



TOPPERS HUB
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CBSE BOARD BOOSTER

Class 12 English

Reading, Writing & Grammar Notes

A free study resource by **Toppers Hub Academy**

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Reading & Comprehension

- Skim the passage first, then read questions, then re-read for answers.
- Answer in your own words; do not copy whole lines unless quoting.
- For note-making, use a title, headings, sub-points and standard abbreviations.
- Summary should be about one-third of the passage in your own words.

Writing Skills

- Notice: box it; include what, when, where, who and contact details.
- Article/Speech: title, introduction, body with points, conclusion.
- Formal letter: sender, date, receiver, subject, salutation, body, closing.
- Report writing: heading, by-line, and factual account in third person.

Grammar Focus

- Tenses, reported speech and determiners are frequently tested.
- Editing and gap-filling reward attention to small errors.
- Use active voice for clarity; passive where the doer is unknown.

Literature Strategy

- For every chapter/poem, note theme, key events and the central message.
- Support answers with brief textual evidence.
- Prepare character sketches with traits plus examples.
- Revise with short summary notes before the exam.

Want the full Class 12 English PDF with sample answers?

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