

Cantonment Public School & College
Syllabus-2016
Class : Seven
Subject : English 2nd Paper

List of Books:

1. English Grammar & Composition Class VII - NCTB
2. Advanced Learner's Communicative English Grammar & Composition - Chowdhury & Hossain

Syllabus of Class Test-1

1. Articles
2. Tense
3. Suitable word
4. Voice- According to Tense
5. Parts of Speech
6. Introduction to Narration
7. E-mail/Formal Letters (a, b, c, d).
8. Composition- Student Life.

Marks Distribution of Class Test-1

- | | |
|--|---|
| 1. Articles (Passage-8 blanks will be given) | 4 |
| 2. Tense (detached sentences) | 4 |
| 3. Gap fillings with suitable words (Passage form- blanks will be given) | 4 |
| 4. Changing sentences (Voice/Narration) | 4 |
| 5. <u>E-mail/Formal letter (No option)</u> | 4 |
| <hr/> Total=20 | |

Syllabus of Class Test-2

1. Prepositions
2. Right Form of Verbs
3. Voice/According to Sentences
4. Punctuation Marks & Capital Letters
5. E-mail/Formal Letters (e, f, g, h).
6. Composition- A Journey by Boat.

Marks Distribution of Class Test-2

- | | |
|--|---|
| 1. Prepositions (Passage-8 blanks will be given) | 4 |
| 2. Gap filling with the right form of verbs (Passage 8 gaps will be given) | 4 |
| 3. Changing sentence- Voice | 4 |
| 4. Punctuation Marks and capital letters. | 4 |
| 5. <u>E-mail/Formal letter (No option)</u> | 4 |
| <hr/> Total=20 | |

Syllabus of Half Yearly Exam

Section- A: Grammar: 30

1. Articles
2. Tense
3. Parts of Speech
4. Preposition
5. Suitable Word
6. Substitution Table
7. Changing Sentences-Voice
8. Right form of Verbs
9. Punctuation Marks and Capital Letter
10. Introduction to Narration.

Section-B: Composition: 20

1. Formal Letter/Formal E-mail (Complaint letter, notice, purchase order, response to an order/request)
 - a. Write an e-mail/application to the Principal of your school for leave of absence.
 - b. Write an e-mail/application to the Principal for a testimonial.
 - c. Write an e-mail/application for admission.
 - d. Prayer for a seat in the school hostel.
 - e. Prayer for a transfer certificate.
 - f. Prayer for a holiday.
 - g. Complaint letter against the supply of damaged and defective goods.
 - h. Letter to the manager ordering some sports goods for your club.
2. Short Compositions:
 - a. My Favourite Poet.
 - b. Student Life.
 - c. A Journey by Boat.
 - d. A Village Doctor.

Syllabus of Class Test-3

1. Substitution Table
2. Degree Change (From Positive to Comparative or Superlative and vice versa)
3. Voice
4. Changing Sentences (Transformation from Affirmative to Negative and Interrogative sentences and vice versa)
5. E-mail/ Formal Letters (a, b, c, d).
6. Composition- A Journey by Train.

Marks Distribution of Class Test-3

1. Substitution table	4
2. Degree change	4
3. Voice	4
3. Changing sentences (Transformation of sentences)	4
4. <u>E-mail/ Formal Letter (No option)</u>	4
Total=20	

Syllabus of Class Test-4

1. Voice Change
2. Right Form of Verbs
3. Substitution Table
4. Changing Sentences (Transformation from Assertive to Exclamatory and Imperative sentence and vice versa)
5. E-mail/Formal Letters (e, f, g, h).
6. Composition- Computer.

Marks Distribution of Class Test-4

1. Voice change	4
2. Gap filling with the right form of verbs (Passage-8 gaps will be given)	4
3. Substitution table	4
4. Changing sentence (Transformation of sentences)	4
4. <u>E-mail/Formal Letter (No option)</u>	4
Total=20	

Syllabus of AnnualExam**Section-A: Grammar: 30**

1. Articles
2. Preposition

3. Suitable Word
4. Substitution Table
5. Changing Sentence (Transformation of sentences and Degree Change)
6. Voice
7. Right Form of Verbs
8. Punctuation Marks & Capital Letters

Section-B: Composition: 20

1. Formal Letters/E-mails (Complaint letter, notice, purchase order, response to an order/request etc)
 - a. Prayer for leave in advance.
 - b. Prayer for morning school.
 - c. Prayer for going on a study tour.
 - d. For reservation of a seat.
 - e. Cheque cancellation.
 - f. To seller to send some books per V.P.P.
 - g. Prayer for a canteen.
 - h. Prayer for a common room.
2. Compositions:
 - a. A Journey by Train.
 - b. Digital Bangladesh.
 - c. A Village Fair.
 - d. Computer.

Marks distribution of Half Yearly and Annual Examination

Grammar test items : 30 marks	
1) Articles	$0.5 \times 8 = 04$
2) Preposition	$1 \times 4 = 04$
3) Using other parts of speech, linking words etc.	$0.5 \times 10 = 05$
4) Substitution table	$1 \times 4 = 04$
5) Changing Sentences/Narration	$1 \times 5 = 05$
6) Right form of verbs	$0.5 \times 8 = 04$
7) Punctuation & Capital letters	$0.5 \times 8 = 04$
Composition test items : 20 marks	
8) E-mail/ Formal letter	08
9) Composition	12
Total: 50	