

Project Term 1

# SKILLS FOR SUCCESS

COMMUNICATION  
SELF-MANAGEMENT  
LIBREOFFICE WRITER  
LIBREOFFICE CALC

Prepared by

**Kavyaba Hitendrasinh Rathod**

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Class 10th-A  
Roll no. 12



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# 1. Introduction

**Communication and self-management** are skills that help us work better, stay organized, and present our ideas clearly. This project is about showing **how I used these skills** while creating a professional document in LibreOffice Writer, along with some data work in LibreOffice Calc. Instead of just explaining what these skills mean, I have included examples of how I used them at each stage — from planning and research to writing, formatting, and reviewing the final work.

While working on this, I had to think about how to make the document clear for a Grade 10 audience, choose the right visuals, and keep everything well-structured. I also needed to manage my time, stay organized, and solve problems on my own when I came across **challenges**. I used **advanced features** like paragraph styles, an automatic table of contents, footnotes, images, tables, diagrams, and spreadsheet tools like Consolidate, Subtotal, and Goal Seek to make the project detailed and professional.

This project doesn't just talk about communication and self-management — it puts them into practice and shows how they work together to create a complete and well-presented piece of work.

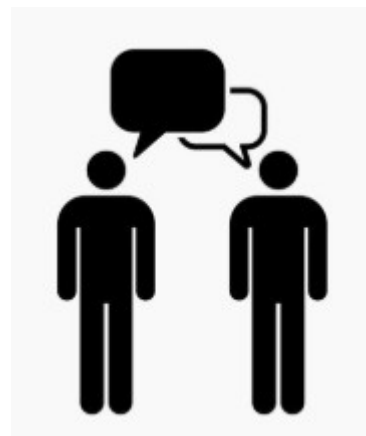
Overall, it is the **theoretical understanding and practical execution of essential 21st-century skills.**<sup>1</sup>



<sup>1</sup> Not all skills are covered, but the most important ones are.

## 2. Communication Skills

Good communication is more than just talking or writing — it's about making sure the message is understood in the way it was intended. While creating this project, I had to think about how to explain ideas clearly, use the right tone, and present information in a way that would make sense to my audience.



Creating this project required a mix of communication skills from my syllabus, additional practical abilities, and well-known communication principles. From my syllabus, I applied **methods of communication** (mainly written and visual), **verbal and non-verbal communication** (through careful word choice, tone, and layout), and **writing skills** (structuring paragraphs, correct grammar, and clear language).

To make the work more professional and engaging, I also used **digital etiquette** when researching online, **visual communication** to present data and ideas more effectively, and **audience awareness** to ensure the content was suitable for a Grade 10 reader as well as teachers.

In addition, I followed the **7Cs of Communication** — making the document clear, concise, concrete, correct, coherent, complete, and courteous. These principles guided both the way I wrote and how I organized the content, so that it would be easy to read and professional in presentation.

In the following sub-sections, I will explain each skill and principle in detail, along with examples of how I applied them while working on this project.

### 2.1 Methods of Communication

Method	Definition	How I Applied It in the Project
<b>Oral Communication</b>	The exchange of information through <b>spoken words</b> , either face-to-face or using voice technology.	I <b>did not use</b> oral communication <b>directly</b> in the document-making process, but I <b>discussed</b> ideas and progress verbally with classmates and teachers.

Method	Definition	How I Applied It in the Project
<b>Written Communication</b>	The use of <b>written words</b> to convey information, such as letters, reports, notes, and documents.	The <b>main method</b> used in this project — all explanations, instructions, and concepts were written in a clear and organized manner in LibreOffice Writer.
<b>Non-Verbal Communication (Body Language)</b>	Sending messages without words, using facial expressions, gestures, and posture.	Not Applicable <sup>2</sup>
<b>Visual Communication</b>	Conveying ideas through <b>visual elements</b> like diagrams, images, tables, and graphs.	Used <b>diagrams, tables, and screenshots</b> to make the content easier to understand and visually appealing.
<b>Tone &amp; Style (Part of Non-Verbal)</b>	The mood and professionalism reflected in word choice and formatting.	Maintained a <b>formal tone</b> suitable for an <b>academic</b> project and used <b>consistent formatting</b> to give a professional look.
<b>Digital Communication</b>	Exchanging information using electronic devices and online platforms.	Used the <b>internet</b> to research topics, gather images, and check formatting guidelines. Also followed proper digital etiquette while doing so.

## 2.2 Verbal & Non-Verbal Communication

The skills I mainly used in the making of this project. They're closely linked but distinct, because verbal/non-verbal covers *how* I expressed in writing.

### Definition

1. **Verbal communication** involves the use of words — spoken or written — to convey messages.

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<sup>2</sup> It is a typed document and usage of body language is not possible.

2. **Non-verbal communication** uses elements such as tone, style, layout, and visual cues to support the message.

### How I Applied These Skills in the Project

In this project, verbal communication was applied through **carefully chosen words** that matched the formal academic tone required for a Grade 10 assignment.

Non-verbal elements appeared in the way the content was **formatted** — using **headings, spacing, and visuals** to give the document a professional appearance and make it easy to follow.

The **combination** of verbal clarity and non-verbal design helped make the final document both informative and visually appealing.

## 2.3 Writing Skills



### Definition

Writing skills refer to the ability to express ideas clearly, accurately, and effectively in written form. They include correct grammar, spelling, punctuation, sentence structure, and the ability to organize content logically so that it flows naturally from one point to the next. Good writing also involves maintaining the right tone.

### How I Applied This Skill in the Project

Writing skills were the **foundation** of my project. I ensured all sentences were **grammatically correct** and avoided spelling errors by using **LibreOffice Writer's spell-check** tool. I kept my writing concise while including all necessary information, and organized paragraphs so that each idea led smoothly to the next.

I also paid attention to tone, keeping it formal and suitable for a Grade 10 academic assignment. **Headings, subheadings, and lists** were used to break down large amounts of text, making the document easier to read. These writing skills helped maintain both clarity and professionalism throughout the project.

## 2.4 Visual Communication

### Definition

Visual communication is the use of visual elements — such as images, diagrams, tables, charts, and formatting styles — to convey information clearly and effectively. It helps make complex ideas easier to understand and can capture the reader's attention better than text alone.

### How I Applied This Skill in the Project

I used visual communication to make my project more engaging and easier to follow. **Tables** were used to present data in a structured way, **images** were inserted, and **screenshots** were included to demonstrate spreadsheet results. **Headings, bullet points, and consistent formatting** acted as visual cues to guide the reader through the content.

The careful **placement and alignment** of visuals ensured they supported the text without making the layout look cluttered. This combination of text and visuals helped balance the document and improved overall readability.

## 2.5 Digital Etiquette

### Definition

Digital etiquette refers to the **responsible and respectful use of technology and online resources**. It includes following copyright rules, avoiding plagiarism, giving credit to original creators, using polite and professional language in digital communication, and ensuring that shared content is appropriate and accurate.



### How I Applied This Skill in the Project

While working on this project, I followed digital etiquette by **using only credible and reliable sources for research**. Any information I used from external websites was rephrased in my own words or cited using footnotes. I avoided copying images without permission and ensured that all visuals were either self-created, copyright-free, or **used under fair usage guidelines**.

I also maintained professionalism in all online searches and file handling. This not only kept my work ethical but also ensured that the final project met academic integrity standards.

## 2.6 Audience Awareness

### Definition

Audience awareness is the ability to understand the needs, expectations, and knowledge level of the people who will read or view your work. It involves adjusting language, tone, content, and presentation so that the message is clear, engaging, and relevant to that specific audience.

### How I Applied This Skill in the Project

For this project, my **target audience** was primarily **Grade 10 students and my teacher**. I

used **clear and simple language** so that the content could be easily understood without prior technical knowledge. I avoided overly complex vocabulary, and when technical terms were necessary, I explained them briefly.

The document layout was also designed with the audience in mind — I included a Table of Contents for quick navigation, used headings and subheadings to break up information, and added visuals to make learning more interesting. This approach ensured the project was both informative and enjoyable to read.

## 2.7 The 7Cs of Communication<sup>3</sup>

C	Definition	How I Applied It in the Project
<b>Clear</b>	The message should be easy to understand, with no confusion or ambiguity.	I used simple, straightforward language and avoided unnecessary jargon.
<b>Concise</b>	Information should be brief and to the point, without unnecessary details.	I kept sentences short and removed extra words that did not add value.
<b>Concrete</b>	Messages should be supported with facts, examples, or evidence.	I used examples, diagrams, and screenshots to make my points more specific.
<b>Correct</b>	Communication should be grammatically accurate and factually right.	I used spell-check, proofread my work, and verified information before including it.
<b>Coherent</b>	Ideas should be logically connected and flow naturally.	I followed a clear structure from introduction to conclusion so each section linked smoothly.
<b>Complete</b>	The message should include all necessary information.	I ensured all required topics were covered and explained fully.
<b>Courteous</b>	The tone should be polite, respectful, and considerate.	I maintained a formal, respectful tone suitable for an academic project.

<sup>3</sup> In my opinion, Confidence must also be a part of them. It's very necessary.

## 2.8 Other Important Communication Skills (Not Directly Used in This Project)

In addition to the communication skills I applied in this project, there are many others that are valuable in school, workplace, and daily life. These skills improve teamwork, reduce misunderstandings, and help deliver messages more effectively. Although I did not directly use them while preparing this document, they remain important for personal and professional success.

### Examples of Such Skills

1. **Conflict Resolution** – Handling disagreements calmly and finding solutions that satisfy everyone involved.
2. **Active Listening** – Giving full attention to the speaker, understanding their ideas, and responding appropriately.
3. **Persuasion and Negotiation** – Convincing others respectfully and working toward agreements in group discussions.
4. **Presentation & Public Speaking Skills** – Delivering information confidently and engagingly to an audience.
5. **Interpersonal Communication** – Building trust and relationships through empathy, respect, and positive interactions.
6. **Intercultural Communication** – Understanding and respecting differences in language, customs, and values while communicating with people from diverse backgrounds.
7. **Team Communication** – Sharing ideas, dividing tasks, and coordinating smoothly in group work.
8. **Questioning Skills** – Asking clear, relevant, and open-ended questions to gather more information or encourage discussion.<sup>4</sup>
9. **Non-Verbal Sensitivity** – Reading body language, facial expressions, and tone of voice accurately in conversations.

### Relevance

Even though these skills were not required for this project, they are essential in other areas of learning and future careers. Developing these skills ensures a person becomes a more effective and confident communicator in all settings.

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<sup>4</sup> As a student, questioning skills are a must. They help you to stay curious, learn, and explore.

# 3. Self-Management Skills

Self-management skills are the abilities that help us plan our work, stay on track, and complete tasks effectively without constant supervision. They involve **making good decisions, using time wisely, staying motivated, and overcoming challenges**. For this project, I applied both the self-management skills from my syllabus — **stress management, strength and weakness analysis, self-motivation, goal setting, and time management** — as well as additional skills such as planning and organization, problem-solving and initiative, and attention to detail.

These skills helped me complete the project step-by-step: staying calm under pressure, identifying what I'm good at and where I need to improve, setting clear goals, and managing my time so I could finish before the deadline.

In the following sections, I will explain each skill in detail, along with how I applied it while working on this project.

## 3.1 Stress Management

### Definition

Stress management is the ability to handle challenges and deadlines without letting them affect performance. It involves using strategies such as planning, breaks, and positive thinking to remain calm and productive.



### How I Applied Stress Management in This Project

The main causes of stress while working on this project were the **strict deadlines** and the **shift from MS Word to LibreOffice**, which required me to learn new software features quickly. At first, this felt overwhelming.

To manage this, I used **breaks** to relax, followed proper **planning** to divide the work into smaller parts, and stayed **positive** by not focusing too much on the pressure itself. Instead of worrying, I kept reminding myself that completing each step was progress. By the end, I noticed that my confidence had grown, and I was able to meet the deadlines without losing control.

## 3.2 Strength and Weakness Analysis (Self-Reflection)

### Definition

Strength and weakness analysis<sup>5</sup> is the process of identifying areas where a person performs well and areas that require improvement. It also includes comparing one's **interests** with one's **abilities** to understand where effort is needed.

### How I Applied Strength and Weakness Analysis in This Project

Through **self-reflection**, I identified that my **strengths** were:

- Writing clear explanations
- Planning and organising tasks
- Learning new software quickly through practice

My **weaknesses** were:

- Getting distracted easily
- Difficulty working under time pressure



Interestingly, I am **not particularly interested in writing or design**, but I was still able to do them effectively when required. This showed me that even if a task is not among my interests, I can still perform well if I approach it with the right mindset. This analysis helped me rely on my strengths and work consciously on my weaknesses during the project.

## 3.3 Self-Motivation

### Definition

Self-motivation is the ability to push oneself to work hard and stay consistent without needing constant external pressure. It comes from having clear goals and reasons to complete a task.



### How I Applied Self-Motivation in This Project

My biggest motivation was the **deadline** and the fact that this project carried **marks**. Knowing that my work would directly impact my performance kept me focused. Another source of motivation was the learning aspect — I was interested in **improving myself** by discovering new features in LibreOffice that I had never used before.

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<sup>5</sup> It is a part of SWOT Analysis – Strengths, Weaknesses, Opportunities, and Threats.

I did not give myself small rewards or tricks to avoid procrastination, but the **urgency** of deadlines and the value of self-development were enough to keep me going.

### 3.4 SMART Goal Setting

#### Definition

Goal setting means defining targets to achieve within a specific time frame. The SMART model explains that goals should be: **Specific, Measurable, Achievable, Relevant, and Time-bound.**



#### How I Applied Goal Setting in This Project

My **major goal** was to **finish the entire project before the final deadline.** To reach this, I divided the work into smaller tasks — completing a few topics each day — so that I could stay on track.

- **Specific:** Finish project with all required sections.
- **Measurable:** Progress checked daily after finishing topics.
- **Achievable:** Tasks were realistic for my skills and time.
- **Relevant:** Completing the project was important for my marks.
- **Time-bound:** The overall project had a fixed deadline (though I did not set smaller deadlines for each task).

This approach ensured that I made steady progress without rushing everything at the end.

### 3.5 Time Management

#### Definition

Time management is the ability to use time effectively by prioritizing tasks, avoiding delays, and completing work within deadlines.



#### How I Applied Time Management in This Project

I divided the project into clear phases:

Research ➡ Writing ➡ Formatting ➡ Adding visuals ➡ Final checking

This logical order helped me complete each step systematically. Although I did not face major problems sticking to this plan, there were difficulties in balancing multiple tasks.

Instead of seeing them as obstacles, I took them as a **challenge** and **stayed consistent** until they were done. This mindset helped me finish the work on time.

I also used **Prioritization, Concentration, Discipline, and Adaptability** in the making of this project.

### **3.6 Other Important Self-Management Skills (Not Directly Used in This Project)**

Self-management includes a wide range of abilities that help a person take control of their own learning, behavior, and performance. Beyond the skills I applied in this project, there are other valuable skills that play a big role in long-term success, especially when facing complex challenges.

#### **Examples of Such Skills**

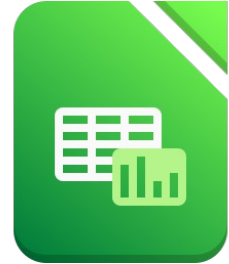
1. **Emotional Intelligence** – Understanding and controlling one’s emotions while being empathetic to others.
2. **Decision-Making** – Staying calm and making the right choice.
3. **Resilience** – Bouncing back from failures or setbacks without giving up.
4. **Work-Life Balance** – Managing studies, family, hobbies, and relaxation in a healthy way.
5. **Critical Thinking** – Analyzing information logically to solve problems effectively.
6. **Delegation & Collaboration** – Distributing tasks and cooperating with others.
7. **Perseverance** – Continuing to work hard even when progress is slow.
8. **Resource Management** – Using available tools, information, and time wisely to get the best results.
9. **Creativity & Innovation** – Finding new approaches to problems instead of following only traditional methods.
10. **Accountability** – Taking responsibility for one’s work, decisions, and results.

#### **Relevance**

Although I did not use these skills directly in this project, they are essential in both academic and professional life. Developing these abilities will prepare me to take on bigger challenges in the future with confidence and efficiency.

# 4. Spreadsheet Integration

Spreadsheet integration is the process of using spreadsheet tools to organize, calculate, and analyze data in a structured way. Spreadsheets like **LibreOffice Calc** provide powerful features such as formulas, functions, and analysis tools that help in making better decisions from raw data. By linking a spreadsheet with a project document, information can be presented more clearly and professionally.



In this project, I integrated spreadsheets to demonstrate practical applications of data management and analysis. I created a sample dataset in Calc and used tools like **Consolidate, Subtotal, and Goal Seek** to generate meaningful results. This integration not only improved the quality of the project but also showed how spreadsheets can be used in real-life problem-solving.

## 4.1 Sample Dataset

### Definition

A dataset is a structured collection of data arranged in rows and columns, which can be analyzed using spreadsheet tools. Datasets make it easier to organize information, apply formulas, and generate results.

### How I Applied It in This Project

For this project, I created a **sample dataset in LibreOffice Calc** that tracked the **hours I spent studying different subjects (Math, Science, and English) across the days of a week**. Each row represented a subject studied on a specific day, and the “Hours Spent” column showed the time given.

This dataset served as the base for applying various spreadsheet tools like **Consolidate, Subtotal, and Goal Seek**. It allowed me to practice data analysis and present meaningful results in my project.

The datasets screenshots are inserted.

	A	B	C	D
1	Day	Subject	Hours Spent	
2		Math	2	
3		Science	1	
4	Monday	English	1	
5		Math	2	
6		Science	2	
7	Tuesday	English	1	
8		Math	3	
9		Science	1	
10	Wednesday	English	1	
11		Math	2	
12		Science	2	
13	Thursday	English	1	
14		Math	2	
15		Science	1	
16	Friday	English	2	
17		Math	3	
18		Science	2	
19	Saturday	English	1	
20		Math	1	
21		Science	2	
22	Sunday	English	2	
23				
24				

	A	B	C	D
1	Day	Subject	Hours Spent	
2		Math	2	
3		Science	1	
4	Monday	English	1	
5		Math	2	
6		Science	2	
7	Tuesday	English	1	
8		Math	3	
9		Science	1	
10	Wednesday	English	1	
11		Math	2	
12		Science	3	
13	Thursday	English	2	
14		Math	2	
15		Science	3	
16	Friday	English	3	
17		Math	2	
18		Science	4	
19	Saturday	English	2	
20		Math	2	
21		Science	3	
22	Sunday	English	4	
23				
24				

## 4.2 Consolidate Tool

### Definition

The Consolidate tool in LibreOffice Calc is used to combine data from multiple ranges into a single summary. It helps in calculating totals, averages, counts, or other functions when the same type of data is spread across different cells, rows, or sheets.

### How I Applied It in This Project

I applied the Consolidate tool to my sample dataset to calculate the **total hours spent on each subject across the entire week**. Instead of adding each day's entries manually, the Consolidate SUM function automatically summed up the hours of Math, Science, and English.

This gave me a clear idea of how much time I had dedicated to each subject overall. For example, it showed whether I was giving more time to Math compared to Science or English.

### Before

	A	B	C	D
1	Day	Subject	Hours Spent	
2		Math		
3		Science		
4	Monday	English		
5		Math		
6		Science		
7	Tuesday	English		
8		Math		
9		Science		
10	Wednesday	English		
11		Math		
12		Science		
13	Thursday	English		
14		Math		
15		Science		
16	Friday	English		
17		Math		
18		Science		
19	Saturday	English		
20		Math		
21		Science		
22	Sunday	English		
23				
24				

### After – Total Hours Spent (Week 1+ Week2)

	Day	Subject	Hours Spent
		Math	4
		Science	2
Monday		English	2
		Math	4
		Science	4
Tuesday		English	2
		Math	6
		Science	2
Wednesday		English	2
		Math	4
		Science	5
Thursday		English	3
		Math	4
		Science	4
Friday		English	5
		Math	5
		Science	6
14 Saturday		English	3
		Math	3
		Science	5
Sunday		English	6

## 4.3 Subtotal Tool

### Definition

The Subtotal tool in LibreOffice Calc is used to automatically group data and calculate summaries such as totals, averages, or counts for each group. It helps in quickly analyzing data without creating separate formulas for each category.

### How I Applied It in This Project

I applied the Subtotal tool on my dataset by grouping the entries according to the **Day**. This allowed me to calculate the **total study hours per day**, combining the time spent on Math, Science, and English.

For example:

- On **Sunday**, the subtotal showed the total of all hours spent on Math, Science, and English which was **9 hours**.
- Overall, it showed that I studied **46 hours** in the week.

This made it easy to see whether my study schedule was **balanced** throughout the week or if some days were **overloaded** compared to others.

	A	B	C	D
1	<b>Day</b>	<b>Subject</b>	<b>Hours Spent</b>	
2	Friday	Math	2	
3	Friday	Science	3	
4	Friday	English	3	
5	<b>Friday Sum</b>		<b>8</b>	
6	Monday	Math	2	
7	Monday	Science	1	
8	Monday	English	1	
9	<b>Monday Sum</b>		<b>4</b>	
10	Saturday	Math	2	
11	Saturday	Science	4	
12	Saturday	English	2	
13	<b>Saturday Sum</b>		<b>8</b>	
14	Sunday	Math	2	
15	Sunday	Science	3	
16	Sunday	English	4	
17	<b>Sunday Sum</b>		<b>9</b>	
18	Thursday	Math	2	
19	Thursday	Science	3	
20	Thursday	English	2	
21	<b>Thursday Sum</b>		<b>7</b>	
22	Tuesday	Math	2	
23	Tuesday	Science	2	
24	Tuesday	English	1	
25	<b>Tuesday Sum</b>		<b>5</b>	
26	Wednesday	Math	3	
27	Wednesday	Science	1	
28	Wednesday	English	1	
29	<b>Wednesday Sum</b>		<b>5</b>	
30	<b>Grand Sum</b>		<b>46</b>	
31				

## 4.4 Goal Seek

### Definition

Goal Seek is a tool in LibreOffice Calc that allows you to find the required input value to achieve a desired result in a formula. Instead of trial and error, it automatically calculates the needed value.

### How I Applied It in This Project

I used Goal Seek on my dataset to find out how many **extra study hours** of Math I would need in order to reach a **weekly total of 20 hours**.

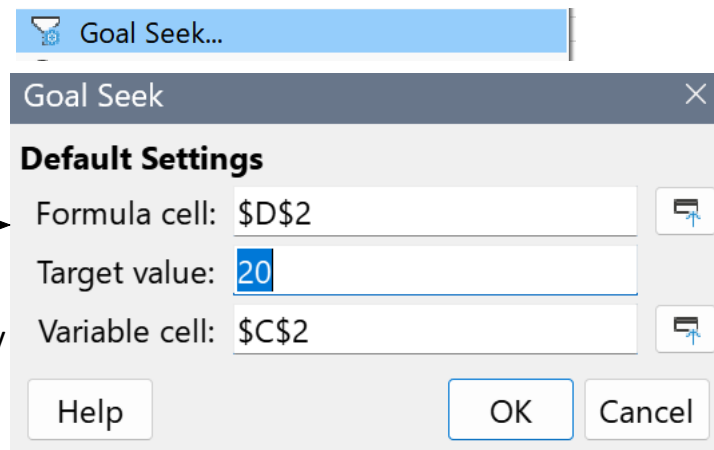
	A	B	
1	<b>Subject</b>	<b>Hours Spent</b>	The Data
2	Math	12	
3	Science	9	
4	English	8	
5			

Steps I followed:

1. I created a formula cell that calculated the total hours of **Math** study.<sup>6</sup>

=SUM(B2,C2)

2. I then applied Goal Seek function.
3. I set the “Target value” to 20.
4. I selected the “Variable cell” as the Math entry that I wanted to adjust. →
5. Goal Seek automatically gave me the number of hours I should study additionally to reach the target. (**Output**)



This showed me how Goal Seek can be useful in planning and achieving goals realistically, based on data.

### The Output

	A	B	C	D
1	<b>Subject</b>	<b>Hours Spent</b>	<b>Hours I need to Study</b>	<b>Target Hours</b>
2	Math	12	8	20
3	Science	9		
4	English	8		
5				
6				

<sup>6</sup> Similar thing can be applied for other subjects as well.

# 5. Conclusion

Through this project, I gained practical knowledge of how **communication skills** and **self-management skills** play an important role in both academics and real life. While working on the document, I applied concepts like **verbal and non-verbal communication, writing skills, audience awareness, digital etiquette, and the 7Cs of communication**, which helped me present the content clearly and effectively.

On the other hand, by practicing **stress management, SWOT analysis, self-motivation, SMART goal setting, and time management**, I was able to stay organized and complete the project within the deadline. These skills not only improved my efficiency but also taught me the importance of planning, reflection, and discipline.

The use of **spreadsheet tools** such as **Consolidate, Subtotal, and Goal Seek** gave me hands-on experience in analyzing data and applying technology to problem-solving. This integration showed me how software applications can support better decision-making in studies as well as in real-life situations.

Overall, the project helped me develop a combination of **technical skills and life skills**, both of which are essential for future academic and professional success.



**THANK**

**YOU**