

30 % SYLLABUS REDUCTION

CLASS 12

GENERAL ENGLISH

TOPICS TO BE DELETED

Section A

Lesson :Robots and People

Lesson On Giving Advice

Lesson In Celebration of Being Alive

Lesson : Two Gentlemen of Verona

Section B

Poem : Cheerfulness Taught by Reason

Poem : On His Blindness

Section C

Lesson : The Bull beneath the Earth

Writing and Composition

Letter Writing

Following unsolved formal letters in English Grammar and Composition (10 OUT OF 29)

7. Imagine you are Mohan. You live at 83, Doon Valley, Dehradun. Write a letter to the Commissioner of your Municipal Corporation complaining about the insanitary conditions in your locality.

8. You are Arnab. You live at House No. 92, Model Town, Moga. Write a letter to the editor of a newspaper, highlighting the evil of eve-teasing and chain snatching.
9. Imagine you are Manjit. You live at 101, New Town, Mohali. Write a letter to the Mayor of your town, stressing the need for a public library in your town.
11. You are Rimpny. You live at House No. 65, Model Gram, Ludhiana. Write a letter to the S.H.O. of your town reporting the loss of your motorcycle.
10. Imagine you are Aman. Write a letter to the editor of a newspaper, highlighting the causes of indiscipline among the students
12. You are Bhawani. You live at House No. 29, Teacher Enclave, Kapurthala. Write a letter to a firm that the goods sent by it were defective and ask for a free replacement.
13. Suppose you are Pari. You live at House No. 101, Subhash Colony, Jalandhar. Write a letter to the General Manager of a firm to appoint you as Sales Manager.
14. Suppose you are Babita. Write a letter to the Deputy Commissioner of your district, about the flood situation in your area.
- You are Himalaya. You live at 118, Motia Apartments, Khanna. Write a letter to the S.D.O. (Electricity) against frequent breakdown of electricity in your locality.
17. Write an application to the District Educational Officer of your area
for the job of E.T.T. teacher
21. Write a letter to your Bank Manager regarding the non-payment of interest on an amount you have deposited in your account.

Unsolved e-mails

1. Write an e-mail to a friend inviting him for the opening ceremony of your new office.
2. Write an e-mail to your colleague informing about the change in schedule of meeting with client.

3. Write an e-mail to the Principal of your school, requesting her to procure some books for the school library.
4. Write an e-mail to your younger sister, asking her to come home from the hostel on the weekend.
5. Write an e-mail to your colleague, about the recent changes in the Sales policy of your company.
6. Write an e-mail to your father, requesting him to transfer some money in your account so that you can clear the dues before final exams.
7. Write an e-mail to a friend, requesting her to help you in preparing an important presentation for a big client.
8. Write an e-mail to the customer service centre of an e-commerce company, asking for replacement of a faulty Headphone set delivered to you.
9. You are a Manager at an Automobile Service Centre. Write an e-mail to your purchase department head about the immediate steps to be taken to check the shortage of supplies of spare parts at your location.
10. Suppose you are Tegh. Write an e-mail to Gurbir, your friend, asking him to join you for dinner at your home on the weekend.

GRAMMAR:

Transformation of sentences-Only two types to be studied for examination-(i)usage and removal of 'too' (ii) interchange of degrees,rest types of transformation to be deleted

Narration-Unsolved Exercises from 11 to 15(Grammar and Composition)

Voice- Unsolved Exercises 26 to 34