

## English (302)

### Bifurcation of Syllabus

<b>Total no. of Lessons= 36</b>		
	<b>I TMA (40%)</b>	<b>II Public Examination (60%)</b>
	(No. of lessons 14)	(Total Lesson – 22)
Prescribed texts (Prose + Poetry)	Chapter -1 My First Steps Chapter -2 Leisure Chapter -3 Reading with understanding Chapter -4 Father Dear Father Chapter -5 Fuel of the Future Chapter -11 Reading with understanding Chapter -15 Reading with understanding Chapter -19 Reading with understanding Chapter -20 Reading with understanding Chapter -22 Reading with understanding Chapter -25 Bholi	Chapter -6 My Grandmother’s House Chapter -7 Reading with understanding Chapter -8 A Case of Suspicion Chapter -9 My Son will not be a beggar Chapter -10 Where the mind is without fear Chapter -12 If I were you Chapter -13 The Tiger in the Tunnel Chapter -14 The Road not Taken Chapter -16 I must know the truth Chapter -17 India- Her Past and Future Chapter -18 Night of the Scorpion Chapter -21 Reading with understanding Chapter -23 Reading with understanding Chapter -24 Reading with understanding
BOOK -2 OPTIONAL MODULES (ESP- Receptionist)	Chapter -30A Aids for a Receptionist Chapter -27B Writing memos and letters Chapter -30B Writing job applications	Chapter -26A The Reception desk and you Chapter -26B Face to face communication in business Chapter -27A Managing the telephone Chapter -28A Analysing turns in telephone Chapter -28B Writing emails Chapter -29A Controlling strategies and Out- Going Calls Chapter -29B Writing Reports Chapter -31B Appearing for an interview