1. Observe and classify various ways of supplementing family income.

Procedure:

- a) Observe all the ways
- b) Classify them
- c) Note down in the following table
- d) Draw conclusion

Sr. No.	By increasing family Income	By Cutting down Expenditure

2. Visit to a Bank.

Procedure:

- a) Visit various banks available in your locality.
- b) Write down the facilities provided by them.
- c) Draw conclusion

Sr. No.	Name of the Bank	Facilities

3. Prepare a "To Do List" for a week. Procedure:

- a) Think about the tasks to be completed in a weak.
- b) Prioritise them
- c) Allocate required time
- d) Prepare a final "To Do List"
- e) Draw conclusion

4. Prepare a time plan for study.

Procedure:

- a) Set a goal for coming examination.
- b) List out the Subjects.
- c) Calculate the available time for study.
- d) Prioritise the subjects according to your difficulty level.
- e) Prepare an urgent important matrix.
- f) Allocate the required time for specific subjects.
- g) Prepare a time plan for actual utilization
- h) Note down your remarks

5. Write down the reasons of fatigue after performing the activities in a day by you.

Procedure:

- a) List out all the activities carried out in a day.
- b) Think about the fatigue experienced by you on the following aspects
 - Working conditions
 - Likes and dislikes in work
 - Posture during work
 - Duration of work
 - Type of work Light, moderate, heavy
 - Success in work
 - Appreciation received
- c) Write down the conclusions

6. Prepare 'Pathway chart' of any household activity.

Procedure:

- a) Select any activity
- b) Draw a floor plan of work place in scale
- c) Place it on a soft board
- d) Select work centers and fix pins accordingly

- e) Ask the worker to perform an activity
- f) Observe the path taken and wind the thread around the specific pins.
- g) After completion of task, remove the pins and measure the length of the thread and note it down and convert the thread length into distance travelled.
- h) Give suggestions for improvement of path travelled during the activity.
- i) Prepare a fresh plan according to suggestions and follow the previous procedure for the modified activity.
- j) Compare the length of the thread to know the distance travelled in original and modified plan.
- k) Write down the conclusions.

7. Collection and analysis of labels.

Procedure:

- a) Collect minimum one label from the following -
- Agricultural Products: Sugar, jaggery, cereals, pulses, oils, fats, etc.
- Preserved foods: Pickles, jams, jellies, squash, mineral water, juices, canned food etc.
- Ready to eat products: Various masala gravies, baby foods, ready to eat vegetables, poha, upama and other products.
- Milk products: Paneer, cheese, ghee, curd, yogurt, lassi, ice-creams, shrikhand, basundi, burfee, etc.
- Clothes: Fabrics, readymade garments, woolen clothes, hosiery garments, furnishing materials like sofa covers, bed sheets etc.
- Cosmetics: Hair oils, body lotions, creams, soaps, shampoo, nail paint, lipsticks, talcum powder etc.

- Medicines Tablets, injections, creams, sprays, drops, syrups, etc.
- Electrical and electronic products: Mixer, food processor, iron, water heaters, plug pins, electric wire, television, micro oven, refrigerator, mobiles etc.
- Tools and utensils kitchenware, nonstick utensils, water filters, containers etc.
- Others Toys, stationery items, mosquito coils, match sticks, etc.

b) Analyse the collected labels on the basis of the following points.

- Informative labels: weight, date of manufacturing, date of expiry, content, price, nutritional value, care and storage, information regarding use, barcode, mail address, website, address of the manufacturer.
- Brand labels: Identify the brand name and brand logo of the product.
- Certification labels: Identify the certification mark such as ISI mark, Agmark, Vegetarian and Non-vegetarian marks, FSSAI, BEE star label mark, Handloom mark, Wool mark, Silk mark, Eco mark.
- c) Paste the collected labels and write the analysis in the journals.

8. Prepare a colour wheel.

Procedure:

- a) Draw a circle and devide it in 12 equal parts.
- b) Locate the places of primary colours first by placing yellow at top centre of the circle
- c) Locate the places of secondary colours and then intermediate colours.
- d) Apply the primary colours in the respective places and let them dry.

- e) Prepare secondary colours and apply them in the respective places. Allow them to dry.
- f) Now prepare intermediate colours and apply them in proper places. Let them dry.

Note: Refer the colour wheel given in figure 7.14 for accurate locations of colour and colour hue.

9. Prepare freehand design.

Procedure:

- a) Draw square of 10×10 cms. on a plain paper.
- b) Draw freehand design of your imagination and choice
- c) Select a colour scheme and choose appropriate colours.
- d) Use the specified colour scheme for colouring the design.
- e) Apply the colours carefully and smoothly to make the design attractive.

10. Prepare an accessory.

Procedure:

- a) Think about the waste material available in your house.
- b) Apply your imagination to create a useful and decorative accessory for example a wall hanging, flower vase, lamp shades, penstand, cushion covers, floor mats, table mats, table covers and such accessory.
- c) Write down the material used and the procedure used for making the accessory.

11. Demonstrate and practice various types of rangoli.

Procedure:

a) Demonstrate the following types of rangoli by using proper material and method.

- Traditional With dots and traditional symbols.
- Sanskarbharti by using appropriate symbols and their variations given in the unit.
- Aplana with traditional material and symbols.
- Freehand rangoli
- Water rangoli using any one method given in the unit.
- b) Write down the material used and the method.
- c) Click a picture and paste it in practical book.

12. Observe the types of lighting used in different rooms in your house.

Procedure:

a) Note down the observation in the following table and draw conclusion.

Sr. No.	Name of the room	Type of lighting

13. Collect Pictures of solar lighting for the following:

House, educational institutions, hospitals, social place, farms or farm house etc.

Procedure:

- a) Collect pictures from various sources including internet.
- b) Identify the various parts.
- c) Label and describe them.
- d) Prepare a file.



Glossary

- > Accessories: Are the elements that bring charm, individuality and vitality to a room.
- > Alpana: It is a kind of floor decoration which is quite popular in Bengal and Asam.
- **A.T.M.**: Automatic Teller Machine.
- **Balance**: Balance is a restful effect created in a design or arrangement.
- **Biological Time**: A pattern of repeated, routine, biological bodily activities.
- **Body Alignment**: Keeping head, shoulders, spine, hips, knees and ankles line up with each other.
- **Budget**: Budget is a plan for future expenditure.
- **CFLs**: Compact Fluorescent Lamps.
- **CGS System :** Fundamental system of measurement of length, mass and time.
- **Clock Time:** The time of the day as shown in clock.
- **Colour Value :** Colour value indicates the lightness or darkness of any colour.
- **Consumer**: A consumer is one who buys or acquires goods or services. It does not include a person who obtains such goods for resale or for any commercial purpose.
- **Decorative Accessories :** The objects that are exclusively used to enhance the beauty of a space are called as decorative accessories.
- **Delegation**: The act of process of entrusting task to another person.
- **Direct income**: Direct income refers to material goods and services available to the family without the use of money.
- **Discretionary Time:** Time spends for own sake and creative activities.
- **Effort**: Effort means earnest and conscientious activities intended to or accomplish something.
- **Emphasis:** In simple words, emphasis is giving importance to some particular element in a design or arrangement.
- **Energy**: Energy is defined as capacity to do the work.
- **Energy Cost**: The energy required to perform any task.
- **Energy Management :** It is the process of monitoring, controlling and conserving energy for doing a particular activity.
- **Fatigue :** Fatigue is tiredness or boredom experienced after performing a particular task.
- **Functional Accessories :** These are the items or objects that are meant for carrying out some function in a room.
- **Goal Setting:** First step of time management.
- **Golden oblong**: It is a standard for good proportion.
- **Harmony**: The art principle which produces an impression of unity in a design or arrangement.
- ▶ Hue: In simple words hue is the name given to a colour. It also tells the warmth or coolness of a colour.
- ➤ **Income**: The flow of money, goods and services received or created and the satisfaction received during a specific time period.
- ➤ Indirect income: Indirect income refers to the goods and services available to the family only after the use of some means of exchange.
- ➤ Intensity or Chroma: Intensity refers to the brightness or dullness of a colour. It is the strength or weakness of a colour.
- ➤ **Investment**: Saving money for getting more profit.

- **Labels**: Paper, plastic or fabric attached to a product, giving written information about the product.
- **LED**: Light Emitting Diode.
- **Leisure Time :** Free time or non work time.
- Light: Light is an art element as well as utilitarian element that makes everything visible.
- Line: Line is a basic element of art. It is a chain of dots joined together.
- **Money Income**: The income in specific form of currency of the country.
- **Pattern**: Any enrichment done on a surface of an object is called as pattern.
- **Planning:** Picture of future action and activities.
- **Posture :** The way a person positions his body at work.
- **Prioritizing**: Treat as more important than other task.
- **Proportion:** In simple words it refers to the law of relationships.
- **Psychological Time:** Awareness of passage of time.
- **Rangoli**: It a traditional form of floor decoration in India.
- ➤ Real income: Flow of commodities and services available for satisfaction of human wants and needs over a given period.
- > Resting/Basal Metabolism: Energy required for natural body processes such as respiration, circulation, secretion, excretion etc
- **Rest Period**: Time needed for taking rest after completion of activity.
- Sanskar Bharati Rangoli: It is an advanced type of rangoli which is modified from traditional symbols and is used merely for the purpose of decoration.
- > Saving: Keeping aside some money from present consumption for future use.
- > Services: A system supplying a public need such as transport, communications, or utilities such as water supply, drainage, electricity.
- > Setting Deadlines : Setting time limits for completion of task.
- > Shape and form: Shape and form enclose space. Shape is two-dimensional and form is three dimensional.
- > SMART Goals: Specific, Measurable, Attainable, Relevant and Time bound goals.
- > Space : Space is defined as emptiness, void or interval between things.
- > Sustainable consumption: The use of products or services to fulfill basic needs and for better quality life with minimum use of natural resources and toxic materials without harming the environment and society.
- Texture: Texture is the surface quality of a material which is understood through the sense of touch or vision.
- **Time:** Continuum in which event succeeds one after another from past through present to future.
- **Time Allocation:** Distribution of time for various activities.
- **Time Management :** A system of controlling and using time as efficient as possible.
- > To Do List: preparing list of various tasks on the basis of urgency, importance, priority and spending time.
- **U.T.I.**: Unit Trust of India.
- **Work Simplification :** Accomplishing more work in given amount of time and energy by making work easier.
- **Work Time:** Time spent for the performance of work.

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