

APPENDICES

APPENDIX - 1

**SYLLABUS FOR STANDARDS XI AND XII
PART II - ENGLISH**

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PART II- ENGLISH

1. AIM

This course is designed to give the students such competence in English as to enable them to comprehend spoken and written English in various learning situations, to communicate in simple modern English accurately and effectively and to be aware of the basic requirements of competitive examinations in the language.

2. OBJECTIVES

The objectives of the course are given below:

(a) Listening:

The course will enable the students to

- (i) listen with fair comprehension to English, spoken clearly about ordinary topics;
- (ii) comprehend English, spoken clearly about a specialist topic of which the vocabulary is known;
- (iii) develop an interest in listening to speeches in English and viewing programmes of educative value in English.

(b) Speaking:

The students will be able to

- (i) make suitable responses, verbal and non-verbal, to utterances in simple, and familiar English and to make short and simple contributions to a discussion;
- (ii) read aloud original passages (e.g. a fully-prepared report or a news-item);
- (iii) speak coherently.

(c) Reading:

The course will enable the students to

- (i) understand the structure of information in a given text;
- (ii) determine the role of the lexical structure in it (e.g. how synonyms contribute to the meaning of the text; why particular lexical choices make up the text; what nuances the key-words have in the text);
- (iii) develop rapid reading of easy texts;
- (iv) acquire the habit of reading texts of general interest;
- (v) prepare themselves for the reading of texts important to specialist studies.

(d) Writing:

The students will be able to

- (i) write simple pieces of English of general usefulness (e.g. letters of different kinds, telegraphic messages, reports, etc.);
- (ii) write English for purposes of study (e.g. note-making, summarising, describing a process, etc.);
- (iii) express an idea in a single paragraph of reasonable length;
- (iv) compose an essay of about 200 words on a given topic of social / personal / scientific interest, etc.

(e) Reference:

The students will be able to use their reference skills by

- (i) looking up the meaning and various aspects of words in a dictionary;
- (ii) finding out required information from an encyclopedia;
- (iii) making notes on a given topic / theme with the help of library books.

(f) Appreciation:

The course will enable the students to

- (i) develop their appreciation skill through a few poems within their ranges of language and experience;
- (ii) comment on the ideas expressed in the selected poems given in the text book.

(g) Interpretation:

The students will be able to

- (i) comprehend a few common modes of graphic presentation of data and information (e.g. maps, pie-graphs, bar-charts, histograms, line-graphs) and interpret them;
- (ii) understand and explain the message in a display / classified advertisement;
- (iii) interpret the data presented in a tabular form.

3. COURSE MATERIALS

(a) Text Books for Detailed Study:

There will be one book for each year. The first year book (Std. XI) will contain 6 prose selections and 6 poems; the second year book (Std. XII) will contain 8 prose selections and 8 poems.

The editors of each book shall strictly follow the norms given below:

- (i) All the selections should be original writings (i.e. unabridged versions) of established writers, Indian as well as foreign;
- (ii) Contents of the book ought to correspond with the known interests of the higher secondary students;
- (iii) Care should be taken to avoid out of the way or controversial ideas in the selections;

- (iv) Such background information as brief notes on the author / poet, a glossary, sufficient explanations of allusions and technical terms and useful hints should be appended to each selection;
- (v) The selections should consist of a wide range of linguistic and literary experience within the reach of the students; while selecting prose pieces, priority should be given to contemporary writing;
- (vi) A modern one-act play (within reasonable length) may be included in the prose section; similarly, one or two poems representing modern poetry be included;
- (vii) Concepts like health, wild life preservation, energy conservation, population control, ecological balance, communal harmony and national integration may be considered as the main theme for one or two pieces;
- (viii) The prose selections shall be of about 40 pages in the printed text book (A5 size) for the first year and 50 pages for the second year excluding notes, illustrations and exercises;
- (ix) The anthology of poems shall be about 200 lines and 250 lines for the first and second year respectively.

(b) Text Books for Non-detailed Study:

There will be one supplementary reader for each year. The norms given below are to be strictly followed by the editors of these text books.

- (i) The selection may be either in their original form or in the abridged version;
- (ii) Out of the way or controversial themes should be avoided;
- (iii) The language should be simple, straightforward and within the linguistic attainments of the students at this stage;
- (iv) The text books shall contain a glossary and questions for comprehension and related activities;
- (v) Each book will be of about 125 pages of short-stories, travelogues, adventure, biography or novel (A5 size);
- (vi) The first year book will be a collection of imaginative / factual pieces while the second year book will be a full narrative piece.

(c) Work Books:

There will be a work book for each year which may be published either as a separate book or along with the detailed text book.

- (i) Illustrations, examples and exercises shall focus on developing the writing, reference and interpretation skills of the students;
- (ii) The first year work book shall conform to the following areas:
Letters of different kinds, telegraphic messages, note-making, paragraph writing, use of dictionaries and encyclopedia, interpreting various kinds of advertisements, error-finding (relating to English language) being administered in competitive examinations;
- (iii) The second year work book shall conform to the following areas:

Letter-writing (responding to letters received and advertisements), summarising, describing a process, essay-writing, interpreting non-verbal presentation (tables, maps, diagrams, charts, etc.), comprehension of an unseen passage tested through multiple choice objective type items as administered in competitive examinations;

(iv) Each work book shall be of about 60 pages in print (if A5 size) or 40 pages (if A4 size).

(d) Technological Materials:

Suitable softwares such as pre-recorded audio and video cassettes can be had. Live as well as recorded listening to AIR, DD and BBC news-bulletins and educational programmes will be a boon to the students at this stage. However, these technological materials are only optional.

4. WEIGHTAGE FOR INSTRUCTIONAL ACTIVITIES

S.No.	Teaching/Learning Areas	Weightage	No. of Periods	
			Std. XI	Std. XII
1.	Listening activities	5%	6	7
2.	Speaking tasks	5%	6	7
3.	Reading activities			
	(a) Prose	25%	30	32
	(b) Supplementary Reader & Non-textual	15%	18	18
4.	Writing tasks (with special reference to Work Book)	25%	30	32
5.	Reference Skills	5%	6	7
6.	Appreciation - Poetry	15%	18	18
7.	Interpretation	5%	6	7
	Total	100%	120	128

5. VALUATION

(a) Written Examination:

There shall be two written papers at the end of each year, the first paper carrying a maximum of 100 marks and the second paper, 80 marks. The relative weightage of marks allocated to each area is indicated below:

Part II - ENGLISH - Standard XI
(District Level Common Examination)

Paper I

Duration : 3 Hours

S.No	Area/Sub-area	No. Of Questions	Maximum Marks
1.	PROSE		
	(a) Short Answer Questions (for 30 word answers each)	5 (out of 8)	5 x 3 = 15
	(b) Essay (250 words)	1 (out of 3)	1 x 15 = 15
	(c) Synonym (Textual - Multiple Choice Objective Type)	5	5 x 1 = 5
	(d) Antonyms (- do -)	5	5 x 1 = 5
	(e) Idioms and Phrases (Textual) Matching with non-textual sentences	5 (out of 8)	5 x 1 = 5
2.	POETRY		
	(a) Annotation (E.R.C.) for 30 word answers each	5 (out of 8)	5 x 3 = 15
	(b) Appreciation Questions (each set with two sub-questions)	5	5 x 2 = 10
	(c) Short Essay (200 words)	1 (out of 3)	1 x 10 = 10
3.	COMMUNICATION & OTHER TASKS		
	(a) Note-making	1	1 x 5 = 5
	(b) Drafting a telegram	1	1 x 5 = 5
	(c) Interpreting an advertisement - Free response questions	5	5 x 2 = 10
	Total marks		100

Note :

1. Under question-item 1 (e), a list of eight textual phrases, phrasal verbs and idioms will be given followed by five non-textual sentences with one blank each; the candidates should fill in the blanks suitably from the given list of phrases, phrasal verbs and idioms.
2. Under question-item 2 (b), for each set, a few lines from the prescribed poems will be given based on which two sub-questions will be set.

S.No	Area/Sub-area	No. Of Questions	Maximum Marks
1.	Supplementary Reader		
	(a) Comprehension (Multiple Choice Objective Type)	10	10 x 1 = 10
	(b) Essay (250 words)	1 (out of 3)	1 x 15 = 15
2.	Communication & Other Tasks		
	(a) Letter Writing	1 (out of 2)	1 x 10 = 10
	(b) Paragraph Writing (150 words)	1 (out of 3)	1 x 10 = 10
3.	Grammar		
	(a) Error Spotting	5	5 x 1 = 5
	(b) Question Tags	5	5 x 1 = 5
	(c) Rephrasing	5	5 x 1 = 5
	(d) Transformation	5	5 x 2 = 10
	(a) Note-making	1	1 x 5 = 5
4.	Phonology		
	(a) Word Stress	6	6 x ½ = 3
	(b) Pause	1	1 x 2 = 2
	(c) Picking odd ones out (word level)	5	5 x 1 = 5
Total			80

Note :

- Under question-item 2 (a), one question requiring a formal letter and the other an informal one will be posed.
- Under question-item 2 (b), the three questions will be based on a proverb, a personal preference and a social theme respectively.
- Under question 3 (a), the five questions will be on articles, prepositions, concord, number and other usages respectively and all the questions should be based on the illustrations given in the work-book part of the English Reader.
- Under question-item 3 (b) and (c), all the questions should be based on the illustrations given in the work-book part of the English Reader.
- Under question-item 3 (d), the five questions will be transformation ones on active to passive voice, passive to active voice, degrees of comparison, parts of speech and embedding respectively and these questions should be based on the illustrations given in the work-book part of the English Reader.
- Under question-item 4 (a), six words in isolation will be given for marking stress on them. Four of these shall be rule-based stress patterns.
- Under question item 4 (b), a passage not exceeding three sentences (about 50 words in all) will be given.
- Under question- item 4 (c), the five groups will be based on vowels, diphthongs, initial consonants, final consonants and the number of syllables respectively.

Testing of Aural - Oral & Communicative Skills

Time : 2 Hours

Maximum Marks : 20

S.No.	Items	Maximum Marks
Group Items (Time : 30 Minutes)		
1	Listening (Listening to a news item read out in the class followed by a written test for comprehension)	5
2	Communicative Skills (a) Filling up a railway reservation form (b) Filling up a money order form	3 2
Individual Items		
3	Speaking (a) Reading aloud a short passage (for accent and pause) (b) Role-playing	2 3
4	Reference Skills (a) Using a dictionary (b) Using an encyclopedia	2 3
Total marks		20

Note :

1. The group items will be administered to a batch of 30 or less students *en bloc* within 30 minutes. Passages for listening test and situations for filling the forms should be changed for each group.
2. The individual items will be assessed studentwise; the teacher should have specified the word for dictionary reference and the topic for encyclopedic reference in the answer-sheet beforehand; each student will have different items for this purpose. While one student is being assessed for 3 (a) or 3 (b), the others in the batch will be permitted to make use of the dictionary or encyclopedia in rotation. The administration of the individual items need not go beyond 90 minutes for a batch.
3. Under item 3 (b), each student will be asked to imagine himself to be a doctor, engineer, teacher, farmer, trader, lawyer or banker and explain his/her commitment to the society in 2 minutes.
4. Under item 4 (a), the student will be required to write the part of speech, meaning, special usage and derivatives of the given word with the help of the dictionary supplied.
5. Under item 4 (b), the student will be required to write 3 sentences of his/her own on the given topic with the help of the encyclopedia supplied. Junior encyclopedia or a book of 'Why' series or a similar book will be supplied to the students.
6. A four-page answer-sheet should be supplied to each student in the prescribed format.

Part II - ENGLISH - Standard XII
(Public Examination)

Paper I

Duration : 3 Hours

S.No	Area/Sub-area	No. Of Questions	Maximum Marks
1.	PROSE		
	(a) Short Answer Questions (for 30 word answers each)	5 (out of 8)	5 x 3 = 15
	(b) Essay (250 words)	1 (out of 3)	1 x 15 = 15
	(c) Synonym (Textual - Multiple Choice Objective Type)	5	5 x 1 = 5
	(d) Antonyms (- do -)	5	5 x 1 = 5
	(e) Idioms and Phrases (Textual) : Use in sentences of your own	5 (out of 8)	5 x 1 = 5
2.	POETRY		
	(a) Annotation (E.R.C.) for 30 word answers each	5 (out of 8)	5 x 3 = 15
	(b) Appreciation Questions (each set with two sub-questions)	5	5 x 2 = 10
	(c) Short Essay (200 words)	1 (out of 3)	1 x 10 = 10
3.	COMMUNICATION & OTHER TASKS		
	(a) Use of appropriate words	5	5 x 1 = 5
	(b) Comprehension (unseen passage) Multiple Choice Objective Type	5	5 x 1 = 5
	(c) Describing a process (100 words)	1 (out of 3)	1 x 5 = 5
	(d) Interpreting Non-verbal items - Multiple Choice Objective Type	5	5 x 1 = 5
	Total marks		100

Note :

1. Under question-item 2 (b), for each set, a few lines from the prescribed poems will be given based on which two sub-questions will be set.
2. Under question-item 3 (b), a non-textual passage of about 200 words will be given based on which multiple choice objective type questions will be posed.
3. Under question-item 3 (c), the questions will conform to domestic, school and school-level laboratory situations respectively.
4. Under question-item 3 (d), any one of the non-verbal items based on the models given in the work-book part of the English Reader for Standard XII will be given.

S.No	Area/Sub-area	No. Of Questions	Maximum Marks
1.	Supplementary Reader		
	(a) Comprehension (Multiple Choice Objective Type)	10	10 x 1 = 10
	(b) Essay (250 words)	1 (out of 3)	1 x 15 = 15
2.	Communication & Other Tasks		
	(a) Responding to a letter or advertisement	1 (out of 2)	1 x 10 = 10
	(b) Writing a dialogue from a report	1	1 x 5 = 5
	(c) Summarising	1	1 x 5 = 5
	(d) General Essay (250 words)	1 (out of 3)	1 x 15 = 15
3.	Grammar		
	(a) Word Order	2	2 x 1 = 2
	(b) Sentence Patterns	2	2 x 1 = 2
	(c) Conditional Clauses	2	2 x 1 = 2
	(d) Transformation (Simple, Compound and Complex Sentences)		5 x 2 = 10
4.	Phonology		
	(a) Homophones - Selection Type	5	5 x 1 = 5
	(b) Intonation	3	3 x 1 = 3
	(c) Stress Shift - Explanation of the given sentence	1	1 x 2 = 2
Total			80

Note :

- Under question-item 2 (a), the internal choice will be between a letter and an advertisement.
- Under question-item 2 (b), a gist (as if reported by a third person) will be provided based on which the candidates should develop a dialogue of five exchanges.
- Under question-item 2 (c), notes will be provided based on which the candidates should develop a passage.
- Under question-item 2 (d), the questions will be set on social, personal and scientific topics respectively.
- Under question-item 3 (b), a sentence pattern (e.g. SVIODO) will be given and the candidate should write a sentence of his own on this pattern.

Testing of Aural - Oral & Communicative Skills

Time : 2 Hours

Maximum Marks : 20

S.No.	Items	Maximum Marks
I. Listening		
1	Listening to a news bulletin or a conversation or a brief lecture followed by a written test for comprehension (Multiple Choice Objective Type Questions - 4 questions)	4 x 1 = 4
2	(a) Listening to 4 pairs of words and deciding whether the two words are the same or are different (b) Listening to 4 sentences to encircle one of the underlined words (in each sentence) actually used by the speaker	8 x ½ = 4
3	Listening to 4 words read out to write them down and decide on the correct meaning of each word from among the options given (Writing down the words correctly - ½ mark each; Finding the meanings correctly - ½ mark each)	4 x 1 = 4
II. Speaking		
4	Listening to a story / an interesting event and reproducing the gist in the candidate's own words	1 x 4 = 4
5	Giving a welcome address or proposing a vote of thanks or introducing oneself in a party or leave-taking	1 x 4 = 4
6	A short talk on a given topic	1 x 4 = 4
7	A mock interview	1 x 4 = 4
III. Other Skills		
8	Preparing a Library Index Card	1 x 4 = 4
9	(a) Filling in an SB a/c paying-in slip (b) Filling in an SB a/c cheque	2 x 2 = 4
10	Filling in an application for admission to a college course or preparing a curriculum vitae	1 x 4 = 4

Instructions

1. The *Testing of Aural-Oral and Communicative Skills* is a continuous assessment scheme spread over for six months from July to December of the academic year.
2. Ten items under three areas viz. listening, speaking and other skills are suggested in this scheme; only five items, not exceeding two from each area, should be selected by the classroom teacher of English and administered to the candidates from time to time during the scheme period.
3. The items suggested under the area *Speaking* are individual items; all other items are group items. The group items shall be administered to a batch of 30 or less candidates *en bloc*. Words, sentences and passages for listening tests and situations for filling in the forms should be changed for each group.
4. Under item No.1, a pre-recorded news bulletin (DD / AIR) or a conversation or a brief lecture will be played to the candidates only once. Otherwise, the teacher can read out the transcript only once. On completion of this, four questions will be read

aloud by the teacher. Each question with four responses will be read out twice. The candidates should select the right response to every question. (Please refer to pp.320-324, English Reader, Standard XII).

5. To administer the items 2 (a) and (b), the teachers are requested to refer to Exercise I and II respectively on page No. 316, English Reader, Standard XII.
6. To administer the item 3, please refer to Exercise III on pp. 316 and 317, English Reader, Standard XII.
7. Under item 4, a pre-recorded narration of a story or an interesting event will be played to a batch of candidates. Alternatively, the teacher can read aloud the passage. Then, each candidate will reproduce the gist in his/her own words.
8. Under item 5, situations/contexts will be explained by the teacher so that one candidate shall give a welcome address and another shall propose a vote of thanks. Similarly, the candidates shall come out with utterances introducing themselves in a get-together or taking leave of others.
9. Under item 6, the candidates will be given simple topics in advance so that each of them shall talk on a topic for about 3 minutes.
10. Under item 7, the examiner-the examinee will simulate the roles of an employer - a prospective employee, a principal - a student seeking admission in the college, a shopkeeper - a customer, etc. respectively.
11. Under item 8, the library index card should be prepared for the book issued to the candidate on the model shown in the English Reader, Standard XII (pp. 308 - 311).
12. Under item 9, the necessary details to fill up a savings bank paying-in slip and cheque will be given to the candidates. (pp.260 - 263, English Reader, XII).
13. Under item 10 (a) or (b), blank forms containing not more than 10 items should be given to the candidates. (pp. 249 - 259, English Reader, Standard XII)
14. Administration of the selected five items should be carried out from time to time, completing at least one item per month.
15. Teachers are instructed to conduct at least five tests at the rate of one test a month between July and December in the academic year and reduce the average to 20 marks which is the maximum for the aural-oral and communicative skill tests.
16. The answer sheets, question papers along with the scoring key, cumulative mark-register etc. should be handed over to the Headmaster, complete in all respects, before the second week of January each year. These records will be seen by the inspecting officers concerned.
17. The Director of Government Examinations will send special mark sheet blanks to all the Higher Secondary Schools along with the Part III - Practical Examination mark sheet blanks. The Headmasters should send back the mark sheets duly filled in at the end of the practical examination in their centres.
18. All the records, answer-books etc. pertaining to the 'Testing of Aural - Oral and Communicative Skills' should be kept in the permanent custody of the Headmaster.
19. *For Deaf and Dumb candidates* : In lieu of the items listed under listening and speaking areas, a single item on the comprehension of a non-textual passage through a written test with multiple choice objective type questions (8 in number for 8 marks)

shall be administered. For the remaining 12 marks item Nos. 8, 9 and 10 shall be administered.

20. *For Stammering candidates* : In lieu of the items under speaking, a single item of comprehension of a non-textual passage through a written test with multiple choice objective type questions (4 in number for 4 marks) shall be administered. For the remaining 16 marks, 2 items under listening and 2 items under other skills shall be selected and administered.
21. *For Blind candidates* : The blind candidates will be allowed to have scribes as per the rules of the Higher Secondary Public Examination in force.
22. *For Private candidates* : For the candidates appearing for the Higher Secondary Examination (Standard XII) as first time direct private candidates, the Testing of Aural - Oral and communicative Skills will be administered for a batch of 30 candidates for 3 hours at a stretch by suitable examiners at the centres where the candidates appear for Part II English written paper I and II. The Chief Superintendent of the centre will notify to the candidates the dates for conducting the Aural-Oral and Communicative Skills Test. For the candidates appearing for the Higher Secondary Examination (Standard XII) for the second or further time, the marks awarded to them already in this regard will be taken into account. Repeat appearance for improvement is not permissible in the Testing of Aural-Oral and Communicative Skills.