

11. Being Aware of Good and Bad Touch



At the end of this lesson, you shall be able to:

- identify good and bad touch
- distinguish good and bad touch
- learn to discourage bad touch and report it at all times.



Ability to identify the difference between a good and bad touch is very important. Sometimes, the lack of awareness of the difference between the two may lead to unwanted experiences. It is, therefore, important to know the difference between good and bad touch and take suitable measures to prevent and report them to elders.



What I already Know	What I Want to find out	What I Learned



a. Good touch

Pat from the teacher



Dad giving bath to you



Brother pulling your cheeks





b. Bad touch


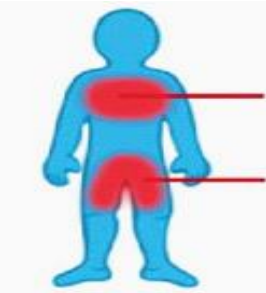




Stranger touching you



c. Areas to prevent strangers from touching



1. Identify good and bad touches in the following pictures.

 <p>A HUG BY MOM</p>		 <p>HI-5 FROM A COACH</p>
 <p>MAKES THEM FEEL GOOD</p>		 <p>PAT ON THE BACK</p>



2. Salma does not like strangers touching her. She does not like anyone hitting her too. Look at what according to Salma is bad touch. Tahir is Salma's friend. Salma shares her idea about bad touch and wants to know what Tahir's idea about bad touch is. Choose a partner and role play the situation. Make notes here:

Bad touch for me is when **someone hits me.**
 Or someone who I don't know touches me when I **don't want to be touched.**
 Or someone touches me, **where I don't want to be touched**
 What about you?

3. Your younger brother is 9 years old. He studies in a private school and goes by van to school. Tell him what good touch and bad touch are. Teach him what to do if anyone touches him inappropriately. Use the picture to make him understand better.



Make notes here

4. Choose a partner. Use the information given on good and bad touch and engage in a discussion. You may add points, if you wish.

<p>GOOD touch</p>  <p>makes me feel: Good Happy Loved Protected</p>	<p>BAD touch</p>  <p>makes me feel: Alone Ashamed Bad Hurt Icky Sad Scared</p>
<p>If someone gives me a BAD touch I will Say NO Then GO Tell an adult I trust.</p>	



5. Read the information in the graphic organizer. Make a list people you can permit to touch you, people you should not allow to touch you. Give reasons.

Good Touch

It feels good to be hugged and kissed by people you love.

- When Mommy gives you a hug & kiss after you wake up.
- When Daddy gives you a good night kiss
- When Grandparents and Family come to visit and everyone gets a hug.

Bad Touch

Bad touch make us feel bad or uncomfortable.

- When someone Kicks, hits, pinches or slaps.
- When being touched where you are not supposed to Touched.

Private body parts are the parts you cover with your swimming suit when you go swimming. No one should ever touch your private parts except your parents or Doctor as they help to keep you clean & healthy.





No If someone gives me a bad touch, I say "no, stop that, back off" or "i don't like that" or "don't touch me that way".

"Never agree to keep it secret. Tell someone you trust."

If someone gives you a bad touch then you should tell :



- Parents
- Grandparents
- Teacher or
- Other Trusted adults.

Dear Friend,

When someone gives you bad touch. Don't feel that you are bad. Whoever gives you a bad touch is the one who is bad, not you. "Your body belongs to you"

People	Allowed with reasons	Not allowed with reasons



Complete the What I learned column in the KWL chart.



It is important to be aware of good and bad touch. Awareness about different types of touch will help prevent abuse by strangers.



https://youtu.be/3T7Sox_h9Zs

<https://youtu.be/2Bw70foSSQI>

https://youtu.be/S_ozRNYUZNI

**12. Recall**

1. To call someone back means
 - a. to wait on the phone
 - b. to connect it to someone
 - c. to return a phone call
 - d. none of the above
2. What does to “hold on” during telephone call mean?
 - a. to hold the phone well
 - b. to wait for a short time
 - c. to put the phone down
 - d. to switch on a phone
3. Which one of these phrases is not related to a telephone call?
 - a. make up
 - b. pick up
 - c. hold on
 - d. call back
4. It is necessary to be polite while speaking on the phone.
True False
5. What would you do if someone gives messages during a telephone call?
 - a. refuse to note down if you don't want to pass the message
 - b. request to wait till you get pen and paper to take down
 - c. ask the caller to talk later
 - d. none of the above
6. When you are not able to repair an equipment in time
 - a. you can tell the customer to wait for one more week as you have other jobs
 - b. you can request the customer to give you one more week
 - c. you can ask the customer to go to another company if he/she wants
 - d. you can hide yourself when the customer comes
7. You must ask the callers before you put these on hold
True False
8. Slang words and impolite words are not prevented in formal phone calls.
True False
9. To 'hang up' means to end the telephone call by disconnecting the line.
True False
10. Rasheed picked up the phone means
 - a. he took a phone that was lying down
 - b. he kept the phone up in the table
 - c. he answered the phone
 - d. none of the above
11. A well-written letter of application and resume help in creating a good first impression.
True False
12. Resume is a brief description of one's qualifications, skills and experience.
True False
13. Leave letters written to the instructor and principal are informal letters, as you meet them in your institute almost every day.
True False
14. I will convey my instructor about my availing leave through my friend. No leaver letter is needed.
True False
15. NCVT means
 - a. National Centre for Vocational Training
 - b. National Council for Vocational Training
 - c. National Council for Vocational Training
 - d. National Centre for Vocational Training

13. Workplace Communication



At the end of this lesson, you shall be able to:

- identify the importance of effective communication
- recognize the characteristics of effective communication
- identify and eliminate the barriers to effective communication.




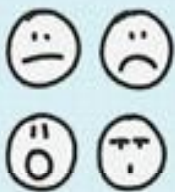




Workplace communication: You have already learned so much about effective communication. Why do we need to spend time learning more about communication at workplace? Once you have cleared your interview and secured a position in a new company, you enter the life of a working professional. This life has some rules of conduct that are very different from those of your student days. Knowing how to communicate with your supervisors and co-workers can open up many opportunities for you. Not knowing how to communicate properly can make your professional life very difficult!



What I already Know	What I Want to find out	What I Learned



OVERCOMING BARRIERS OF EFFECTIVE COMMUNICATION

1	PERCEPTUAL BARRIERS The differences in opinion and varied perceptions between people give rise to a need for effective communication.	
2	EMOTIONAL BARRIERS The fear and mistrust stop us from communicating effectively with our co-workers.	
3	LANGUAGE BARRIERS Language that describes what we would want to express and communicate to others, serve as a barrier to them.	
4	CULTURAL BARRIERS A cultural barrier arises when two individuals in an organization belong to different religions, states or countries.	
5	PHYSICAL BARRIERS Hierarchy in the organization forbids team members from effective interaction with each another.	
6	OVERCOMING COMMUNICATION BARRIERS Language and Physical barriers can be overcome by training employees on the language and also training managers, supervisors, and heads on dealing effectively with their subordinates.	



6 BODY LANGUAGE MISTAKES TO AVOID

You've probably heard how important body language is. Body language includes all the things that are being said from your posture to the way you play with your hair in the midst of a conversation. Here are some of the most common mistakes that people make;

NO EYE CONTACT

When you are looking everywhere but at the person in the eye. It makes them think you can't be trusted and that you are holding something back. Make good eye contact to build trust and show you are engaged and interested.

ARM CROSSING

Keep tabs on what you do with your arms. If you have them crossed, it makes you look defensive and closed off, or that you are disregarding what they are saying. Open your arms so that you appear to be inviting.

DRESSING MESSY

There is cool, stylish and there is, well, just plain sloppy. If you look sloppy, it will come across that you are unprofessional and just don't care. It may also be an indicator of the way you do business. But if you are stylish and well put together, on the other hand, it shows that you are current and caring.



MORE COMMON MISTAKES

LOOKING AT YOUR SMARTPHONE



If you are looking at your PDA when someone is talking to you, it's a clear signal that you are not interested in what they are saying. It's also a sign of pure arrogance. Turn the PDA off and put it out of site.

EYE ROLLING



If you are looking at your PDA when someone is talking to you, it's a clear signal that you are not interested in what they are saying. It's also a sign of pure arrogance. Turn the PDA off and put it out of site.

CLOCK WATCHING



Whether it is looking at your watch or checking the time on the wall, it says to the other person that you have something more important than what they are saying. It will make the other person focus on the meeting at hand.

