Haryana Board

Syllabus

2023-24

aglasem.com

Board of School Education Haryana

Syllabus and Chapter wise division of Marks (2023 – 24)

Class – XI **Subject – OSS English** **Code – 919**

General Instructions:-

1. There will be Annual Examination based on the entire Syllabus.
2. The Annual Examination will be of 60 Marks weightage shall be for Internal Assessment.
3. For Practical Examination:-
   (i) Written Test of 10 Marks
   (ii) Practical record of 05 Marks
   (iii) Viva – voce of 05 Marks
4. For Internal Assessment:-

   There will be periodic Assessment that would include:-

   (i) For 6 Marks – Three SAT exams will be conducted and will have a weightage of 6 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 2 Marks for CRP (ClassRoom Participation).

   (iv) For 5 Marks:- A Project work to be done by Students and will have a weightage of 5 Marks toward the Final Internal Assessment.

   (v) For 5 Marks:- Attendance of Student will be awarded 5 Marks as –

   75 % to 80% = 01 Mark
   Above 80% to 85% = 02 Marks
   Above 85% to 90% = 03 Marks
   Above90% to 95% = 04 Marks
   Above 95% = 05 Marks

Course Structure (2023 – 24)

Class – XI **Subject – OSS English** **Subject Code – 919**

Sr. No.	Chapter	Marks
1	Role of Office	7
2	Fundamental of Computer	6
3	Origin of Shorthand	6
4	Mail & Filing in Office	9
5	Computer Parts	7
6	Consonants in English Shorthand	5
7	Letters	6
8	Operating System	7
9	Vowels in English Shorthand	7
	Total:	60
	Practical Examination	20
	Internal Assessment	20
	Grand Total:	**100**

UNITS
Unit – 1 Introduction of Office, Function and Mail
1.1 Meaning of an Office
1.2 Importance of an Office
1.3 Function of an Office
1.4 Principal Department of Modern Office
1.5 Type of Mail (Inward & outward Mail)
1.6 Mail room equipments
Unit – 2 Introduction of Computer its Characteristics and Input unit
2.1 Meaning of Computer
2.2 Importance of Computer
2.3 Uses of Computer
2.4 Characteristics of Computer
2.5 Method of Typing (Touch & Sight Method)
2.6 Types and Generation of Computer
2.7 Input devices of Computer (Key Board, Mouse, Scanner, Joysticks)
Unit – 3 Introduction, Origin, Consonant and Joining stroke
3.1 Meaning Importance and Origin of Shorthand
3.2 Meaning of Stenography
3.3 List of Consonants (Thickness, Thinness, Direction)
3.4 Classification of Consonants
3.5 Joining strokes
Unit – 4 Introduction of Filing, Method, Indexing and Correspondence
4.1 Meaning of Filing

4.2 Importance of Filing
4.3 Characteristics of Filing
4.4 Method of Filing (Old & New Method)
4.5 Meaning of Indexing
4.6 Types of Indexing
4.7 Meaning & Features of good letter
4.8 Types of letter (personal, official, complaint)
Unit – 5 Computer parts as output unit, CPU, Memory and Operating system
5.1 Output Devices of Computer (Monitor, Printer)
5.2 Part of C.P.U.
5.3 Memory – Primary and Secondary
5.4 Computer Hardware and Software
5.5 Start of Compute by using Window's Operating System
5.6 Different Icon displayed on the Screen as – My computer, My document and Recycle bin
Unit – 6 Meaning, Number, Sign, Places of Vowels, Punctuation Marks, Grammalogues
6.1 Meaning of Vowel
6.2 Number and kinds of Vowels used in English shorthand
6.3 Sign of shorthand Vowel (Dot & Dash)
6.4 Places of Vowel (long and short Vowel)
6.5 Intervening Vowel
6.6 Grammalogues & Punctuation marks
Unit – 7 Practical Examination
7.1 Written Test
7.2 Vive voce

Unit – 8 Internal Assessment
8.1 Project work
8.2 Attendance
8.3 SAT
8.4 CRA
8.5 September Test

PRACTICAL GUIDELINES FOR CLASS- XI

Assessment of performance:

A single examiner should be assigned for the conduct and assessment of Practical Examinations each in Senior Secondary School Curriculum. Question for the viva examinations should be conducted by the examiner. Question to be more of General nature, project work or the curriculum. Investigatory Project especially those that show considerable amount of effort and originality, on the part of the student, should get suitable high marks, while project of a routine or stereotyped nature should only receive mediocre marks.

Contents of Practical File/Student Portfolio:

JOB 1:INTRODUCTION OF OFFICE, ORGANISATIONAL CHARTS AND COMPUTER DIAGRAM

- After the visit, a Project Report indicating different departments of office, functions of office, functions of Office Manager etc. to be prepared by each student.
- The students will prepare the computer Charts such as Input, Output, C.P.U, Memory Unit.

JOB II:OFFICE-SPACE,ENVIRONMENT, USE OF CONSONANT, COMPUTER DIAGRAM

- During the visit mentioned above, the students should observe the office layout, environment aspects of the office, physical amenities provided to the staff etc.
- The changing scenario in the office being visited has to be observed by the students and their views presented in the Project Report.
- The student should gain knowledge of formats of Dairy, Dispatch Register.
- The Student practice list of consonants and uses of consonant.
- The Students will prepare the computer Diagram such as C.P.U, Memory Units.

JOB III:OFFICE MACHINES, CONSONANTS & COMPUTER

- The students should practice on different office machines like Photocopier, FAX, Franking Machines, Laptop, Computers etc.
- The student prepare the chart of Computer with Keyboard, mouse, scanner, joystick.
- Practice of consonants as their size, direction, thickness, thinness etc.
- Make the diagram of Monitor & Printer.

JOB IV:CORRESPONDENCE, VOWELS AND OPERATING SYSTEM

- The students should practice drafting and typing, different types of Business letters like Enquiry, Quotations, Placing an Order, Execution of Order, and Adjustment Letters etc.
- he students should practice preparation of Resume and fill upon-line job application forms.
- Practice of vowel, make outlines.
- Start Computer by using window operating system.

NOTE:

1. The above mentioned activities are proposed for the preparation of Project File (Practical File/Student Portfolio).The Project Files should contain activities from each unit.
2. The practical work should be as near as the actual work performed in an Office.
3. The marks to be allocated should be based on the quality of work done by the students as per the Curriculum.
4. The teacher conducting the final practical examination may ask verbal questions related to the project work done by the student.

PRACTICALEXAMINATION **10 marks**

The practical work includes: Operation of Office Machines and equipment; Creation of Email accounts and sending emails, online filling of simple forms; Two-minute speech on any general/subject related topic to be given to observe oral and non-verbal communication skills, telephone handling; layout (format) of business and government letters etc.

WRITTENEXAMINATION **5 marks**

Filling up of Office Forms and Bin Cards, Drafting of Business letters , Resume, and Govt. letters.

VIVA-VOCE **5marks**

Oral questions based on the syllabus /Project to be asked.

MONTHWISE SYLLABUS SESSON 2023-24

CLASS - XI SUBJECT: O.S.S ENGLISH SUBJECT CODE- 919

Month	Subject Specific Skill	No. of Hours For Theory	Revision
April	Meaning, Importance and Function of an Office Meaning, importance and use of Computer Meaning and importance of Shorthand	6 4 4	2
May	Principal Department of Modern Office Characteristics of Computer and method of typing Meaning, Origin of Shorthand, Meaning of Stenography	8 6 4	3
June	Summer Vacation (Project Work)		
July	Meaning and Importance of Mail Types of Computer and its generation Meaning and list of consonants, thickness, thinness, direction	6 6 6	3
August	Types of mail – inward and outward Computer input devices as Key board, Mouse, Scanner, Joystick Classification of consonants	8 6 4	2
September	Mail room equipment Computer output devices as Monitor, Printer Joining Strokes Half Yearly Examination	6 6 4	4
October	Meaning, importance and characteristics of filing Meaning and parts of C.P.U Meaning and number of vowels used in English shorthand	8 6 4	3
November	Method of filing, meaning and types of indexing Meaning and types of Memory	8 6 4	4

	Kinds of vowel as long & short, places of vowels		
December	Meaning, Features and types of good letter Computer hardware and software, types of software Sign of shorthand vowels as dot and dash, intervening vowels	8 6 4	5
January	Types of letter as personal, official and complaint Start of Computer by using window operating system, different icons displayed on Ist screen – My Computer, My Document, Recycle bin etc. Grammalogues & punctuation marks used in English shorthand	6 4 2	4
February	Revision		
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

CLASS - XI (PRACTICAL)
SUBJECT – O.S.S. ENGLISH

Month	Unit	Subject Specific Skills	Practical Hours
April	Unit – 1	Visit of an office and study about its outlook, Furniture, Files, Sitting Posture and stationery items.	5
May	Unit – 1	The student will prepare the computer chart such as – input units.	6
June	---------	Summer vacation 01 June to 30 June (Project work & practice shorthand and computer).	
July	Unit – 2	Practice of consonants as their size	7

		direction, thickness, thinness etc. use of computer and practice IInd, Ist , IIIrd row of key board.	
August	Unit – 3	Use of shift key and typing special signs and symbols etc. practice joining strokes.	8
September	Unit – 3	Prepare the chart of Computer with Keyboard, Mouse, Scanner and Joystick. Parts of Computer as CPU, Scanner and Joystick, types of memory.	6
October	Unit – 4	Practice vowels & their places. Use of different filing methods in an office.	8
November	Unit – 5	Starting of computer by using windows operating system.	8
December	Unit – 6	Use of intervening vowels and draw outlines, uses grammalogues and punctuation marks.	6
January	Unit – 6	Practice to write different types of letters as – Personal, official and complaint & type on computer.	6
February	----------	Revision	

Question Paper Design (2023 – 24)

CLASS - XI SUBJECT: O.S.S ENGLISH SUBJECT CODE- 919

Type of Question	Marks	Number	Description	Total
Objective Questions	1	15	6 Multiple Choice Questions, 3 Fill in the Blanks Questions, 3 one word Answer type Questions, 3 Assertion Reason Questions	15
Very Short Answer type questions	2	6	Internal Choice will be given in any 2 questions	12
Short answer type questions	3	6	Internal Choice will be given in any 2 questions	18
Essay type questions	5	3	Internal Choice will be given in all the questions	15
Total		30		60