



INSTITUTE OF DISTANCE EDUCATION
JIWAJI UNIVERSITY
Gwalior, MP

पेपर-I

हिन्दी भाषा और नैतिक मूल्य



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Paper I



INSTITUTE OF DISTANCE EDUCATION
JIWAJI UNIVERSITY
Gwalior, MP

Syllabus

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bdkbZiFlk	<ul style="list-style-type: none"> ● स्वतंत्रता पुकारती (कविता) – जयशंकर प्रसाद ● पुष्प की अभिलाषा (कविता) – माखनलाल चतुर्वेदी ● वाक्य संरचना और अशुद्धियां (संकलित)
bdkbZ}rh	<ul style="list-style-type: none"> ● पूस की रात (कहानी) – प्रेमचन्द ● पुष्प की अभिलाषा (कविता) – माखनलाल चतुर्वेदी ● पर्यायवाची, विलोम, एकार्थी, अनेकार्थी एवं शब्दयुग्म शब्द (संकलित)
bdkbZr`rh	<ul style="list-style-type: none"> ● भगवान बुद्ध (निबन्ध) – स्वामी विवेकानन्द ● कछुआ धर्म – स्वामी श्रद्धानंद ● नहीं रुकती है नदी – हीरालाल बाछोटिया ● पल्लवन
bdkbZpr`kZ	<ul style="list-style-type: none"> ● अफसर (व्यंग्य) – शरद जोशी ● हमारी सांस्कृतिक एकता (निबंध) – रामधारीसिंह दिनकर (एक भारत श्रेष्ठ भारत के अंतर्गत) ● संक्षेपण (संकलित)
bdkbZi`pe	<ul style="list-style-type: none"> ● नैतिक मूल्य परिचय एवं वर्गीकरण (आलेख)–डॉ. शशि राय ● आचरण की सभ्यता (निबंध) – सरदार पूर्णसिंह ● अंतर्ज्ञान एवं नैतिक जीवन (लेख) – डॉ. सर्वपल्ली राधाकृष्णन

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bdkbZiFlk	अध्याय 1 : स्वतंत्रता पुकारती (कविता) – जयशंकर प्रसाद अध्याय 2 : पुष्प की अभिलाषा (कविता) – माखनलाल चतुर्वेदी अध्याय 3 : वाक्य संरचना और अशुद्धियां (संकलित)
bdkbZ}rh	अध्याय 4 : पूस की रात (कहानी) – प्रेमचन्द अध्याय 5 : पुष्प की अभिलाषा (कविता) – माखनलाल चतुर्वेदी
bdkbZr`rh	अध्याय 6 : भगवान बुद्ध (निबन्ध) – स्वामी विवेकानन्द अध्याय 7 : कछुआ धर्म – स्वामी श्रद्धानंद अध्याय 8 : नहीं रुकती है नदी – हीरालाल बाछोटिया अध्याय 9 : पल्लवन
bdkbZpr`kZ	अध्याय 10 : अफसर (व्यंग्य) – शरद जोशी अध्याय 11 : हमारी सांस्कृतिक एकता (निबंध) – रामधारीसिंह दिनकर अध्याय 12 : संक्षेपण (संकलित)
bdkbZi`pe	अध्याय 13 : नैतिक मूल्य परिचय एवं वर्गीकरण (आलेख)–डॉ. शशि राय अध्याय 14 : आचरण की सम्यता (निबंध) – सरदार पूर्णसिंह अध्याय 15 : अंतर्ज्ञान एवं नैतिक जीवन (लेख) – डॉ. सर्वपल्ली राधाकृष्णन

ENGLISH LANGUAGE

Paper II



INSTITUTE OF DISTANCE EDUCATION
JIWAJI UNIVERSITY
Gwalior, MP

Syllabus

English Language

UNIT 1	<ol style="list-style-type: none">1. Where the Mind is Without Fear: Rabindranath Tagore2. The Hero: R.K. Narayan3. Tryst with Destiny: Jawaharlal Nehru4. The Portrait of a Lady: Khushwant Singh5. The Solitary Reaper: William Wordsworth
UNIT 2	<ul style="list-style-type: none">● Basic Language Skills: Vocabulary, Synonyms, Antonyms, Word Formation, Prefixes, Suffixes.
UNIT 3	<ul style="list-style-type: none">● Basic Language Skill: Uncountable Nouns, Verbs, Tenses, Adverbs.
UNIT 4	<ul style="list-style-type: none">● Comprehension / Unseen Passage
UNIT 5	<ul style="list-style-type: none">● Composition and Paragraph Writing

Contents

English Language

UNIT 1	Chapter 1 : Rabindranath Tagore Chapter 2 : R.K. Narayan Chapter 3 : Jawaharlal Nehru Chapter 4 : Khushwant Singh Chapter 5 : William Wordsworth
UNIT 2	Chapter 6 : Basic Language Skills Chapter 7 : Vocabulary and Synonyms Chapter 8 : Antonyms and Word Formation Chapter 9 : Prefixes and Suffixes
UNIT 3	Chapter 10 : Basic Language Skill
UNIT 4	Chapter 11 : Comprehension Chapter 12 : Unseen Passage
UNIT 5	Chapter 13 : Composition and Paragraph Writing

ENTREPRENEURSHIP DEVELOPMENT

Paper III



INSTITUTE OF DISTANCE EDUCATION
JIWAJI UNIVERSITY
Gwalior, MP

Syllabus

Entrepreneurship Development

UNIT 1	<ul style="list-style-type: none">● Entrepreneurship Development – Concept and Importance, Function of Enterprise, Goal Determination – Problem Challenges and Solutions.
UNIT 2	<ul style="list-style-type: none">● Project Proposal – Need and Objects – Nature of Organisation Production Management.
UNIT 3	<ul style="list-style-type: none">● Role of Regulatory Institutions, Role of Development Organisations, Self-employment Oriented Schemes, Various Growth Schemes.
UNIT 4	<ul style="list-style-type: none">● Financial Management for Project – Financial Institution and their Role, Capital Estimation and Arrangement, Cost and Price Determination Accounting Management.
UNIT 5	<ul style="list-style-type: none">● Problem of Entrepreneur – Problem Relating Capital, Problem Relating Registration, Administration Problem and how to overcome from above problem.

Contents

Entrepreneurship Development

UNIT 1	Lesson 1 : Entrepreneurship Development – Concept and Importance Lesson 2 : Function of Enterprise Lesson 3 : Goal Determination Lesson 4 : Problem Challenges and Solutions
UNIT 2	Lesson 5 : Project Proposal Lesson 6 : Need and Objects Lesson 7 : Nature of Organisation Production Management
UNIT 3	Lesson 8 : Role of Regulatory Institutions Lesson 9 : Role of Development Organisations Lesson 10 : Self-employment Oriented Schemes Lesson 11 : Various Growth Schemes.
UNIT 4	Lesson 12 : Financial Management for Project Lesson 13 : Financial Institution and their Role Lesson 14 : Capital Estimation and Arrangement Lesson 15 : Cost and Price Determination Lesson 16 : Accounting Management
UNIT 5	Lesson 17 : Problem of Entrepreneur Lesson 18 : Problem Relating Capital Lesson 19 : Problem Relating Registration Lesson 20 : Administration Problem

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Paper I



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Gwalior, MP

Syllabus

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bdlbZiFlk	<ul style="list-style-type: none"> • वह तोड़ती पत्थर (कविता) – सूर्यकांत त्रिपाठी निराला • दिमागी गुमाली (निबन्ध) – राहुल सांकृत्यायन • वर्ण-विचार (स्वर-व्यंजन वर्गीकरण, उच्चारण स्थान)
bdlbZ}rh	<ul style="list-style-type: none"> • नारीत्व का अभिशाप (निबन्ध) – महादेवी वर्मा • चीफ की दावत (कहानी) – भीष्म साहनी • विराम चिह्न (संकलित)
bdlbZrnh	<ul style="list-style-type: none"> • चली फगुनाहट बौरे आम (ललित निबन्ध) – विवेकी राय • इन्द्रधनुष का रहस्य (वैज्ञानिक खोज) – डॉ. कपूरमल जैन • संधि (संकलित)
bdlbZprqk	<ul style="list-style-type: none"> • सपनों की उड़ान (प्रेरक निबंध) – ए.पी.जे. अब्दुल कलाम • हमारा सौरमण्डल (संकलित) • प्रमुख वैज्ञानिक आविष्कार संक्षेपण (संकलित) • समास (संकलित)
bdlbZipe	<ul style="list-style-type: none"> • शिकागो व्याख्यान (व्याख्यान)–स्वामी विवेकानंद • धर्म और राष्ट्रवाद (लेख) – महर्षि अरविन्द • सादगी (आत्मकथा) – महात्मा गांधी • चित्त जहाँ भय शून्य (कविता) – रवीन्द्रनाथ टैगोर

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- अध्याय 1 : सूर्यकांत त्रिपाठी निराला
अध्याय 2 : राहुल सांकृत्यायन
अध्याय 3 : वर्ण-विचार

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- अध्याय 4 : महादेवी वर्मा
अध्याय 5 : भीष्म साहनी
अध्याय 6 : विराम चिह्न

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- अध्याय 7 : विवेकी राय
अध्याय 8 : डॉ. कपूरमल जैन
अध्याय 9 : संधि

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- अध्याय 10 : ए.पी.जे. अब्दुल कलाम
अध्याय 11 : हमारा सौरमण्डल
अध्याय 12 : प्रमुख वैज्ञानिक आविष्कार संक्षेपण
अध्याय 13 : समास

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- अध्याय 14 : स्वामी विवेकानंद
अध्याय 15 : महर्षि अरविन्द
अध्याय 16 : महात्मा गांधी
अध्याय 17 : रवीन्द्रनाथ टैगोर

ENGLISH LANGUAGE

Paper II



INSTITUTE OF DISTANCE EDUCATION
JIWAJI UNIVERSITY
Gwalior, MP

Syllabus

English Language

UNIT 1	<ol style="list-style-type: none">1. Tree: Tina Morris2. Night of the Scorpion: Nissim Ezekel3. Idgah: Premchand (translated by Khushwant Singh)4. Letter to God: G.L. Swanteh (translated by Donald A. Yates)5. God Sees the Truth but Waits: Leo Tolstoy
UNIT 2	<ul style="list-style-type: none">● Basic English Language: Nouns and Pronouns, Articles, Verbs, Determiners, Tense, Proverbs and Phrasal Verbs, Idioms, Prepositions.
UNIT 3	<ol style="list-style-type: none">1. Short Essay on given topics.2. Correspondence Skills (Formal & Informal Letters and Application)
UNIT 4	<ul style="list-style-type: none">● Translation of Sentences / Passage English to Hindi and Hindi to English.
UNIT 5	<ul style="list-style-type: none">● Resume Writing

Contents

English Language

UNIT 1

- Chap. 1 : Tina Morris
Chap. 2 : Nissim Ezekel
Chap. 3 : Idgah: Premchand
Chap. 4 : Letter to God: G.L. Swanteh
Chap. 5 : Leo Tolstoy

UNIT 2

- Chap. 6 : Basic English Language

UNIT 3

- Chap. 7 : Short Essay
Chap. 8 : Correspondence Skills

UNIT 4

- Chap. 9 : Translation of Sentences
Chap. 10 : Passages Translation

UNIT 5

- Chap. 11 : Resume Writing

Environment and Ecology

Paper III



INSTITUTE OF DISTANCE EDUCATION
JIWAJI UNIVERSITY
Gwalior, MP

Syllabus

Environment and Ecology

UNIT 1	<ul style="list-style-type: none">● Study of Environment and Ecology<ul style="list-style-type: none">a) Definition and Importance.b) Public Participation and Public Awareness.c) Ecology – Introduction.d) Ecosystem – Concepts, Components, Structure & Function, Energy Flow Chain Food Web, Ecological Pyramids and Types.
UNIT 2	<ul style="list-style-type: none">● Environmental Pollution and Population<ul style="list-style-type: none">a) Air, Water, Noise, Heat and Nuclear Pollution – Definition, Causes, Effect and Prevention of Pollution.b) Population Growth, Disparities between Countries.c) Population Explosion, Family Welfare Programme.d) Environment and Human Health.e) Cleanliness and Disposal of Domestic Waste.
UNIT 3	<ul style="list-style-type: none">● Natural Resources, Problems and Conservation<ul style="list-style-type: none">a) Water Resourcesb) Forest Resourcesc) Land Resourcesd) Food Resourcese) Energy Resources
UNIT 4	<ul style="list-style-type: none">● Bio-diversity and its Protection<ul style="list-style-type: none">a) Introduction – Genetic, Species and Ecosystem Diversity.b) Value of Bio-diversity – Consumable Use: Productive use Social Moral and Aesthetic Values.c) India as a Nation of Mega Bio-diversity Centre Bio-Diversity at National and Local Levels.d) Threats to Bio-diversity – Loss of Habitat, Poaching of Wildlife, Man and Wildlife Conflicts.

UNIT 5

- Disaster Management and Environmental Laws
 - a) Disaster Management – Flood Earthquake, Cyclones and Landslides.
 - b) Conservation of Laws for Air and Water Pollution.
 - c) Wildlife Conservation Laws.
 - d) Role of Information Technology in Protecting Environment and Health.

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Environment and Ecology

UNIT 1	Lesson 1 : Study of Environment and Ecology Lesson 2 : Definition and Importance Lesson 3 : Public Participation and Public Awareness Lesson 4 : Ecology and Ecosystem
UNIT 2	Lesson 5 : Environmental Pollution and Population Lesson 6 : Population Growth Lesson 7 : Population Explosion and Family Welfare Programme Lesson 8 : Environment and Human Health Lesson 9 : Cleanliness and Disposal of Domestic Waste
UNIT 3	Lesson 10 : Water Resources Lesson 11 : Forest Resources Lesson 12 : Land Resources Lesson 13 : Food Resources Lesson 14 : Energy Resources
UNIT 4	Lesson 15 : Bio-diversity and its Protection Lesson 16 : Value of Bio-diversity Lesson 17 : Threats to Bio-diversity
UNIT 5	Lesson 18 : Disaster Management and Environmental Laws Lesson 19 : Conservation of Laws for Air and Water Pollution Lesson 20 : Wildlife Conservation Laws Lesson 21 : Environment and Health — Information Technology

BASICS OF COMPUTER & INFORMATION TECHNOLOGY

Paper III



INSTITUTE OF DISTANCE EDUCATION
JIWAJI UNIVERSITY
Gwalior, MP

Syllabus

Basics of Computer & Information Technology

UNIT 1	INTRODUCTION TO COMPUTER <ul style="list-style-type: none">● Basic Organization of Computer System: Block Diagram and Functions (Central Processing Unit, Input/Output Unit, Storage Unit): Characteristics; Capabilities & Limitations; Types of Computing Devices: Desktop, Laptop & Notebook, Smart-phone, Tablet, PC, Server, Workstation and their Characteristics.● Primary Memory & their Types: RAM, ROM, PROM, EPROM, EEPROM; Cache Memory, Peripheral Devices.● Input Devices: Keyboard, Mouse, Trackball, Joystick, Digitizer or Gaphic Tablet, Scanners, Digital Camera, Web Camera, MICR, OCR, OMR, Bar-code Reader, Voice Recognition Device, Light Pen & Touch Screen.● Output Devices: Display Devices (CRT, TFT, LCD, LED Multimedia Projectors); Video Standard: VGA, SVGA, XGA, etc. Impact Printers (Daisy Wheel, Dot Matrix & Line Printer); Non-Impact Printer (Inkjet, Laser, Thermal).● Storage Devices: Magnetic Tape, Cartridge, Data Drives, Hard Disk Drives (Internal & External), Floppy Disk, CD, VCD, CD-RW, Zip Drive, DVD, DVD-RW, USB Flash Drive, Blue Ray Disc & Memory Cards.
UNIT 2	OPERATING SYSEM (OS) <ul style="list-style-type: none">● DOS Basic: Fat, File & Directory, Structure and Naming Rules, Booting Process, DOS System Files, Internal & External DOS Commands.● Windows Basics (Only Elementary Ideas): Windows 7 & 8 Desktop, Control, Panel, Saving, Renaming, Moving, Coping and Searching Files & Folders, Restoring from Recycle Bin, Creating Shorcut, Establishing Network Connections.
UNIT 3	MS WORD <ul style="list-style-type: none">● Text Editing and Formatting using Word 2007 & onwards: Creating documents using Template; Saving Word File in various File Formats; Previewing Documents, Printing Documents to File/Page; Protecting Document; Editing of Selected Text, Inserting, Deleting and Moving Text.● Formatting Documents; Page Layout, Paragraph Format, Aligning Text and Paragraph Borders and Shading, Headers and Footers.

UNIT 4	<p>MS POWER POINT & MS EXCEL</p> <ul style="list-style-type: none"> ● Creating Presentation using Slide Master and Template in Various Themes & Variants. ● Working with Slides: New Slide, Move, Copy, Delete, Duplicate, Slide Layouts, Presentation View. ● Format Menu: Font, Paragraph, Drawing & Editing. ● Printing Presentation: Print Slides, Notes, Handouts and Outlines. ● Saving Presentation in different File Formats. ● Workbook & Worksheet Fundamentals: Concept of Row, Column & Cell; Creating a New Workbook through Blank & Template. ● Working with Worksheet: Entering Data into Worksheet (General, Number, Currency, Date, Time, Text, Accounting, etc.); Renaming, Copying, Inserting, Deleting & Protecting Worksheet. ● Working with Row & Column (Inserting, Deleting, Pasting, Resizing & Hiding), Cell & Cell Formatting, Concept of Range.
UNIT 5	<p>INTERNET AND CYBER SECURITY</p> <ul style="list-style-type: none"> ● Internet World Wide Web dial up Connectivity, Leased Line VSAT, Broad Band, WiFi, URI, Domain Name, Web Browser (Internet Explorer, Firefox, Google Chrome, Opera, UC Browser, etc.) search Engine (Google, Bin, Ask, etc.); Website; Static & Dynamic; Difference between Website & Portal. ● E-mail: Account Opening, Sending & Receiving E-mails, Managing Contacts & Folders. ● E-mail, Internet & Social Networking Ethics. ● Types of Viruses & Antivirus. ● Computer Security Issues & its Protection through Firewall & Antivirus. ● Making Secured Online Transactions.

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Basics of Computer & Information Technology

UNIT 1	Lesson 1 : Introduction to Computer Lesson 2 : Basic Organization of Computer System: Block Diagram and Functions Lesson 3 : Characteristics; Capabilities & Limitations Lesson 4 : Workstation and their Characteristics Lesson 5 : Primary Memory & their Types Lesson 6 : Input Devices Lesson 7 : Output Devices Lesson 8 : Storage Devices
UNIT 2	Lesson 9 : Operating System (OS) Lesson 10 : Structure and Naming Rules Lesson 11 : Internal & External DOS Commands Lesson 12 : Windows Basics
UNIT 3	Lesson 13 : MS Word Lesson 14 : Text Editing and Formatting
UNIT 4	Lesson 15 : MS Power Point & MS Excel Lesson 16 : Creating Presentation Lesson 17 : Working with Slides Lesson 18 : Formatting Menus
UNIT 5	Lesson 19 : Internet and Cyber Security Lesson 20 : Computer Security Issues Lesson 21 : Making Secured Online Transactions

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Paper I



INSTITUTE OF DISTANCE EDUCATION

JIWAJI UNIVERSITY

Gwalior, MP

Syllabus

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bdkbZiFlk	<ul style="list-style-type: none">● मेरे सहयात्री (यात्रा वृतांत) – अमृतलाल बेगड़● मध्यप्रदेश की लोक कलाएँ (संकलित)● लोकोक्तियाँ एवं मुहावरे (संकलित)
bdkbZ}rh	<ul style="list-style-type: none">● जनसंचार माध्यम (प्रिंट, इलेक्ट्रॉनिक एवं सोशल मीडिया)● दूरभाष और मोबाइल (संकलित)● संक्षिप्तिया
bdkbZr`rh	<ul style="list-style-type: none">● पत्रकारिता के विभिन्न आयाम (संकलित)● मध्यप्रदेश का लोक साहित्य (संकलित)● पत्र लेखन—आवेदन, प्रारूपण, आदेश, परिपत्र, ज्ञापन, अनुस्मारक पत्र (संकलित)
bdkbZpr`kZ	<ul style="list-style-type: none">● राजभाषा हिन्दी (संकलित) हिन्दी की संवैधानिक एवं व्यवहारिक स्थिति● हिन्दी की शब्द सम्पदा (संकलित)● अनुवाद: अर्थ, प्रकार एवं अभ्यास
bdkbZi`pe	<ul style="list-style-type: none">● विश्व के प्रमुख धर्म एवं महत्वपूर्ण विशेषताएं (हिन्दू धर्म, जैन धर्म, बौद्ध धर्म, सिक्ख धर्म, ईसाई धर्म, इस्लाम धर्म)● सत्य के प्रयोग (महात्मा गांधी की आत्मकथा का संक्षिप्त संस्करण)

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- अध्याय-1 : मेरे सहयात्री – अमृतलाल बेगड़
अध्याय-2 : मध्यप्रदेश की लोक कलाएँ
अध्याय-3 : लोकोक्तियाँ एवं मुहावरे

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- अध्याय-4 : जनसंचार माध्यम
अध्याय-5 : दूरभाष और मोबाइल
अध्याय-6 : संक्षिप्तिया

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- अध्याय-7 : पत्रकारिता के विभिन्न आयाम
अध्याय-8 : मध्यप्रदेश का लोक साहित्य
अध्याय-9 : पत्र लेखन

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- अध्याय-10 : राजभाषा हिन्दी
अध्याय-11 : हिन्दी की शब्द सम्पदा
अध्याय-12 : अर्थ, प्रकार एवं अभ्यास

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- अध्याय-13 : विश्व के प्रमुख धर्म
अध्याय-14 : महात्मा गांधी की आत्मकथा

ENGLISH LANGUAGE

Paper II



INSTITUTE OF DISTANCE EDUCATION
JIWAJI UNIVERSITY
Gwalior, MP

Syllabus

English Language

UNIT 1	<ol style="list-style-type: none">1. Stopping by Woods on a Snowy Evening: Robert Frost2. Cherry Tree: Ruskin Bond3. The Axe: R.K. Narayan4. The Selfish Giant: Oscar Wilde5. On the Rule of the Road: A.G. Gardiner6. The Song of Kabir: Translated by Tagore
UNIT 2	<ul style="list-style-type: none">● Basic Language Skills – Transformation of Sentences, Direct-Indirect Speech, Active-Passive Voice, Confusing Words, Misused Words, Similar Words with Different Meaning.
UNIT 3	<ul style="list-style-type: none">● Report Writing, Narration Skills, Narration of Events and Situations.
UNIT 4	<ul style="list-style-type: none">● Precise Writing
UNIT 5	<ul style="list-style-type: none">● Drafting C.V.

Contents

English Language

UNIT 1

- Chapter 1 : Robert Frost
- Chapter 2 : Ruskin Bond
- Chapter 3 : R.K. Narayan
- Chapter 4 : Oscar Wilde
- Chapter 5 : A.G. Gardiner
- Chapter 6 : The Song of Kabir

UNIT 2

- Chapter 7 : Basic Language Skills
- Chapter 8 : Transformation of Sentences
- Chapter 9 : Direct-Indirect Speech
- Chapter 10 : Active-Passive Voice

UNIT 3

- Chapter 11 : Report Writing
- Chapter 12 : Narration Skills
- Chapter 13 : Narration of Events and Situations

UNIT 4

- Chapter 14 : Precise Writing

UNIT 5

- Chapter 15 : Drafting C.V.



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