suits.
- **Recycling:** Recycling is reusing some components of the waste that may have some economic value.
- ii. Write any three actions which you can take to conserve energy.

Switch off lights, fans, TV and other electrical items, when not in use. Use pressure cooker to save energy required for cooking. Use tube lights and energy efficient bulbs that save energy rather than bulbs.

Q.3 Give Long Answers:

a. Define green economy. Explain any three components of Green economy in detail.

It is a system which helps in economic growth while at the same time, taking care of the environment. Green economy includes the following components:

- **Renewable energy** from renewable resources like wind, water, sun, earth, biomass, etc., are available in large quantities and cause less pollution
- Water management to avoid water pollution and not waste water. We should not waste water, rather we should recycle it for various purposes.

 Green buildings are buildings that cause minimum damage to the environment during their construction and operation. They use energy, water, and other resources wisely, with minimum waste. Well-managed (Sustainable) transport A sustainable transport system will cost less, help more people to move quickly and cause less or no damage to the environment. Waste management includes separating waste before throwing. Using the 3Rs—Reduce, Reuse and Recycle will help in managing waste material. Land management means land is used in a way that it meets the requirement of people without causing damage to the environment.
