

بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ
شروع اللہ کے نام سے جو بڑا مہربان نہایت رحم کرنے والا ہے

A TEXTBOOK OF **ENGLISH** LANGUAGE

GRADE
12



Balochistan Textbook Board, Quetta.

Appeal

Balochistan Textbook Board is a dedicated organization committed to undertake publication of quality textbooks in line with the curriculum. These books are the fruits of efforts by renowned educationists and experts. Despite our constant endeavours, chances of inadvertent mistakes cannot be ruled out, and there is always room for improvement. Therefore, we look forward to valuable suggestions to enhance the quality of the textbooks.

Yahya Khan Mengal

Chairman

Balochistan Textbook Board, Quetta.

Ph/Fax: 081-2470501

Email: btbb_quetta@yahoo.com

All rights (copy right etc) are reserved

According to the National Curriculum 2006 under the National Textbook and Learning Materials Policy 2007. N.O.C No. 555-57/CB Dated: 26/12/2018. Office of the Director Bureau of Curriculum & Extension Centre, Balochista, Quetta.

Compiled By:

Mr. Abdul Majeed Khan

M.A English
Associate Professor, English Department,
Tameer-i-Nau Public College Quetta

Mr. Muhammad Munir

M.A English, L.L.B
Associate Professor, English Department,
Tameer-i-Nau Public College Quetta

Editor:

Prof. Sultan Mehmood Niazi

M.A (English Literature),
PGD - TEFL (Sydney University, Australia)

Internal Review Committee

Mr. Nadir Shah

Assistant Professor
Govt. Postgraduate College, Quetta

Mr. Muhammad Khan

Assistant Professor
Govt. Postgraduate College, Quetta

Mr. Muhammad Amin

Lecturer
Govt. Postgraduate Science College, Quetta

Mr. Haseeb Shah

Lecturer
Govt. Postgraduate Science College, Quetta

Ms. Abida Hussain

Lecturer
F.G Boys College, Quetta Cantt

Mr. Muhammad Hassan Sarparrah

Subject Specialist, BTBB

Provincial Review Committee

Mr. Tahir Shahood

Associate Professor
Govt. Commerce College, Quetta

Dr. Mehwish Malghani

Assistant Professor
Department of English, SBK Women's University.

Miss. Jaweria Haq

Assistant Professor
Govt. Postgraduate GirsI College, Quetta Cantt.

Mr. Arifullah Tareen

SSS (English)
BOC & EC Quetta.

Miss. Shaima Allahyar

SSS (English)
BOC & EC Quetta.

Mr. Jawad Ali

Assistant Professor
Govt. General Mussa College Quetta.

Mr. Asmatullah Kakar

As Coordinator
Deputy Director (Curriculum)
BOC & EC Quetta.

Supervision:

Din Muhammad (S.S)

Prepared by:

New College Publication, Quetta.

Layout Designing:

Muhammad Amjad Qadri

Printer:

New College Publication, Quetta.

Contents

UNIT NO	UNIT TITLE	READING AND THINKING SKILLS	WRITING SKILLS
1	The Last Address of Hazrat Muhammad (ﷺ)	Answer the comprehension questions	Brainstorming, mind mapping, outlining
2	The Caliph and the Gardener	Scanning and skimming	General essay, Research report
3	Patriotism	Silent reading	Research report
4	The Spider and a Fly (Poem)	Answer the comprehension questions	Narrative incident
5	The Blanket	Thesis statement	Research project
6	Dignity of Labour	Scanning	Persuasive essay
7	The Choice of a Career	Answer the comprehension questions	Persuasive essay
8	Be the Best of whatever you are (Poem)	Answer the comprehension questions	Compare / contrast essay

ORAL COMMUNICATION	GRAMMAR, PRONUNCIATION AND VOCABULARY	PAGE NO
Group/class presentation	Present and past participles	8
Comment on presentation of Peers	Perfect Participles	18
Offer and respond to greetings	Infinitive and infinitive phrases Synonyms and antonyms	26
Group/class presentation	Gerund and Gerund phrases Personification and alliteration	33
Group/class presentation	Adjective Phrases and Clauses	40
-	Use of tenses	51
Group/class presentation	Use of adverbs, adverbial phrases and clauses	58
Group/class presentation	Nouns, Noun phrases and clauses in apposition	66

Contents

UNIT NO	UNIT TITLE	READING AND THINKING SKILLS	WRITING SKILLS
9	The Scholarship Jacket	Answer the comprehension questions	Narrative incident
10	Gender Inequality	Predict the content of a text, comprehend text	Business letters
11	The Rubaiyat of Omer Khayyam (Poem)	Skim text to infer main theme	Write a general essay
12	Youth's Participation in Drug Prevention Programmes	Scan to answer short questions	Proof reading and editing
13	Hatchet	Scan to answer short questions	Job application, resume and a covering letter
14	If (Poem)	Identify the speaker in a selection	Narrative incident, summarizing a text
15	And Now Miguel (Play)	Make simple inferences, generate questions	Research report
16	It Couldn't be Done (Poem)	Skim text to infer main theme	Persuasive essay
17	I have a Dream!	Answer the comprehension questions	Research Report

Glossary

Teacher's Guide

ORAL COMMUNICATION	GRAMMAR, PRONUNCIATION AND VOCABULARY	PAGE NO
Group/class presentation	Prepositions of time, position and movement	74
Group/class presentation	Rules of capitalization	93
	Use of colon, Sentence inversion	106
	Use roots, suffixes and affixes.	113
Give a job interview	Deduce meaning of difficult words	122
	Use of comma	131
	Direct and Indirect speech, translation	137
Group/class presentation	Use of semicolon	148
Group/class presentation	Use of active and passive voice	152
		161
		165

UNIT 1

The Last Address of Hazrat Muhammad ﷺ

Students Learning Outcomes:

On the completion of this unit, the students will be able to:

- answer the comprehension questions.
- create / deliver group / class presentations.
- select and use a variety of pre-writing strategies. (Brainstorming, mind mapping, outlining).
- present and explain one's point of view clearly.
- make and use present and past participles.

Pre-reading:

- Tell something about the life of Hazrat Muhammad (ﷺ).
- Give some examples of human rights from the life of Hazrat Muhammad (ﷺ).

The last sermon (address) of Hazrat Muhammad (ﷺ) is the first and most important declaration regarding human rights. This sermon of Hazrat Muhammad (ﷺ) is no doubt a comprehensive manifesto of human rights and complete code of life for the mankind. This sermon presents not only rights but also responsibilities. That is, rights do not exist without the concept of mutual responsibility among the human kind.

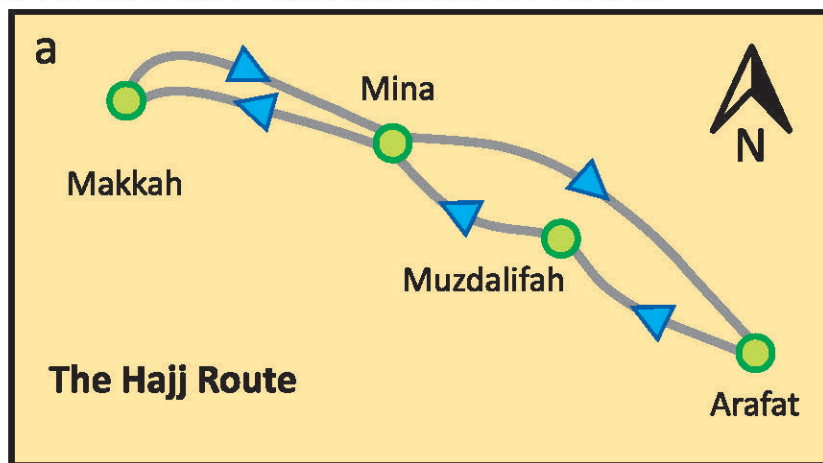
Hazrat Muhammad (ﷺ) delivered his last sermon to the Muslims on the occasion of the last Hajj in the valley of Arafat, Makkah (February 632A.D / 10 Zil Hajjah of 10.A.H).

After praising, and thanking Allah (The one God)

Hazrat Muhammad (ﷺ) said:

O people, listen to me attentively, for I know not whether, after this year I shall ever be amongst you again. Therefore, listen to what I am saying to you very carefully and take these words to those who could not be present here today.

O people, just as you regard this month, this day as sacred, so regard the life and property of every Muslim as sacred trust. Return the goods entrusted to you to their rightful owners. Harm no one so that no one may harm you. Remember that you will indeed meet your Lord, and that He will indeed reckon your deeds. Allah has forbidden you to take usury (Interest); therefore, all Interest obligations shall henceforth be waived. Your capital, however, is yours to keep. You will neither inflict nor suffer inequality. Allah has judged that there shall be no interest and that all the interest due to Abbas ibn Abd'al Mutallib shall henceforth be waived.



Beware of Satan, for the safety of your religion. He lost all hope that he will ever be able to lead you astray in big things, so beware of following him in small things.

O people, it is true that you have certain rights with regards to your women, but they also have rights over you. Remember that you have taken them as your wives only under Allah's trust and with His permission.

Do treat your women well and be kind to them for they are your partners and committed helpers. If they abide by your right, to them belongs the right to be fed and clothed in kindness. And it is your right that they do not make friends with any one of whom you do not approve, as well as never to be unchaste.

O people, listen to me in earnest, worship Allah, perform your five

daily prayers (Salah), fast during the month of Ramadan, and give of your wealth the poor due (Zakat). Perform Hajj (pilgrimage) if you can afford to.

All mankind is from Adam, and an Arab has no superiority over a non-Arab nor a non-Arab has any superiority over an Arab; also a white has no superiority over black nor does a black have any superiority over a white, except by piety and good action.

Learn that every Muslim is a brother to every Muslim and that the Muslims constitute one brotherhood. Nothing shall be legitimate to a Muslim which belongs to a fellow Muslim unless it was given freely and willingly. Do not, therefore, do injustice to yourselves.

Remember, one day you will appear before Allah and answer for your deeds. So beware, do not sway from the path of righteousness, after I am gone.

O people, no prophet or messenger will come after me, and no new faith will be born. Reason well, therefore, O people, and understand the words which I convey to you. I leave behind me two things, the Quran and my example (the Sunnah), and if you follow these, you will never go astray.

All those who listen to me shall pass on my words to others and those to others again; and may the last ones understand my words better than those who listen to me directly. Be my witness, O Allah (The one God), that I have conveyed my message to your people.

Reading and Thinking Skills

1) Answer the following questions.

- i) When did the Hazrat Muhammad (ﷺ) give his last address?
- ii) Where did the Hazrat Muhammad (ﷺ) give his last address?
- iii) What did the Hazrat Muhammad (ﷺ) say about the life and property of every Muslim?
- iv) What are the drawbacks of taking interest?
- v) Why did the Hazrat Muhammad (ﷺ) give the last address?

2) Choose the correct option and fill in the blanks.

- i) Harm no _____ so that no one may harm you.
a) two b) one c) person d) man
- ii) It is true that you have certain rights with regards to your _____.
a) women b) property c) life d) duty
- iii) An Arab has no superiority over a _____.
a) non-muslim b) non-Arab c) Mushriq d) Muslim
- iv) Every Muslim is a _____ to every Muslim.
a) brother b) friend c) sister d) enemy
- v) Islam has set certain _____ to every Muslim.
a) due b) rights c) writes d) right

Writing Skills

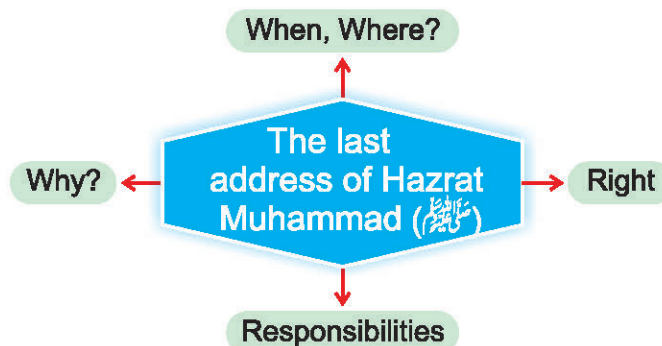
Brainstorming

Brainstorming is a pre-writing technique to write down the points or information which are already known about a certain topic. It is a way to judge what prior knowledge you have and what further you have to research about in order to write a piece of composition.

Mind Mapping

Mind mapping is a pre-writing technique to capture your thoughts and bring them to life in visual form. This strategy helps us to write an organized piece of composition or summarise a text.

For example:



Activity

Using the above mind map, write down a note on the last address of Hazrat Muhammad (ﷺ) regarding human rights and responsibilities.

Oral Communication

Group/Class Presentations

Group/class presentation requires the following six basic steps:

1. Analyze your audience and goals

Think about the audience you are going to present before. What they already know, and don't know about your topic. Try to give them extra information.

2. Plan, research and organize your content

It is important to have enough knowledge and information about the topic. For this purpose, you have to research by reading or using internet. It is better to know too much and then pick out the most important things to say. Organize your presentation by introducing your topic and stating your main idea (thesis). Give more details about specific ideas and conclude your presentation.

3. Draft and revise the presentation

Write the presentation in full sentences and paragraphs. While presenting the topic, do not read it completely, just look at the key points and explain them in your own words.

4. Prepare speaking notes

It is better to deliver your presentation rather than reading it from the written page. For this purpose, prepare speaking notes; a brief outline for your presentation. Note-down important facts and data as well as key-words for your main ideas. Think especially about how to begin and conclude your presentation.

5. Practise the presentation

Practice is the most important step. This step gives you courage and confidence to get on the stage.

6. Deliver the presentation

Before delivering the presentation, get enough sleep and eat a healthy breakfast. Wear your favourite and appropriate clothes and comfortable shoes. Relax and deliver your presentation with a smile and confidence. Don't get emotional or angry on the questions asked by the audience/peers.

Activity

Work in groups of five to ten. Prepare a class/group presentation on "The human rights and the last address of the Holy Prophet (ﷺ)". Select a group leader and present it in the classroom.

Grammar

Present Participle

The present participle is the form of a verb, ending in –ing, which is used in forming continuous tenses, alone in non-finite clauses, and as an adjective.

Functions of Present participle

1. Used in Continuous Tenses

- Examples:**
- i) The boy was running very fast.
 - ii) All the students were sailing across the Indus river when we reached there.

2. Used alone in non-finite clauses

- Examples:**
- i) Who is the boy sitting next to you in class?
 - ii) Akram, waiting outside, was getting more and more annoyed.

3. Used as an adjective

- Examples:**
- i) He has a talking parrot.
 - ii) We caught a lot of fish in running water.
 - iii) Skylark is a singing bird.

Rules of making ing-form of verb

1. For many verbs we make the ing-form by simply adding "ing" to the end of the verb.

Examples: i) eat – eating
ii) cook – cooking
iii) play – playing

2. Drop the –e and add "ing" with verb ending with –e (with the exception of verbs ending in –ee and –ie)

Examples: i) hope – hoping
ii) make – making
iii) write – writing

3. Just add –ing to the verbs ending with –ee.

Examples: i) agree – agreeing
ii) flee – fleeing
iii) see – seeing

4. Change the –ie to –y and add –ing to the verbs ending with –ie.

Examples: i) die – dying
ii) tie – tying
iii) lie – lying

5. For the verbs ending with one vowel and one consonant (with the exception of w, x and y)

(a) For one syllable verbs, we double the consonant and add –ing.

Examples: i) sit – sitting
ii) stop – stopping
iii) run – running

b) For two syllable verbs, we just add –ing, if the first syllable is stressed.

Examples: i) answer – answering

- ii) offer – offering
- iii) listen – listening
- c) For two syllable verbs, we double the consonant and add –ing, if the second syllable is stressed.

Examples: i) admit – admitting
ii) prefer – preferring
iii) begin – beginning

Past Participle

The past participle is the form of a verb, typically ending in –ed, which is used in forming perfect and passive tenses and as an adjective.

Note:-The past participle of irregular verbs is formed in various ways.

1. The past participle is used in perfect tenses

Examples: i) He has just painted the door.
ii) She had passed the exams with good marks.

2. The past participle is used in passive voice.

Examples: i) The teachers were rewarded for their best performance.
ii) The election will be held after three months.

3. The past participle is also sometimes used as an adjective.

Examples: i) He saw a damaged building in the town.
ii) People will never buy broken glasses.
iii) Ahmed was frustrated to do the same routine work. He wanted to do something new.

Rules for forming past Participles

Regular Verb

1. The past participle of a regular verb is mostly formed by adding –ed or –d to the base form.

Examples:

Present	add	Past Participle
talk	+ ed	= talked
hope	+ d	= hoped

2. For some verbs, consonants are doubled to make past participles.

Examples: i) hop – hopped
ii) dip – dipped

Past Participle of Irregular Verbs

Most irregular verbs are classified into five groups.

		Present	Past	Past Participle
Group 1	All the forms are same	burst cost cut put shut	burst cost cut put shut	burst cost cut put shut
Group 2	The forms of the past and past participle are the same.	bring catch find lay lead	brought caught found laid led	brought caught found laid led
Group 3	The vowel changes from /i/ to /a/ and then to /u/ in past and past participle.	begin drink shrink ring swim	began drank shrank rang swam	begun drunk shrunken rung swum

		Present	Past	Past Participle
Group 4	The past participle is formed by adding /n/ or /en/ to the past.	beat break speak wear tear	beat broke spoke wore tore	beaten broken spoken worn torn
Group 5	The past participle is formed from the present – frequently by adding /n/, /en/ or /ne/.	blow do draw eat see take	blew did drew ate saw took	blown done drawn eaten seen taken

Activity (1)

Tick (✓) the correct participle.

1. My brother was (amused / amusing) by the comedian.
2. This story is so (boring / bored).
3. This Mathematics problem is so (confused / confusing), can you help me?
4. The plane began to move in a rather (alarmed / alarming) way.
5. He bought a (broken / breaking) watch.

Activity (2)

Read the unit "The Last Address of Hazrat Muhammad ﷺ" and find out ten present participles and ten past participles and use them in your own sentences.