Haryana Board

Syllabus

2023-24

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Board of School Education Haryana

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

Class – XII **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 – Two SAT exams will be conducted and will have a weightage of 4 Marks towards the Final Internal Assessment and One Pre Board Exam weightage of 02 marks.

   (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 – XII **Subject – OSS English** **Subject Code – 919**

Sr. No.	Chapter	Marks
1	Office Stationery & Meeting	7
2	Computer Accessories	6
3	Diphthongs, Form of Stroke R & H	6
4	Telephone Directory, Railway Time Table, C.C.T.V. & Post Office Guide Book.	9
5	M S Word Features	7
6	Circle and Stroke S & Z	5
7	Duties of Personal Secretary	6
8	Functions of M S Word	7
9	Large Circle SW, SS, SZ & Loop ST, STR	7
	Total:	60
	Practical Examination	20
	Internal Assessment	20
	Grand Total:	**100**

UNITS
Unit – 1 Meaning, Importance, Uses of Office Stationery, Meeting, Agenda, Quorum, Proxy, Minutes.
1.1 Meaning of office Stationery.
1.2 Importance of office Stationery.
1.3 Uses of office Stationery.
1.4 Meaning & uses of Stock Register.
1.5 Meaning and Importance of Meeting.
1.6 Types of Meeting.
1.7 Short Note on – Notice, Agenda, Quorum.
1.8 Short Note on – Proxy, Minutes.
Unit – 2 Paint brush, Calculator, Note pad, Word pad, Calendar, Communication, Entertainment, M.S.DOS
2.1 Use of Computer accessories as – Paint brush, Calculator.
2.2 Use of Computer accessories as – Note pad.
2.3 Use of Computer accessories as – Word pad, Calendar.
2.4 Use of Computer accessories as – Communication, Entertainment.
2.5 Meaning of M.S. DOS & main commands.
Unit – 3 Consonants, Vowels, Form of R & H, Diphthongs, Phraseography, Phrases.
3.1 Consonants and vowels used in English Shorthand.
3.2 Use of upward and downward form of R & H.
3.3 Use of Diphthong in Shorthand.
3.4 Meaning and Importance of Phraseography.
3.5 Qualities of a good Phrases.
Unit – 4 Telephone Directory, Railway Time Table, Post Office Guide

Book, C.C.T.V & Secretary.
4.1 Short Note on Telephone Directory.
4.2 Short Note on Railway Time table.
4.3 Short Note on Post Office Guide Book.
4.4 Short Note on C.C.T.V.
4.5 Meaning and Function of Secretary/ P.A. / Stenographer.
4.6 Qualities of a Secretary/ P.A./ Stenographer.
4.7 Qualification of a Secretary/ P.A./ Stenographer.
Unit – 5 Use of File, Edit, Insert, Format, Table Menu, Mail Marge etc.
5.1 Start M.S. Word & create any document.
5.2 Use of File Menu in M.S Word.
5.3 Use of Edit Menu in M.S Word.
5.4 Use of Insert Menu in M.S Word.
5.5 Use of Format Menu in M.S Word.
5.6 Use of Table Menu & Spelling Check.
5.7 Use of Mail marge in M.S Word.
Unit – 6 Use of Circle & Stroke S&Z, Large Circle SW, SS, SZ and ST, STR Loop.
6.1 Use of Circle S & Z in Shorthand.
6.2 Use of Stroke S & Z in Shorthand.
6.3 Use of Large Circle SW, SS, SZ in Shorthand.
6.4 Use of ST Loop in Shorthand.
6.5 Use of STR Loop in Shorthand.

PRACTICAL GUIDELINES FOR CLASS- XII

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, STATIONERY CHART & STOCK REGISTER AND COMPUTER ACCESSORIES DIAGRAM.

- After the visit, a Project Report indicating different items of office stationery, stock register entry etc. to be prepared by each student.
- The students will prepare the computer Charts such as Computer accessories.

JOB II: OFFICE-SPACE,ENVIRONMENT, USE OF DIPHTHONGS, COMPUTER MS - DOS COMMANDS.

- 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 practice list of Diphthongs and use of triphones, phrases etc.
- The Students will prepare the computer Diagram such as MS-DOS commands.

JOB III: TELEPHONE DIRECTORY, COMPUTER CHART, CIRCLE S & Z, C.C.T.V.

- The students should practice Telephone Directory, Post office guide book, Railway time table.
- The student prepare the chart of computer with different type of MS – Word menus.

- Practice of Circle S & Z as their direction etc.
- Make the diagram of C.C.T.V.

JOB IV: SECRETARY DUTIES, MS – WORD MENU, LARGE CIRCLE AND LOOP.

- The students should practice Secretary Duties.
- The students should practice preparation of Resume and fill upon-line job application forms.
- Practice of large circle and loop words in shorthand.
- Write text matter and apply different M S Word commands.

NOTE:

1. The above mentioned activities are proposed for the preparation of Project File (Practical File/Student Portfolio). The Project File 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.

MONTHWISE SYLLABUS SESSON 2023-24

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

Month	Subject Specific Skill	Teaching Periods	Revision Period
April	Meaning, Importance and use of Office Stationery. Use of Computer accessories – Paint Brush and Calculator. Consonants and vowels used in English Shorthand.	6 4 4	2
May	Use of Stock Register. Use of Computer accessories – Note Pad. Use of upward and downward form of R & H.	8 6 4	3
June	Summer vacation 01 June to 30 June (Project work and practice shorthand)		
July	Meaning and Importance of meeting. Use of Computer accessories Word Pad and Calendar. Use of Diphthongs in Shorthand.	6 6 6	3
August	Short Note on Notice, Agenda, Quorum. Use of Computer accessories – Communication, entertainment. Meaning and Importance of Phraseography used in Shorthand.	8 6 4	2
September	Short Note on Proxy, Minutes. Meaning and main commands of M.S DOS. Qualities of a good Phrase used in Shorthand. **Half Yearly Examination**	6 6 4	4
October	Short Note on – Telephone Directory, Railway Time Table.	8	

	Start M.S. Word and create any document. Use of Circle S & Z in Shorthand.	6 4	3
November	Short Note on – C.C.T.V, Post office guide book Use of Options – File &Edit Menu in M.S. Word. Use of Stroke S & Z in Shorthand.	8 6 4	4
December	Meaning and Function of Secretary/ P.A./ Stenographer. Use of Format, Insert & View Menu in M.S. Word. Use of Large Circle SS, SW, SZ in Shorthand.	8 6 4	5
January	Quality and Qualification of Secretary/ P.A./ Stenographer. Table Menu Tools, Check Spelling and Use of mail Marge in M.S. Word. Use of ST & STR Loop in 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 - XII (PRACTICAL)
SUBJECT – O.S.S. ENGLISH

Month	Unit	Subject Specific Skills	Practical Hours
April	Unit – 1	Prepare of Stock Register, Practice Computer accessories as – Paint brush, Note pad, Calculator. Practice of words by using vowels in Shorthand.	5
May	Unit – 2	Practice Computer accessories as – Word pad, Calendar, Entertainment.	6
June	---------	Summer vacation 01 June to 30 June (Project work & practice shorthand).	
July	Unit – 2	Conduct a meeting to make a group of two or more Students. Use of Diphthongs and make different words.	7
August	Unit – 3	Practice Computer accessories as – Communication, Commands of M.S. DOS.	8
September	Unit – 3	Make a specimen of Telephone Directory. Practice the list of Phrases in English Shorthand.	6
October	Unit – 4	Make a specimen of Railway Time Table. Create a Document and use File menu Commands. Practice of Circle S&Z in Shorthand.	8
November	Unit – 5	Visit a Place where any C.C.T.V is installed. Use Edit and Insert menu Commands on Created document. Practice Stroke S & Z in Shorthand.	8
December	Unit – 6	Practice of Secretarial duties. Practice of Large Circle SW, SS, SZ in	6

		Shorthand. Use of View or Format Menu.	
January	Unit – 6	Use Table Menu, Check Spelling and Mail marge Command. Type an application on computer for a job.	6
February	----------	Revision	

PRACTICAL EXAMINATION **10 marks**

The practical work includes: Operation of Office Machines and equipment; Creation of Email accounts and sending e-mails, 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.

WRITTEN EXAMINATION **5 marks**

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

VIVA-VOCE **5 marks**

Oral questions based on the syllabus / Project to be asked

Question Paper Design (2023 – 24)

CLASS - XII 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