

BOARD OF SCHOOL EDUCATION HARYANA

Syllabus and Chapter wise division of Marks (2024-25)

Class: XII

Subject: English (Special)

Code: 503

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- Three SAT exams will be conducted and will have a weightage of 06 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 (Classroom 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 (2024-25)

Class: XII

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Sr. No.	Section	Skill	Content	Marks
1.	A	Reading Skill	Comprehension of Unseen Passage	20
			Précis Writing	20
2.	B	Writing Skill	Letter Writing	20
			Paragraph Writing	20
Total				80
Internal Assessment				20
Grand Total				100

Month wise Syllabus Teaching Plan (2024-25)

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Month	Name of Units/ Chapters	Activities Suggested	Teaching Periods	Revision Periods
April	Basic Information about letter: formal and informal	Draw a poster on simple topic of letter in form of activity	20	4
May	Format: subject and receivers address, salutation for informal and formal body and concluding line, complimentary closure, signature line	Prepare English Notebook	20	4
June	Project work on informal letters			
July	Official letter: Letter to editors	Prepare English Notebook	20	4
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	20	4
September	Example- Wonder of Science, Contribution of Technology in Education, Education should be free, My Aim in Life, Global Warming, Importance of Trees, Swachh Bharat Abhiyan,	Draw a poster regarding topic with beautiful Picture	16	8

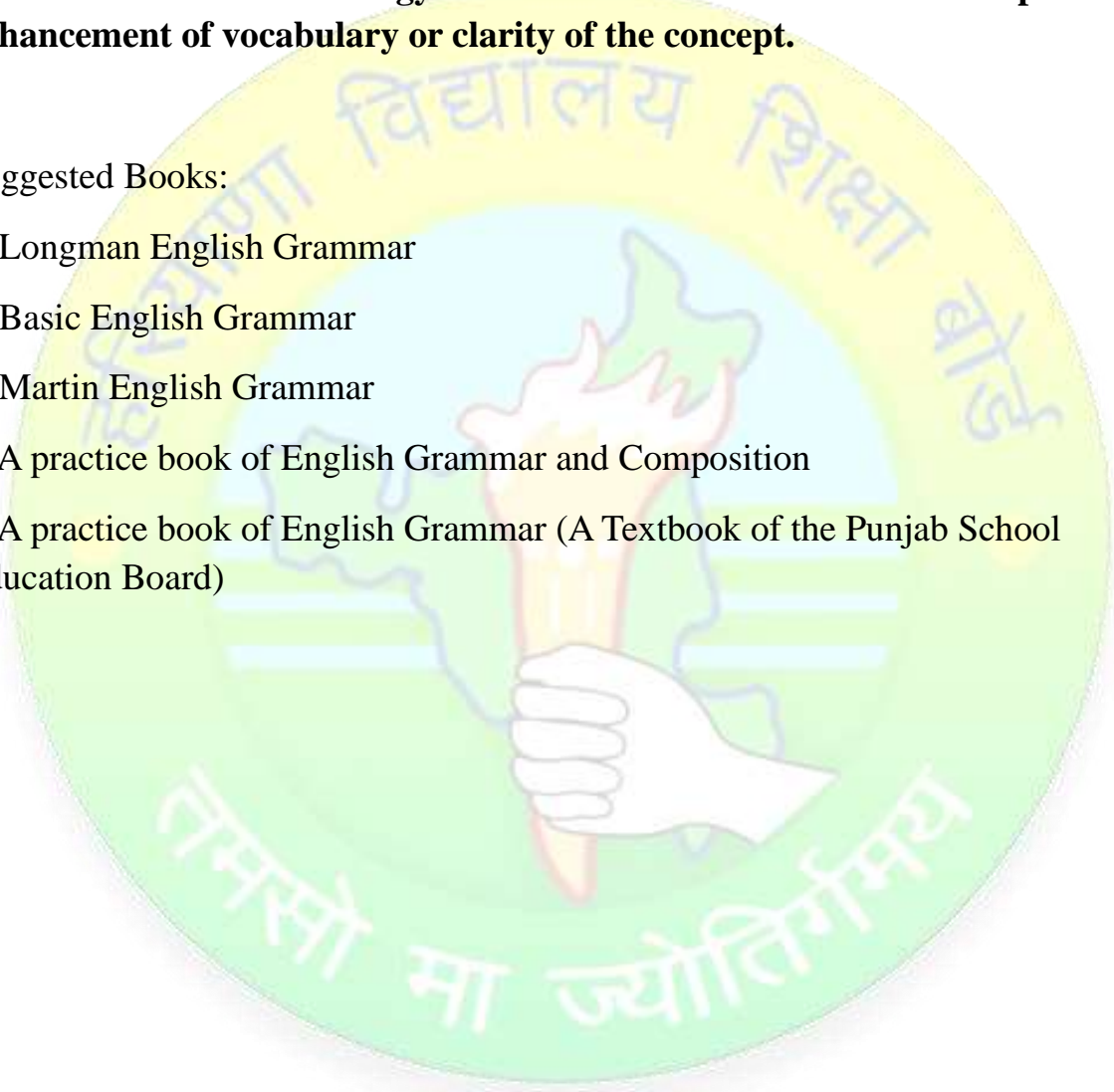
	Women Empowerment, Importance of Sports etc. Half Yearly Exam			
October	About yourself, environment and nature, argumentative essay, public problems like corruption and bribes. Public affairs smoking, tobacco, play PUBG, pollution due to urbanization etc.	Draw a chart on various public problems	20	4
November	Discuss Comprehension with question answer and multiple-choice question answer	Write question answer and multiple-choice question answer in notebook	20	4
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.	20	4
January	Give revision example of précis writing examples of title subtitle and summary	Prepare a workbook regarding different topic of précis writing.	20	4

February	Revision	Revise practice papers		24
March	Annual Examination	-----	-----	-----

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.

Suggested 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 Textbook of the Punjab School Education Board)



Question Paper Design (2024-25)

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Time: 03 Hrs.

Sr. No.	Section	Skill	Content	Marks	Number of Questions	Description	
	A	Reading Skill	Comprehension of Unseen Passage	10	2	All questions are compulsory.	
			Précis Writing	10	2	All questions are compulsory.	
2.	B	Writing Skill	Letter Writing	10	2	Attempt any two out of three	
			Paragraph Writing	10	2	Attempt any two out of four	
Total						8	80