



ST. LAWRENCE HIGH SCHOOL

27, BALLYGUNGE CIRCULAR ROAD, KOLKATA - 700019

Session Plan/ Syllabus Coverage for the Academic Year 2025-2026



Subject: English Language

Term: First

Name of the Subject Co-ordinator: Melroy Anthony

Name of the Books: *Total English (T.E.)* and *Pearls of English Language (P.E.L.)*

No. of Working Days: 103

No. of Periods Available: 24

Class: 9

Sections: A, B and C

MONTH	NO. OF PERIODS	LESSONS	TOPICS COVERED	CLASS WORK	TEACHING AIDS
APRIL	10	1. Composition (Pg Nos 7-10 of P.E.L. and 169-171 of T.E.) 2. Letter Writing (Pg Nos 26-30 of P.E.L. and 83-85 of T.E.) 3. Notice and Email (Pg Nos 31-32 of P.E.L. and Pg No 13 of T.E.) 4. Functional Grammar (Pg Nos 88-97 of P.E.L. and 195-199 of T.E.)	1. Descriptive Essay (Pg Nos 7-10 of P.E.L. and 169-171 of T.E.) 2. Formal Letter (Pg Nos 26-30 of P.E.L. and 83-85 of T.E.) 3. Notice Writing (Pg Nos 31-32 of P.E.L. and Pg No 13 of T.E.) 4. Prepositions (Pg Nos 88-97 of P.E.L. and 195-199 of T.E.)	1. Points for writing an effective Descriptive composition discussed along with model answer (Pg Nos 7-10 of P.E.L. and 169-171 of T.E.) 2. Format of Formal Letter explained (Pg Nos 26-30 of P.E.L. and 83-85 of T.E.) 3. Format of Notice Writing discussed (Pg Nos 31-32 of P.E.L. and Pg No 13 of T.E.) 4. Rules regarding Prepositions revised and exercises solved in class (Pg Nos 88-97 of P.E.L. and 195-199 of T.E.)	1. Handout of a model Descriptive Essay 2. Handout of a model Formal Letter 3. Sample of a Notice shown to the students 4. Chart explaining the important rules regarding Prepositions
MAY	07	1. Composition (Pg Nos 10-13 of P.E.L. and 156-157 of T.E.) 2. Letter Writing (Pg Nos 20-25 of P.E.L. and 52-56 of T.E.) 3. Notice and Email (Pg Nos 32-35 of P.E.L. and 14-15 of T.E.) 4. Functional Grammar (Pg Nos 74-84 of P.E.L. and 92-96 of T.E.)	1. Narrative Essay (Pg Nos 10-13 of P.E.L. and 156-157 of T.E.) 2. Informal Letter (Pg Nos 20-25 of P.E.L. and 52-56 of T.E.) 3. Email Writing (Pg Nos 32-35 of P.E.L. and 14-15 of T.E.) 4. Synthesis of Sentences (Pg Nos 74-84 of P.E.L. and 92-96 of T.E.)	1. Points for writing an effective Narrative composition discussed along with model answer (Pg Nos 10-13 of P.E.L. and 156-157 of T.E.) 2. Format of Informal Letter explained along with specimen answer (Pg Nos 20-25 of P.E.L. and 52-56 of T.E.) 3. Format of Email Writing discussed (Pg Nos 32-35 of P.E.L. and 14-15 of T.E.) 4. Rules regarding Synthesis of Sentences discussed and exercises solved in class (Pg Nos 74-84 of P.E.L. and 92-96 of T.E.)	1. Handout of a model Narrative Essay 2. Handout of a model Informal Letter 3. Sample of an Email shown to the students 4. Chart explaining the important rules regarding Synthesis of Sentences
JUNE	07 <u>U.T. 1 on 16th June 2025</u>	1. Composition (Pg Nos 13-15 of P.E.L.) 2. Letter Writing (Pg Nos 233-234 of T.E.) 3. Comprehension (Pg Nos 69-71 of T.E.) 4. Functional Grammar (Pg Nos 64-70 and 85-87 of P.E.L.)	1. Reflective Essay (Pg Nos 13-15 of P.E.L.) 2. Letter of Complaint (Pg Nos 233-234 of T.E.) 3. Word Meanings (Pg Nos 69-71 of T.E.) 4. Tenses (Pg Nos 64-70 and 85-87 of P.E.L.) <u>U.T. 1 Syllabus:</u> 1. <i>Prepositions</i> 2. <i>Synthesis of Sentences</i> 3. <i>Formal Letter</i>	1. Points for writing an effective Reflective Essay discussed along with model answer (Pg Nos 13-15 of P.E.L.) 2. Format of Letter of Complaint explained (Pg Nos 233-234 of T.E.) 3. Points to keep in mind while answering Word Meanings (Pg Nos 69-71 of T.E.) 4. Rules regarding Tenses revised and exercises solved in class (Pg Nos 64-70 and 85-87 of P.E.L.)	1. Handout of a model Reflective Essay 2. Handout of a model Letter of Complaint 3. Chart explaining the important rules regarding Tenses

Teachers are requested to prepare a LESSON PLAN for each Topic to be taught. The Lesson Plans are to be submitted along with the monthly planner.

Signature of the Co-Teachers: 1. *M. Anthony*

2. *James Lopez*

3. *Ranita Das Modak*

Submitted on: 21.4.25

Academic Co-ordinator: *R. Banerjee*

PRINCIPAL:

VICE PRINCIPAL:

B. H. S.



ST. LAWRENCE HIGH SCHOOL

27, BALLYGUNGE CIRCULAR ROAD, KOLKATA - 700019

Session Plan/ Syllabus Coverage for the Academic Year 2025-2026



Subject: English Language

Term: First

Name of the Subject Co-ordinator: Melroy Anthony

Name of the Books: *Total English (T.E.)* and *Pearls of English Language (P.E.L)*

No. of Working Days: 103

No. of Periods Available: 33

Class: 9

Sections: A, B and C

MONTH	NO. OF PERIODS	LESSONS	TOPICS COVERED	CLASS WORK	TEACHING AIDS
JULY	14	1. Composition (Pg Nos 15-17 of P.E.L. and 185-186 of T.E.) 2. Letter Writing (Pg No 117 of T.E.) 3. Comprehension (Pg Nos 36-37 of P.E.L.) 4. Functional Grammar (Pg Nos 41-51 of P.E.L. and 124-126 of T.E.)	1. Argumentative Essay (Pg Nos 15-17 of P.E.L. and 185-186 of T.E.) 2. Letter of Application (Pg No 117 of T.E.) 3. Answering Questions (Pg Nos 36-37 of P.E.L.) 4. Transformation of Sentences (Pg Nos 41-51 of P.E.L. and 124-126 of T.E.)	1. Points for writing an effective Argumentative Essay discussed along with model answer (Pg Nos 15-17 of P.E.L. and 185-186 of T.E.) 2. Format of Letter of Application explained (Pg No 117 of T.E.) 3. Points to keep in mind while answering Questions explained (Pg Nos 36-37 of P.E.L.) 4. Rules regarding Transformation of Sentences explained and exercises solved in class (Pg Nos 41-51 of P.E.L. and 124-126 of T.E.)	1. Handout of a model Argumentative Essay 2. Handout of a model Letter of Application 3. Chart explaining the important rules regarding Transformation of Sentences
AUGUST	13	1. Composition (Pg Nos 18-19 of T.E.L. and Pg Nos 139-140 of T.E.) 2. Letter Writing (Pg Nos 172-173 of T.E.) 3. Comprehension (Pg Nos 129 and 158 of T.E.) 4. Functional Grammar (Pg Nos 136-138 of T.E.)	1. Picture Composition (Pg Nos 18-19 of T.E.L. and Pg Nos 139-140 of T.E.) 2. Letter of Invitation (Pg Nos 172-173 of T.E.) 3. Precis (Pg Nos 129 and 158 of T.E.) 4. Transformation of Sentences (Pg Nos 136-138 of T.E.)	1. Points for writing an effective Picture Composition discussed (Pg Nos 18-19 of T.E.L. and Pg Nos 139-140 of T.E.) 2. Format of Letter of Invitation discussed (Pg Nos 172-173 of T.E.) 3. Points to keep in mind while attempting Precis discussed (Pg Nos 129 and 158 of T.E.) 4. Rules regarding Transformation of Sentences explained and exercises solved in class (Pg Nos 136-138 of T.E.)	1. Handout of a model Picture Composition 2. Handout of a model Letter of Invitation 3. Sample of a model Precis shown to the students 4. Chart explaining the important rules regarding Transformation of Sentences
SEPTEMBER	06 <i>First Term Exam From 15th - 26th September 2025</i> (First Term ends on 26th September 2025)	1. Composition (Pg Nos 127-128 of T.E.) 2. Letter Writing (Pg Nos 141-142 of T.E.) 3. Functional Grammar (Pg Nos 108-114 of T.E.) <i>Entire Syllabus of First Term Examination completed</i>	1. Story Writing (Pg Nos 127-128 of T.E.) 2. Editorial Letter (Pg Nos 141-142 of T.E.) 3. Conditional Sentences (Pg Nos 108-114 of T.E.) <i>Syllabus For First Term Examination includes the following chapters:</i> 1. <i>Composition – Narrative, Descriptive, Argumentative, Reflective, Story, Picture Composition</i> 2. <i>Letter – Formal and Informal</i> 3. <i>a. Notice Writing</i> <i>b. Email Writing</i> 4. <i>Comprehension – Word Meanings, Questions and Answers, Precis Writing</i> 5. <i>Functional Grammar – Tenses, Prepositions, Synthesis of Sentences, Transformation of Sentences</i>	1. Points for writing an effective Short Story discussed along with model answer (Pg Nos 127-128 of T.E.) 2. Format of Editorial Letter discussed (Pg Nos 141-142 of T.E.) 3. Rules regarding Conditional Sentences explained and exercises solved in class (Pg Nos 108-114 of T.E.) 4. Thorough revision of all topics for the I.C.S.E English Language (Paper I) examination	1. Handout of a model Short Story 2. Handout of a model Editorial Letter 3. Chart explaining the important rules regarding Conditional Sentences 4. Revision questions to test the knowledge and for the purpose of recapitulation of the lessons

Teachers are requested to prepare a LESSON PLAN for each Topic to be taught. The Lesson Plans are to be submitted along with the monthly planner.

Signature of the Co-Teachers: 1. *M. Anthony*

2.

Jewel Koppin

3. *Ranila Das Modak*

Submitted on: *21.4.25*

Academic Co-ordinator: *K. Banerjee*

PRINCIPAL:

[Signature]

VICE PRINCIPAL:

[Signature]



ST. LAWRENCE HIGH SCHOOL

27, BALLYGUNGE CIRCULAR ROAD, KOLKATA - 700019

Session Plan/ Syllabus Coverage for the Academic Year 2025-2026



Subject: English Language

Term: Second

Name of the Subject Co-ordinator: Melroy Anthony

Name of the Books: *Total English (T.E.)* and *Pearls of English Language (P.E.L.)*

No. of Working Days: 92

No. of Periods Available: 31

Class: 9

Sections: A, B and C

MONTH	NO. OF PERIODS	LESSONS	TOPICS COVERED	CLASS WORK	TEACHING AIDS
OCTOBER	(Second Term begins from 7 th October 2025) 10	1. Assignment 2. Revision (Pg Nos 98-128 of P.E.L.)	1. a. Aural Assignment b. Oral Assignment 2. Test Papers 1-5 (Pg Nos 98-128 of P.E.L.)	1. a. <u>Aural Assignment shall be conducted on 13th October 2025</u> b. <u>Oral Assignment shall be conducted from 24th October 2025 onwards</u> 3. Students will be drilled in Grammar and Comprehension practice with oral discussions on the various compositions, letters, notice and email topics from Test Papers 1-5 (Pg Nos 98-128 of P.E.L.)	1. Audio clips for Aural Assignment 2. Role-playing activities for Oral Assignment
NOVEMBER	12	1. Letter Writing (Pg Nos 215-216 of T.E.) 2. Revision (Pg Nos 129-172 of P.E.L.) <u>U.T. 2 from 17th November 2025 onwards</u>	1. Letter of Persuasion (Pg Nos 215-216 of T.E.) 2. Test Papers 6-12 (Pg Nos 129-172 of P.E.L.) <u>U.T. 2 Syllabus:</u> 1. <i>Tenses</i> 2. <i>Do As Directed</i> 3. <i>Argumentative Essay</i>	1. Format of Letter of Persuasion discussed (Pg Nos 215-216 of T.E.) 2. Students will be drilled in Grammar and Comprehension practice with oral discussions on the various compositions, letters, notice and email topics from Test Papers 6-12 (Pg Nos 129-172 of P.E.L.)	1. Handout of a model Letter of Persuasion 2. Revision questions to test the knowledge and for the purpose of recapitulation of the lessons
DECEMBER	09	1. Letter Writing (Pg Nos 187-188 of T.E.) 2. Revision (Pg Nos 173-190 of P.E.L.)	1. Letter of Apology (Pg Nos 187-188 of T.E.) 2. Test Papers 13-15 (Pg Nos 173-190 of P.E.L.)	1. Format of Letter of Apology discussed (Pg Nos 187-188 of T.E.) 2. Students will be drilled in Grammar and Comprehension practice with oral discussions on the various compositions, letters, notice and email topics from Test Papers 13-15 (Pg Nos 173-190 of P.E.L.)	1. Handout of a model Letter of Apology 2. Revision questions to test the knowledge and for the purpose of recapitulation of the lessons

Teachers are requested to prepare a LESSON PLAN for each Topic to be taught. The Lesson Plans are to be submitted along with the monthly planner.

Signature of the Co-Teachers: 1. *M. Anthony*

2.

Jane Koppio

3. *Ranita Das Modak*

Submitted on: *21.4.25*

Academic Co-ordinator: *K. Banerjee*

PRINCIPAL:

[Signature]

VICE PRINCIPAL:

[Signature]



ST. LAWRENCE HIGH SCHOOL

27, BALLYGUNGE CIRCULAR ROAD, KOLKATA - 700019

Session Plan/ Syllabus Coverage for the Academic Year 2025-2026



Subject: English Language Term: Second Name of the Subject Co-ordinator: Melroy Anthony Name of the Books: *Total English (T.E.)* and *Pearls of English Language (P.E.L)*
No. of Working Days: 92 No. of Periods Available: 18 Class: 9 Sections: A, B and C

MONTH	NO. OF PERIODS	LESSONS	TOPICS COVERED	CLASS WORK	TEACHING AIDS
JANUARY	12	Revision (Pg Nos 191-233 of P.E.L.)	Test Papers 16-22 (Pg Nos 191-233 of P.E.L.)	Students will be drilled in Grammar and Comprehension practice with oral discussions on the various compositions, letters, notice and email topics from Test Papers 16-22 (Pg Nos 191-233 of P.E.L.)	Revision questions to test the knowledge and for the purpose of recapitulation of the lessons
FEBRUARY	06 <u>Second Term Exam From 16th February - 27th February 2026</u>	Revision (Pg Nos 234-251 of P.E.L.) <u>Entire Syllabus of Second Term Examination completed</u>	Test Papers 23-25 (Pg Nos 234-251 of P.E.L.) <i>Syllabus For Second Term Examination includes the following chapters:</i> 1. <i>Composition – Narrative, Descriptive, Argumentative, Reflective, Story, Picture Composition</i> 2. <i>Letter – Formal and Informal</i> 3. a. <i>Notice Writing</i> b. <i>Email Writing</i> 4. <i>Comprehension – Word Meanings, Questions and Answers, Precise Writing</i> 5. <i>Functional Grammar – Tenses, Prepositions, Synthesis of Sentences, Transformation of Sentences</i>	1. Students will be drilled in Grammar and Comprehension practice with oral discussions on the various compositions, letters, notice and email topics from Test Papers 23-25 (Pg Nos 234-251 of P.E.L.) 2. Thorough revision of all topics for the I.C.S.E English Language (Paper I) examination	Revision questions to test the knowledge and for the purpose of recapitulation of the lessons

Teachers are requested to prepare a LESSON PLAN for each Topic to be taught. The Lesson Plans are to be submitted along with the monthly planner.

Signature of the Co-Teachers: 1. *M. Anthony* 2. *Jane Ryan* 3. *Ranita Das Modak*

Submitted on: 21.4.25

Academic Co-ordinator: *K. Banerjee*

PRINCIPAL: *[Signature]*

VICE PRINCIPAL: *[Signature]*