

For 12th. Useful Instructions for English Paper

You will be having 4 different sets A, B, C, D. . .Wherein the
Seen passages,
Seen poems,
Rapid reading section would be different for each set.

Unseen passages and writing skills would be same for all the sets. .

If you try to analyse this properly, you can't afford to skip anything basically.

1. Always start studying from the last unit i.e. unit 8 then 7, 6, 5. . . so on as you don't have much hold over the last 4 units compared to the ones at the start.

For Writing Skills:

1 mark is always for Grammar and presentation skills. . .

1. Letter Writing : Always prefer formal letter.

This would include letters for general civic problems, job application letter, etc. Remember to write Address, Subject, Reference, Thanking you, enclosures, etc. Divide the letter into 3 paragraphs. . . Don't give full stop after writing the date.

In the first paragraph, mention the sole purpose for writing the letter in 2-3 lines.

Second paragraph, should be a flop descriptive one with regard to the subject and the last paragraph, should conclude the letter in a polite way.

(Easy to score 3.5 marks out of 4 over here if written with perfection and not a single cancellation.)

Tourist Leaflet: Write it in a creative way with quality content.

Add your own points along with the points asked.

(Maximum you can get 3.5/4 marks over here)



Report Writing: Headline carries 1 mark so give a good one.

Placeline and dateline half mark. Divide the report into three paragraphs.

Sequence of events which took and the past tense of the report are the most important points to be kept in mind.

In the first one, describe what happened, where it happened, at what time it happened and who was there. . . Basically, first paragraph should answer major 'Wh' questions.

In the second paragraph, describe what were the major highlights of the event in brief sequentially.

In the third paragraph, conclude the report in one or two sentences and the end mention. . . Reporter. . . (Maximum you can get 3 marks)



Information transfer: Always go for non-verbal to verbal one as it consumes your time.

Write it in only 1 paragraph covering half or more than half page. Start like this. . . 'The above diagrams give information. . . about. . . write what is given in the question. . . After that, write whatever you understand from the pictorial representation as it in simple words. Don't write too much. Keep it brief and simple. (Maximum marks: 3.5/4)



Interview Questions: Frame 10 questions. Give an introduction about the person whom you're interviewing in 2-3 lines.

Keep the questions simple. Always ask these 4 questions for any type of interview:

Continue

What were the challenges faced by you during your less adventurous days?

Who motivated you or influenced when times were thick and thin?

What was the turning point of your life?

What advice/ message would you like to give to the young generation who aspires to become like you? (Ask this question always at the end)

(Maximum marks: 4/4)

View/ Counterview: Don't attempt this as it is not a scoring topic. You can't manipulate the points given and you have to be precise enough while conveying your view/ counterview.



Speech Writing: Very similar to expand the idea. Always start with the salutation. . . ' Respected teacher and my dear friends' and then divide the speech into minimum 5 paragraph. Enrich it with lot of quotes, examples, case studies,etc. Quality content is expected. Not easy to score unless you write in a creative way.(Maximum marks: 2.5/3)

Note: As soon as you get the question paper, glance through the writing skills, make a proper choice and collect thoughts on that as you write the paper.

Don't waste more time solving comprehension, for 2 marks questions: 4 sentences are expected. If you write 1 it 2 quotes, even 2- 3 sentences would be enough.(You can easily score 2/2)



Be spacious while writing the paper. Highlight important points and quotes or anything new which you have written with a pencil.

Mark my words, it does matter!



Don't use short forms, numbers anywhere while writing the answer unless it's mentioned in the extract. Your marks are being cut using that.



Don't skip anything.



Don't try to learn new things at the last moment.



Follow whatever you believe with conviction.



Last but not the least: Keep your best foot forward and let go of everything and remember this. .

' Whatever is Difficult can be made Simple,

Whatever is Simple can be made Easy,

And whatever is Easy can be done Superbly. . .'

"EFFORTS MAY FAIL BUT YOU SHOULD NOT FAIL TO MAKE EFFORTS!" ~ Nido Qubein.

ALL THE BEST!!! DO WELL

Pls pass on this message to all those who are Appearing for 10th & 12th Board exams from this year