

Middle Stage



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7
CBSE

Financial Literacy

CODE 904 | Skill Education



FULLMARKS

7
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Financial Literacy

CODE 904 | Skill Education



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P R E F A C E

The book, **Financial Literacy** will enhance the knowledge base of students in terms of financial literacy. They will come to know about the basic financial concepts, early methods of a transaction and the evolution of trade. The book emphasises the importance of collaboration and focuses on the need of a team. It presents the historical development of banking, including the transition from coins to paper money, types of bank and major operations and services carried out by modern banks.

Moreover, the book emphasises the role and importance of the Reserve Bank of India and the Government of India. It provides learners with insight into the introduction of the digital payments and the various benefits of these services. The learners will also come to know about the different kinds of bank cards and their utility in our day-to-day life.

The book introduces what the PoS, mPoS and ATM stand for. Additionally, by exploring various modes of digital payments, the students will learn about the role of UIDAI and the importance of Aadhaar, and Aadhaar Enabled Payment System. In summary, the book makes every effort to enrich learner's financial knowledge by shedding light on the functioning of modern banks.

—Publishers

SYLLABUS

Unit 1: Team Work

- **Learning Outcome**
 - Understand the meaning of team and teamwork
 - Identify the skill requirements of teamwork
 - Understand the benefits of teamwork
- **Knowledge Evaluation**
 - Describe the meaning of teamwork
 - Enlist the skill requirements of teamwork
 - Describe the advantages of teamwork
- **Performance Evaluation**
 - Examine the importance of teamwork in day to day life
 - Identify the skills required for teamwork in projects
 - Appreciate the advantages of teamwork in classrooms
- **Teaching and Training Method**
 - Interactive Lecture: Meaning of team and teamwork
Activity: Discuss with a friend or elder sibling for further learnings on teamwork
 - Interactive Lecture: Requirements of teamwork
 - Interactive Lecture: Benefits of Team-work
Activity: Based on personal observations in a school-based team, enumerate the benefits of teamwork with your classmates in a classroom session

Unit 2: Introduction to Financial Literacy

- **Learning Outcome**
 - Understand the basics of financial concepts
 - Introduction to cash memo
- **Knowledge Evaluation**
 - Describe basic financial concepts and the difference between needs and wants
 - Describe the purpose and working of cash memo
- **Performance Evaluation**
 - Appreciate the importance of basic financial concepts in daily life
 - State the purpose and importance of cash memos
- **Teaching and Training Method**
 - Interactive Lecture: Basic Financial concepts
Activity: Discuss with parents and seek

- further information on basic financial concepts
- Interactive Lecture: Meaning of cash memo.
Activity: Enlist the various types of banks in India

Unit 3: Banking

- **Learning Outcome**
 - Understand the evolution of banking
 - Describe various types of banks
- **Knowledge Evaluation**
 - Describe the importance and evolution of banking
 - Understand the types of services and products offered by banks
- **Performance Evaluation**
 - Chart the evolution of banking across history
 - Enlist different types of banks and the services they offer
- **Teaching and Training Method**
 - Interactive Lecture: Evolution of Banks
 - Interactive Lecture: Various types of banks
Activity: Enlist the various types of banks in India

Unit 4: Security

- **Learning Outcome**
 - Understand the role and importance of RBI
 - Appreciate the benefits of digital banking
- **Knowledge Evaluation**
 - Describe the importance of RBI as a core banking institution
 - Describe the concept and benefits of digital banking
- **Performance Evaluation**
 - Enlist the functions performed by RBI
 - State the various benefits of digital banking to consumers
- **Teaching and Training Method**
 - Interactive Lecture: Role and importance of RBI
Activity: Discuss the role and importance of RBI with your classmates in a classroom session
 - Interactive Lecture: Concept and benefits of digital banking
Activity: Discuss the various components with your classmates of digital payments mentioned under the Digital India Initiative

Unit 5: Modes of Digital Payments- Card Based

- **Learning Outcome**
 - Understand about types of bank cards
 - Explain the purpose and use of PoS
 - Discuss various types of ATMs
- **Knowledge Evaluation**
 - Describe the various types of bank cards
 - Understand the definition and benefits of PoS and mPoS
 - Describe the types and benefits of ATMs
- **Performance Evaluation**
 - Appreciate the use and benefits of bank cards
 - Enlist the benefits of PoS and mPoS while purchasing
 - State the benefits of ATMs
- **Teaching and Training Method**
 - Interactive Lecture: About Bank Cards
Activity: Enlist the types of bank cards in use
 - Interactive Lecture: About PoS and mPoS
Activity: Discuss the benefits of a PoS transaction with your classmates in a classroom session
 - Interactive Lecture: Various types of ATMs
Activity: Discuss the steps of a cash withdrawal from an ATM with your classmates in a classroom session

Unit 6: Modes of Digital Payments- Biometric Based

- **Learning Outcome**
 - Explain the significance of UIDAI, Aadhaar and AePS
 - Understand Micro ATMs
 - Explain the significance of BHIM Aadhaar Pay
- **Knowledge Evaluation**
 - Appreciate the critical role played by UIDAI, Aadhaar and AePS
 - Understand the definition and benefits of Micro ATMs
 - Describe BHIM Aadhaar Pay, the solution for merchants
- **Performance Evaluation**
 - Understand the role and importance of UIDAI, Aadhaar and AePS
 - Enlist the benefits of Micro ATMs
 - Identify the role of Aadhaar biometrics in BHIM Aadhaar Pay

- **Teaching and Training Method**
 - Interactive Lecture: Role and importance of UIDAI, Aadhaar and AePS
Activity: Discuss the role and importance of UIDAI with your classmates in a classroom session.
 - Interactive Lecture: About Micro ATMs
Activity: Discuss the steps of cash withdrawal from a micro ATM with your classmates in a classroom session
 - Interactive Lecture: Significance of BHIM Aadhaar Pay

Unit 7: Modes of Digital Payments _ Mobile Based Banking and Others

- **Learning Outcome**
 - Describe the various options of internet banking
 - Describe mobile banking
 - Define UPI and mobile wallets
 - Define and understand the application of USSD
- **Knowledge Evaluation**
 - Explain internet banking and differentiate between its various types such as NEFT, RTGS, IMPS and NACH
 - Explain the concept of mobile banking
 - Enlist the various types of mobile wallets
 - Describe the concept and scope of USSD
- **Performance Evaluation**
 - Develop understanding about various forms of internet banking services
 - Appreciate the role of mobile banking in making transactions simpler
 - Appraise the importance of UPI and mobile wallets
 - State the purpose and application of USSD
- **Teaching and Training Method**
 - Interactive Lecture: Internet banking services such as NEFT, RTGS, IMPS and NACH
Activity: Discuss the steps involved in making a transaction using online banking with your classmates in a classroom session
 - Interactive Lecture: Mobile banking
Activity: Discuss the various features of the banking app with your classmates in the classroom session
 - Interactive Lecture: UPI and mobile wallets
Activity: Enlist the benefits of a popular mobile wallet based on your observation and discussion with a user
 - Interactive Lecture: Purpose and application of USSD

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1 Team Work

Learning Outcomes

- 1.1 Teamwork
- 1.2 Effective Team Skills
- 1.3 Difference between Teams and Groups
- 1.4 Benefits of Teamwork

1.1 Teamwork

A team is when a group of individuals who come together to achieve a common goal or objective.



Teamwork

For instance, in schools and colleges, you often see teams, such as a football team, cricket team, or tug-of-war team, where students work together to achieve common objectives. Similarly, when it comes to business organisations, groups of people who work together towards a common objective are referred to as work teams.

Teamwork happens when members of a team collaborate on a task. Excellent and effective teams can make even the most challenging tasks achievable. In a team, everyone works together

and each member uses his/her special skills and abilities. For instance, the creation of a cricket team, the coach and players select various roles, such as a captain, a wicket-keeper, batsmen, all-rounders and bowlers. As a result, when a team comes together, each member contributes in their own unique way, all working towards a common goal. This goal could be winning a game, a tournament, or completing a study project.

Do You Know?

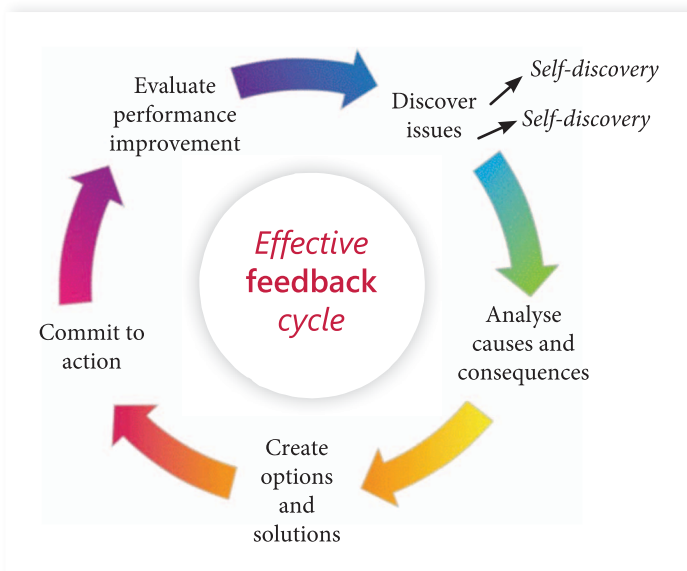
Brilliant people are more effective and creative when working with others.



1.2 Effective Team Skills

Teams offer a great opportunity for people to come together and achieve common goals. Nevertheless, to achieve these goals, team members must have certain skills and demonstrate them. Let's briefly recall the kind of skills that are required for teams to work effectively:

- **Communication Skills:** Being in a team requires everyone to be great at listening and sharing ideas. It means paying attention when others talk and speaking up about your own thoughts. Good communication involves both listening carefully and expressing your ideas clearly. In a team, each person plays a role in understanding others and making sure their own thoughts are heard. So, being a good team member means being skilled at both talking and listening, creating a positive and productive environment for everyone.
- **Interpersonal Skills:** Teams work well when



members get along and create a friendly atmosphere. This is where interpersonal skills come in handy. Interpersonal skills mean being good at interacting with and getting along with others. In a team, it's important that everyone can connect with one another in a positive way. When team members have strong interpersonal skills, it helps them communicate better, understand each other and work together smoothly. So, having good interpersonal skills is like having a toolkit for building strong and friendly relationships within the team, making the whole experience more enjoyable and effective.

- **Feedback Skills:** Being in a team means knowing how to give and take feedback well. Feedback is like friendly advice to help everyone improve. Giving feedback means sharing helpful ideas with your teammates, while receiving feedback means listening calmly and being open to suggestions. It's important to share thoughts on how things can get better in a positive way. And when others share feedback with you, it's cool to take it with grace and not get upset. So, having good



feedback skills in a team is like building a bridge of improvement where everyone helps each other grow and do even better.

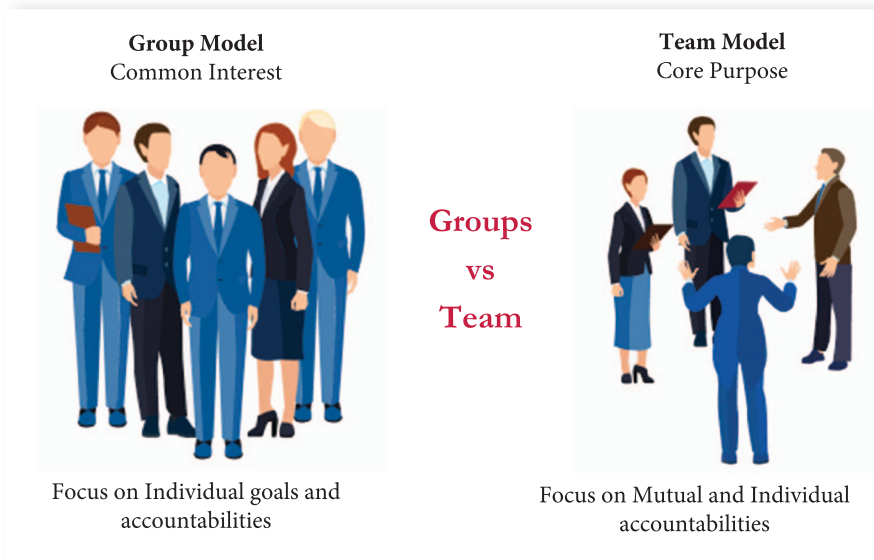
- **Conflict Resolution:** In a team, it's normal for people to have different opinions and sometimes they might not agree. That's where conflict resolution skills come in handy. These skills help team members sort out disagreements

Conflict Resolutions Skills	
Active Listening	Positivity
Emotional Intelligence	Negotiation
Patience	Observation
Mediation	Self-awareness
Problem-Solving	Team Awareness

in a peaceful way without causing trouble for the team. It's like finding a solution that makes everyone happy. So, when there's a problem, team members with good conflict resolution skills can talk it out calmly and work together to fix things. This way, the team can keep going smoothly and everyone can feel good about being part of a group that knows how to handle disagreements nicely.

1.3 Difference between Teams and Groups

People coming together can form either a team or a group. The big difference lies in whether they



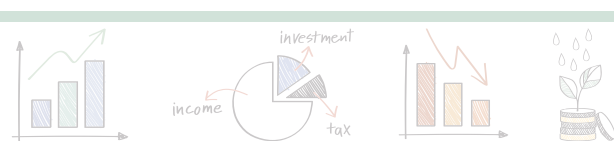
all aim for the same thing. Think of a study group—they might just be pals (friends) studying together, not necessarily trying to achieve something specific. Now, let's talk about a football team. It's not like a study group because everyone on the football team is working together for one big goal—to win against the other team.

So, what makes a 'team' special is that everyone has the same target in mind. In a team, it's like

everyone is playing for the same prize or victory. This is the key thing that makes a 'team' different from a 'group', where folks might just share some similarities but not necessarily a common goal. Having that shared goal is what makes a team a powerful bunch, all working together toward success.

Do You Know?

The mere presence of other people engaged in the same task can boost our motivation.

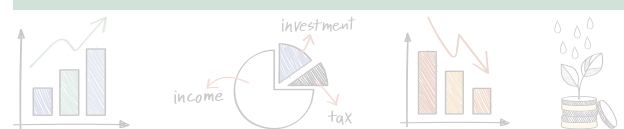


1.4 Benefits of Teamwork

When individuals come together as a team, it brings several benefits, such as:

- **Higher Productivity:** Getting things done is quicker and smoother when we team up because humans are naturally social. Working together helps us be more efficient and speedy. It's like having a bunch of helpers to make the work go faster. Teamwork taps into our social side, making tasks easier and faster to finish.
- **Better Cooperation:** Teamwork is like having a smooth collaboration between members. When we work together, it helps us understand each other better. This understanding allows us to learn from the mistakes made by our team members and be there to support each other when help is needed. It's like a friendly group effort where everyone pitches in, making it easier for everyone to do their best.
- **Creativity and Problem-Solving:** Collaborating as a team allows each member to put their special set of skills to use. It gives us opportunities to be creative and think of smart solutions for problems. Each team member brings something unique to the table, making it easier to tackle challenges. It's like a puzzle where everyone has their piece and when we put them together, we can solve any problem that comes our way. Teamwork is all about using our skills to be creative and find good answers to tricky situations.
- **Sharing of Work:** When a bunch of people team up, the work is split among them. This means everyone does their part and it helps to lower the stress on any one person. It's like everyone is chipping in to get the job done, making it easier on each individual. Teamwork is about dividing the workload so that no one feels overwhelmed and everyone can contribute without feeling too much pressure. Sharing the work makes everything smoother and lessens the burden on each team member.
- **Learning and Motivation:** In a team, everyone gets the chance to learn new things from each other. This learning keeps everyone motivated and focused on their goals or what they want to achieve. It's like having a group of teachers where everyone shares their knowledge, making it a continuous learning experience. Being in a team means there's always something new to discover and this curiosity helps to keep everyone excited and driven to reach their objectives. Learning from each other is like having a bunch of guides on the team, steering everyone towards success.

In a nutshell, when we work together, we can achieve more than just finishing tasks. We can create strong bonds, use problem-solving strategies, support one another and make work more pleasurable. Team synergy is like a magical boost that makes everything better. It's about combining different skills, having common goals and everyone being committed to success. When we work as a team, it's like a powerful force that improves how we solve problems and makes us feel more connected. By working together, we can be more creative and get things done better, creating a work environment where everyone succeeds and grows together.



SUMMARY

- ❖ A group of people who come together to perform a common goal or objective is known as a team.
- ❖ Team members need to possess and demonstrate communication, interpersonal, feedback and conflict-resolution skills to achieve common goals.
- ❖ A team is different from a group because a group consists of individuals who may or may not have common goals or objectives.
- ❖ Various benefits of teamwork include higher productivity, better cooperation, creativity and problem solving, sharing of work and learning and motivation.

Glossary

- ❖ **Team** : a group of people working together towards accomplishing a common goal
- ❖ **Group** : number of people connected in some way
- ❖ **Synergy** : the interaction or cooperation of two or more persons to produce a combined effect greater than the sum of their separate effects
- ❖ **Interpersonal skills** : the behaviours and tactics a person uses to interact with others effectively
- ❖ **Feedback skills** : it is about listening actively, taking the time to analyze and then thinking of the best possible solution to perform better



Exercises

CBSE Textbook Questions with Answers

A. Choose the correct option.

1. Which of the following is an example of a team?
(a) Siblings and cousins (b) Tuition colleagues
(c) Army regiment (d) Parents and grandparents
2. Which of the following statements distinguishes a team from a group?
(a) Teams have team leaders and groups have group leaders.
(b) A team does not work towards a common purpose, but a group does.
(c) A team works towards a common purpose, but a group does not.
(d) Teams have similar jerseys for each team member, but groups do not.

Answers: 1. (c) 2. (c)



B. Fill in the blanks.

- Excellent and teams make challenging tasks achievable and straightforward.
(a) Effective (b) Enormous (c) Elated (d) Ecstatic
- For a team to work efficiently, team members should with each other properly.
(a) Contradict (b) Communicate (c) Convolute (d) Covert
- Members need to show conflict resolution skills to sort out the peacefully, without impacting the teamwork.
(a) Similarities (b) Dissimilarities (c) Reciprocities (d) Parities

Answers: 1. (a) Effective 2. (b) Communicate 3. (b) Dissimilarities

C. True or False.

- Teams work well when there are differences among the members.
- Feedback should be taken or given while working in a team to avoid conflicts.
- Humans tend to work slower in a team.

Answers: 1. False 2. True 3. False

Additional Questions with Answers

A. Choose the correct options.

- A team is when a group of individuals who come together to achieve a
(a) individual goal (b) team spirit
(c) motive (d) common goal
- Choose the correct statement.
(a) Teamwork happens when members of a team collaborate on a task.
(b) Ineffective teams can make even the most challenging tasks achievable.
(c) In a team, all the members do not work together.
(d) In a team, only one member uses his/her special skills and abilities.
- When team members have strong skills, it helps them communicate better, understand each other and work together smoothly.
(a) communication (b) interpersonal
(c) feedback (d) conflict resolution
- Teamwork is about dividing the so that no one feels overwhelmed and everyone can contribute without feeling too much pressure.
(a) thinking (b) workload
(c) time (d) pressure

Answers: 1. (d) 2. (a) 3. (b) 4. (b)



B. Fill in the blanks:

1. Good communication involves both carefully and expressing your ideas clearly.
2. In a team, everyone gets the chance to learn things from each other.
3. is like having a smooth collaboration between members.
4. is like friendly advice to help everyone improve.

Answers: 1. listening 2. new 3. Teamwork 4. Feedback

C. True or False.

1. A group of people who come together to perform a common goal or objective is known as a group.
2. Collaborating as a team allows each member to put their special set of skills to use.
3. Excellent and effective team can make even the most challenging tasks achievable.
4. In a team, it's important that everyone can connect with one another in a negative way.

Answers: 1. False 2. True 3. True 4. False

D. Answer the following questions.

1. What is the difference between a team and a group?
2. Define a team.
3. Describe briefly any three benefits of working in a team.
4. Write a short note on interpersonal skills.
5. Teams offer a great opportunity for people to come together and achieve a common objective. In the context of the statement, describe the effective team skills.
6. Teamwork is like having a smooth collaboration between members. Justify the statement.
7. When individuals come together as a team, it brings several benefits. In the context of the statement, describe the benefits of teamwork.
8. What are the merits and demerits of working in a team?



A. Who are your team members? Write at least one strength of each team member.

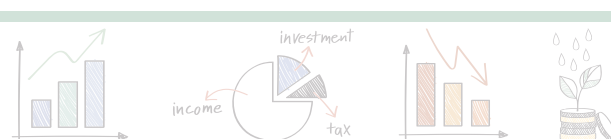
Critical Thinking

Name: Strengths:

Name: Strengths:

Name: Strengths:

Name: Strengths:



1. Write about your own past experience (good or bad) as a team member.
2. As a result of your experience, what are your current expectations of the group? Share it with your peer group.

B. Write the benefits of teamwork.

Problem-Solving Skills



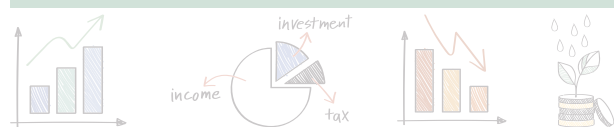
Suggested Learning Activities

1. Discuss with your elder sibling and peer group more about teamwork. On the chart paper, write about teamwork in detail and paste it on your classroom display board.

Experiential Learning

2. On the basis of your personal observations in a school-based team, enumerate the benefits of teamwork with your classmates in a classroom session.

Experiential Learning



About the Book

The book, **Financial Literacy** will enhance the knowledge base of students in terms of financial literacy. They will come to know about the basic financial concepts, early methods of a transaction and the evolution of trade. The book emphasises the importance of collaboration and focuses on the need of a team. It presents the origin of banking, the transition from coins to paper money, types of bank and major operations and services carried out by modern banks.

The book introduces about the PoS, mPoS and ATM machines. Further knowing about the modes of **digital payments**, the students will learn about the role of UIDAI and the importance of Aadhaar, and Aadhaar Enabled Payment System. In a whole, every effort is made in the book to enrich the financial knowledge of learners in the light of the functioning of modern economy.



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