

Middle Stage



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8
CBSE

Financial Literacy

CODE 904 | Skill Education



FULLMARKS

8

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Financial Literacy

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PREFACE

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
 - Identify the unique roles performed by team members
- **Knowledge Evaluation**
 - Describe the meaning of a team
 - Explain the different ways in which members contribute to a team
- **Performance Evaluation**
 - Describe the concept of team enumerate its benefits
 - State the various types of roles adopted by team members
- **Teaching and Training Method**
 - Interactive Lecture: Meaning of Team
 - Interactive Lecture: Team Roles

Activity: Enlist the roles demonstrated by members in a team that you are part of. For example: sports/house team

Unit 2: Introduction to Financial Literacy

- **Learning Outcome**
 - Understand basic financial concepts
 - Summarise the evolution of trade and money
 - Describe the concept of Bill/Cash Memos
- **Knowledge Evaluation**
 - Explain the meaning of basic financial concepts
 - Chart the evolution of trade and how it is connected with the development of money system
 - Understand how Bill/Cash memos work
- **Performance Evaluation**
 - Demonstrate the understanding of basic financial concepts
 - Articulate concepts such as barter system and how they played a role in the evolution of trade and money
 - Appreciate the importance of Bill/Cash memos in business
- **Teaching and Training Method**
 - Interactive Lecture: Basic financial terms

Activity: Search on the Internet to identify which organisations provide loans apart from banks

- Interactive Lecture: Evolution of trade and money
 - Interactive Lecture: Bill/Cash Memos
- Activity:** Discuss with your Social Science teacher to obtain more information about Bill/Cash memos

Unit 3: Banking

- **Learning Outcome**
 - Understand the purpose and functions of Banks
- **Knowledge Evaluation**
 - Describe the importance of banks and their purpose as financial institutions
- **Performance Evaluation**
 - Appreciate the role played by banks in the economy
- **Teaching and Training Method**
 - Interactive Lecture: Role and importance of banks

Activity: Make a list of public sector commercial banks near your home or school

Unit 4: Security

- **Learning Outcome**
 - Understand 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
 - Interactive Lecture: Concept and benefits of digital banking

Activity: Visit <https://digitalin-dia.gov.in/> and make a list of new initiatives launched as part of Digital India

Unit 5: Modes of Digital Payments- Card Based

- **Learning Outcome**
 - Identify the various kinds of banking cards: Debit, Credit and Prepaid
 - Define PoS and its benefits
 - Describe ATM and the benefits it offers
- **Knowledge Evaluation**
 - State and describe the benefits of using Debit, Credit and Prepaid Cards
 - Explain the definition of PoS and its benefits
 - Explain the function of ATM and its benefits
- **Performance Evaluation**
 - Appreciate the benefits of using banking cards
 - Enumerate the benefits offered by PoS
 - Identify the role played by ATM in today's world
- **Teaching and Training Method**
 - Interactive Lecture: Purposes and benefits of using banking cards
Activity: Observe a banking card with the help of your parents and list down its visual elements
 - Interactive Lecture: Purposes and benefits PoS
Activity: Visit a nearby supermarket and observe the working of PoS system. List down your observations
 - Interactive Lecture: Function and benefits ATM
Activity: Visit an ATM along with your parents, and list down the facilities it provides apart from cash withdrawal

Unit 6: Modes of Digital Payments- Biometric Based

- **Learning Outcome**
 - Understand the role and importance of UIDAI, Aadhaar and AePS
 - Define the purpose and benefits of Micro ATM machines
- **Knowledge Evaluation**
 - Explain the significance of UIDAI, Aadhaar and AePS
 - Describe the importance and benefits of Micro ATM machines
- **Performance Evaluation**
 - Appreciate the important role played by UIDAI, Aadhaar and AePS

- Enlist the benefits of Micro ATM machines
- **Teaching and Training Method**
 - Interactive Lecture: Role and importance of UIDAI, Aadhaar and AePS
Activity: Visit the uidai.gov.in website and compile key aspects about UIDAI
 - Interactive Lecture: Purpose and benefits of Micro ATM machines
Activity: Research on the internet and list down differences between ATM and Micro ATM

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: Request your parent to demonstrate an IMPS funds transfer transaction and record your observations
 - Interactive Lecture: Mobile banking
Activity: Discuss with your parent about the benefits they experience with any mobile banking app that they are using
 - Interactive Lecture: UPI and mobile wallets
Activity: Explore the use of a mobile wallet under guidance from your parent
 - Interactive Lecture: Purpose and application of USSD

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1 Teamwork

Learning Outcomes

1.1 Definition of Team

1.2 Concept of Teamwork

1.3 Benefits of Teamwork

1.4 Team Roles

1.1 Definition of Team

A team is a collective of individuals collaborating to accomplish a task. Teamwork involves the synergy of working together towards a shared objective. The aim of this unit is to instill in students the value of collaboration, emphasizing the significance of each team member's role and fostering an appreciation for teamwork.



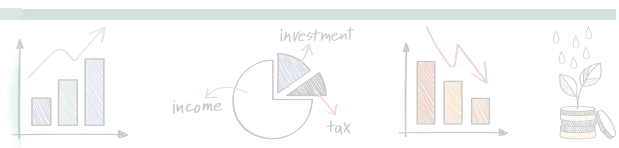
Team

1.2 Concept of Teamwork

You know that a team is a group of people. They work together to perform some specific task. Each member of the team work hard to achieve the goal. A team always has a goal to perform. Let's read the story of a boy named Rahul. You will come to know how he formed a team of boys and achieved the task.

Rahul is a brilliant student of his class. He likes morning walk. He goes to the park for walking daily. One day he found several pieces of stone laying in the path of the park gate. He decided to remove these stones quickly, as many old people may get struck and hurt. As he believes in humanity, he wants to do something for the old people.

At once, he saw some children were playing inside the park. He went to them and requested them to help him remove the stones away from the path. Rahul had leadership qualities and he could easily influence the other boys with his charitable thoughts. Moreover, he was confident that with



the assistance of other boys, he could easily clear the stones and place them safely by the side of the road. Hopefully and confidently he approached the boys in the park.

First of all, Rahul delivered a lecture on ‘The duty of good citizens’, before the boys. In his speech, he tried to remind the boys of their duty towards the society and why they must give due regard to the old people. Undoubtedly, his speech had a deep impact on the boys and they, therefore, decided to help Rahul perform the task.

All the boys came and helped Rahul in removing the stones. They put their best efforts and finally moved the stones aside. At the same time, they also obeyed Rahul who was their temporary leader for the time being while completing the task.

Thus, Rahul being a born leader, knew that he could not remove the stones alone. But he could leave the stones lying in the middle of the path as it could have injured several old people. He took the help of other boys and worked as a team to achieve his objective. And his teamwork brought fruit. You can also say that it was the test of Rahul’s leadership.

1.3 Benefits of Teamwork

You should not forget that teamwork offers numerous benefits. As you read, Rahul and other boys collaborated as a team to clear the path of stones. Thus, Rahul with the other boys saved the people from potential hurt.

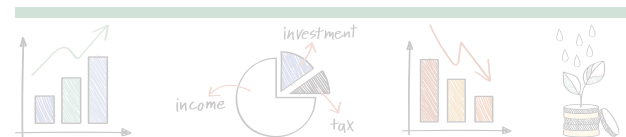
Being an intelligent boy, Rahul possesses clarity of thought. He is creative and has power to solve the problems. When he noticed the stone, he considered the potential consequences that they could pose a danger to the elderly people. Immediately, he approached the other boys and influenced them with his perspective. As a result, he was able to get their support and address the problem of removing the stones away from the park gate. Therefore, you have learnt that if you want to achieve your goal, you must be creative and have the ability to tackle the task with determination.



With a better sense of cooperation, they made the task easy to complete. As Rahul is the captain of football team at his school, he knows how sharing of work makes the work easy. Of course, he distributed the workload of removing stones among the other boys. He needed the help of other boys to complete the task. Always remember that when you work as a team, it means that you have a share in the work. It also means you have to play your role. Similarly, each boy on Rahul’s team has played his role. This is the sign of a good team member.

When many people work as a team, their success depends on their better cooperation. Rahul and the other boys showed this objective and made the task easy to accomplish. Finally, they achieved their goal.

Teamwork has power to complete the work within short time. High productivity could be produced by working as a team only. Rahul and the other boys collaborated to remove the stone, pooling their efforts for a common goals. Their greater effort removed the stones within a minute. So, if you work as a team, you could hope for some amazing results. For example, the Indian scientists



continuously worked together for long years and at last they were able to launch Chandrayan 2. They successfully landed it on the south pole of the moon. However, they had met failures earlier also. They did not lose their hope and continued their efforts, because they had a sea of patience. Thus, Rahul has taught the other boys how working as a team is essential when we have a big mission. His behaviour is quite motivating for other boys. They learnt from Rahul that life is meant to serve the people. Everybody is not equal in this world. Some are weak and some are strong. But we all are social beings and we should not forget our duty as human beings.

Hence, you have learned that teamwork has several benefits. When you work as a team, you not only increase your capacity to work continuously but also develop your confidence to be successful in life. Here, some of the benefits of teamwork are concluded and given below for your better understanding and pursuance:

- ❖ Better cooperation
- ❖ Creativity and problem solving capacity
- ❖ Learning and Motivation.
- ❖ Sharing of work
- ❖ High productivity

1.4 Team Roles

Every member of a team performs a definite role. They play this role as per her or his capacity. In the above example of teamwork, Rahul and the other boys had put efforts to remove the stones away from the path as per their capacity.

To perform some big tasks like the organization of Inter-School Tournament, the schools form a team and assign a definite role to every member of the team.

The **Shapers** are the members of a team driving the team forward to make the event successful. They are action-oriented, motivating themselves and others even when faced with challenges. In fact, they are natural leaders excelling in the management of events. Moreover, they are able to find quick solutions when a crisis occurs.

The **Interpreters** are the other important individuals in a team. They have power to convey messages in another language which aids in better understanding by a wider audience. They can also perform their duties in various situations such as business meetings, conferences, medical consultations or educational events. If you are fluent in two or more languages, you may consider yourself to be a successful interpreter. In one word, it can be said that they are the individuals with ability to turn words into action and get the things done.

The **coordinators** of a team are the Demonstrators and are known for shouldering heavy responsibilities. Their primary function is to ensure the smooth operations of all projects. They are responsible to maintain the project documentation including reports and plans. They also control schedule of events and assign tasks to the team members. Leveraging their leadership qualities, the coordinators able to manage the group dynamics to ensure the success of events.

For successful events, the **Resource Generator** plays a remarkable role. They gather and provide the essential resources for the event which take the form of guidance and field recommendations. Every member of the team has to follow these suggestions as they help in the smooth functioning of the team.



The **plant** is a person full of ideas. They have power to come up with random ideas. It is a fact that some of their ideas may not be workable on the spot, but their ideas may be good for creative solution to the problems.



The team may have some **Specialists**. They are individuals with of specialist knowledge and expertise. Sometimes, their knowledge and expertise may not be useful for the team, but they can be very effective in the critical situations.

Thus, you have learnt that a team can have several members with some definite roles. Their support is necessary for the success of some big event. In the above example, you learnt that Rahul has leadership qualities which helped him successfully perform the task of removing the stones away from the path. Never forget that we all should work as a team and should have faith in teamwork, only then, we can be a good leader like Rahul.

SUMMARY

- ❖ Several members form a team.
- ❖ A team has some definite task to perform.
- ❖ Teamwork has specific benefits.
- ❖ Teamwork enhances performance of members making them creative.
- ❖ Every member of a team plays some definite role.
- ❖ Every member of a team contributes towards the team performance.

Glossary

- ❖ **Team** : many people who work together
- ❖ **Teamwork** : the act of working together as a group
- ❖ **Productivity** : the ratio of output over input
- ❖ **Cooperation** : working together to achieve some task
- ❖ **Motivation** : driving force behind human action



Exercises

CBSE Textbook Questions with Answers

A. Choose the correct option.

1. Working in a team leads to

- (a) increased creativity
- (b) increased work burden
- (c) increased time spent on work



2. An individual who demonstrates leadership skills in a team is known as
- (a) plant (b) shaper (c) co-ordinator

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

B. Answer in brief.

1. List down any two benefits of teamwork.

Ans: The two benefits of teamwork are as given below:

- a. a better sense of cooperation
- b. possibility of higher productivity

2. What is the difference between a specialist and resource generator?

Ans: A specialist is a person with specialized knowledge and expertise in a particular field. A resource generator gathers and provides the essential information for the team. He contributes to the smooth functioning of events. Both play valuable roles and serve the different purposes of the team.

Additional Questions with Answers

A. Choose the correct option.

1. Rahul formed a to remove the stone.
 (a) team (b) class (c) club
2. A person with random set of ideas is
 (a) specialist (b) plant (c) shaper
3. Teamwork also means work with the other team members.
 (a) pushing (b) doubling (c) sharing

Answers: 1. (a) 2. (b) 3. (c)

B. True or False.

- 1. Teamwork makes our task easy.
- 2. A team can work without motivation.
- 3. A team always has a definite goal.
- 4. The specialist is not needed for teamwork.
- 5. If your task is difficult, you all should work as a team.

Answers: 1. True 2. False 3. True 4. False 5. True

C. Answer the following questions.

1. Differentiate between:
- a. task and goal
 - b. leader and shaper



2. What is teamwork?
3. What is the objective of teamwork?
4. What is the role of a resource generator in a team?
5. How do you evaluate the role of Rahul for the task he performed in the given story in the chapter.



Activities

A. Draw, colour and label the various components of creative thinking such as, examining, applying, retaining and associating which together produce some effective results.

Art Integration

B. Observe the picture and answer the questions.



1. What to these image have in common?
2. Which tasks could be accomplished by just one person? What would change?





Suggested Learning Activities

1. You are the captain of your school cricket team. Once you had to work with a player on your team whose personality was very different from yours. What quality of teamwork would you like apply to achieve the goal of your team? **Analytical Thinking**
2. Describe a time when you had to step up and demonstrate your leadership skills to enhance the performance of your team. **Critical Thinking**
3. Your school has assigned you to form a good team for the tournament to be held in your school. You are required to select the players from all the sections of class-8 and prepare them for the game. How will you perform this task? **Inter-Disciplinary**
4. Your school football team has suffered several defeats recently. Your sports teacher has directed you to form a new team for the school. Describe the criteria you will prioritize when selecting players for this team. **Knowledge Application**



About the Book

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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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