

ENGLISH COMMUNICATION SKILLS

MID – TERM SYLLABUS

STD. XII (VOCATIONAL)

Max. Marks: 20

S. No.	Topic/ Unit	Marks
1.	Prose	02 marks
	<ul style="list-style-type: none">• My Struggle for an Education	
	<ul style="list-style-type: none">• Digital Marketing	
2.	Poetry	02 marks
	<ul style="list-style-type: none">• Hope is the Thing with Feathers	
3.	Supplementary	03 marks
	<ul style="list-style-type: none">• The Silver Lining	
4.	Applied Grammar (All units to be taught but any two to be tested)	02 marks
	<ul style="list-style-type: none">• Determiners	
	<ul style="list-style-type: none">• Active and Passive Voice	
	<ul style="list-style-type: none">• Tenses	
	<ul style="list-style-type: none">• Question Tags	
	<ul style="list-style-type: none">• Use of ‘too’/ ‘so.....that’	
5.	Comprehension (Passage should be of 175- 200 words)	03 marks
6.	Business Letter	04 marks
	<ul style="list-style-type: none">• Letter of Complaint	
7.	Paragraph Writing (50 -60 words) any 1 to be given	04 marks
	<ul style="list-style-type: none">• Narrative paragraph	
	<ul style="list-style-type: none">• Argumentative Paragraph	
		20 marks

ENGLISH COMMUNICATION SKILLS

FIRST – TERM SYLLABUS

STD. XII (VOCATIONAL)

Max. Marks: 60

S. No.	Topic/ Unit	Marks
1.	Prose	08 marks
	<ul style="list-style-type: none">• My Struggle for an Education	
	<ul style="list-style-type: none">• Digital Marketing	
	<ul style="list-style-type: none">• On Saying Please	
	<ul style="list-style-type: none">• Natural Disasters	
	<ul style="list-style-type: none">• Morals and Ethics	
2.	Poetry	06 marks
	<ul style="list-style-type: none">• Hope is the Thing with Feathers	
	<ul style="list-style-type: none">• Good Manners	
3.	Supplementary (student answers any 2 Questions)	08marks
	<ul style="list-style-type: none">• The Silver Lining	
	<ul style="list-style-type: none">• The Turtle	
4.	Applied Grammar (All units to be taught but any four to be tested)	04 marks
	<ul style="list-style-type: none">• Determiners	
	<ul style="list-style-type: none">• Active and Passive Voice	
	<ul style="list-style-type: none">• Tenses	
	<ul style="list-style-type: none">• Question Tags	
	<ul style="list-style-type: none">• Use of ‘too’/ ‘so.....that’	
	<ul style="list-style-type: none">• Degrees of Comparison	
	<ul style="list-style-type: none">• Use of ‘Unless’/ ‘If.....’	
	<ul style="list-style-type: none">• Modals	
	<ul style="list-style-type: none">• Prepositions	
	<ul style="list-style-type: none">• Use of ‘No sooner....’/ as soon as....’	
5.	Comprehension (Passage should be of 175- 200 words)	04 marks
6.	Deciphering the passage (passage should be of about 125 -150 words)	05 marks

7.	Business Letter (any 1 to be tested)	05marks
	<ul style="list-style-type: none"> • Letter of Inquiry 	
	<ul style="list-style-type: none"> • Letter of Order 	
	<ul style="list-style-type: none"> • Letter of Complaint 	
8.	Job Application / C.V.	06 marks
9.	Notice Writing (30 – 40 words)	03 marks
10.	Paragraph Writing (50 - 60 words) any 1 to be tested	04 marks
	<ul style="list-style-type: none"> • Descriptive Paragraph 	
	<ul style="list-style-type: none"> • Argumentative Paragraph 	
	<ul style="list-style-type: none"> • Persuasive Paragraph 	
11.	Essay Writing	07 marks
	(To be written in 175 – 200 words in minimum 4 paragraphs)	
		60 marks

ENGLISH COMMUNICATION SKILLS

FINAL TERM SYLLABUS

STD. XII (VOCATIONAL)

Max. Marks: 70

S. No.	Topic/ Unit	Marks
12.	Prose	10 marks
	<ul style="list-style-type: none">• My Struggle for an Education	
	<ul style="list-style-type: none">• Digital Marketing	
	<ul style="list-style-type: none">• On Saying Please	
	<ul style="list-style-type: none">• Natural Disasters	
	<ul style="list-style-type: none">• Morals and Ethics	
	<ul style="list-style-type: none">• You've got to find what you love	
13.	Poetry	06 marks
	<ul style="list-style-type: none">• Hope is the Thing with Feathers	
	<ul style="list-style-type: none">• Good Manners	
	<ul style="list-style-type: none">• The Road not Taken	
14.	Supplementary (student answers any 2 Questions)	08marks
	<ul style="list-style-type: none">• The Silver Lining	
	<ul style="list-style-type: none">• The Turtle	
15.	Applied Grammar (All units to be taught but any four to be tested)	06 marks
	<ul style="list-style-type: none">• Determiners	
	<ul style="list-style-type: none">• Active and Passive Voice	
	<ul style="list-style-type: none">• Tenses	
	<ul style="list-style-type: none">• Question Tags	
	<ul style="list-style-type: none">• Use of 'too' / 'so.....that'	
	<ul style="list-style-type: none">• Degrees of Comparison	
	<ul style="list-style-type: none">• Use of 'Unless' / 'If.....'	
	<ul style="list-style-type: none">• Modals	
	<ul style="list-style-type: none">• Prepositions	
	<ul style="list-style-type: none">• Use of 'No sooner.... / as soon as....'	
16.	Comprehension (Passage should be of 175- 200 words)	08 marks

17.	Deciphering the passage	05 marks
	(passage should be of about 125 -150 words)	
18.	Business Letter (any 1 to be tested)	05marks
	• Letter of Inquiry	
	• Letter of Order	
	• Letter of Complaint	
19.	Job Application / C.V.	07 marks
20.	Notice Writing (30 – 40 words)	03 marks
21.	Paragraph Writing (50 - 60 words) any 1 to be tested	04 marks
	• Descriptive Paragraph	
	• Argumentative Paragraph	
	• Persuasive Paragraph	
22.	Essay Writing	08 marks
	(To be written in 175 – 200 words in minimum 4 paragraphs)	
		70 marks

DESIGN OF QUESTION PAPER
CLASS: XII VOCATIONAL

SUBJECT: ENGLISH COMMUNICATION SKILLS

Time: 2 ½ hrs

Max. Marks: 70

The weightage or the distribution of marks over different dimensions of the question paper shall be as follows:

1. Weightage to Learning Outcomes

S. No	Learning Outcomes	Marks
1.	Knowledge	06
2.	Understanding	12
3.	Application	25
4.	Synthesis	27
	TOTAL	70

2. Weightage to Content / Subject Units

S. No	Units	Question No.	Marks
1.	Text	2,3,4,5,6	20
2.	Grammatical Concepts, Vocabulary,	1(A,B),7	10
3.	Reading Skills	8(A,B,C), 9	13
4.	Writing Skills	10, 11,12,13,14	27
	TOTAL	14	70

3. Weightage to Forms of Questions

S. No	Forms of Questions	Question No.	Marks	Percentage
1.	VSA (MCQ's)	1,8(B,C)	08	11%
2.	SA I (1 mark answers)	2,4,7,8(A),9	19	27%
3.	SA II (2/3 mark answers)	3,5,12	11	16%
4.	LA (4,5,7,8 mark answer)	6,10,11,13,14	32	46%
	TOTAL		70	100%

The expected time for different types of questions would be as follows

S. No	Forms of Questions	Approx. time for each question in minutes (t)	No. of questions (n)	Approx. time for the form of questions in minutes (n x t)
1.	VSA (MCQ's)	02	08	16
2.	SA I (1 mark answers)	03	19	57
3.	SA II (2/3 marks answers)	06	05	30
4.	LA (4,5,7,8 marks answer)	08	06	48
	TOTAL			150 minutes

As the total time is calculated of questions required on the basis of the number to be answered and the length of their anticipated answers, it would therefore, be advisable for the candidates to budget their time properly by cutting out the superfluous words and be within the expected time limits.

5. Scheme of Options

There will be no overall choice. However, there is an internal choice in Q.No.6, 11 and 14.

6. Weightage to difficulty level of questions

S. No	Estimated difficulty level of questions	Marks	Percentage
1.	Easy	10	14%
2.	Average	32	46%
3.	Difficult	28	40%
	TOTAL	70	100%

A question may vary in difficulty level from individual to individual. As such, the assessment in respect of each question will be made by the paper setter on the basis of general anticipation from the group as a whole taking the examination. The provision is only to make the paper balanced in its weightage, rather than to determine the pattern of marking at any stage.

7. Number of main Questions

There will be 14 main questions.

QUESTION PAPER PATTERN
MID TERM EXAMINATION
ENGLISH COMMUNICATION SKILLS

STD XII
DURATION: 1 hr

MAX. MARKS: 20

INSTRUCTIONS:

- i. The Question paper consists of questions from 1 to 7
 - ii. All questions are compulsory.
 - iii. Answer each main question on a fresh page.
 - iv. Marks for each question are indicated on the right.
-

1. Complete each of the following statements in not more than 10-15 words: (02)

- i.
- ii.

2. Answer the following question in not more than 25- 30 words: (02)

- i.

3. Answer the following question in around 50-60 words: (03)

- i.

4. Rewrite each of the following sentences as per the instructions given in the brackets: (02)

- i.
- ii.

5. Read the passage given below carefully:

A. On the basis of your reading and comprehending the above passage, answer the questions given below in complete sentences in 10 -15 words: (02)

- i.
- ii.

B. Choose and rewrite the correct meaning of the word given below, from the alternatives provided: (01)

- i.

6. Business letter (Letter of Complaint) (04)

7. Paragraph writing in 50- 60 words. (04)

(Narrative/ Argumentative... any 1 to be given)

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NOTE:

- Q.1 is from Prose (Should be Direct Questions)
- Q. 2 is from Poetry (Should be Appreciation based question)
- Q.3 is from Supplementary (Should be Open ended question)

**QUESTION PAPER PATTERN
FIRST TERM EXAMINATION
ENGLISH COMMUNICATION SKILLS**

STD XII

MAX. MARKS: 60

DURATION: 2 ½ hrs

INSTRUCTIONS:

- i. The Question paper consists of questions from 1 to 14
- ii. All questions are compulsory. However, there is an internal choice in Q. No. 6, 11 and 14.
- iii. Answer each main question on a fresh page.

iv. Marks for each question are indicated on the right.

1. A. Rewrite the following sentence, after selecting the most appropriate alternative for the underlined word: (01)

i.

B. Replace the underlined word with an antonym. Rewrite the sentence without changing the meaning: (01)

i.

2. Complete each of the following statements in not more than 10- 15 words: (02)

i.

ii.

3. Answer each of the following questions in not more than 25- 30 words: (04)

i.

ii.

4. Answer each of the following questions in not more than 10- 15 words: (02)

i.

ii.

5. Answer each of the following questions in not more than 25- 30 words: (04)

i.

ii.

6. Answer any **ONE** of the following questions in around 50-60 words: (04)

i.

ii.

7. Rewrite each of the following sentences as per the instructions given in the brackets: (04)

- i.
- ii.
- iii.
- iv.

8. Read the passage given below carefully:

A. On the basis of your reading and comprehending the above passage, answer the questions given below in complete sentences in 10 -15 words: (03)

- i.
- ii.
- iii.

B. Choose and rewrite the correct meaning of the words given below, from the alternatives provided: (02)

- i.
- ii.

C. The alternatives provided are words from the passage. Choose the alternative that best matches the meaning given below: (02)

- i.
- ii.

9. Given below is an informative passage. Interpret it in order to complete the diagram/ tree/ flowchart in a single word or a short phrase to bring out the main topic and sub topics in the passage: (05)

10. Business letter (05)

{ Any 1 letter (Inquiry/ Order/ Complaint) to be given }

11. Job application / C.V. (06)

{ Choice to be given }

12. School Notice Writing (03)

13.Paragraph writing in 50- 60 words. (04)
{ Any 1 (Descriptive/ Argumentative/ Persuasive) to be given }

14.Write an Essay on any **ONE** of the following topics in about 175- 200 words. (08)

- i.
- ii.
- iii.

.....

NOTE:

- Q.1,2 and 3 are from Prose (Should be Direct Questions)
- Q. 4 is from Poetry (Should be reference to context)
- Q. 5 is from Poetry (Should be Appreciation based question)
- Q.6 is from Supplementary (Should be Open ended questions)

QUESTION PAPER PATTERN

FINAL EAMINATION

ENGLISH COMMUNICATION SKILLS

STD XII

MAX. MARKS: 70

DURATION: 2 ½ hrs

INSTRUCTIONS:

- i. The Question paper consists of questions from 1 to 14
- ii. All questions are compulsory. However, there is an internal choice in Q. No. 6, 11 and 14.
- iii. Answer each main question on a fresh page.
- iv. Marks for each question are indicated on the right.

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1. A. Rewrite each of the following sentences, after selecting the most appropriate alternative for the underlined word: (02)

- i.
- ii.

B. Replace the underlined word with an antonym. Rewrite the sentence without changing the meaning: (02)

- i.
- ii.

2. Complete each of the following statements in not more than 10 - 15 words each: (02)

- i.
- ii.

3. Answer each of the following questions in not more than 25 - 30 words each: (04)

- i.
- ii.

4. Answer each of the following questions in not more than 10 - 15 words: (02)

- i.
- ii.

5. Answer each of the following questions in not more than 25 - 30 words: (04)

- i.
- ii.

6. Answer any **TWO** of the following questions in around 50 -60 words each: (08)

- i.
- ii.
- iii.

7. Rewrite each of the following sentences as per the instructions given in the brackets: (06)

- i.
- ii.
- iii.

- iv.
- v.
- vi.

8. Read the passage given below carefully:

- A. On the basis of your reading and comprehending the above passage, answer the questions given below in complete sentences: (04)

- i.
- ii.
- iii.
- iv.

- B. Choose and rewrite the correct meaning of the words given below, from the alternatives provided: (02)

- i.
- ii.

- C. The alternatives provided are words from the passage. Choose the alternative that best matches the meaning given below: (02)

- i.
- ii.

9. Given below is an informative passage. Interpret it in order to complete the diagram/ tree/ flowchart in a single word or a short phrase to bring out the main topic and sub topics in the passage: (05)

10. Business letter (05)
{ Any 1 (Inquiry/ Order/ Complaint) to be given }

11. Job Application/ C.V. (07)

12. School Notice Writing (30 -40 words) (03)

13. Paragraph writing in 50- 60 words. (04)

{ Any 1 (Descriptive/ Narrative/ Argumentative/ Persuasive) to be given }

14. Write an Essay on any **ONE** of the following topics in about 175- 200 words.

(08)

- i.
- ii.
- iii.

NOTE:

- Q.1,2 and 3 are from Prose (Should be Direct Questions)
- Q. 4 is from Poetry (should be reference to context)
- Q. 5 is from Poetry (Should be Appreciation based question)
- Q.6 is from Supplementary (Should be Open ended questions)