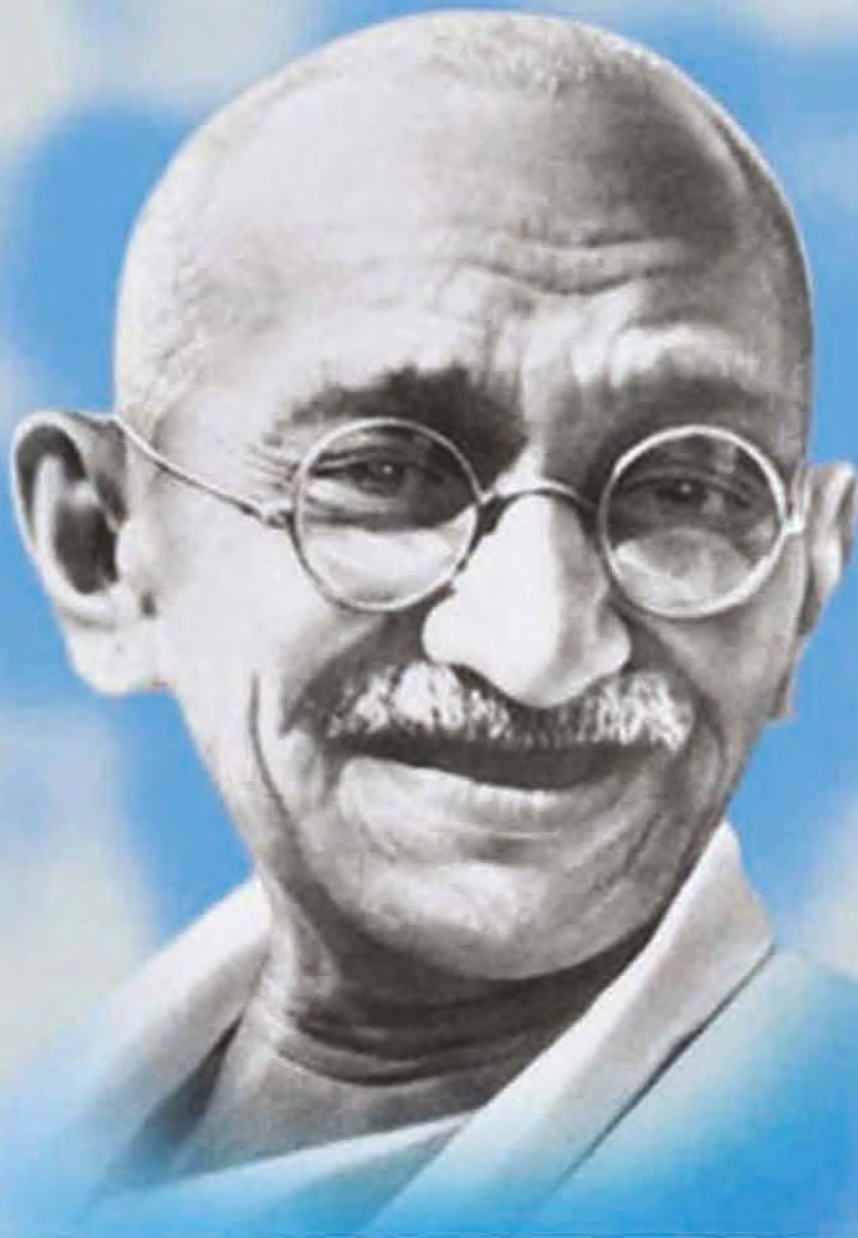


# BSS LIFE SKILLS BOOK



✦ Mahathma Gandhiji (1869 - 1948) ✦

## TRUE & PURE

**BHARAT SEVAK SAMAJ**

NATIONAL DEVELOPMENT AGENCY  
ESTABLISHED IN 1952, BY PLANNING COMMISSION  
GOVT. OF INDIA





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## **HAND WASHING**

### **When should you wash your hands?**

1. Before, during, and after preparing food
2. Before eating food
3. Before and after caring for someone who is sick
4. Before and after treating a cut or wound
5. After using the toilet
6. After changing diapers or cleaning up a child who has used the toilet
7. After blowing your nose, coughing, or sneezing
8. After touching an animal, animal feed, or animal waste
9. After handling pet food or pet treats
10. After touching garbage

### **How should you wash your hands?**

1. Wet your hands with clean, running water (warm or cold), turn off the tap, and apply soap.
2. Lather your hands by rubbing them together with the soap. Be sure to lather the backs of your hands, between your fingers, and under your nails.
3. Scrub your hands for at least 20 seconds. Need a timer? Hum the "Happy Birthday" song from beginning to end twice.
4. Rinse your hands well under clean, running water.
5. Dry your hands using a clean towel or air dry them.

## **DRINKING MORE WATER**

1. Drinking Water Helps Maintain the Balance of Body Fluids.
2. Water Can Help Control Calories.
3. Water Helps Energize Muscles.
4. Water Helps Keep Skin Looking Good.
5. Water Helps Your Kidneys.
6. Water Helps Maintain Normal Bowel Function.
7. Keep the Digestive System Normal.
8. Helps in Weight Loss.
9. Increases Energy & Relieves Fatigue.
10. Improves Skin Complexion.



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## **HOME CLEANING**

1. Reduces allergies: A clean environment ensures to keep the micro bacteria away to keep you & your family safe from Allergies
2. Reduces stress: A Clean Home allows itself to breathe in Fresh Air. It almost seems like everything is in order thereby reducing stress of unnecessary things.
3. Improves mental state: A clutter free house helps to think freely and will relieve you out of a confused state. It strengthens mental power by providing a clarity on goals and turns a clear focus on them.
4. Less Maintenance and Repairs: A clean house will not let you bang one thing against the other or May be even avoid you banging against any other object, thereby leading to lesser repairs and maintenance. Cleaning also removes out stains, rust which cause a lot of repairs in Home Appliances.
5. More Productivity: As stated earlier it gives you a focus on your goals and now that your mind is clutter free, you exactly know what to concentrate on and this time you will come out with better results
6. Feel in Control: Now that you know where what is and what's where, you will feel the power of being in Control.
7. Improves Concentration: Focus and Clarity will boost the level of interest required to go ahead with the project which will automatically improve Concentration
8. It's Good For Children
9. You'll be able to find what you need, when you need it.
10. You'll be promoting good health and hygiene.
11. Improves Skin Complexion.



## **WALKING (30 MIN A DAY)**

1. Walking strengthens your heart.
2. Walking lowers disease risk.
3. Walking helps you lose weight.
4. Walking prevents dementia.
5. Walking tones up legs, bums and Tums.
6. Walking boosts vitamin D.
7. Walking gives you energy.
8. Walking makes you happy.
9. Walking improves circulation.
10. Walking shores up your bones

## **PREVENTING DISEASE**

1. Eat like a champion.
2. Get your cholesterol checked.
3. Watch your blood pressure.
4. Pursue an ideal body mass.
5. Keep safe blood sugar levels.
6. Quit smoking.
7. Sleep well.
8. Keep pace with health screenings.
9. Cut your nails weekly.
10. Wash your hands often.

## **CLOTHING**

1. Hygiene
2. Respectable
3. Self Confidence
4. Comfortable
5. Good looking



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## ***BATHING***

1. Reduces muscle tension
2. Improves blood circulation
3. Boosts the immune system.
4. Improves lung function.
5. Induces sleep.

## ***BRUSHING***

1. Maintaining a fresh breath.
2. Prevents gum disease.
3. Reduces your chances of getting a heart attack or stroke.
4. Removes teeth stains.
5. Prevent or minimise Diabetes.

## ***BAD HABITS***

1. Biting nails.
2. Coming late to school.
3. Teasing.
4. Disturbing in class.
5. Not doing home work properly.

## ***DOG BITES***

1. Place a clean towel over the injury to stop any bleeding.
2. Try to keep the injured area elevated.
3. Wash the bite carefully with soap and water.
4. Apply a sterile bandage to the wound.
5. Apply antibiotic ointment to the injury every day to prevent infection.



## ***FIRE AND SAFETY***

### **KITCHEN SAFETY**

1. Make sure all wires, cords and plugs on your appliances are not frayed and that the plugs have 3-prong grounded connections. This would include coffee makers, toasters, blenders, microwaves, mixers, etc.
2. Don't leave the kitchen with pots & pans cooking on the stove. Make sure to turn off burners as soon as you take the pot off.
3. Keep dish towels, pot holders and oven mitts away from the stove.
4. Keep a fire extinguisher in or near the kitchen, but not near the stove or the heater.
5. Keep emergency numbers handy – 911 is easy to remember, but phone numbers to Poison Control might take longer.
6. Be sure appliances are unplugged before touching sharp edges (blenders, can openers, mixers, etc.).
7. Be careful about sharp edges: Knife, scissors, broken glass, potato peeler, etc.
8. Never ever, ever leave cooking foods unattended – not even for a minute.
9. Clean up spills immediately – floors are slippery when wet.
10. Keep young children out of the kitchen while cooking.

## ***ELECTRICITY MANAGEMENT***

1. Turn off unnecessary lights
2. Use natural light
3. Use task lighting
4. Fix that leaky faucet
5. Unplug unused electronics
6. Off the desktop computer when not in use
7. Be strategic with window coverings
8. Reduce heat in the kitchen
9. Wash laundry in cold water
10. Do not leave AC on for whole day



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## ***ELECTRICAL SAFETY***

1. DON'T plug a bunch of stuff into one outlet or extension cord.  
It could damage the electrical system in your house or even cause a fire.
2. Make sure all electric cords are tucked away, neat and tidy.  
Pets might chew electrical cords, and people might trip and fall.
3. DON'T ever climb the fence around an electrical substation.  
If a ball or pet gets inside the fence, ask a grown-up to call the electric company - they'll come and get it out for you.
4. DON'T yank an electrical cord from the wall.  
Pulling on a cord can damage the appliance, the plug or the outlet.
5. Fly your kite far away from power lines or substations.  
The kite and the string may conduct electricity - sending it right through you to the ground.
6. Ask a Elderly for help when you need to use something that is related to electricity.
7. DO look up and look out for power lines before you climb a tree. The electricity can go right through the tree branch – and right through you!
8. Have a grown-up put safety caps on all unused electrical outlets.  
Covering outlets will also help save energy by stopping cold drafts.
9. Remind your mom or dad to watch out for power lines when they're using a ladder, chainsaw or other outdoor equipment.
10. Keep electrical stuff far away from water.  
Most electrical accidents around the house happen when people use electricity near water.



## **FIRE EXTINGUISHER**

Fire extinguishers play a crucial role in protecting the environment due to their proven ability to fight fires while they are at their very early stages.

Class B fires involve flammable or combustible liquids such as gasoline, kerosene and common organic solvents used in the laboratory

### **Children should be away from matchboxes and lighters**

1. Keep children at least 3 feet away from stoves, heaters or anything that gets hot. Keep smoking materials locked up in a high place.
2. Never leave cigarette lighters or match box where children can reach them.
3. Never play with lighters or match box when you are with your children.
4. Teach your child to STOP, DROP and ROLL, if their clothes have caught fire.
5. Always supervise children near open fires, candles, paraffin lamps and portable stoves.
6. Always store match box and lighters safely, out of reach of children.
7. Keep anything that can catch fire, e.g. clothing, tablecloths, away from open flames.
8. Immediately extinguish wood and coal fires with water when you have finished using them.
9. Immediately extinguish paraffin, oil or petrol fires with sand or a fire extinguisher.
10. Keep all matches and lighters up high, out of the sight and reach of children
11. Teach children not to play with fire or match box. Make sure they understand that match box are not toys and fires can burn. Teach them to stay away from anything that can burn: heaters, fires, barbecues, lighted candles, crackers and irons.
12. NEVER leave a child alone in a room with an open fire, burning candle or lamp. Such glowing objects are fascinating to a young child. They might also start a fire.
13. Elders should be with children while they fire crackers.
14. Water, sand or fire extinguisher should be kept while burning crackers in case for emergency.



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## HOW TO ESCAPE IN CASE OF FIRE AT HOME

1. Make sure everyone in the household can unlock all doors and windows quickly, even in the dark.
2. If you live in an apartment building, use the stairways to escape.
3. Never use the elevator during a fire. The elevator may stop between floors or take you to a floor where the fire is burning.
4. If you live in a two-story home and you must escape through a second-story window, be sure there is a safe way to reach the ground.
5. Make special arrangements for children, older adults, and people with disabilities.
6. Doors need to be tested before opening them. If the door is warm, use another escape route. If the door is cool open with caution.
7. Put your shoulder against the door and open it slowly. Be prepared to slam it shut if there is smoke or flame on the other side.
8. If you are trapped, close all doors between you and the fire. Stuff the cracks around the doors to keep out smoke.
9. Wait at a window and signal for help with a light-colour cloth or a flashlight.
10. If there is a phone in the room, call 911 and tell them exactly where you are.





## **NOT TO BURN ANYTHING IN OPEN SPACE**

1. Open burning pollutes the air and can make it difficult for people with respiratory problems to breathe.
2. When the air is stagnant, open burning can create smoke and odor nuisances – and health risks – for nearby residents, particularly in populated areas.
3. On “good air” days, existing pollution levels are low and air circulates well. During the “open burning season” (which runs from January 15 to May 1), open burning is allowed in Massachusetts only on days when BOTH air quality and fire safety conditions are acceptable.
4. Local fire departments make decisions about fire safety, and MassDEP decides whether the air quality on each day is good enough to allow open burning
5. MassDEP's Air Pollution Regulation (310 CMR 7.07) authorizes the Department to prohibit open burning on days when it may cause or contribute to a condition of air pollution.
6. MassDEP develops a daily air quality forecast based on models and analyses from the National Weather Service, and on data from state and regional air quality monitors.
7. In general, “no burn” announcements are issued when: The Air Quality Index for Massachusetts and nearby areas of upwind states is “moderate” or higher early in the morning.
8. The weather forecast is for light winds, which will not mix smoke from fires with cleaner air, allowing the smoke to linger over neighborhoods, and Air flow into Massachusetts is coming from the southwest, which draws in polluted air from urban areas south and west of Massachusetts and can raise pollution levels here.
9. In these conditions, smoke from open burning will add pollution  
to air that is already polluted, making a bad situation worse.
10. Adults with respiratory conditions (e.g., asthma) and heart problems and children can be especially affected by air pollution.



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## ***PROPER WAY TO BURST CRACKERS***

1. Always burst crackers under the supervision of adults
2. Look for an open space and ensure there are no combustible and inflammatory things around. If so remove them at once
3. Ensure that you wear a cotton outfit
4. Use a sparkler, agarbathi or a long fire wood to burst a cracker as they keep you at a safe distance and do not possess open flames
5. Strictly avoid using matchboxes and lighters for bursting crackers as they have open flames which can be dangerous
6. Read the label on the crackers and follow the instructions carefully.
7. Never ignite aerial fireworks (like rockets) if there is any overhead obstruction present like trees and wires etc.
8. Never ever leave a lit match, agarbathi or sparkler near unused crackers.
9. Avoid bursting fire works on main roads
10. Never ever light a cracker in your hand. See to it that you put it down and ignite it.
11. Do not throw fireworks at people
12. Never try to burst crackers indoors or from inside a vehicle.
13. Keep first aid and a bucket full of water handy.
14. Do not have fireworks in your pocket while igniting another
15. When crackers take time or do not ignite immediately, do not indulge in trying to burst them. Rush to a safe place immediately. Throw some water to diffuse them.





## WATER MANAGEMENT

1. Turn off the tap when you brush your teeth – this can save 6 litres of water per minute.
2. Place a cistern displacement device in your toilet cistern to reduce the volume of water used in each flush. You can get one of these from your water provider.
3. Take a shorter shower. Shower can use anything between 6 and 45 litres per minute.
4. Always use full loads in your washing machine and dish Washer – these cuts out unnecessary washes in between.
5. Fix a dripping tap. A dripping tap can waste 15 litres of water a day, or 5,500 litres of water a year.
6. Install a water butt to your drain pipe and use the water collected to water your plants, clean your car and wash your windows.
7. Water your garden with a watering can rather than a hosepipe. A hosepipe uses 1,000 litres of water an hour. Mulching your plants (with bark chippings, heavy compost or straw) and watering in the early morning and late afternoon will reduce evaporation and also save water.
8. Fill a jug with tap water. In spite of using water often, fill bottles with water and keep it for further use. This will help to avoid flow of more water.
9. Install a water meter. When you're paying your utility provider for exactly how much water you use, laid out in an itemised bill, there's an incentive to waste less of the stuff.
10. Invest in water-efficient goods when you need to replace household products. You can buy water-efficient showerheads, taps, toilets, washing machines, dishwashers and many other water-saving products.



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## ***PLANT MANAGEMENT***

1. An average size tree creates sufficient oxygen in one year to provide oxygen for a family of four.
2. Planting trees in the right place around buildings and homes can cut air- conditioning costs up to 50 percent.
3. Planting trees for the environment is good as they are renewable, biodegradable and recyclable.
4. If we plant 20 million trees, the earth will get with 260 million more tons of oxygen.
5. One acre of trees can remove up to 2.6 tons of Carbon Dioxide each year.
6. During photosynthesis, trees and other plants absorb carbon dioxide and give off oxygen.
7. Trees keep in check the air and water pollution.
8. Why planting trees is important is evident as they are the natural habitat of the animals and birds, as well as many endangered species.
9. Planting trees means more wood and paper products which can be easily recycled.
10. A newly planted whole forest can change tones of atmospheric carbon into wood and other fibrous tissue, thus reducing global warming.

## ***SOME FACTS ABOUT CIGARETTE SMOKING***

1. Nicotine – an addictive drug that affects brain and muscle activity and increases your blood pressure, making your heart work harder
2. Carbon monoxide – a poisonous gas that replaces oxygen in your blood, making your heart beat faster
3. Tar – a sticky substance that coats your lungs like soot in a chimney, making it harder for you to breathe, and that contains dozens of chemicals that cause cancer.



## WASTE MANAGEMENT

1. Bring reusable bags and containers when shopping, travelling, or packing lunches or leftovers.
2. Choose products that are returnable, reusable, or refillable over single-use items.
3. Avoid individually wrapped items, snack packs, and single-serve containers. Buy large containers of items or from bulk bins whenever practical.
4. Be aware of double-packaging - some "bulk packages" are just individually wrapped items packaged yet again and sold as a bulk item.
5. Purchase items such as dish soap and laundry detergents in concentrate forms.
6. Compost food scraps and yard waste. Food and yard waste accounts for about 11 percent of the garbage thrown away in the Twin Cities metro area. Many types of food scraps, along with leaves and yard trimmings, can be combined in your backyard compost bin.
7. Reduce the amount of unwanted mail you receive. The average resident in America receives over 30 pounds of junk mail per year.
8. Shop at second-hand stores. You can find great used and unused clothes at low cost to you and the environment. Buy quality clothing that won't wear out and can be handed down, whether to other people you know or on to a thrift store.
9. Buy items made of recycled content, and use and reuse them as much as you can. For instance, use both sides of every page of a notebook before moving on to the next clean notebook. Use unneeded, printed on printer paper for a scratch pad.
10. Also, remember that buying in bulk rather than individual packages will save you lots of money and reduce waste! Packaging makes up to 30% of the weight and 50% of trash by volume. Buy juice, snacks, and other lunch items in bulk and use those reusable containers each day.



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## **ORGANIC MANAGEMENT**

1. Healthier farm workers.
2. They improve plant growth and physiological activities of plants.
3. In the long term, organic farms save energy and protect the environment.
4. It can slow down global warming.
5. There is an increasing consumer are willing to pay more for organic foods.
6. More animals and plants can live in the same place in a natural way. This is called biodiversity.
7. Pollution of ground water will be reduced.
8. They reduce the need for purchased inputs.
9. Poison-free. Food Tastes Better. Food can kept Longer
10. Organic fertilizer is considered as complete plant food.
11. Organic manures produce optimal condition in the soil for high yields and good quality crops.

## **PLASTIC FREE ENVIRONMENT**

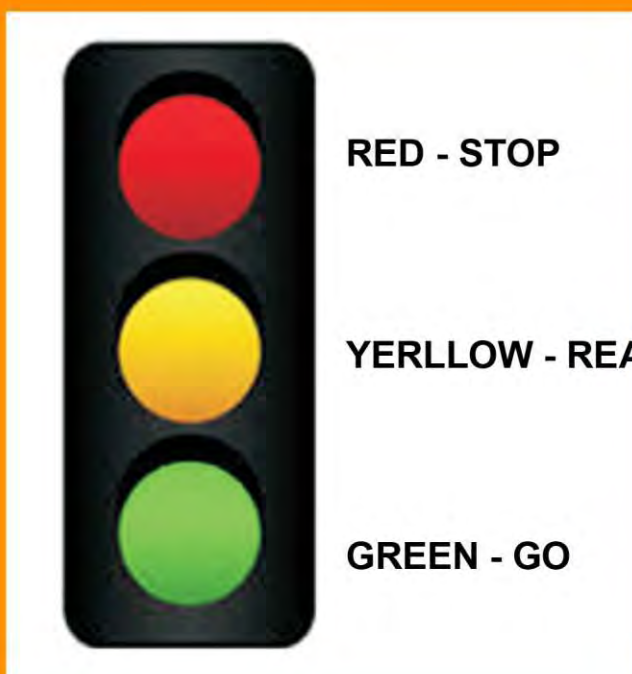
1. Carry reusable shopping bags.
2. Use reusable beverage mugs
3. Use reusable/ cloth shopping bags
4. Don't drink water/juice from plastic bottles
5. Shopping for organic clothes
6. Swap sponges
7. Use candles/incense sticks for fresher air
8. Say NO to straw
9. Reduce use of electronics
10. Cloth diapers are comfy and 'green'
11. Look away from packaged foods



## ***POLLUTION MANAGEMENT***

1. Using smokeless sources of energy like smokeless stoves, which use biogas, solar energy, etc will reduce pollution.
2. Using devices for filtering smoke in chimneys of factories and powerhouses.
3. Planting more trees.
4. Locating industries away from residential areas.
5. Strictly checking pollution levels in automobiles' exhaust emission.
6. Adequate sewage and industrial waste treatment in sewage treatment plants before dumping them into river bodies.
7. Recycling-various products should be recycled instead of dumping them into rivers, e.g., biogas can be made from city waste.
8. Proper solid waste disposal like sanitary landfill.
9. Using limited amounts of fertilizers and pesticides.
10. Avoiding polythene bags.

## ***STOP, LOOK & CROSS***



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## TRAFFIC SIGNS AND ROAD SAFETY

Traffic signs are the silent speakers on the road. Be it the person behind the wheel or a pedestrian, having a sound knowledge about road safety is absolutely necessary for all before hitting the roads.

Traffic signs give information about the road conditions ahead, provide instructions to be followed at the major crossroads or junctions, warn or guide drivers, and ensure proper functioning of road traffic. Being unaware of road signs is akin to throwing caution to the wind. It can lead to loss of life and property. A person is supposed to be familiar (get through a written or oral test) with the traffic signs and symbols before acquiring a driving license in India.

### Road safety signs are primarily of three types:

1. **Mandatory Signs:** These signs are used to ensure free movement of traffic and make the road users cognisant of certain laws and regulations, restrictions and prohibitions. Violation of these signs is an offence, as per law.
2. **Cautionary Signs:** These signs make the road users conscious of hazardous conditions on the road beforehand. The drivers, accordingly, take necessary actions to handle the situation.
3. **Informatory Signs:** These signs guide the road users about destinations, distance, alternative routes, and prominent locations like food joints, public toilets, nearby hospitals, etc.













































 STOP	 GIVE WAY	 STRAIGHT PROHIBITOR NO ENTRY	 PEDESTRIAN PROHIBITED	 HORN PROHIBITED
 NO PARKING	 NO STOPPING OR STANDING	 SPEED LIMITED	 RIGHT HAND CURVE	 LEFT HAND CURVE
 RIGHT HAIR PIN BEND	 LEFT HAIR PIN BEND	 NARROW ROAD AHEAD	 NARROW BRIDGE	 PEDESTRIAN CROSSING
 SCHOOL AHEAD	 ROUND ABOUT	 DANGEROUS DIP	 HUMP OR ROUGH	 BARRIER AHEAD

Image Credit - www.pixshark.com

 Right Hand Curve	 Left Hand Curve	 Right Hair Pin Bend	 Left Hair Pin Bend	 Right Reverse Bend
 Left Reverse Bend	 Steep Ascent	 Steep Descent	 Narrow Road Ahead	 Road Widthness Ahead
 Narrow Bridge	 Slippery Road	 Loose Gravel	 Cycle Crossing	 Pedestrian Crossing
 School Ahead	 Men at Work	 Cattle	 Falling Rocks	 Ferry



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## THE DO's

1. DO always wear your seat belt.
2. DO keep children in tested and approved car seats, no matter how much they beg or plead to get out. If you need, take frequent breaks so that little ones can stretch their legs.
3. DO review the official rules of the road for your jurisdiction periodically, and follow them always.
4. DO follow the speed limits.
5. DO pay attention when you are driving, even if you are familiar with the area. A surprising number of accidents happen only blocks from home!
6. DO be courteous toward other drivers.
7. DO give pedestrians the right-of-way in crosswalks.
8. DO make room for bicycles.
9. DO pay for your parking tickets or traffic tickets on time, unless you plan to contest them.
10. DO keep a winter survival kit in your car for bad weather conditions. A good survival kit should contain a cell phone, matches, flares, a working flashlight, food, water, and blankets.
11. DO make sure that your spare tire is in your car and that you have a working jack.
12. DO make time for routine preventative maintenance on your car. Breakdowns can be dangerous and costly.
13. DO plan your route out in advance for long car trips and keep a map or atlas in the car in case you get lost.





## THE DON'Ts

1. DON'T drink alcohol and drive, and don't get in a car with a driver who has been drinking or using drugs.
2. DON'T make assumptions about what other drivers are going to do. Just because someone has their turn signal on does not mean they are actually going to turn. They may be like the rest of us, and have forgotten that it is on!
3. DON'T assume that other cars know what you are doing, either. Make sure that you use your turn signals and give yourself, and the cars around you, plenty of room to maneuver.
4. DON'T tailgate other cars, pass on shoulders, fail to yield, run stoplights or stop signs (even if no one else seems to be around), or break any other rules of the road on purpose. If you act like you are above the law when you operate a car, you will sooner, rather than later, find out that you are not.
5. DON'T play your car stereo so loudly that you are disruptive to others, or so loudly that you are unable to hear train signals or emergency vehicle sirens.
6. DON'T talk on your cell phone and drive at the same time. If you need to make or answer a telephone call while you are driving, pull over at a safe place, use the phone, and then resume your journey.
7. DON'T engage in other activities, while driving, that distract your attention or reduce your reaction time. Eating, changing clothes, or putting on makeup while driving is dangerous. In some states, if you are caught doing these things while driving you can be cited for "driver inattention" and give ticket.
8. DON'T treat a car like it is a toy. It is not. Don't use your car to play chicken, race, or give another car a friendly "tap."
9. DON'T let your emotions and frustrations get the best of you. Don't engage in road rage, no matter how irritating another driver might be to you.
10. DON'T leave valuables in your car, especially in places where they can be seen, no matter where you are parked.



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## **HOW TO AVOID RASH DRIVING**

1. Allot plenty of time to get to your final destination.
2. Always wear your glasses or contact lenses when driving.
3. Keep road rage in check..
4. Be aware of your surroundings.
5. Keep a safe distance.
6. Don't drive distracted.
7. Follow traffic laws.
8. Keep your hands positioned properly on the steering wheel.

## **HOW TO PARK PROPERLY**

1. Try and avoid parking beside a vehicle with a child seat on that side, a young child returning to the car can quickly open a door without thinking, hitting your car parked beside.
2. Avoid parking beside a large vehicle like a van or 4WD that may obstruct your view when you go to leave the parking spot.
3. If the car park is empty, park away from other cars, this will also make your car less attractive to car thieves. Parking at the other end of the carpark provides valuable exercise.
4. If parking at night or it will be dark when you return park in a well lit area, for both personal security and theft prevention.
5. The choice parking spot is where only one car can park beside such as at the end of the row beside the garden bed or kerb
6. Park in the middle of the allotted space, not too far in either. Other cars might arrive and park beside your car. Never try and park taking up 2 spaces, someone will always try and fill the gap.
7. Your insurance company would prefer that you never park on the street overnight, but if doing so make sure you park facing the correct direction. The tail-lights reflect approaching headlights making your car more visible. If your car is damaged facing the wrong way your insurance may not be valid.



## **EMERGENCY MANAGEMENT**

1. Stop Immediately and Do Not Leave the Scene of the Accident.
2. Call the Police. Seek Medical Attention Fast.
3. Ensure everyone is safe
4. The first thing to do is to call ambulance immediately. Do it yourself or ask somebody else to do in the meanwhile .
5. Stay at the site as the emergency team might need your help to reach the location..Staying calm yourself is equally important.
6. Check if the person is conscious or not.If he is not conscious or even dizzy, there could be chances that he has been hit on head. Please take special care of head all the time .
7. The head should never be left hanging or unsupported.
8. Gently lift the victim and place on a blanket /sheet if available. Move the person to the side of the road. Do not lift him with his limbs.If sheet is not available ,make sure that the person's head, neck and back is supported all the time while you take him to hospital.
9. Drive the person directly to a nearby hospital if you expect The ambulance to take time.
10. That should be done only if you feel that the situation is very dire, wait for emergency team to arrive otherwise.
11. Do not try to do CPR if you are not trained enough. Don't put unnecessary pressure on the chest.
12. Bystanders have to come to the rescue of accident victims because of the importance of golden hour. Majority of deaths take place in India because of lack of emergency medical care within the first crucial hour of the accident.
13. So please be a responsible human being and citizen next time and take the person immediately to a well equipped trauma centre to save a precious life for their loved ones !!



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## ***TSUNAMI MANAGEMENT***

1. Continue listening to a NOAA Weather Radio, Coast Guard emergency frequency station, or other reliable source for emergency information. The tsunami may have damaged roads, bridges, or other places that may be unsafe.
2. Help injured or trapped persons. Give first aid where appropriate. Call for help. Do not move seriously injured persons unless they are in immediate danger of further injury.
3. Use the telephone only for emergency calls. Telephone lines are frequently overwhelmed in disaster situations. They need to be clear for emergency calls to get through.
4. Stay out of the building if waters remain around it. Tsunami waters, like flood waters, can undermine foundations, causing buildings to sink, floors to crack, or walls to collapse.
5. When re-entering buildings or homes, use extreme caution. Tsunami-driven flood waters may have damaged buildings where you least expect it. Carefully watch every step you take.
6. Use battery-powered lanterns or flashlights when examining buildings. Battery-powered lighting is the safest and easiest, preventing fire hazard for the user, occupants, and building.
7. Examine walls, floors, doors, staircases, and windows to make sure that the building is not in danger of collapsing.
8. Check for gas leaks. If you smell gas or hear a blowing or hissing noise, open a window and quickly leave the building. Turn off the gas using the outside main valve if you can, and call the gas company from a neighbour home. If you turn off the gas for any reason, it must be turned back on by a professional.
9. Look for electrical system damage. If you see sparks or broken or frayed wires, or if you smell burning insulation, turn off the electricity at the main fuse box or circuit breaker. If you have to step in water to get to the fuse box or circuit breaker, call an electrician first for advice. Electrical equipment should be checked and dried before being returned to service.
10. Open the windows and doors to help dry the building.



## **CYCLONE MANAGEMENT**

1. Listen to local radio for official warnings or go to the social media alerts page.
2. Be careful of fallen power lines and trees, broken sewerage and water pipes, loose roof sheeting and other debris.
3. Follow warnings and directions
4. Not make unnecessary telephone calls
5. Wear strong footwear and clothing
6. Flooding can occur after a cyclone. Use local alerts and warning systems to get information and expert informed advice.
7. Stay away from damaged areas and properties.
8. Don't use electrical appliances that have been wet until they've been checked for safety by a professional.
9. Drinking water may be contaminated, so listen out for news reports to confirm whether the community's water supply is safe to drink.
10. Stay away from damaged power lines, fallen trees and flood waters.

## **THE RISKS OF CIGARETTE SMOKING**

### **If you smoke, your risk of:**

1. Heart attack is increased by two to six times
2. Coronary heart disease is increased if you are a woman using the contraceptive pill
3. Stroke is increased by three times
4. Peripheral arterial disease, which can lead to gangrene, is increased by more than five times.



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## ***FLOOD MANAGEMENT***

1. Listen for news reports to learn whether the community's water supply is safe to drink.
2. Avoid flood waters; water may be contaminated by oil, gasoline, or raw sewage. Water may also be electrically charged from underground or downed power lines.
3. Avoid moving water.
4. Be aware of areas where flood waters have receded. Roads may have weakened and could collapse under the weight of a car.
5. Stay away from downed power lines, and report them to the power company.
6. Stay out of any building if it is surrounded by flood waters.
7. Use extreme caution when entering buildings; there may be hidden damage, particularly in foundations.
8. Service damaged septic tanks, cesspools, pits, and leaching systems as soon as possible. Damaged sewage systems are serious health hazards.
9. Stay on firm ground. Moving water only 6 inches deep can sweep you off your feet. Standing water may be electrically charged from underground or downed power lines.
10. Stay out of any building if it is surrounded by flood waters.

## ***AVOID INTAKE OF DRUGS***

1. Abstinence
2. Take time for yourself
3. Live a healthy, well-balanced life
4. Learn coping mechanisms
5. Spend time with (the right) friends and family
6. Learn to handle peer pressure
7. Education
8. Engage in mindfulness activities
9. Use medication only as prescribed



## LANDSLIDE MANAGEMENT

1. Stay away from the slide area. There may be danger of additional slides.
2. Check for injured and trapped persons near the slide, without entering the direct slide area. Direct rescuers to their locations.
3. Help a neighbour who may require special assistance-infants, elderly people, and people with disabilities. Elderly people and people with disabilities may require additional assistance. People who care for them or who have large families may need additional assistance in emergency situations.
4. Listen to local radio or television stations for the latest emergency information.
5. Watch for flooding, which may occur after a landslide or debris flow. Floods sometimes follow landslides and debris flows because they may both be started by the same event.
6. Look for and report broken utility lines to appropriate authorities.
7. Reporting potential hazards will get the utilities turned off as quickly as possible, preventing further hazard and injury.
8. Check the building foundation, chimney, and surrounding land for damage. Damage to foundations, chimneys, or surrounding land may help you assess the safety of the area.
9. Replant damaged ground as soon as possible since erosion caused by loss of ground cover can lead to flash flooding.
10. Seek the advice of a geotechnical expert for evaluating landslide hazards or designing corrective techniques to reduce landslide risk. A professional will be able to advise you of the best ways to prevent or reduce landslide risk, without creating further hazard.



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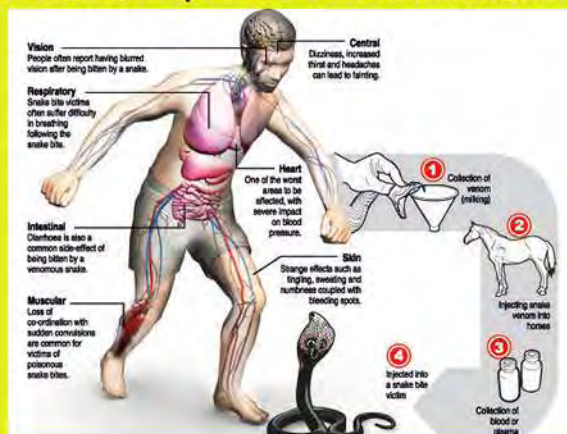
## ***DROUGHT MANAGEMENT***

1. Try to collect as much rainwater as you can. This collected rainwater can later be used for watering plants. It is not advisable to drink rainwater though. However, it can be used for bathing purposes once boiled.
2. Take shorter baths and showers. A lot of water is wasted when the shower is left turned on. It is advisable to wash quickly and to only use water to wet and rinse off your body. Bathing small children together would also save water.
3. Do not waste water while brushing teeth. Water should only be used to rinse the mouth and to wet the toothbrush. Again, let children brush their teeth together.
4. Use dishwashers and washing machines for fully loads only. If the dishes need to be hand washed, do not use running water; instead wash the dishes using water in tubs.
5. Do not flush tissues. Instead, throw them in the trash.
6. Do not waste water while waiting for hot water. Instead, collect and save it. This water can then be used to wash the dishes, or to water the plants.
7. To prepare your lawn for a drought, plant flowers and shrubs with similar watering needs together. This helps in reducing water wasted. Also, remember to take care of the weed in your lawn; weeds also take up the water when competing with other plants.
8. Save water. Repair all the faucets that drip, and fix any leaks in the pipes in the household. This will not only save more than 100 hundred gallons per week, but will also reduce the water bill.
9. Install rain catch system. Turn water off when not in use. Reuse water that would have been wasted.
10. Put a water rationing plan in place in the event of a water shortage.



## NATURAL HAZARDS

1. If you or someone you know are bitten, try to see and remember the colour and shape of the snake, which can help with treatment of the snake bite.
2. Keep the bitten person still and calm. This can slow down the spread of venom if the snake is poisonous.
3. Seek medical attention as soon as possible.
4. Apply first aid if you cannot get the person to the hospital right away.
5. Lay or sit the person down with the bite below the level of the heart.
6. Wash the bite with soap and water as soon as possible. You want to remove as much of the snake's spit as you can.
7. Keep the bitten area below the heart. This is done to slow the flow of the venom.
8. Take off any rings or watches. The venom is going to make you swell, and jewellery might cut off your circulation.
9. Tightly wrap a bandage two to four inches above the bite. If you can't reach medical care within 30 minutes, wrap a bandage around the bitten appendage. This is to assist in reducing the flow of venom. You want to make it tight, but not too tight as to completely cut off the appendage's circulation. That will only cause tissue damage.
10. If you have a snake bite kit, place the suction device over the bite to help draw the venom out of the wound. Leave on for a maximum of ten minutes. If used properly, a suction device can remove up to 30% of the venom.



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## ***QUIT SMOKING AND IMPROVE YOUR HEALTH***

### **Within one day of quitting smoking:**

1. Your heart rate slows down and your blood pressure drops slightly
2. Carbon monoxide is out of your blood
3. Oxygen levels in your blood rise.

### **Within two to three months:**

1. Your ability to smell and taste improves
2. Your lungs regain the ability to clean themselves, so you can cough up mucus
3. The blood flow to your hands and feet improves, so they won't get so cold.

### **Within one year:**

1. Your risk of heart attack is greatly reduced
2. If you smoked a packet of 25s a day, you would have saved over \$4,500.

### **Within two to six years:**

1. Your risk of developing coronary heart disease returns to a similar level as that of a non-smoker.

## ***EFFECTS OF ALCOHOL ON THE LUNGS***

1. It interferes with the normal functioning of the lung tissue so that it is more susceptible to injury.
2. It causes disruption among certain proteins that are required to keep fluid out of the lung.
3. It lowers the immune defences in the lung
4. It reduces levels of glutathione, an antioxidant that is needed to protect the lungs. When levels of this antioxidant are low, there is a much higher chance of cell death in the lungs.
5. It can increase the risk that people will develop lung cancer.
6. It may impair gag reflex and cilia function, which makes it easier for infections to get into the lung.



## **COMPLICATIONS OF ALCOHOLIC LUNG DISEASE**

1. Pneumonia occurs due to an infection in the lungs. Those who have alcoholic lung disease are believed to be more at risk to this type of infection.
2. Acute respiratory distress syndrome (ARDS) is considered a medical emergency because it can so easily lead to death. The individual who develops ARDS will have trouble breathing, and this means they will not be able to get enough oxygen into their blood stream.
3. People who have developed alcoholic lung disease are more at risk of developing ARDS, up to twice the likelihood of those who do not abuse alcohol.
4. If the individual has any type of lung problem already, then this will be complicated by alcoholic lung. This means that they are more likely to suffer serious complications because of this problem.

## **OTHER DANGERS ASSOCIATED WITH ALCOHOL ABUSE**

1. Alcoholic liver disease
2. Mental health problems such as depression
3. Likelihood of committing suicide
4. Death from alcohol poisoning if the amount of this substance in their blood stream becomes too high
5. Digestive problems
6. Heart damage
7. Nutritional deficiencies, which in turn cause alcoholic dementia and other problems
8. Likelihood of becoming victim of a violent crime
9. Suffering accidents injuries as a result of inebriation
10. Increased risk of developing diabetes
11. Developing alcoholism can completely destroy everything good in life.



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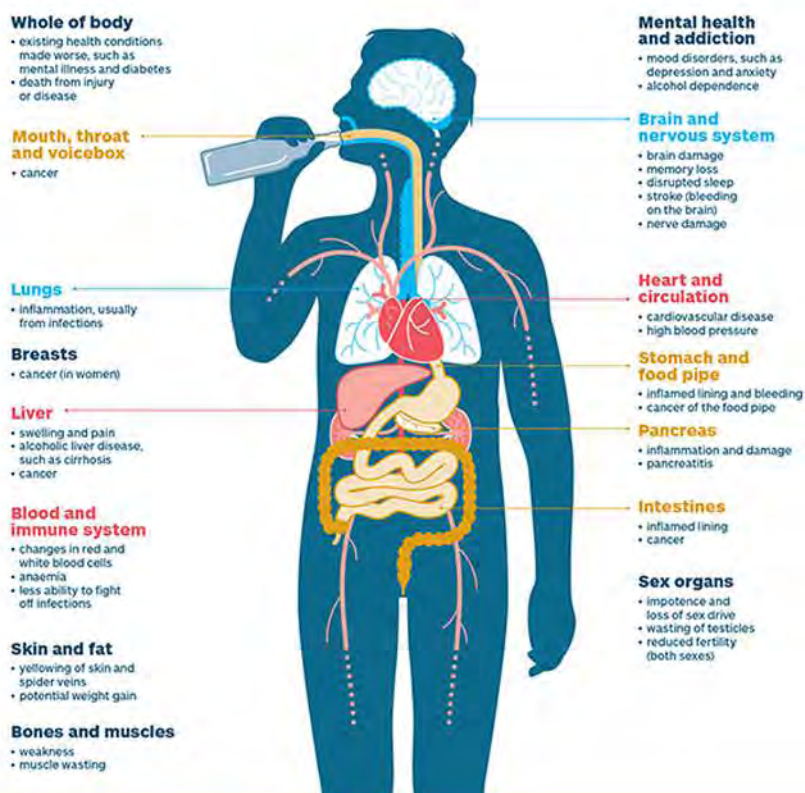
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## HOW TO AVOID ALCOHOLIC LUNG DISEASE

1. Keep to the recommended levels for safe consumption of alcohol, one drink per day for women and two drinks per day for men. Those who are under 21 or pregnant should avoid alcohol completely.
2. If people are older than 65 years of age, they should stick to one drink per day. For the purpose of safe alcohol consumption a drink is considered to be a standard beer, glass of wine, or standard shot of spirits.
3. If people have problems controlling their intake of alcohol they should stop drinking altogether.
4. Those individuals who already have any type of lung problem should be particularly careful around alcohol.
5. Those people who smoke cigarettes should give these up.

## AVOID FRIENDS WHO HAS HABITS LIKE THIS

### Long-term health effects of drinking alcohol\*





## DANGERS OF TAKING DRUGS

1. Weaken the immune system, increasing susceptibility to infections.
2. Cause cardiovascular conditions ranging from abnormal heart rate to heart attacks. Injected drugs can also lead to collapsed veins and infections of the blood vessels and heart valves.
3. Cause nausea, vomiting and abdominal pain.
4. Cause the liver to have to work harder, possibly causing significant damage or liver failure.
5. Cause seizures, stroke and widespread brain damage that can impact all aspects of daily life by causing problems with memory, attention and decision-making, including sustained mental confusion and permanent brain damage.
6. Produce global body changes such as breast development in men, dramatic fluctuations in appetite and increases in body temperature, which may impact a variety of health conditions
7. All drugs of abuse - nicotine, cocaine, marijuana, and others - affect the brains "reward" circuit, which is part of the limbic system.
8. Drugs hijack this "reward" system, causing unusually large amounts of dopamine to flood the system.
9. This flood of dopamine is what causes the "high" or euphoria associated with drug abuse.
10. Blood-borne diseases like hepatitis or HIV (injectable drugs) high blood pressure (cocaine, meth, PCP).



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## **COMMUNICATE WITH OTHERS**

1. Pause before responding.
2. Be trustworthy and honest.
3. Don't rush communication.
4. Adapt your ideas to others.
5. Stay in the moment.
6. Pay attention to non-verbal cues.
7. Intend to understand.
8. Be patient and open-minded.
9. Follow up after communicating.
10. Ask for feedback from others.

## **PERSONALITY DEVELOPMENT**

1. Know Thyself
2. Discover Your Strengths and Weaknesses
3. Practice the Skill of Positive Thinking
4. Identify Fear and Overcome it
5. Increase the Levels of Your Confidence
6. Boost Your Social Life
7. Be Humorous and Fun
8. Meditation
9. Be Yourself – (Your “BEST” Self)
10. The Magnitude of Gratitude

## **SKILL DEVELOPMENT**

1. Be curious
2. Develop your learning skill
3. Be a versatility
4. Find your role models
5. Find your mentors
6. Get feedback through real projects
7. Shorten your learning cycle
8. Challenge yourself to teach it to others
9. Be patient
10. Know how you learn best



## PHONE MANNERS

1. Be in control of your phone, don't let it control you
2. Speak softly.
3. Be courteous to those you are with; turn off your phone if it will be interrupting a conversation or activity.
4. Watch your language, especially when others can overhear you.
5. Avoid talking about personal or confidential topics in a public place.
6. If it must be on and it could bother others, use the "silent" mode and move away to talk.
7. Don't make calls in a library, theatre, church, or from your table in a restaurant.
8. Don't text during class or a meeting at your job.
9. Private information can be forwarded in person so don't text it.
10. NEVER drive and use your phone at the same time.
11. When receiver number is busy, cut the call immediately
12. Never talk any important information by phone. it may be Recorded by receiver
13. Never send any personal photos to any one by whatsapp
14. Spend minimum time with phone and maximum time with Family
15. Before calling any VIP, first send sms or whatsapp as (Sir , When can I call you).based on his availability you talk.
16. Never disconnect calls when you talk with others

## MONEY MANAGEMENT (SAVE AND SPEND)

1. Plan your purchases in advance
2. Avoid impulse purchases & Pay in full and in cash
3. Don't be fooled by marketing
4. Wait for sales and discounts
5. Take all the costs into account.
6. Compile a weekly menu and shopping list
7. Give tips on food & Create a budget always
8. Create a budget & Don't spend money unnecessarily.
09. First Allocate money for saving then spend



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## **AVOID FEAR**

1. Breathing is the short circuit for anxiety
2. Take time out
3. Breathe through panic
4. Face your fears
5. Don't try to be perfect
6. Prepare for peaceful performance
7. Use a different part of your brain
8. Get control of your imagination
9. Use the AWARE technique

## **MEDITATION**

1. Meditation reduces stress
2. It improves concentration
3. It encourages a healthy lifestyle
4. The practice increases self-awareness
5. It increases happiness
6. Meditation increases acceptance
7. It slows aging
8. Confidentiality
9. The focus is on needs and interests
10. Changes attitude toward life

## **SUICIDE**

Some of the negative life experiences that may cause depression, and some other causes for depression, include:

1. The death of a loved one.
2. A divorce, separation, or breakup of a relationship.
3. A serious illness.
4. Intense emotional pain.
5. Loss of hope.
6. Being victimized (domestic violence, rape, assault, etc).
7. Sexual abuse.
8. Feeling helpless.
9. Inability to deal with a perceived "humiliating" situation.
10. Inability to deal with a perceived "failure."
11. A feeling of not being accepted by family, friends & society.
12. A horrible disappointment.
13. Bullying. (Adults, as well as children, can be bullied.)



## LEARNING PROCESS

### 1. Use Learning Taxonomies

Use learning taxonomies -- and not just one -- to illuminate understanding more clearly. Seek out multiple resources to guide your instructional design. This should include assessment. Move beyond "pass or fail," or even "A-F," to "can define and apply, but has trouble analyzing."

### 2. Use Concept Maps

Use concept maps, and use them a lot. Have students map, chart, diagram or otherwise visually represent their own learning pathways and changes in their own understanding. Find ways for them to express what they do and don't understand, where they started, where they are, and where they might be going.

### 3. Use a Variety of Assessment Forms

If this is the only way you personalize learning, give it a shot. Assess student performances, writing, concept maps, drawings, interviews, projects, or maybe quick Integra videos followed by short written responses. You can even allow students to choose their own assessment as you challenge them to prove not just if they get it, but how.

### 4. Build Met cognition into Units

Prime the pump by assigning students quick writing prompts about their own thinking. Model what met cognition looks/sounds/feels like. Have students share their thinking. Allow them to express themselves and their thinking away from the pressure of the classroom and the expectations of verbal eloquence. Add it to rubrics.

### 5. Use Digital Portfolios

Not only should you set students up with these online repositories for digital artefacts, you should frequently review what goes into them. Analyze the changes you see in student work, including content knowledge.



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## 6. Connect Students to Networks

As students connect to networks, the learning process will plug them in, not just to one teacher, or 25 classmates, or eight texts, but to something much larger – and more able to interact with students organically. Direct them toward communities and resources that can help move them toward knowing and understanding.

7. Information can be obtained from reading, or listening a lecture, watching a webinar or demonstration etc. The information sharing (or direct instruction) is also the part where students' preferences for getting information are seen to have an impact on their learning and engagement.

8. Students are more engaged in their assignments when they get to choose from a selection. It is also harder for a student to explain why s/he did not finish the homework s/he got to choose. But the choices must be real, not just the topic of your essay.

9. The best practice is to have students justify their choice for an assignment or assessment, because this reveals the filters students use to choose their approach in learning and engagement.

10. Formative assessment (especially in the form of timely and individualized feedback) seems to be an under-utilized practice in education, both in K-12 and in higher education.





## NUTRITION

1. Eating a diet rich in vegetables and fruits as part of an overall healthy diet may reduce risk for heart disease, including heart attack and stroke.
2. Diets rich in foods containing fibre, such as some vegetables and fruits, may reduce the risk of heart disease, obesity, and type 2 diabetes.
3. Eating vegetables and fruits rich in potassium as part of an overall healthy diet may lower blood pressure, and may also reduce the risk of developing kidney stones and help to decrease bone loss.
4. **Helps you maintain a healthy weight:** Eating right and maintaining a healthy weight can lead to a better lifestyle. If you focus on good nutrients, coupled with good quality, unprocessed foods such as vegetables, fruits and lean proteins, you will maintain a healthy weight. Of course, exercise is also an important part of this regimen, so be sure to work this into your daily schedule.
5. **Boosts immune system:** Are you frequently sick, or catching every cold that's going around the office? This may be because you have low immunity. Boosting your immune system with the right food is important. We all know how Vitamin C boosts immunity. Including a lot of fruits, vegetables, legumes, nuts and grains in your diet will give you the nutrients you require to boost your immune system.
6. **Delays ageing:** How many times have you looked at a person and thought he/she was much younger, but were shocked when they revealed their actual age? Yes, many people look much younger than they actually are just because they have been eating the right nutrients. Eating healthy will not only delay the ageing process but also keep you fit and healthy.
7. **Protects teeth and bones:** Healthy, perfect teeth and bones even when you are in your late 60s or 70s are an indication that you have taken a lot of care in terms of your diet. Including dairy products in your meals like yogurt, milk, cheese, which are good sources of calcium, will help you in getting strong teeth and bones.



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**8. Improved Energy:** Eating healthy carbohydrates such as whole grains, vegetables and fruits will help keep your energy levels stable throughout the day because they break down into a slow stream of sugar in your blood. Conversely, eating mostly refined carbohydrates such as candy, French fries and white bread will lead to spikes and dips in your blood sugar, which can cause you to go through mood swings and have trouble focusing on daily tasks. The American Council on Exercise recommends eating a nutritious breakfast, such as oatmeal with berries, to reduce early morning sluggishness. Follow up with small “slow carb” snacks between meals for sustained energy

**9. Healthy Heart:** You increase your risk of heart disease if your diet is rich in saturated fat, Trans fat, cholesterol and sodium.

**10. Reduced Diabetes Risk:** You are more likely to get Type 2 diabetes if most of the carbohydrates you eat are refined. Conversely, the bran and fibre in whole grains slowly increase your blood sugar and insulin levels and place less stress on your insulin-producing machinery, according to the Harvard School of Public Health. Whole grains also contain vitamins, minerals and phytochemicals that may also play a role in lowering your risk of Type 2 diabetes.





## GOAL SETTING

By setting goals students can:

1. Improve their academic performance
2. Increase their motivation to achieve
3. Increase pride and satisfaction in performance
4. Improve their self-confidence

Here are 10 tips for creating action plans and action items with students.

1. **Use verb-noun structure.** Action items must drive the student to action—not simply be part of a “to do” list. Each action item should begin with a verb: “Attend every class,” “Review notes with study partner before major tests,” “Finish homework each night.”

General goals are important, but students should also focus on goals that are specific to their classes. When I return corrected papers to my students, I make a list of three action items for improvement, such as: “Proofread to catch run-on sentences,” “Provide literary evidence to support your claim,” and “Point to broader implications in your conclusion.” A student can create similar action items to improve in any subject.

2. **Plan strategically and tactically.** The strategic part of goal-setting asks students to plan with the big picture in mind: “Get an A in English,” “Write an accurate lab report,” “Complete 26 hours of community service,” “Join the track team.”

The tactical part of an action plan asks students to break that big picture into smaller, doable increments. If the student’s action plan includes “Get an A in English,” his/her action items need to include the steps to achieve that goal: “Read 10 pages each night to finish my book on time,” “Annotate each soliloquy,” “Attend extra help sessions.”

3. **Recognize when help is needed.** Sometimes students aren’t able to accomplish their goals without help from other people or sources.

4. **Stop and reassess.** About once a month, stop and reassess action plans with students. Sometimes circumstances and variables change, and those changes can affect students’ goals. Make both you and the student ask questions like, “Are you still going down the right path?” “Have any variables changed that will affect your plan?”



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5. **Review action plans regularly.** It's also important for students to regularly check in with their action plans. I used to tell students to keep their action plans in the front of their binders so they could see them and think about them often. Now I encourage students to keep their plans in the Notes section of their iPods or smart phones where they can be reminded of them frequently.

6. **Include a timeline.** Some action plans and action items may be ongoing, while others have specific time requirements. For example, for seniors applying to college, action items with deadlines are critical. Make sure students include timelines when applicable, and encourage them to sync those timelines with their calendars to achieve the best results.

7. **Identify obstacles to success.** Creating action items is key but identifying what stands in the way of students' success is also an important piece of the puzzle.

8. **Include parents and families.** Having student action plans with strong action items can help offset the negative feelings and anxiety that parent-teacher conferences sometimes cause (for both parents and teachers). Focusing on an action plan allows students and parents to work out action items and fosters a true collaborative spirit. It also restores power to the student, lessens resentment, and gives hope.

9. **Aim for progress—not perfection.** Sometimes improvement takes time. Students may not be able to accomplish all the action items on their action plans. Aiming for progress—rather than for perfection—will allow students to maintain perspective, celebrate achievements, and continue persevering towards their goals.

10. **Have fun!** Not all goals have to be academic. Students can create action plans for relaxation and fun, too.





## *Advantages of Rainwater Harvesting*

1. Rainwater Harvesting is an effective and eco friendly method of reducing water usage in your home, which will lead to reduced water bills.
2. Reduce water consumption.
3. Rainwater Harvesting systems are the perfect solution which will significantly increase the efficiency of your water usage.
4. . To reduce run off loss.
5. To avoid flooding of roads.
6. To raise the water table by recharging ground water.
7. To reduce ground water contamination.
8. Suitable for Irrigation: As such, there is little requirement for building new infrastructure for the rainwater harvesting system. Most rooftops act as a workable catchment area, which can be linked to the harvesting system. This also lessens the impact on the environment by reducing use of fuel based machines.
9. Rainwater is free from many chemicals found in ground water, making it suitable for irrigation and watering gardens. In fact, storing large reservoirs of harvested water is a great idea for areas where forest fires and bush fires are common during summer months.
10. Reduces Demand on Ground Water: With increase in population, the demand for water is also continuously increasing. The end result is that many residential colonies and industries are extracting ground water to fulfill their daily demands. This has led to depletion of ground water which has gone to significant low level in some areas where there is huge water scarcity.
11. Reduces Floods and Soil Erosion: During rainy season, rainwater is collected in large storage tanks which also helps in reducing floods in some low lying areas. Apart from this, it also helps in reducing soil erosion and contamination of surface water with pesticides and fertilizers from rainwater run-off which results in cleaner lakes and ponds.



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## USAGE OF SMART PHONES

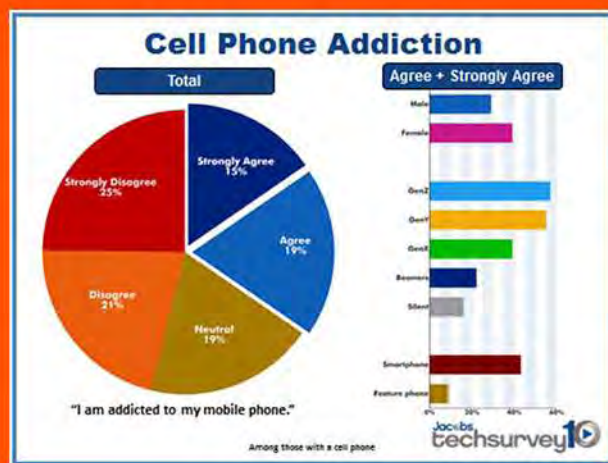
1. Students learn in a way they are comfortable. There is a widespread use of smart phones by younger children. More and more students know how to use them and they are becoming the most used 'tool' by children.
2. Students are able to get answers quickly. Smartphone's provide the ability to get answers quickly. A student may not ask for clarification to a question he or she has in an open classroom hence the use of a smart phone in a classroom setting can provide those answers.
3. The use of the smart phones allows for social learning. Smart phones can allow students to work in groups on projects, sharing information and discoveries. Therefore, the students can move toward a common goal, in a format they are comfortable using.
4. Cell phones encourage collaborative learning. Students can share notes and reminders faster and easier with mobile devices.
5. Cell phones can be used as memory aids. Students can document their lessons by taking pictures and/or videos to enhance retention. With smart phones, learning can also be more interactive and fun.
6. Cell phones can be used as paper and pencil. Students can use their phones for taking down notes and even for saving reminders.
7. Smart phone also has a GPS which can be used to locate place that are new to you. When travelling to unknown places it is a good idea to have a GPS to help you find the place you're looking for. Smart phones will help makes your tour navigable.
8. Very useful in emergency situations
9. Great equipment in order to improve knowledge
10. Get to know what happen around the world





## DISADVANTAGES OF MOBILE PHONES FOR STUDENTS

1. Playing games every time.
2. Change their way to some unwanted thing.
3. Sleepless nights and get tired: When students playing games on mobile phone, they don't care about time as they concentrate fully on the game. Most of the student chooses night bed time for playing. Because no one would disturb them. So they play till 2 or 3 in the early morning unless parents come and shout them to sleep. Some students choose the sleeping time for chatting with friends. Chatting also makes them sleep at very late. Do you know what happens if they sleep at late? Next day they get tired which doesn't make them concentrate on subjects.
4. Disturbed other students: Mobile phones disturbing other students. One are when there is an important lecture going on and if your mobile phone rings on that time, it will disturb the whole class.
5. Some students want to have a mobile phone, but their parents don't allow them to keep one. Such students mentally disturbed when they see the next bench student having a mobile phone.
6. Reduced to spend time with family
7. Cell phones cause distraction. Students can easily be distracted when their phones ring or vibrate, and the learning process will be totally disrupted when the students start to send and read messages or make and receive calls.
8. Cell phones can be health hazards. Constant exposure to the radiation emitted by mobile phones may be bad for the students.



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# NOTES



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I have nothing new to teach the world Truth and non-violence are as old as the hills. All I have done is to try experiments in both on as vast a scale as I could



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