

**CLASS : IX**  
**ACTIVITIES**  
**SUBJECT : INFORMATION TECHNOLOGY (402)**

➤ **The following activities are to be done in the file.**

**Chapter- 1 (Introduction to IT- ITeS Industry) Part-B**

1. Write the names of 10 Indian government websites and also mention the service or information provided by that website to the people.
2. Draw: - Basic Organization of Computer, Classification of Memory, Units of Memory, Use of IT in different areas (Mind Map)

**Chapter – 3 (ICT Skills) Part-A**

3. Name and paste pictures of any four popular Web Browsers.
4. Create your own email account and write the email id on the sheet and describe the parts of an email writing. Mention 4 main folders available in your email box.

**Chapter – 2 (Self-management skills) Part A**

5. List your strengths and weaknesses. Mention an action plan for any one weakness you want to improve.
6. Read the following paragraph.  
“Manish got admission to a new school. His clothes were not clean, shoes were not polished and laces were not tied. He did not smile at anyone and looked sad. He did not look confident.  
Write in your sheet, what are the qualities of self-management that you think are missing in Manish?”
7. Draw an outline of your right hand and label each finger with different factors that influence you in managing yourself.
8. Each student has to complete two worksheets (given on pages 63 - 66), each containing a list of statements. First worksheet is for interests and the second is for abilities. Each student has to be real and honest when marking the statements in the two worksheets if he/she is not real and honest, they will get incorrect results about their own interests and abilities. (Roll Nos. 1-10 Group-1 worksheets) , (Roll Nos. 11-20 Group-2 worksheets), (Roll Nos. 21-30 Group-3 worksheets), (Roll Nos. 31-40 Group-4 worksheets)
9. Make a list of feel-good sentences that you will say to yourself every day when you wake up in the morning and before you go to bed. For example, you can think of
  - (a) something that you are really proud of,
  - (b) a compliment you have received from someone that day or the previous day,
  - (c) a learning that you had after reflecting upon your failure.

10. Answer the statements with a 'Yes' or a 'No'. If your answer is 'Yes', you are already following personal hygiene standards. If your answer is 'No', then you have to start following the personal hygiene standard immediately.

Statements	Yes/No	My plan for improvement
I wash my hands with soap every time I use the toilet.		
I do not bite my nails. They are always clean and clipped.		
I cover my mouth every time I cough or sneeze in public places.		
I regularly take bath to avoid body odour.		
I do not have dandruff or dirt in my hair.		
I never wear dirty clothes.		
My feet are smooth and not dry.		
My hair is clean, non-greasy/not oily and it smells fresh all the time.		

11. Answer the statements with a 'Yes' or a 'No'. If your answer is 'Yes', you are already following the desired norms of grooming. If your answer is 'No', then you have to start working on the various aspects of personal grooming. Write your plan to improve for the 'No' answers in space provided.

Statements	Yes/No	My plan for improvement
Wear clothes that fit you		
Make sure your clothes are neat and ironed		
Hair is clean and always combed		
Teeth are always clean and brushed every day		
Wear shoes that are clean and polished		

**Chapter – 1 (Communication skills) Part A**

12. Re-arrange the words to form questions.

a) she/like/sing?/Does/to

- b) waiting/What/are/you/for?
- c) play/like/football?/Do/you/to
- d) fighting?/they/are/Why

13. Frame 5 questions for each category - open-ended and close-ended questions.

**(Hint :** Questions that can be answered with a “yes” or a “no” are called **close-ended question**. For example, when we ask “Do you have a TV at home?”, the answer could be either “Yes” or “No”.

Sometimes, when we ask a question, we expect an answer with more details. For example when we ask “What do you like to watch on TV?”, the answer could be “I like to watch movies on TV.” These are called **open-ended questions** because their answer options are not limited or closed.)