

**OBJECTIVES:**

The learner will be able to:

- Get better at understanding by practicing reading regularly.
- Learn and remember more words to expand your vocabulary.

**OUTCOMES:**

- Find ways that work best for you when writing for school assignments.
- Practice writing now so you can be better at it for things you'll do later.
- Learn how to speak and write well by practicing what you've learned from reading and writing.

**I. UNIT:**

**Poetry** :1. Ulysses - Alfred Lord Tennyson  
**Skills:**2. Vocabulary: Conversion of Words  
:3. One Word Substitutes  
:4. Collocations

**II. UNIT:**

**Prose** :1. The Best Investment I Ever Made A.J.Cronin  
**Non-Detailed Text** :2. Florence Nightingale Abrar Mohsin  
**Skills** : 3. Skimming and Scanning

**III. UNIT:**

**Prose** :1. The Night Train at Deoli Ruskin Bond  
**Poetry** :2. Stopping by Woods on a Snowy Evening Robert Frost  
**Skills** :3. Reading Comprehension (TopDown, Bottom Up and Schema Theory)  
:4. Note Making/ Taking

**IV.UNIT**

**Poetry** :1.Night of the Scorpion Nissim Ezekiel  
**Skills** :2. Expansion of Ideas  
:3. Notices, Agendas, and Minutes

**V.UNIT**

**Non-Detailed Text** : 1. An Astrologer's Day RK Narayan  
**Skills:** 2. Curriculum Vitae and Resume  
: 3. Letters  
: 4. E-Correspondence

**REFERENCES:**

1. Communication Skills (2<sup>nd</sup> Edition), Sanjay Kumar &PushpLata, Oxford UniversityPress, 2016.
2. The New Oxford Guide to Writing, Thomas. S. Kane,
3. Reading Skills: How to Read Better and Faster- Speed Reading, Reading Comprehension & Accelerated Learning (2<sup>nd</sup> Edition), Nick Bell.
4. English Vocabulary in Use: Upper Intermediate, Cambridge University Press.

**ACTIVITIES:**

- Ask the students to prepare a model resume.
- Quiz on one-word substitutes.
- Collocation pair activity.
- Ask the students to read news clippings and make notes.