



# **BOARD OF SCHOOL EDUCATION HARYANA**

## **Syllabus and Chapter wise Division of Marks (2023-24)**

**Class: 12**

**Subject: English (Special)**

**Code: 503**

**(Arts and Science Group)**

### **General Instructions:**

1. There will be an Annual Examination based on the entire syllabus.
2. The Annual Examination will be that of 80 marks and 20 marks weightage will be given for Internal Assessment.
3. For Internal Assessment:

The Periodic Assessment will include:

- i) For 6 marks- Two SAT exams will be conducted and will have a weightage of 04 marks and one pre board examination will be conducted and will have a weightage of 02 marks towards the final Internal Assessment.
- ii) For 2 marks- One half yearly exam will be conducted and will have a weightage of 02 marks towards the final Internal Assessment.
- iii) For 2 marks- Subject teacher will assess and give maximum 02 marks for CRP (Class Room Participation towards the final Internal Assessment.
- iv) For 5 marks- A project work will be given to the students and a weightage of 05 marks will be given towards the final Internal Assessment.
- v) For 5 marks-Students will be awarded 05 marks for attendance as per the following criteria:

Above 75% to 80% - 01 marks

Above 80% to 85% - 02 marks

Above 85% to 90% - 03 marks

Above 90% to 95% - 04 marks

Above 95% - 05 marks



## Course structure

Class-XII

ENGLISH (SPECIAL)

Code No. 503

(Arts and Science Group)

Sr. No.	Section	Skill	Content	Marks	Total
1.	A	Reading And Writing Skills	Letter writing	1x20=20	20
2.	B	Reading And Writing Skills	Two paragraph of about 100 words on given topic	2x10=20	20
3.	C	Reading And Writing Skills	Précis Writing	1x20=20 Question answer 5x4=20	20
4.	D	Reading And Writing Skills	Comprehension option given three do any two	2x10=20 After reading comprehension solved question answer 5x2=10 5x2=10 20	20
<b>Total</b>				<b>80</b>	
<b>Internal Assessment</b>				<b>20</b>	
<b>Grand Total</b>				<b>100</b>	



## Month-Wise Division of Syllabus

**CLASS:12<sup>th</sup>**

**Subject: English (SPECIAL)**

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**(Arts and Science Group)**

Month	Name of Units/ Chapters	Activities suggested	Teaching Periods	RevisionPeriods
April	Basic Information about letter formal and informal	Draw a poster on simple topic of letter in form of activity	Per day one period as according to school time Table	Per week 3 alternative day
May	Format subject receivers address salutation for informal and formal body and concluding line complimentary closure signature line	Prepare English note book	-do-	-do-
June	Type of letters 1. Making Orders 2. Inquiries and giving suggestions	-do-	-do-	-do-
July	Official letter Letter to editors	Prepare English note book	Per day one period as according to school time table	Take unit test inform of paper as letter writing
August	Start a new topic of paragraph introduction structure, example topic sentence supporting details concluding sentence planning for paragraph	Draw a chart with different picture of paragraph	-do-	-do-



September	Example visit to hill station, historical place zoo, railway station, fair trade Science morning walk accident scenes festival topics technology events education famous leaders animals and birds	Draw a poster regarding topic with beautiful Picture	Per day one period as according to school time table	Take half yearly exam of complete syllabus in class i) Letter ii) Paragraph
October	About yourself environment and nature argumentative essay public problems like corruption and bribes. Public affairs smoking, tobacco play PUBG pollution due to urbanization etc.	-do-	-do-	Students given a common topic for writing paragraph in form of class test
November	Discuss Comprehension with question answer and multiple choice question answer	Write question answer and multiple choice question answer in note book	Per day one period as according to school time table	Per week -3 alternative day
December	Subject content 1. Definition of précis writing rules, tips 2. Difference between comprehension and précis writing	Draw a chart of topic with heading sub heading and title.	Per day one period as according to school time table	Daily one period for revision





January	Give revision example of précis writing examples of title subtitle and summary	Prepare a workbook regarding different topic of précis writing.	-do-	Daily one period for revision
February	Revise all syllabus for preparation annual exam	-----	Revise complete Syllabus	Revise complete Syllabus
March	Annual examination	-----	Take final paper as prescribe board marks format	-----

**Note:**

**Subject teachers are advised to direct the students to prepare notebook of the Terminology/Definitional Words used in the chapters for enhancement of vocabulary or clarity of the concept.**

**Prescribed Books:**

1. Longman English Grammar
2. Basic English Grammar
3. Martin English Grammar
4. A practice book of English Grammar and Composition
5. A practice book of English Grammar

(A Text book of the Punjab School Education Board)



## QUESTION PAPER DESIGN (2023-24)

Class: 12<sup>th</sup>

Subject: English (Special)

Code: 503

(Arts and Science Group)

Sr. No.	Section	Skill/ Textbook	Content	No of Questions	Description	Marks
1.	A	Reading Writing Skills	Describe writing	1	Any topic on letter writing	1x20=20
2.	B	Reading Writing Skills	Descriptive options given four do any two	2	Any topic on Paragraph writing	2x10=20
3.	C	Reading Writing Skills	Descriptive	3	Any comprehension topic for précis writing	1x20=20 Question answer 5x4=20
4.	D	Reading Writing Skills	Descriptive option given three do any two	4	Any topic on comprehension with Q/Ans and multiple choice question	2x10=20 After reading comprehension solved question answer 5x2=10 5x2=10 20