



☆ केन्द्रीय विद्यालय ☆

Kendriya Vidyalaya No. 2 Udhampur

An Autonomous Body under Ministry of Education, Govt. of India

☀️ Summer Break Homework

📅 Class X — Session 2025-26

📅 40 Days Plan

"Learning never stops — even under the summer sun"



Student Information

Fill in all details before starting the homework

STUDENT'S NAME

ROLL NUMBER

SECTION

SUBJECT TEACHER

CLASS TEACHER

DATE OF SUBMISSION

★ **Important Instructions:** Complete all tasks in a dedicated notebook / file. Write the date and day number on each task. The project must be submitted in a proper folder. Neat and clean handwriting is expected throughout.



40-Day Homework Map

Two chapters + one project spread across six weeks



Communication Skills

Days 1 - 14 · Week 1 & 2



Self Management Skills

Days 15 - 28 · Week 3 & 4



Project Work

Days 29 - 40 · Week 5 & 6



Chapter 1: Communication Skills

Days 1-14 | Employability Skills — Class X

WEEK 01

Foundations of Communication

Days 1-7



Day 1

Define communication. Draw a labelled diagram of the Communication Cycle (Sender → Message → Channel → Receiver → Feedback). Write 5 real-life examples.



Day 2

List and explain the 7 C's of Communication with one example each. Create a colourful

- ☐ **Day 2** List and explain the 7 C's of Communication with one example each. Create a colourful chart in your notebook.
- ☐ **Day 3** Differentiate Verbal vs Non-Verbal communication. Write a paragraph (100 words) on how body language affects interviews.
- ☐ **Day 4** Write any one formal letter — Application for school leaving certificate OR complaint to municipal officer (follow standard format with all parts labelled).
- ☐ **Day 5** Read any newspaper article and write a 150-word summary in your own words. Paste the article beside the summary.
- ☐ **Day 6** Barriers to Communication: Write definitions and examples of at least 5 barriers (physical, language, psychological, cultural, noise). Suggest one solution for each.
- ☐ **Day 7** Practice Activity: Have a 5-minute conversation with a family member on any topic. Write a reflection (What did you say? What could be improved?).

WEEK 02

Advanced Communication & Skills

Days 8-14

- ☐ **Day 8** Write a professional email to your principal requesting 2 days leave for a family function. Use proper subject line, salutation, body, and closing.
- ☐ **Day 9** Listening Skills: Watch any 10-minute educational video (YouTube). Write 10 key points and 5 new words you heard with their meanings.
- ☐ **Day 10** Prepare a speech (200 words) on any one topic: "Importance of Communication in Daily Life" OR "The Role of Social Media in Communication".
- ☐ **Day 11** Group Discussion Guide: What is a GD? Write 10 do's and 10 don'ts for participating in a group discussion effectively.
- ☐ **Day 12** Write a notice for your school notice board announcing an Inter-Class Debate Competition. Include all required parts.
- ☐ **Day 13** Interview Skills: Prepare a list of 10 most common HR interview questions and write ideal answers for at least 5 of them.
- ☐ **Day 14** Chapter Revision: Create a Mind Map covering all key topics of Communication Skills — Types, Barriers, 7 C's, Formal vs Informal, Written vs Oral.



Chapter 2: Self Management Skills

Days 15-28 | Employability Skills — Class X

WEEK 03

Know Yourself, Manage Yourself

Days 15-28

- ☐ **Day 15** What is Self Management? Write definition, importance, and list 8 qualities of a self-managed person. Give examples from the life of any great personality.
- ☐ **Day 16** SWOT Analysis of Yourself: Create a personal SWOT chart (Strengths, Weaknesses, Opportunities, Threats). Write at least 5 points under each head honestly.
- ☐ **Day 17** Time Management: What is time management? Write the Eisenhower Matrix (Urgent/Important grid). Plan a daily timetable for your summer holidays using this method.
- ☐ **Day 18** Stress Management: What causes stress in students? Write 10 effective techniques to manage stress (deep breathing, exercise, journaling, etc.). Which 3 will you practice?
- ☐ **Day 19** Goal Setting — SMART Goals: Explain S.M.A.R.T. framework. Set 3 personal goals for the next 6 months using this framework and write action steps.
- ☐ **Day 20** Positive Thinking & Growth Mindset: Difference between Fixed Mindset and Growth Mindset. Write 5 affirmations you will repeat daily. Read a motivational story and write its moral.

- ☐ **Day 21** Emotional Intelligence (EI): What is EI? Write the 5 components by Daniel Goleman. How does EI help in managing relationships and stress?
- ☐ **Day 22** Habits and Discipline: Difference between a good habit and a bad habit. List 7 good habits of highly effective students. Create a 7-day habit tracker in your notebook.
- ☐ **Day 23** Decision Making: What is decision making? Write the 5-step decision making process. Describe a situation where you had to make a difficult decision and what you chose.
- ☐ **Day 24** Anger and Conflict Management: What is conflict? Write 5 healthy ways to manage anger. Role-play scenario: How would you handle a disagreement with a classmate?
- ☐ **Day 25** Self-Motivation: What is intrinsic vs extrinsic motivation? Write about a person (real or fictional) who motivated themselves to achieve great things.
- ☐ **Day 26** Digital Well-being: How does excessive screen time affect self-management? Write a personal digital detox plan for one week.
- ☐ **Day 27** Leadership & Teamwork: What qualities make a good leader? How is self-management connected to leadership? Write about a leader you admire and why.
- ☐ **Day 28** Chapter Revision: Write a 250-word reflective essay — "How Will I Manage Myself Better in Class 10?" Include time, stress, goals, habits, and social media use. Also create a mind map of all topics covered.



Project Work

Days 29–40 | Submit in a proper file/folder

Project Title (Choose Any ONE)

Individual project — minimum 10 pages — to be submitted on the first day back at school

Option A: "My Communication Journey" — Analyse your own communication style using real experiences from school, home, and social settings. Include a before/after improvement plan using all 7 C's. Attach sample letters, emails, or speech scripts you wrote.

Option B: "My Self Management Blueprint" — A personal development portfolio with your SWOT analysis, SMART goals, daily timetable, stress management diary, habit tracker, and growth mindset journal entries for at least 20 days.

Option C: "Effective Communication & Self Management — A Student's Guide" — Create a comprehensive illustrated guide combining both chapters. Include real examples, do's & don'ts, tips, case studies, and your own reflections.

Day-by-Day Project Plan (Days 29–40)

- 29 Choose your topic & Plan** — Finalize which option you choose. Create a project outline with headings, subheadings, and content plan. Prepare the cover page and index.
- 30 Research & Content Collection** — Gather information from books, newspapers, internet. Write the introduction and first 3 main sections. Collect images, data, charts if needed.
- 31 Write Section 1 & 2** — Develop the first two main sections in detail with proper headings, examples, and diagrams.
- 32 Write Section 3 & 4** — Continue with the next sections. Include facts, real-life connections, and relevant illustrations.
- 33 Write Section 5 & 6** — Complete the remaining content sections. Minimum 6–8 pages of written/printed content total.
- 34 Add Visuals & Data** — Draw or paste at least 3 diagrams, charts, or photographs relevant to your topic. Label each one clearly.
- 35 Conclusion & Bibliography** — Write a conclusion (150 words). Add bibliography listing all sources used. Write the acknowledgement page.
- 36 Decorate & Arrange** — Decorate cover page. Arrange all pages in order. Number the pages and fill in the index.
- 37 Peer Review** — Ask a family member or friend to read your project. Note their feedback. Make any

-  **Final Corrections** — Correct all errors noted in peer review. Re-read the entire project once more carefully.
-  **Self Assessment** — Fill in the self-assessment checklist below. Write a 50-word self-reflection on what you learned from doing this project.
-  **Final Packaging** — Get parent's signature. Place inside a proper plastic folder / binding. Pack neatly and keep ready for submission on Day 1 back at school.

Project Submission Checklist

- ☐ Cover Page (Name, Class, Section, Roll No., School Name, Date)
- ☐ Index / Table of Contents (page numbers filled in)
- ☐ Introduction (150–200 words)
- ☐ Main Body — minimum 6 sections with headings
- ☐ Diagrams / Charts / Photographs (at least 3)
- ☐ Conclusion (100–150 words)
- ☐ Bibliography (minimum 3 sources)
- ☐ Acknowledgement page
- ☐ Parent Signature on the last page
- ☐ Submitted in a proper plastic folder / binding



Evaluation Criteria

How your homework will be assessed by the teacher

Component	Marks	Key Points
Communication Skills Tasks (Days 1–14)	25	Completeness, format, content quality
Self Management Tasks (Days 15–28)	25	Reflection quality, honesty, application
Project Work (Days 29–40)	30	Presentation, depth, originality, neatness
Regularity & Neatness of Notebook	12	Date written, organised, clean handwriting
Timely Submission	8	Submitted on the first day back at school
TOTAL	100	



Smart Study Tips

Make the most of your summer break



Plan Your Day

Dedicate 1–1.5 hours every morning for homework. Consistency beats cramming.



Use One Notebook

Keep both chapters in a single, neat, dated notebook for easy evaluation.



Read Daily

Read a newspaper for 15 minutes. It will sharpen your Communication and Self Management awareness.



Research Wisely

Use NCERT, DIKSHA app, and reliable websites. Always write in your own words.



Make it Visual

Diagrams, mind maps, and charts earn extra marks and help you remember better.



Ask for Help

Discuss difficult topics with parents, siblings, or friends. Learning together is powerful.

Student & Parent Declaration

I hereby declare that the summer homework submitted by me is my own original work. I have not copied from any other student. All research material has been properly referenced. My parent/guardian is aware of this homework and has supported me in completing it.

Student's Signature

Parent's / Guardian's Signature

Teacher's Signature & Remarks