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CLASS X · EMPLOYABILITY SKILLS · PART A OF EVERY SKILL SUBJECT (405 · 413 · 417 · 418) · CBSE BOARD EXAMINATION 2027

PART A · UNIT 2

Self-Management Skills – II

Unit Booklet · Short Notes · Board-Pattern Questions · Model Answers

Part A · 2 of 10 theory marks | 25 questions with model answers | For 405 · 413 · 417 · 418 | Taught: Sat 5 Dec

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STUDENT DETAILS

NAME _____

CLASS & SECTION _____

ROLL NO. _____

UNIT FINISHED ON _____

OBJECTIVE SELF-CHECK _____ / 14

1

READ THIS FIRST · SHORT NOTES

Unit Notes

What stress is and why managing it matters, the techniques of stress management, working independently, self-awareness, self-motivation and self-regulation with SMART goals.

THIS UNIT IN THE BOARD PAPER

2 / 10

Each Part A unit carries about **2 marks**: usually one **1-mark** item in Q1 and one **2-mark** question in Q6–Q10. From this unit, stress-management techniques and internal vs external motivation are asked most often.

SYLLABUS 2026–27 · WHAT CBSE LISTS FOR THIS UNIT

- Stress management: meaning and importance
- Techniques: physical exercise, yoga, meditation; holidays and trips with family and friends; nature walks
- Working independently and its importance
- Types of self-awareness
- Self-motivation and self-regulation

HOW PART A (EMPLOYABILITY SKILLS) IS SET IN THE BOARD PAPER

1 mark
Q1: six objective items from all five units – answer any **4 of 6**.

2 marks
Q6–Q10: one short question from each unit – answer any **3 of 5** in **20–30 words**.

4 marks
Not asked from Part A. The long and case questions here are for school tests and deeper understanding.

Part A = 10
Objective 4 + short 6. It is the same for every skill subject (405, 413, 417, 418).

Part A marks are easy to score: learn the key words, lists and definitions exactly.

PRACTICAL WORK FOR THIS UNIT

Practise yoga, meditation and simple exercises · write about a holiday trip and how it made you feel · plan and finish a small task on your own by a set time · write one SMART goal for the board exams.

1 Stress and stress management

Stress: the feeling of pressure or tension when we face a difficult situation – exams, deadlines, quarrels or illness.

- A little stress keeps us alert; **too much** harms health and work.
- **Signs:** headache, poor sleep, loss of appetite, irritability, worry, poor concentration.
- **Stress management:** ways of controlling stress so that we stay healthy, calm and productive.

Why it is important: better health and sleep, better concentration and marks, calmer decisions, better relationships and a positive mood.

2 Techniques of stress management

Technique	How it helps
Physical exercise	Walking, running or sports for about 30 minutes releases tension and lifts mood
Yoga	Asanas and breathing (pranayama) relax the body and calm the mind
Meditation	Sitting quietly and focusing on the breath brings peace and focus
Holidays and trips	A break with family and friends refreshes the mind and changes routine
Nature walks	Fresh air, greenery and quiet surroundings reduce tension

Also helpful: enough sleep, healthy food, a timetable, hobbies, positive thinking and talking to someone you trust.

3 Working independently

Working independently: doing your tasks on your own, without being told or helped at every step, and taking responsibility for the result.

- **Importance:** builds confidence; improves decision making; saves others' time; makes us reliable; needed for self-study and jobs.
- **Qualities needed:** self-discipline, confidence, planning and time management, problem solving, honesty and responsibility.

4 Self-awareness

Self-awareness: knowing yourself – your strengths, weaknesses, feelings, interests and values.

Type	Meaning
Internal self-awareness	How clearly we see our **own** values, feelings, strengths and reactions
External self-awareness	How well we understand how **other people** see us

STRENGTH–WEAKNESS ANALYSIS
Strength: good at drawing. Weakness: stage fear. Plan: speak for one minute in class every week.

5 Self-motivation

Self-motivation: the inner drive to start and finish a task without being pushed by others.

Internal (intrinsic) motivation	External (extrinsic) motivation
Comes from within: interest, joy, pride	Comes from **outside**: marks, prizes, praise, fear
Reading a book because you enjoy it	Studying only to win a prize
Lasts longer	Stops when the reward stops

Self-motivated people know what they want, stay focused, are positive and do not give up. Build it by setting goals, rewarding small wins and staying with positive friends.

6 Self-regulation and SMART goals

Self-regulation: controlling your own thoughts, feelings and actions to reach your goals – e.g. keeping the phone away while studying, staying calm when angry.

SMART	Meaning
Specific	Clear and exact
Measurable	Can be counted or checked
Achievable	Possible with effort
Realistic	Fits your time and ability
Time-bound	Has a deadline

A SMART GOAL
'I will solve 10 Maths questions every evening from 5 to 6 p.m. until 15 January.'

Key terms

13 terms

Stress: pressure or tension from a difficult situation

Stress management: controlling stress to stay healthy

Yoga: asanas and breathing for body and mind

Meditation: quiet focus on the breath

Working independently: doing tasks on your own, with responsibility

Self-awareness: knowing your strengths and weaknesses

Internal self-awareness: how we see ourselves

External self-awareness: how others see us

Self-motivation: inner drive to act

Internal motivation: from within

External motivation: from rewards or fear

Self-regulation: controlling your own thoughts and actions

SMART: specific, measurable, achievable, realistic, time-bound

Common mistakes and exam tips

AVOID THESE

- Name the five syllabus techniques: **exercise, yoga, meditation, holidays, nature walks**.
- Internal = **within** (joy, interest); external = **outside** (marks, prize).
- Internal self-awareness = how **I** see me; external = how **others** see me.
- In SMART, T = **time-bound**, not 'tough'.

PART A · 1 MARK EACH

A Objective Questions

14 questions: MCQs, assertion–reason, fill in the blanks and true/false, like Q1 of the board paper. Answers in Part E.

ASSERTION–REASON: HOW TO ANSWER

(a) Both A and R are true, and R is the correct explanation of A.
(b) Both A and R are true, but R is not the correct explanation of A.
(c) A is true, but R is false.
(d) A is false, but R is true.

A1. Which of these is a sign of too much stress? [1]

(a) Sound sleep
(b) Headache and irritability
(c) Feeling fresh
(d) Better focus

A2. Sitting quietly and focusing on your breathing is: [1]

(a) Jogging
(b) Meditation
(c) Napping
(d) Weight training

A3. Reading a book because you enjoy it shows ___ motivation. [1]

(a) external
(b) internal
(c) forced
(d) no

A4. Studying hard only to win a prize shows ___ motivation. [1]

(a) internal
(b) external
(c) self
(d) no

A5. Knowing your own strengths, weaknesses and feelings is called: [1]

(a) Self-awareness
(b) Self-pity
(c) Stress
(d) Teamwork

A6. In a SMART goal, 'T' stands for: [1]

(a) Tough
(b) Time-bound
(c) Talented
(d) Total

A7. Which is NOT a way to manage stress? [1]

(a) Yoga
(b) A nature walk
(c) Skipping sleep to study
(d) Physical exercise

A8. Keeping your phone away during study time is an example of: [1]

(a) Self-regulation
(b) External motivation
(c) Stress
(d) Teamwork

A9. ASSERTION–REASON [1]

Assertion (A): Regular physical exercise helps to reduce stress.
Reason (R): Exercise releases tension and improves mood.

(a) Both A and R are true, and R is the correct explanation of A.
(b) Both A and R are true, but R is not the correct explanation of A.
(c) A is true, but R is false.
(d) A is false, but R is true.

A10. ASSERTION–REASON [1]

Assertion (A): A person who works independently needs to be told every step.

Reason (R): Working independently means taking responsibility for one's own tasks.

(a) Both A and R are true, and R is the correct explanation of A.
(b) Both A and R are true, but R is not the correct explanation of A.
(c) A is true, but R is false.
(d) A is false, but R is true.

A11. FILL IN THE BLANK [1]

Understanding how other people see us is _____ self-awareness.

A12. FILL IN THE BLANK [1]

The inner drive to do a task without being pushed by others is _____.

A13. TRUE OR FALSE [1]

A little stress can keep us alert, but too much stress harms health.

A14. TRUE OR FALSE [1]

A holiday trip with family has no role in managing stress.

B — Short Answer Questions

PART B · 2 MARKS EACH

Answer in 20–30 words: two clear points, like Q6–Q10 of the board paper. Model answers in Part E.

B1. What is stress management? Why is it important? MUST DO [2]

B2. Name any two techniques of stress management and explain one. [2]

B3. Differentiate between internal and external motivation. MUST DO [2]

B4. What is self-awareness? Name its two types. [2]

B5. Give any two reasons why working independently is important. [2]

B6. What is self-regulation? Give one example. [2]

C — Long Answer Questions

PART C · 4 MARKS EACH

Part A has no 4-mark questions in the board paper. These are for school tests and to learn the unit fully. Model answers in Part E.

C1. Explain any four techniques of stress management. MUST DO [4]

C2. Explain any four qualities a person needs to work independently. [4]

C3. What is a SMART goal? Write one SMART goal for your board exams. MUST DO [4]

D

PART D · CASE AND COMPETENCY BASED

Case-Based Questions

Read the situation, then answer from it and from the unit. For school tests and to practise applying the unit.

D1. Case-Based · Pre-board pressure [4]

Tanya's pre-boards start in ten days. She sleeps only four hours, skips breakfast, has headaches, snaps at her brother and cannot concentrate for more than ten minutes.

(i) Identify two signs of stress in Tanya. [1]

(ii) Suggest two stress-management techniques for her. [2]

(iii) Which self-management skill will help her plan the ten days? [1]

D2. Competency-Based · Two cricketers [4]

Kabir practises cricket every evening because he loves the game. Dev practises only when the coach promises a trophy for the best player.

(i) Name the type of motivation shown by Kabir and by Dev. [2]

(ii) Who is more likely to keep practising after the tournament? Why? [1]

(iii) Suggest one way Dev can build self-motivation. [1]

E

PART E · ANSWERS IN CBSE MARKING-SCHEME STYLE

Answers

Objective key with a reason, then model answers: numbered value points, key word first, the mark for each point in orange, and the word count under each answer. Any other correct, relevant point also earns the mark.

Objective questions – answer key

Part A

Write the option letter **and** the answer, as the marking scheme does.

Q	Answer	Why (one line)
A1	**(b) Headache and irritability**	Stress shows in body and mood.
A2	**(b) Meditation**	It calms the mind.
A3	**(b) internal**	It comes from within.
A4	**(b) external**	The reward is outside.
A5	**(a) Self-awareness**	Knowing yourself.
A6	**(b) Time-bound**	It has a deadline.
A7	**(c) Skipping sleep to study**	Lack of sleep adds to stress.
A8	**(a) Self-regulation**	Controlling your own actions.
A9	**(a) Both true; R explains A**	R explains A.
A10	**(d) A false, R true**	A is false; R is true.
A11	**external**	Internal is how we see ourselves.
A12	**self-motivation**	It comes from within.
A13	**True**	Balance matters.
A14	**False**	Correct: a break with family refreshes the mind and reduces stress; it is one of the syllabus techniques.

Short answers

Part B · 2 marks

B1. What is stress management? Why is it important? [2]

1. **Meaning:** ways of controlling stress so that we stay healthy and calm. 1
2. **Importance:** better health, focus and performance, and better relationships. 1

21 words · CBSE asks 20–30 words | Marking: 1 + 1 = 2 | 1 + 1 | MUST DO

B2. Name any two techniques of stress management and explain one. [2]

1. **Two techniques:** yoga and meditation. 1
2. **Meditation:** sitting quietly and focusing on the breath calms the mind. 1

16 words · CBSE asks 20–30 words | Marking: 1 + 1 = 2 | 1 + 1

B3. Differentiate between internal and external motivation. [2]

1. **Internal:** comes from within, e.g. the joy of learning. 1
2. **External:** comes from outside rewards or fear, e.g. prizes or marks. 1

20 words · CBSE asks 20–30 words | Marking: 1 + 1 = 2 | 1 + 1 | MUST DO

B4. What is self-awareness? Name its two types. [2]

1. **Meaning:** knowing one's strengths, weaknesses, feelings and values. 1
2. **Types:** internal and external self-awareness. 1

13 words · CBSE asks 20–30 words | Marking: 1 + 1 = 2 | 1 + 1

B5. Give any two reasons why working independently is important. [2]

1. **Confidence:** doing tasks alone builds confidence and decision making. 1
2. **Reliability:** others can trust us; we save their time and meet deadlines. 1

21 words · CBSE asks 20–30 words | Marking: 1 + 1 = 2 | 1 + 1

B6. What is self-regulation? Give one example. [2]

1. **Meaning:** controlling one's own thoughts, feelings and actions to reach goals. 1
2. **Example:** keeping the phone away during study hours. 1

19 words · CBSE asks 20–30 words | Marking: 1 + 1 = 2 | 1 + 1

Long answers

Part C · 4 marks

C1. Explain any four techniques of stress management. [4]

1. **Physical exercise:** walking or sports release tension. 1
2. **Yoga:** asanas and pranayama relax body and mind. 1
3. **Meditation:** quiet focus on the breath brings calm. 1
4. **Holidays and nature walks:** a break and fresh air refresh the mind. 1

35 words · CBSE asks 50–80 words | Marking: 1 + 1 + 1 + 1 = 4 | 1 mark each | MUST DO

C2. Explain any four qualities a person needs to work independently. [4]

1. **Self-discipline:** works without being reminded. 1
2. **Confidence:** trusts own decisions. 1
3. **Planning:** makes a plan and manages time. 1
4. **Responsibility:** owns the result, good or bad. 1

23 words · CBSE asks 50–80 words | Marking: 1 + 1 + 1 + 1 = 4 | 1 mark each

C3. What is a SMART goal? Write one SMART goal for your board exams. **[4]**

1. **Specific and measurable:** clear, with a number to check. 1
2. **Achievable and realistic:** possible with my time and ability. 1
3. **Time-bound:** has a deadline. 1
4. **Goal:** I will solve 10 Maths questions daily, 5 to 6 p.m., till 15 January. 1

37 words · CBSE asks 50–80 words | Marking: 1 + 1 + 1 + 1 = 4 | 1 mark each | MUST DO

Case-based answers

Part D

D1. Case-Based · Pre-board pressure (passage printed in Part D) **[4]**

(i) Identify two signs of stress in Tanya. **[1]**

Headaches and **irritability** (also poor concentration).

(ii) Suggest two stress-management techniques for her. **[2]**

(1) A 30-minute **walk or exercise** daily. (2) Ten minutes of **meditation or pranayama**; also proper sleep and breakfast.

(iii) Which self-management skill will help her plan the ten days? **[1]**

Self-regulation – setting SMART goals and a timetable and sticking to it.

Marking: 1 + 2 + 1 = 4 | 1 + 2 + 1

D2. Competency-Based · Two cricketers (passage printed in Part D) **[4]**

(i) Name the type of motivation shown by Kabir and by Dev. **[2]**

Kabir: **internal** motivation. Dev: **external** motivation.

(ii) Who is more likely to keep practising after the tournament? Why? **[1]**

Kabir – his drive comes from within and does not need a reward.

(iii) Suggest one way Dev can build self-motivation. **[1]**

Set his own small goals (e.g. 50 catches a day) and enjoy each improvement.

Marking: 2 + 1 + 1 = 4 | 2 + 1 + 1