



Class: IX	Department: Computer Science
QUESTION BANK on Employability Skills	ARTIFICIAL INTELLIGENCE

	COMMUNICATION SKILLS
1	What is Communication? The act of giving, receiving, and sharing information is known as communication. Signs and signals provide information. Communication can take the form of speaking, writing, or any other medium. The word 'Communication' comes from the Latin word <i>communicare</i> , which means 'to share'.
2	What is the importance of communication? Communication helps to improve physical, social and good relationships between family and friends. There are three importance of communication in day to day life – <ol style="list-style-type: none">1. Inform – We give facts or information to someone in daily life.2. Influence – Sometimes we are required to influence or change someone in an indirect but usually important way.3. Express feelings – if you are expressing your views or feelings to others is a healthy way to express them.
3	What are the elements of communication? Communication means giving and receiving, which is a two-way exchange of information. Giving information is an example of speaking and writing, whereas receiving information is an example of reading and listening. Sender, Receiver, Message, Encoding, Decoding, Channel, Feedback etc are the elements of communication.
4	What are the seven elements that influence the communication skills? There are seven different factors which affecting Perspectives in communication – <ul style="list-style-type: none">• Language• Environment• Visual Perception• Culture• Prejudice

- Feelings
- Past Experience

5 How many types of Communication methods?

There are main three types of communication methods –

1. Verbal communication
2. Non-verbal communication
3. Visual communication
4. Written communication

6 What is non-verbal communication?

Without using word if you are sending some information to others is known as non- verbal communication, Some of the non – verbal communication is –

- Eye contact
- Gestures
- Expressions
- Posture
- Space
- Para Language
- Touch

7 What role does non-verbal communication play?

In our daily life it is observed that most of the communication is done using body movements and voice control.

Importance of non-verbal communication

1. In the non-verbal communication you can make your message stronger as compared to written communication.
2. Helps overcome cultural barriers.
3. With the right gestures while speaking makes our message more effective
4. Using the right gestures and postures helps us to be professional at work.
5. The message is delivered and communicated more effectively than verbal communication.
6. In the time of public speech you can understand the audience’s reaction easily and adjust our behavior or communication accordingly.

8 What is visual communication?

In daily life we are using visual communication. Sometimes we are getting messages from images or pictures. The main advantage of visual communication is that you do not need to know any particular language.

Example of visual communication

1. Sign for ladies and gents toilet
2. Traffic symbol
3. Sign for flammable substance

9 What are the basic parts of speech in the English Language?

There are eight basic parts of speech in the English language. These are none, pronoun, verb, adjective, adverb, preposition, conjunction and interjection.

1. Noun – Nouns is the name of a person, place, animal or thing. This is also called 'naming words.
2. Pronoun – A pronoun is used in place of a noun.
3. Adjectives – Adjectives are words that describe other words.
4. Verbs – Verbs are words that show action.
5. Adverbs – Adverbs are words that add meaning to verbs, adjectives, or other adverbs.
6. Preposition – A preposition is a word placed before a noun or pronoun.
7. Conjunction – A conjunction is a word that connects two words, phrases, or clauses.
8. Interjection – A word used to communicate emotion is called an interjection.

10 What are the various parts of the Sentence?

A subject and a verb make up a sentence. There is an object in some of the sentences. The subject is generally a noun, which is a term that refers to a person or thing who performs a specific activity.

The verb comes after the subject and indicates that something is being done. An object, which usually comes after the verb, receives the action.

There are three different types of parts of sentences –

- Subject
- Verb
- Object

11 Describe the rules for using capital letters in the sentence (MINTS)

Alphabet	M	I	N	T	S
What it shows:	Months	The letter	Names	Titles	Starting letter of sentences
Rule	Capitalise the first letter in all the names of months.	Capitalise the letter 'I' when it is used to begin a word.	Capitalise the first letter in the names of people, places and days.	Capitalise the first letter in the titles used before people's name.	Capitalise the first letter in every sentence.

SELF MANAGEMENT SKILLS

1 The feeling of self-awareness enhances our.....

- A) Self-confidence
- B) Self-monitoring
- C) Self-Regulation
- D) All of the above

Answer (A)

2 Self-Reliance means _____

- A) Ability to Work Independently
- B) Complete the task effectively
- C) Both of the above
- D) None of the above

Answer (C)

3 What do you mean by self – management skills?

Your ability to regulate and control your actions, feelings, and thoughts is referred to as self-management skills. It also helps to improve personal and academic goals.

Self-management can also helps in the following areas:-

- Reaching your goals
- Developing good habits

- Overcoming challenges and difficulties
- Overcoming bad habits

4 What are the steps to build self – confidence?

1. Getting rid of negative thoughts

Going away from negative thoughts takes individuals closer to a peaceful positive mind. To travel away from negative thoughts, individuals need to involve themselves in an activity – take a walk, draw, sing, dance, chat, watch, read or talk.

2. Thinking positively

Positive thinking brings brain to a peaceful stance and increases productivity and performance. When individuals start thinking positively, they feel happy from within and their self-confidence boosts up.

3. Staying happy with small things : An individual who is full of gratitude for every small blessing in his life feels contented. Being thankful towards people and the world, instills confidence in individuals.

4. Staying clean, hygienic and smart : Personal hygiene is the first key to a confident person. Keeping hair, teeth, fingers, body and skin clean and well maintained is an easy and effective way to be at best.

5. Chatting with positive people : Interacting with positive people brings forth a fresh and progressive perspective to life. People in similar stages of life go through similar issues. Some positively handle these situations, and interacting with them shall help boost confidence

5 What is the importance of positive thinking?

An person' attitude can be 'positive' or 'negative'. Positive thinking helps to be successful in life because positive people are always improving themselves. but negative people are always worrying and looking for the bad in things, they never try to overcome the challenges.

Positive thinking produces positive outcomes for you, such as

- Overcoming challenges
- Always be energetic
- Helping others will help you to overcome the challenge of the work.
- Be happy and make others happy.

6 What is the importance of personal hygiene?

Personal hygiene is very important in our daily life because it helps us

- Create a good image of ourselves
- Stay healthy
- Avoid feeling ashamed in public due to our bad breath, body odour, etc.

7 What is the importance of Grooming?

The act of putting on clothes is known as dressing. Grooming is the act of making oneself appear neat, orderly, and smart.

Benefits of Dressing and grooming in daily life

- Look smart
- Make a good impression of ourselves
- Feel confident about ourselves

GREEN SKILLS

1 Rain harvesting is a method of :

1. soil conservation
2. air conservation
3. water conservation
4. plant conservation

Answer: 3) water conservation

2 Plants take in _____ gas that helps reducing air pollution.

1. NH₃
2. H₂
3. CO₂
4. NO₂

Answer: 3) CO₂

3 To protect and conserve the environment we should adopt:

1. white economy
2. black economy
3. red economy
4. green economy

Answer: 4) green economy

4 **Which of the following is a feature of the green economy?**

1. environment friendly
2. save ecosystem
3. energy efficient
4. all are correct

Answer: 4) all are correct

5 **Which of the following is not a natural resource?**

1. coal
2. electricity
3. petroleum
4. soil

Answer: 2) electricity

6 **What is soil conservation and how is it achieved?**

Answer: Soil conservation involves improving soil fertility using various methods, such as:

1. **Using Natural Fertilizers:** Maintain soil health by using natural fertilizers like manure and liquid fertilizers.
2. **Control Grazing:** Allow grazing only in designated areas to prevent soil degradation.
3. **Reforestation:** Planting trees on open spaces helps reduce soil erosion.
4. **Terracing:** Dividing slopes into flat areas helps control water runoff and soil erosion.

7 **What is a green economy, and why is it important?**

Answer: The green economy aims to reduce environmental risks, improve human well-being, and promote social equity. It focuses on sustainable practices that protect the planet. The importance of a green economy lies in:

1. **Respecting Planetary Boundaries:** It adheres to ecological limits and resource scarcity.
2. **Protecting Biodiversity:** It safeguards ecosystems and biodiversity.
3. **Energy and Resource Efficiency:** It promotes resource and energy efficiency, reducing carbon emissions.
4. **Enhancing Livelihoods:** It creates jobs, reduces poverty, and provides essential services.

8 **What are the components of a Green Economy?**

Answer: The Green Economy includes several key components:

	<ol style="list-style-type: none"> 1. Renewable Energy: Harnessing energy from sustainable sources like wind and solar power. 2. Green Building: Constructing environmentally friendly buildings. 3. Waste Management: Efficiently managing and reducing waste. 4. Water Management: Responsible management of water resources. 5. Land Management: Ensuring sustainable land use practices. 6. Well-Managed Transportation: Developing eco-friendly transportation systems.
9	<p>What are the different types of natural resources available?</p> <p>Answer: Natural resources can be solid, liquid, or gas and may be organic or inorganic. Some examples include:</p> <ul style="list-style-type: none"> • Land Resources: Used for agriculture, infrastructure, and housing. • Forest Resources: Provide timber, honey, and other products. • Water Resources: Include rivers, oceans, lakes, and underground water. • Mineral Resources: Such as petroleum, gas, copper, and aluminum. • Food Resources: Derived from plants and agriculture. • Energy Resources: Used for heat, power, and electricity.
10	<p>What is climate change, and what causes it?</p> <p>Answer: Climate change is the alteration of Earth's environmental conditions. Human activities contribute to climate change by:</p> <ul style="list-style-type: none"> • Burning Fossil Fuels: Increasing greenhouse gas emissions. • Livestock Farming: Producing methane emissions. • Fertilizers: Releasing nitrogen, affecting temperatures. • Deforestation: Reducing carbon-absorbing forests.
11	<p>How does harmful radiation affect climate change?</p> <p>Answer: Harmful radiation affects climate change when the ozone layer, which protects Earth, is depleted. Human activities, such as using coolants in refrigerators and air conditioners, release chemicals that harm the ozone layer. This allows harmful radiation from the sun to reach Earth, leading to health issues and contributing to climate change.</p>
12	<p>How can we save the environment?</p> <p>Answer: To save the environment, follow these principles:</p> <ol style="list-style-type: none"> 1. Reduce: Minimize waste, use fewer unnecessary products, and avoid plastic items. 2. Reuse: Find creative ways to reuse or repurpose waste materials. 3. Recycle: Recycle materials like paper, metal, glass, and plastic to reduce waste.
13	<p>What is energy conservation, and how can we achieve it?</p>

Answer: Energy conservation means saving and using energy efficiently. To achieve it:

1. Use energy-efficient lighting like LED bulbs.
2. Turn off appliances when not in use.
3. Use energy-saving appliances.
4. Maintain clean bulbs and tubes.

ENTREPRENEURIAL SKILLS

1 What is entrepreneurship?

Ans- Setting up a business, based upon some idea to cater to society, while taking some risks and working towards its growth to create profits is called entrepreneurship.

2 What is an enterprise?

Ans- The business set up by an entrepreneur is called an enterprise.

3 Who is an entrepreneur? Who is a businessman?

Ans-The person who sets up a business is called an entrepreneur. A businessman can be termed as a market player who creates own place in existing market.

4 How is business different from an enterprise?

Ans-

- While an enterprise can be a business, not all businesses are enterprises.
- An enterprise is usually a venture that reflect an initiative or high risk taking ability of the entrepreneur.
- Business is also a type of occupation that reflects the fact that the owner is his own boss.
- Enterprise is a concept that is used more often in terms of IT industry such as enterprise solutions, enterprise security, enterprise architecture, and so on.
- Enterprise also refers to risk taking ability and the initiative undertaken by an individual.

5 What is the difference between products based company and services based company?

Ans- The product business sells a physical, tangible product, while the service business owner sells his skills as the primary product.

6 How is entrepreneurship different from employment?

Ans-

1. Employees seek direction while entrepreneurs create a path.
2. Employees do while entrepreneurs listen.

	<p>3. Employees take fewer risks while entrepreneurs live for them.</p> <p>4. Employees get paid for their role while entrepreneurs get paid for results.</p> <p>5. Employees are responsible for some decisions while entrepreneurs are responsible for them all.</p>
7	<p>What are the four steps of entrepreneurship development process?</p> <p>Ans-</p> <p>1(a) Business idea: Finding the right business idea.</p> <p>1(b) Developing the business plan.</p> <p>2. Get finances: raising your seed funding.</p> <p>3. Understand customer needs to get paying customers.</p> <p>4. Launch your product.</p>
8	<p>Why are customers so important for a business?</p> <p>1. They are the ones that providing the money that keeps the organization alive.</p> <p>2. Their needs are the basis for the work of design, production, marketing sales.</p>
ICT SKILLS	
1	<p>Give any four reasons for using ICT in daily life.</p> <p>Four reasons for using ICT in daily life is</p> <ul style="list-style-type: none"> • Paying utility bills from home • Book train and flight tickets online • Taking online classes • Transfer money between accounts
2	<p>What is the difference between hardware and software, in terms of physical existence?</p> <p>Hardware refers to the physical and tangible components of the computer i.e. the components that can be seen and touched while Software represents the set of programs that govern the operation of a computer system and make the hardware run</p>
3	<p>Describe what a Printer is.</p> <p>A printer is an output device. It is used to take print out of the documents. It can be classified as impact printers and non-impact printers.</p>
4	<p>Give three common properties of the browsers.</p>

Three common properties of the browsers are

- Allow the user to open multiple pages at the same time, either in different browser windows or in different tabs of the same window.
- Back and forward buttons to go back to the previous page visited or forward to the next one.
- A refresh or reload button to reload the current page.

5 Describe email services.

Email stands for electronic mail. Email services offer easy access and storage of e-mail messages for users who are not connected to the Internet. To login to email services the user has to enter the URL of the website on the browser and enter their username and password. It can be used to send messages, send messages with attachments, reply to messages, forward messages.

6 Describe the subsystems of the computer.

The subsystems of the computer are

- Input Unit
- Central Processing Unit
- Memory Unit
- Output Unit

7 What is a short-range wireless communication technology called?

- (a) Wi-Fi (b) Internet
(c) Bluetooth (d) PS

Answer: (c) Bluetooth

8 What does GPS stand for?

- (a) Global Positioning System
(b) Global Payment System
(c) Global Program System
(d) Global Pointing System

Answer: (a) Global Positioning System

9 There is a talent contest in your town. For participating in the audition, you have to send a recording of a song. What would you connect to your computer to record your song?

(a) Keyboard

(b) Microphone

(c) Scanner

(d) Mouse

Answer: (b) Microphone

10 What are the peripheral devices? Explain



Keyboard: It is used to provide input to the computer on what to do, which could be in the form of typed letters, numbers, and symbols.



Mouse: We use it to go to different parts of the screen on the monitor.



Microphone: It is used to record voice on the computer, and communicate.



Projector: It is used to project images or video from computer on a screen.



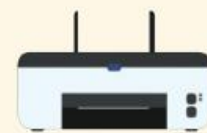
Monitor: It displays all the visual output that CPU produces after processing the input.



Speakers: It plays back all the sound-based output.

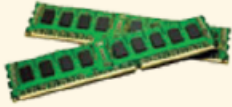



Scanner: It is a device that scans/captures a paper image, document and converts it to digital file on computer.



Printer: It helps to print out the visual output on the paper, as displayed on the monitor.

11 What is the differentiate between RAM and ROM?

RAM	ROM
	
<ul style="list-style-type: none"> When you are doing tasks on your computer, you use RAM 	<ul style="list-style-type: none"> Permanently stores information
<ul style="list-style-type: none"> Temporarily stores information Information is lost when computer is switched off Information can be changed easily. 	<ul style="list-style-type: none"> Information is stored when computer is off Information cannot be changed easily It is mainly used when starting the computer.

12 Write briefly about the ports that are used to connect external devices?

The slots or channels into which we connect the mouse/keyboard/external hard disk wires are called ports. Thus, ports help us connect input, output and storage devices in a computer system.

- Universal serial bus or the USB port connects peripheral devices, such as a mouse or a keyboard or a printer to a computer using the cable.
- Display connects the monitor, or any display unit, to the computer using the cable. These can be of different types, like Video Graphics Array (VGA) and High Definition Multimedia Interface (HDMI), depending on the requirement.
- Audio ports help to connect microphone, speakers, and headphones to a computer system. Often, the speaker and headphone port is called the line out port, i.e., it is meant for sound output.
- Ethernet port is used for connecting the system to high speed Internet cable.
- Power port is used for connecting the computer system to the power supply.

13 What is the term used when you press and hold the left mouse key and move the mouse around?

- (a) Highlighting (b) Dragging
(c) Selecting (d) Moving

Answer: (b) Dragging

14 Which of the following is a valid file extension for Notepad file? Tick mark the correct answer.

(a) .jpg

(b) .doc

(c) .text

(d) .txt

Answer: (d) .txt