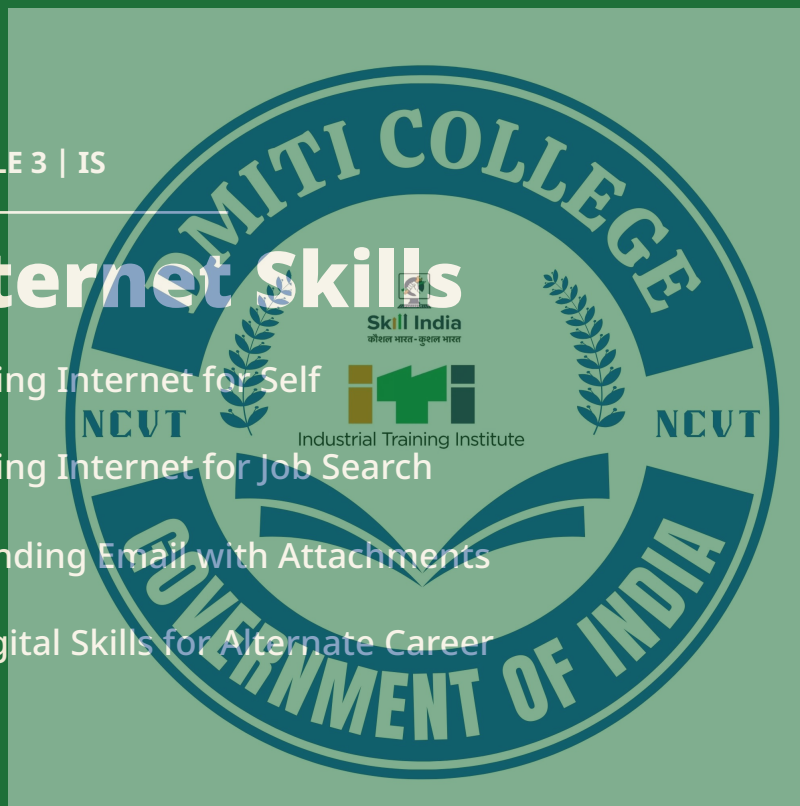


MODULE 3 | IS

Internet Skills

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3.1 Using Internet for Self

In this lesson you will learn:

1. How to use the internet to search, sort and present information on a given topic
2. How to think about what you learned by yourself

Let's learn how to use the internet to find, sort & present information on a given topic



Story Time

Meet Anil, a young mechanic apprentice.

One day, his supervisor asked him about a specific tool. Anil wasn't sure, but he quickly used Google. Using a few keywords, he found the information. But there was so much information! So, Anil selected the most important points and then shared them with his supervisor in a clear way. His supervisor was happy and impressed.



Activity Time

Imagine you're Anil.

1. Think of a tool or task you don't know about in your job. Discuss with a friend how you'd search for it on Google.
2. Once you have your search results, how would you pick the best information?
3. How would you share this with someone, like Anil did with his supervisor?





Discovery Time

Using Google

Think of Google as an internet book.

Example: Just like you'd look up an index in a book, type in Google to find what you need.

Type words to find answers.

Example: Enter "how to fix a bike tire" or "bike tire repair steps".

Remember: Not all websites have correct information.

Example: A blog might have personal opinions while a bike shop's website might have expert advice.

Sorting information

Read Carefully: Go through the information.

Example: One website might say you need a patch kit, while another might say you need glue. Which one sounds right?

Highlight or Note: Mark the important parts or write them down.

Example: Note down "remove the tire, clean the area, apply the patch".

Group Similar Ideas: Put related points together.

Example: Group all steps related to "removing the tire" together.

Presenting information

Start Simple: Begin with a main idea or summary.

Example: "Fixing a bike tire is about finding the hole, patching it, and putting the tire back."

Use Examples: Real-life examples help.

Example: "Remember how Raj fixed his tire last week? Just like that."

Be Clear: Use simple words and maybe pictures.

Example: Use a diagram of a tire and mark where you might patch it.

Practice: Before telling others, go over the information.

Example: Explain to your friend first. If they get it, you're ready to tell more people

Try searching for a common problem in your trade related job on Google. Pick the best answers and make a short list. Think of how you would share this with your friends or colleagues.





Thinking Time

Select the right answer

1. Why use the right words in Google?

- A It gives faster but unrelated answers
- B It helps find correct answers
- C It changes the color of the search page
- D It makes the screen brighter

2. Why sort information?

- A To choose the best information
- B To make our notebook look nice
- C To use all the paper we have
- D To spend more time on the computer

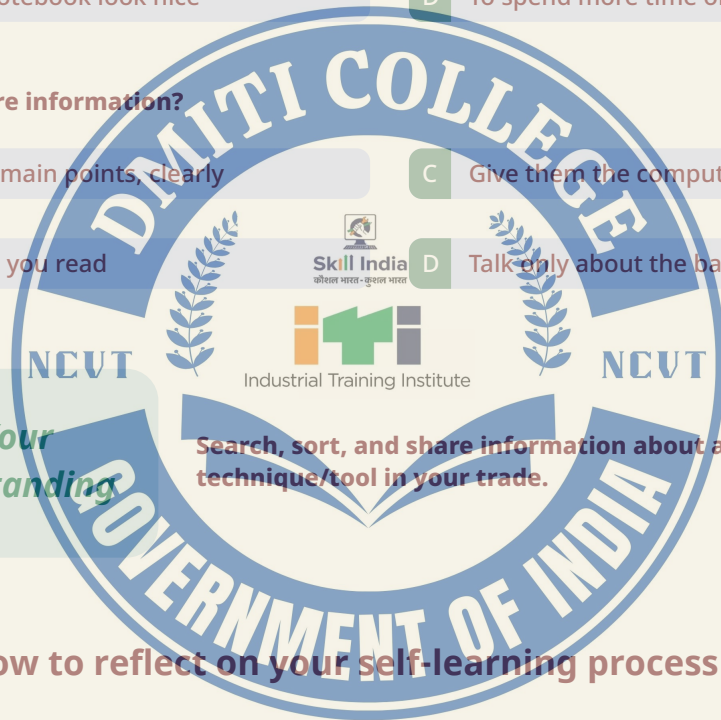
3. How to best share information?

- A Show only the main points, clearly
- B Tell everything you read
- C Give them the computer to read
- D Talk only about the bad websites



Check Your Understanding

Search, sort, and share information about a new technique/tool in your trade.



Let's learn how to reflect on your self-learning process



Story Time

Priya, another apprentice, saw Anil writing in a book after his successful presentation to the supervisor.

She asked, "What are you doing?" Anil said, "This is my Learning Book. I write what I learn and what I want to get better at." Priya realized that maybe she should start reflecting on her learning too.





Activity Time

If you had a Learning Book like Anil, what would you write in it today? Share with a friend. How would you keep track of things you want to get better at?



Discovery Time



Thinking About Learning

After you learn something, think about it. This helps you remember.

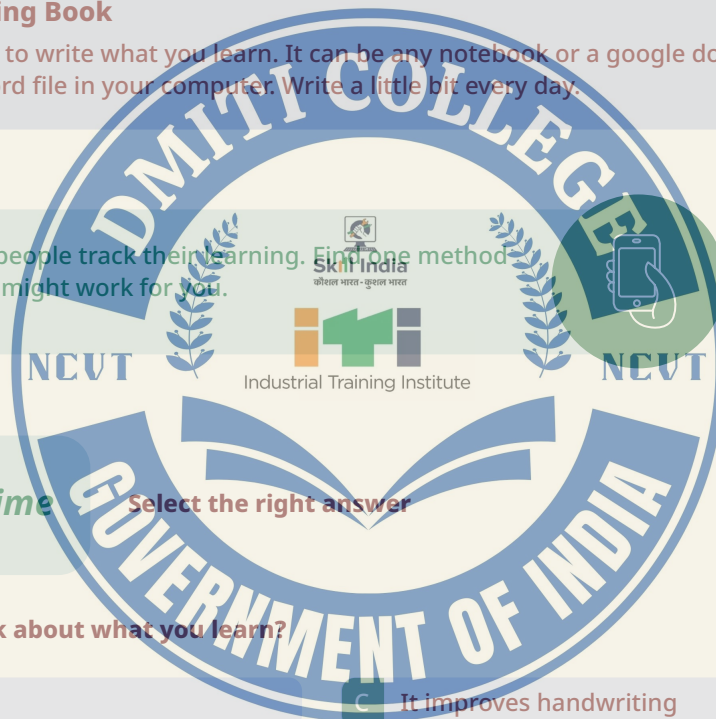
Ask: "What did I learn? Was it easy or hard? How can I do better?"



Learning Book

A place to write what you learn. It can be any notebook or a google doc file or a word file in your computer. Write a little bit every day.

Look online for ways people track their learning. Find one method or tool that you think might work for you.



Thinking Time

Select the right answer

1. Why is it good to think about what you learn?

A It's a good pastime

C It improves handwriting

B It helps remember and understand better

D To show friends

2. What can a Learning Book help with?

A Seeing how much you've learned

C Making drawings

B Filling up empty pages

D Using as a pillow



Check Your Understanding

Write about a skill you learned recently. How did you learn it? How can you get better?

From the year 2000 to 2023, the usage of the internet increased by **1355%**.

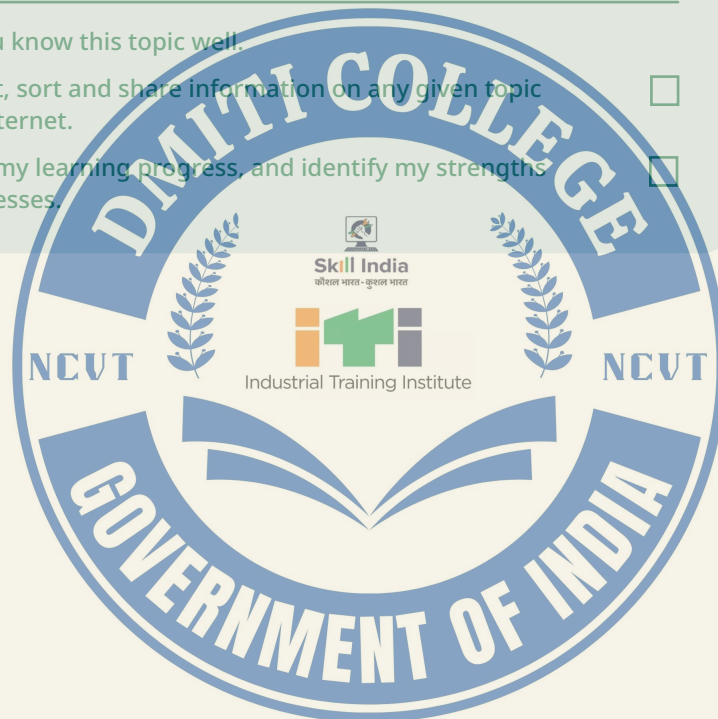
Did You Know

What I learnt today:

(10 mins)

Put a ✓ if you know this topic well.

1. I can collect, sort and share information on any given topic from the internet.
2. I can track my learning progress, and identify my strengths and weaknesses.



3.2 Using Internet for Job Search

In this lesson you will learn:

1. How to use the internet to explore job portals to identify and apply for jobs

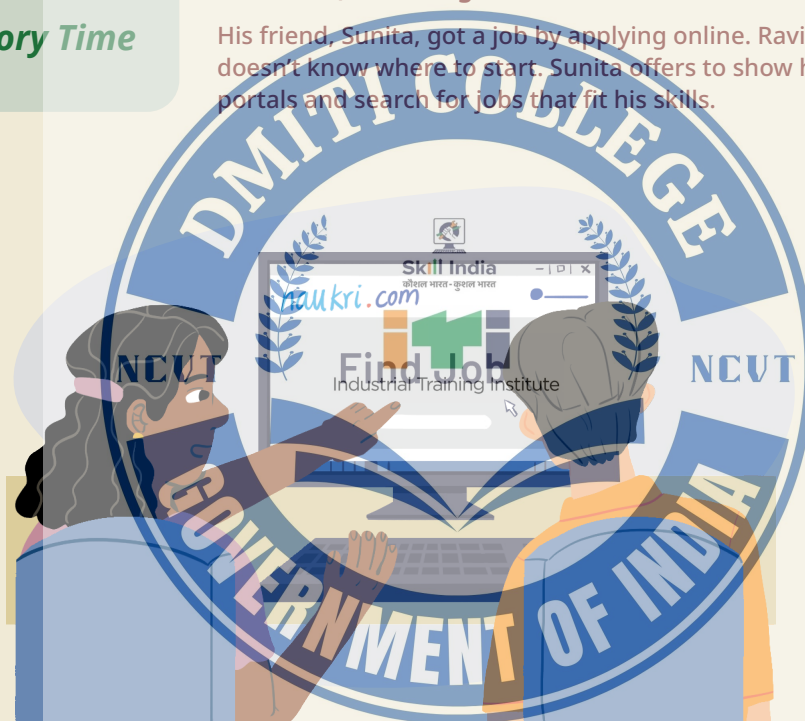
Let's learn about using internet to explore job portals



Story Time

Meet Ravi, a recent graduate from an industrial training institute.

His friend, Sunita, got a job by applying online. Ravi is curious but doesn't know where to start. Sunita offers to show him how to find job portals and search for jobs that fit his skills.



Activity Time

Imagine you're Ravi.

1. What type of job are you looking for? Discuss with a friend.
2. Think of words or terms you'd use to search for this job on the internet.



Discovery Time

1. What is a Job Portal?

A job portal is a website where companies post jobs, and people can search and apply for these jobs. Some famous job portals in India are:

- Naukri.com
- Freshersworld.com
- ncs.gov.in
- Indeed.co.in
- TimesJobs.com
- LinkedIn.com
- Shine.com
- Apna.co

2. Searching on a Job Portals

To find a job, type in the job you're looking for in the 'search' box.

Example: If you trained as a plumber, you might type "Plumber jobs" or "Plumbing positions".

You can also add the city or area you want to work in.

Example: If you want to work in Mumbai, you can type "Plumber jobs in Mumbai".

Look at the list of jobs. Click on the ones you like to see more details.

Example: You see a job that says "Plumber needed for a large housing complex". Click on it to see what they need - maybe they want someone with experience or special tools.

Check if you have the skills they want.

Example: The job might say "Needs to know pipe repair and leak fixing". Think about your training and if you learned those skills.

1. Go online and visit each of the job portals listed above.
2. On each portal, search for a job related to your training or skills.
3. Make a list of five jobs that interest you across these portals.
4. For each job:
 - Note down the company name.
 - List the skills or qualifications they require.
 - Write down any skills you think you need to learn or improve to be a better fit for the job.





Thinking Time

1. What is the main purpose of a job portal?

- A To play online games
- B For companies to post jobs and for people to find and apply for these jobs
- C To buy and sell products
- D To read the news

2. Which of these is NOT a job portal in India?

- A Amazon.in
- B Naukri.com
- C Shine.com
- D TimesJobs.com

3. If you are trained as an electrician and want a job in Delhi, what should you type in the search box of a job portal?

- A "Electrician movies"
- B "Electrician jobs in Delhi"
- C "Electrician songs"
- D "Delhi tour"

4. After finding a job post that interests you, what should you do next?

- A Ignore it
- B Print it
- C Click on it to see more details
- D Delete it

5. Before applying for a job, what should you check?

- A The color of the website
- B If the company sells ice creams
- C If you have the skills and experience they are looking for
- D The website's background music



Check Your Understanding

Write a few sentences about how you would search for a job online. What steps would you take on a job portal? Include details like which portal you'd use, the type of job, and how you'd make sure you're a good fit for the job.

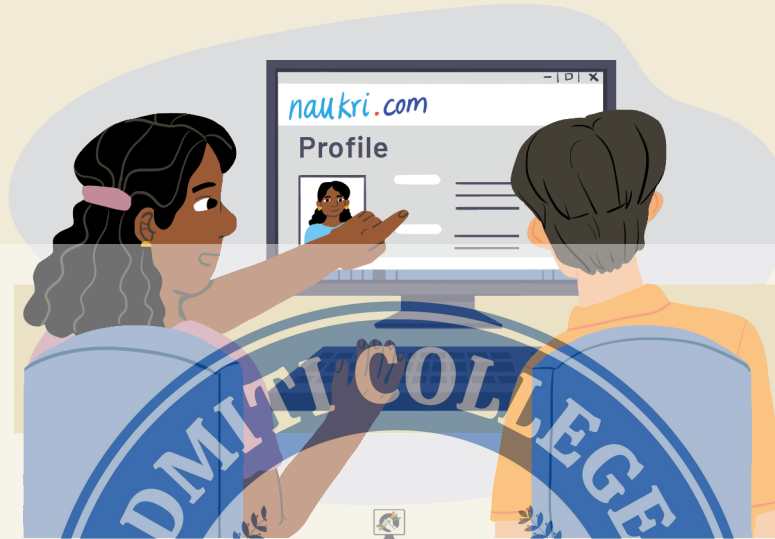
Let's learn about applying for jobs on portals



Story Time

Ravi found a few jobs that he liked. But now, he's unsure about the next steps.

Sunita guides him on how to create a profile and apply for the job, making sure he understands the importance of giving correct information.



Activity Time

1. Think about what details you might need to apply for a job online. Discuss with a friend.
2. If you had to write a short message or 'cover letter' to a company, what would you write?



Discovery Time

1. Creating a profile

- **Most job portals ask you to create a profile.**

Example: Imagine Raj, who trained as a welder. When he goes to a job portal, he signs up and fills in his name as "Raj Kumar", his phone number, and writes that he completed a welding course at "XYZ Institute".

- **Always be truthful.**

Example: Raj has worked on two small welding projects. He doesn't exaggerate and say he did ten. He simply mentions the two projects he actually worked on.

2. Applying for a job

- **Once your profile is ready, you can apply.**

Example: Raj sees a job post that says “Welder needed for construction company”. There’s a big button below the post that says ‘Apply Now’. He clicks it.

- **You might also need to send a message or ‘cover letter’.**

Example: A box pops up asking Raj to send a message to the company. Raj writes, “Hello, I’m Raj Kumar. I trained as a welder at XYZ Institute and have worked on two projects. I’m hardworking and eager to join your team.”

Try creating a mock profile on one of the job portals listed above.
Write a short ‘cover letter’ for one of the jobs you noted down earlier.



Thinking Time

1. Why do most job portals ask you to create a profile?

- A To play online games
- B To get your contact and work details
- C To sell you products
- D To send you music

2. What should you always remember when creating your profile on a job portal?

- A To exaggerate your skills
- B To use a fake name
- C To always be truthful
- D To skip most sections

3. When your profile is ready and you see a job you like, what should you do next?

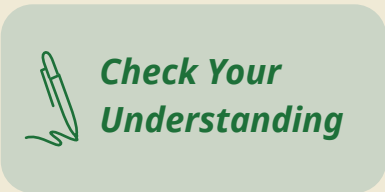
- A Ignore it
- B Comment on it
- C Click the ‘Apply’ button or similar option
- D Delete your profile

4. What is a ‘cover letter’ on a job portal?

- A A song you sing for the employer
- B A gift you send to the company
- C A short note about yourself and why you want the job
- D A picture of your family

5. If Sita is applying for a job as a chef and she trained at the “ABC Culinary School”, what might she mention in her profile or cover letter?

- A Her love for music
- B Her training at “ABC Culinary School”
- C Her experience in mountain climbing
- D Her pet’s name



Imagine you’re applying for a job you really want. Write a short ‘cover letter’ explaining who you are, what you’ve learned, and why you’re a good fit for the job.

77% of recruiters depend on LinkedIn to find potential employees.

Did You Know

What I learnt today (10 mins)

Put a ✓ if you know this topic well.

1. I can explore key job portals, identify and apply for potential jobs.



3.3 Sending Email with Attachments

In this lesson you will learn:

1. How to apply for jobs by attaching relevant documents via email

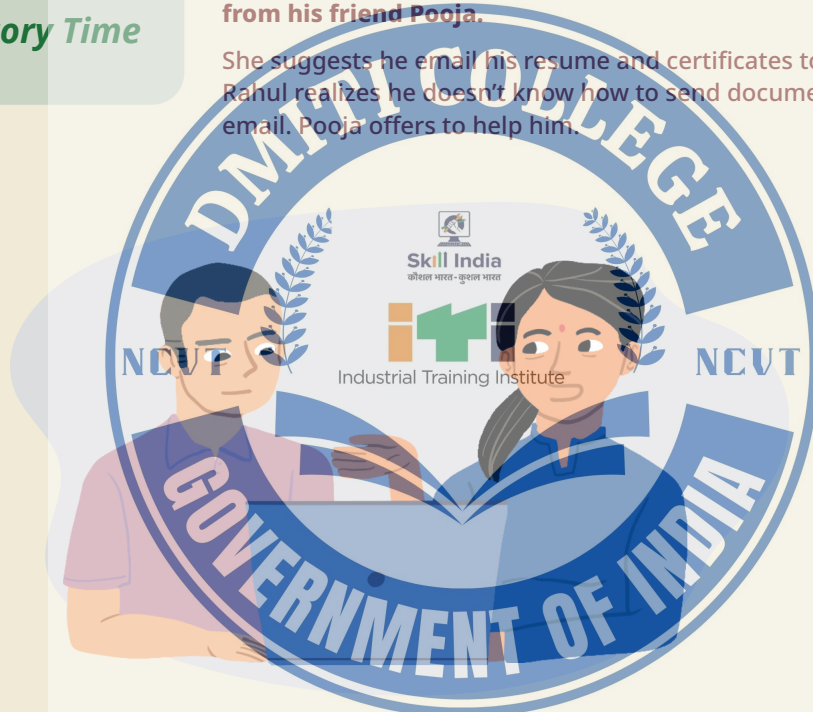
Let's learn about sending email with attachments



Story Time

Rahul, a freshly trained electrician, hears about a job opening from his friend Pooja.

She suggests he email his resume and certificates to the company. Rahul realizes he doesn't know how to send documents through email. Pooja offers to help him.



Activity Time

1. **Imagine you're Rahul.** List down the documents you think the company might want to see.
2. **Discuss with a friend:** How would you make sure these documents are ready and look professional?



Discovery Time

1. Documents Needed:

1. **Resume:** A paper that tells about your skills, training, and past jobs.
2. **Certificates:** Papers that show your training or any courses you did.
3. **ID Proof:** Like Aadhar card or Voter ID.

2. Making Documents Ready:

1. **Scan:** If your document is a paper, you need to scan it to make a digital copy.
2. **Save:** Save the scanned documents in a place on your computer or phone where you can find them easily.
3. **Format:** It's good to save documents as PDFs because most companies can open and read them easily.

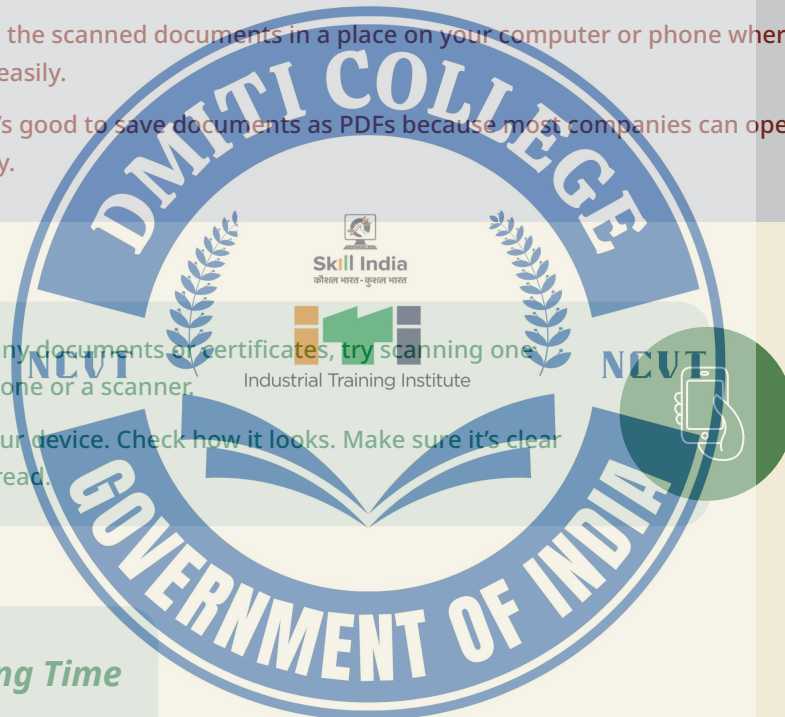
1. If you have any documents or certificates, try scanning one with your phone or a scanner.
2. Save it on your device. Check how it looks. Make sure it's clear and easy to read.



Thinking Time

1. Why is a resume important when applying for a job?

- | | |
|--|--------------------------------------|
| A To show your drawing skills | C To talk about your favorite movies |
| B To tell the company about your skills and experience | D To show how many friends you have |



2. In what format is it best to save your documents when sending to companies?

A As a movie

C As a PDF

B As a song

D As a game



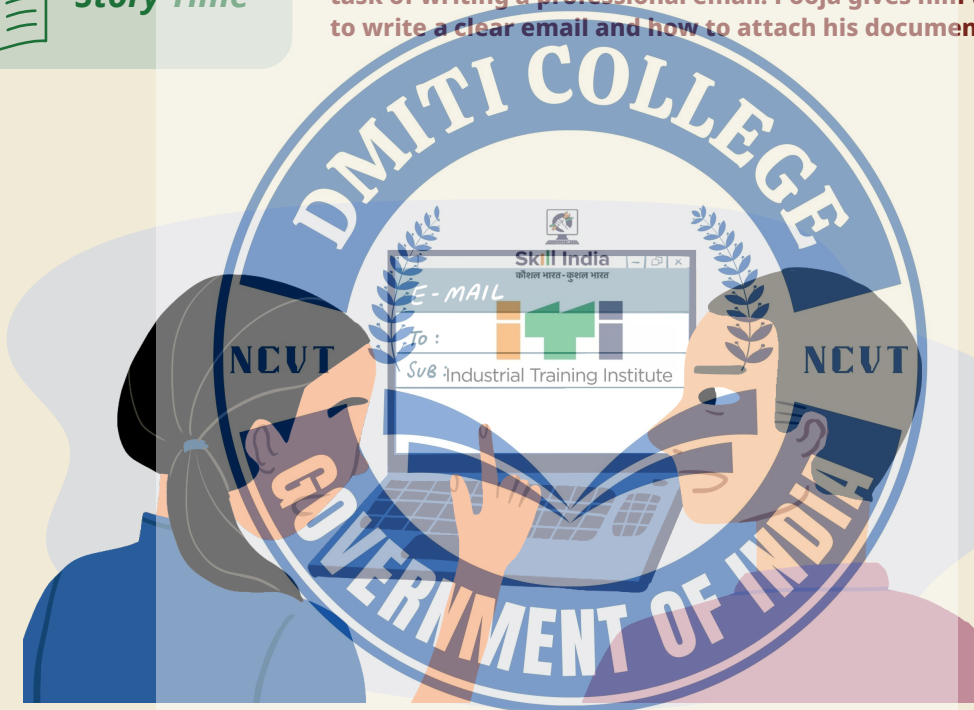
Check Your Understanding

Tell your friend about how you would prepare your documents before sending them to a company. What steps would you take to make sure they look professional and are easy to send?



Story Time

After getting his documents ready, Rahul is now faced with the task of writing a professional email. Pooja gives him tips on how to write a clear email and how to attach his documents.



Activity Time

If you were Rahul, how would you start your email to the company?



Discovery Time

1. Writing a professional email

1. Subject	Always have a clear subject. Example: "Application for Electrician Position - Rahul Sharma".
2. Greeting	Start with a simple "Hello" or "Dear [Company Name/Person's Name]".
3. Body	Introduce yourself. Say what job you're applying for. Tell them you have attached your documents.
4. Closing	End with "Thank you" or "Regards" and then your name.

2. Attaching documents

On most email apps, there's a clip or paper icon. Clicking this lets you attach documents.

Choose your documents from where you saved them. Make sure you attach all needed documents.



Search for sample professional emails for your jobs in your trade. Look at the words and phrases they use. Note down some simple ones that you can use.



Thinking Time

1. Why is the email subject important?

- A To sing a song
- B To play a game
- C To tell the company what the email is about
- D To show photos

2. How do you attach documents to an email?

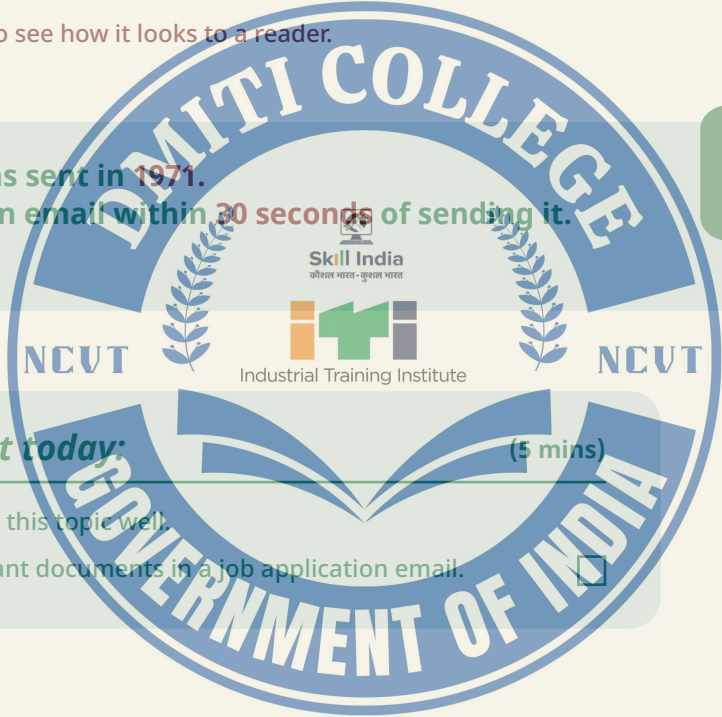
- A Draw them on the screen
- B Sing about them
- C Click on a clip or paper icon and choose the documents
- D Talk about them in the email

Check Your Understanding

1. Try writing a mock email on your device. Use an imaginary company and job related to your trade.
2. Practise attaching a document (it can be any file or photo for practice) to your email.
3. Send it to your friend to see how it looks to a reader.

The first email was sent in 1971. You can unsend an email within 30 seconds of sending it.

Did You Know



What I learnt today: (5 mins)

Put a ✓ if you know this topic well.

1. I can attach relevant documents in a job application email.

3.4 Digital Skills for Alternate Career

In this lesson you will learn:

1. About websites like Instagram, WhatsApp, Facebook, and LinkedIn
2. How these websites are not just for fun
3. How these websites can help you find jobs

Let's learn how to use social media tools to build a career



Story Time

Raj is a talented carpenter.

Aisha tells him, "Raj, show your work on Instagram, YouTube, and use WhatsApp for Business to talk to customers. It'll help your career!"



Activity Time

1. **Talk with a friend:** Who do you know who got a job or business through social media? What do they do?
2. **Think:** How can Instagram, YouTube, and WhatsApp help in jobs?



Discovery Time

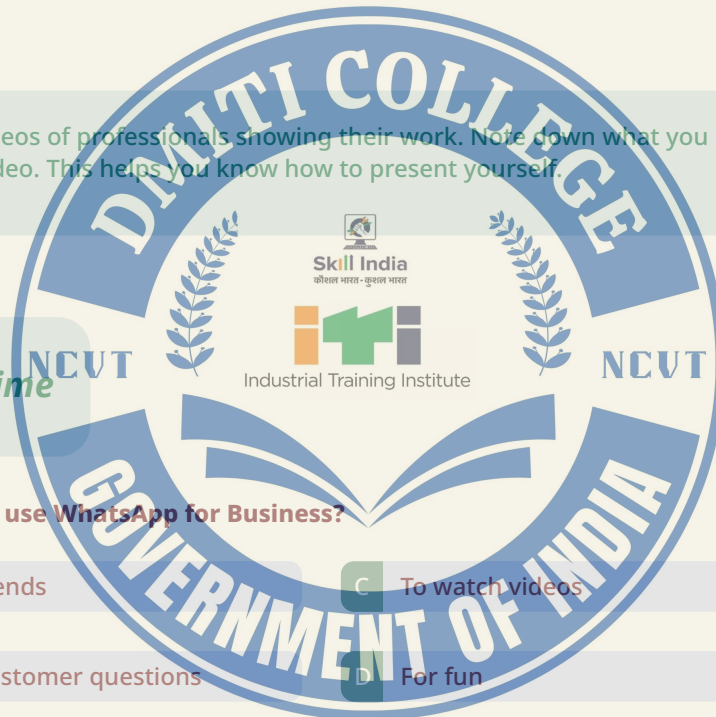
Jobs through social media: why it works

1. Show Your Skills	Post photos/videos of your work on Instagram and YouTube. Why? People see your talent.
2. Network	Connect with professionals on LinkedIn. Why? They might offer jobs or connect you with others who can offer you jobs.
3. Customer Queries	Use WhatsApp for Business to talk to customers. Why? Direct, fast communication builds trust.

Look at 3 YouTube videos of professionals showing their work. Note down what you like about the best video. This helps you know how to present yourself.



Thinking Time



1. Why might a business use WhatsApp for Business?

- A For chatting with friends
- B To quickly answer customer questions
- C To watch videos
- D For fun

2. How can showing your work on YouTube help?

- A Gets more likes
- B People can see and appreciate your skills
- C To chat with friends
- D Just for fun



Check Your Understanding

You are good at fixing machines. How would you use Instagram, YouTube, and WhatsApp for Business to grow your work?

Let's learn about tips to shine on social media



Story Time

Raj starts making short YouTube videos of his carpentry projects and shares photos on Instagram. He uses WhatsApp for Business for orders. Many start noticing his work!



Activity Time

1. In groups, discuss: What should you do to look good on YouTube, Instagram, or WhatsApp for Business?
2. Share with everyone.



Discovery Time

Tips to stand out and why they are important

1. YouTube

- **Use Clear Videos:** Show your work step-by-step.
Why? People understand better.
- **Engage:** Reply to comments.
Why? Viewers feel connected.

2. Instagram

- **Good Photos:** Use bright light, show details.
Why? People see your skill clearly.
- **Use Stories:** Share daily updates.
Why? Keeps followers engaged.

3. Whatsapp for Business

- **Quick Replies:** Set up auto-responses.
Why? Customers don't have to wait long.
- **Professional Photo:** Use a clear photo of your work or logo.
Why? It makes you look serious and trustworthy.

On WhatsApp for Business, set up a quick reply for a common question. Share the question and your reply. This prepares you for common customer interactions.



Thinking Time

1. Why should you reply to comments on YouTube?

A To get more videos

C To use the internet

B So viewers feel connected

D To get more friends

2. On Instagram, why use good photos?

A To fill up the phone

C To use filters

B So people see your work clearly

D For fun

More than **320 crore** photos and **720,000 hours** of video are shared per day across all social media platforms.

Did You Know

What I learnt today:

(5 mins)

Write:

1. Three things you learned.
2. Any questions you have.
3. One website you want to learn more about.

