

Annual Syllabus (2022-23) Class – V

Subject- English

Month	Book	Portion	SEA
	Prachi course book	Ch-1 If I knew Ch-2 Pinocchio Ch-3 Caring	Prepare a chart on
April & May	Prachi Grammar	Ch-1 The sentence Ch-2 Subject and Predicate Ch-3 Parts of speech	Parts of speech
	Writing	Paragraph writing	
July	Prachi course book	Ch-4 food for thought Ch-5 Green is God	Prepare a model on
	Prachi Grammar	Ch-4 The Noun Ch-5 Singular and Plural noun	Noun

Periodic test – 1: Literature: Ch- 1, 2, 3 Grammar: Ch- 1, 2

Writing: Paragraph writing Reading: Comprehension passage

Month	Book	Portion	SEA
		Ch-6 His first flight	
	Prachi Course Book	Ch-7 Insight: A success story	Prepare a model
		Ch-8 Think you can	_
		Ch- 6 Gender	on Adjectives
August	Prachi Grammar	Ch-7 Adjectives	
		Ch-8 Articles	
		Letter writing- Informal and	
	Writing	Formal	
September		Revision for H/Y	

Half yearly exam: Literature: Ch- 4, 5, 6 and 7

Grammar: Ch- 5, 6, 7 and 8, Writing: Paragraph writing, Formal and Informal letter

Reading: Comprehension Passage

Month	Book	Portion	SEA
	Prachi course book	Ch-9 The spider and the fly Ch-10 A Paradise for Migratory birds	Prepare a model on Pronouns
October	Prachi Grammar	Ch-9 The Pronouns Ch-10 The Verb Ch-11 The Tense Ch-12 The Present tense	
November	Prachi Grammar	Ch-13 The Past tense	ASL
	Writing	Message writing	

Periodic test – 2: Literature: Ch- 9,10 Grammar: 9,10,11,12 and 13

Writing: Message writing

Month	Book	Portion	SEA
Prachi Course b		Ch-11 Animal Circus. No way Ch-12 What India can teach us Ch-13 Two Poems	Prepare a chart on Preposition
Become	Prachi Grammar	Ch-14 The future tense Ch-15 The adverb Ch-16 The preposition Ch-17 Conjunction	
January	Prachi Course book	Ch-14 Are we doing enough to keep India clean Ch-15 Headphone Menace	Art Integration
January	Prachi Grammar	Ch-18 Interjection Ch-19 Similes	
	Writing	Story completion	
February	Prachi Course book	Revision	
March		Revision	

Final term exam: Literature: Ch- 11,12,13,14 and 15

Grammar: Ch- 11,12,13,14,15,16 and 17 Writing: Message writing, Story completion Reading: Comprehension passage and poem

Subject: Hindi

Month	Book Name	Portion	SEA
April	ज्ञान सरिता	पाट—1 प्रार्थना,पाट—2 दो बैलों की कथा	वर्ण विचार
	कलश हिंदी	पाठ—1 भाषा,पाठ—2 वर्ण विचार,पाठ—3	
	व्याकरण	शब्द रचना,	
May	कलश हिंदी	पाट–3 खिलौने वाला पाट–4 वाक्य	खलौने वाला पाठ का
	व्याकरण	पाठ—14 शब्द भंडार अनेकार्थक शब्द	सारांश लिखिए
	P T 1- ज्ञान	पाठ-1 प्रार्थना	
	सरिता कलश	पाठ—5 संज्ञा पाठ—6 लिंग, पाठ—14	
	हिंदी व्याकरण	अनेकार्थक शब्द	

July	ज्ञान सरिता कलश हिंदी व्याकरण	पाठ—4 धर्मबुद्धि और पापबुद्धि पाठ—5 संज्ञा, पाठ—6 लिंग, पाठ—14 शब्द भण्डार (पर्यायवाची , विलोम शब्द) पाठ—19 अनुच्छेद लेखन	खलौने वाला पाठ का सारांश लिखिए
August	ज्ञान सरिता कलश हिंदी व्याकरण	पाठ—६ पानी आ गया ,पाठ—८ प्रायश्चित, पाठ—७ वचन,पाठ—८ कारक,पाठ—९ सर्वनाम,पाठ—१० सर्वनाम पाठ—१८ अपठित गद्यांश	कहानी लेखन
September	Term-1 Examination	ज्ञान सरिता —पाठ—1,2,3,4,6,8 कलश हिंदी व्याकरण पाठ— 1,2,7,8,9,10,14,18,19	
October	ज्ञान सरिता कलश हिंदी व्याकरर्ण	पाठ—9 भारतवर्ष पाठ—10 हम हैं हिंद की बेटियाँ पाठ—14 शब्द भण्डार (अनेक शब्दों के लिए एक शब्द) पाठ—11 क्रिया पाठ—12 काल पाठ—13 अव्यय	हम हैं हिंद की बेटियाँ कविता गायन
November	ज्ञान सरिता	पाठ—12 हेलेन एडमस केलर,पाठ—13 पिता का पत्र पुत्र के नाम पाठ—14 शब्द भण्डार (श्रुतिसम भिन्नार्थक शब्द)	संवाद लेखन
	PT-2 ज्ञान सरिता कलश हिंदी व्याकरण	पाठ—10 हम हैं हिंद की बेटियाँ पाठ—11 क्रिया पाठ—12 काल	
December	ज्ञान सरिता कलश हिंदी व्याकरण	पाठ—16 कबीर के बोल अनमोल पाठ—14 शब्द भंडार (पर्यायवाची शब्द, अनेक शब्दों के लिए एक शब्द, श्रुतिसम भिन्नार्थक शब्द) पाठ—19 —औपचारिक पत्र	कबीर के दोहों का गायन
January	कलश हिंदी व्याकरण	पाठ—15 मुहावरे और लोकोक्तियाँ,पाठ—16 विराम चिह्नँ,पाठ—17 अशुद्धि शोधन	10 लोकोक्तियाँ लिखिए
February	पुनरावलोकन		
March	Annual Exam	ज्ञान सरिता —9,10,12,13,16 कलश हिंदी व्याकरण—पाठ—11,14,15,16,17,18,19	

Subject: Science

Month	Book	Portion	SEA
April	Science in-depth	Ch-1 Growing plants	To classify plants on the basis of their habitats
May	Science in-depth	Ch-4 Matter and its states	Make a representation of the molecules in each state of matter

Periodic test – 1: Ch- 1, 4

Month	Book	Portion	SEA
July	Science in-depth	Ch-2 Food, Health and hygiene Ch-7 Skeletal system and nervous system	 Make a poster on health and hygiene Draw a diagram of the human skeleton with proper labeling on A4 sheet
August	Science in-depth	Ch-8 Measurement Ch-9 Force, energy and simple machines	 Measure the length of different objects by using scale To design a simple machine / Identify a given simple machine
September	Science in-depth	Ch-12 Light and shadow	Draw a diagram on transparency of objects with definition

Half yearly exam: Ch-2, 7, 8, 9, 12

Month	Book	Portion	SEA
October	Science in-depth	Ch-5 Rocks and Minerals Ch-3 Safety and first aid	 Make a Mini Forest by using stones, toys, cardboard etc. Hand on activity on Safety and first aid
November	Science in-depth	Ch-6 Animals: Habitat and Adaptation Ch-10 Air and water	Study the areas of India which are facing Water Scarcity. Make a report on it.
December	Science in-depth	Ch-11 Earth, Sun and Moon	Hand on activities on Earth, Sun and moon

Periodic test – 2: Ch-5, 3

Month	Book	Portion	SEA
January	Science in-depth	Ch-13 Volcanoes, Earthquakes and Tsunamis Ch-14 Our Environment	Poster making on Conservation of Our Environment
February	Science in-depth	Revision	
March	Science in-depth	Revision	

Subject: Social Science

Month	Book	Portion	SEA
April	Excellence in Social Studies-5 Prachi (India) Pvt.Ltd.	Ch-1 Globe and Map Ch-2 Latitudes and Longitudes	*Prepare a chart of a compass and draw the cardinal & intermediate directions on it. *Make a model of earth and make latitude & Longitude lines using wool/ thread
May (15 Days)	Excellence in Social Studies-5 Prachi (India) Pvt.Ltd.	Ch-3 Weather Vs Climate	* Make weather prediction report of the day.

Periodic test – 1: *PT-1 syllabus Ch-1 to 3

Month	Book	Portion	SEA
July	Excellence in Social Studies-5 Prachi (India)Pvt.Ltd.	Ch-4 The Land of Dense Forests Ch- 5 The Land of Ice and Snow	*Map work *Make a collage of different types of houses
August	Excellence in Social Studies-5 Prachi (India) Pvt. Ltd.	Ch-6 The Land of Hot Sand Ch-7 The Temperate Grasslands Ch-8 Environmental Pollution	*Make a model of Oasis *Mark the major Temperate Grasslands in the world map *Suggest some ways to reduce the adverse effects of pollution.
September	Excellence in Social Studies-5 Prachi (India) Pvt. Ltd.	Ch- 9 Developing Pollution- free Environment *Revision	*Prepare pencil holders or piggy banks with old cardboard boxes, plastic jars or old aluminium cans

Half Yearly Exam: Half Yearly Exams syllabus Ch-4 to 9

Month	Book	Portion	SEA
October	Excellence in Social Studies-5 Prachi (India) Pvt. Ltd.	Ch-10 Natural Disasters and Mitigation Ch-11 The Journey of Machines	*Map work *Collect pictures of different types of machines used in your house, paste them in a chart and also write their names.
November	Excellence in Social Studies-5	Ch-12 Healthy Living Ch-13 Food, Festivals, Films	*Write scientific names of specialist doctors

	Prachi (India) Pvt. Ltd.	and Games	* Make a chart showing famous players of India
December	Excellence in Social Studies-5 Prachi (India) Pvt. Ltd.	Ch-14 The Great Indians (informatory) Ch-15 The Struggle Towards Freedom Ch-16 Freedom Struggle	*Write biography of Tulsidas/ Kabir das *Map work – To locate the places where the revolt of 1757 spread *Make a chart of Mahatma Gandhi Ji's Contribution towards our freedom

Periodic test -2: PT-2 Exam syllabus ch-10 to 12

Month	Book	Portion	SEA
January	Excellence in Social Studies-5 Prachi (India) Pvt. Ltd.	Ch- 17 Independent India Ch-18 The United Nations	*Write a short note on Jallianwala Bagh Massacre *Prepare a chart for Human Rights Day
February	Excellence in Social Studies-5 Prachi (India) Pvt. Ltd.	Ch- 19 Organs of the United Nations	*Make a list of agencies of UN members, work in common world problem

Annual exam: * Annual Exams syllabus ch-13 & 15 to 19

Subject: Sanskrit

Month	Book	Portion	SEA
April	दिव्यांजितः संस्कृत पाठमाला कणिका संस्कृत व्याकरण	पाठ 1 – संस्कृत वर्णमाला पाठ 2 – अकारान्त पुल्लिंग शब्दाः पाठ 3 (खण्ड क) – धातुरूपाणि पठ् , अस् , लिख् , गम् (लट् लकार)	संस्कृत वर्णमाला चार्ट पेपर पर रंगीन पेन्सिल से लिखिए
May (15 Days)	दिव्यांजितः संस्कृत पाठमाला कणिका संस्कृत व्याकरण	पाठ 3 – आकारान्त स्त्रीलिंग शब्दाः पाठ 2 (खण्ड क) – शब्दरूपाणि बालक , देव	पाँच आकारान्त स्त्रीलिंग शब्दों के चित्र बनाकर उनके नाम संस्कृत भाषा में लिखिए

Periodic test – 1: दिव्यांजित: संस्कृत पाठमाला – पाठ 1 – संस्कृत वर्णमाला कणिका संस्कृत व्याकरण – शब्दरूप – बालक धातुरूप – पठ् , अस् (लट् लकार) |

Month	Book	Portion	SEA
		पाठ ४ – अकारान्त नपुंसकलिग	किन्हीं पाँच नपुंसकलिंग
	दिव्यांजलि:	पाठ 5 – सर्वनाम परिचय:	वस्तुओं के चित्र बनाइए
July	संस्कृत पाठमाला	नवीन शब्द –(पशु ,पक्षी ,	तथा उनके नाम संस्कृत
	व्याकरण	फल , सब्जी और शरीर के	भाषा में लिखिए
		अंगों के नाम)	
			अलग - अलग क्रिया को
Angust	दिव्यांजलि:	पाठ 6 – धातु परिचयः	दर्शाने वाले दो चित्र बनाइए
August	संस्कृत पाठमाला		तथा उनके नाम संस्कृत
			भाषा में लिखिए
Cantamban		पुनराभ्यास कार्य	
September		अर्धवार्षिकी परीक्षा	

Half Yearly exam: दिव्यांजिल: संस्कृत पाठमाला – पाठ -1, 2, 3, 4, 5, 6 कणिका संस्कृत व्याकरण – (खण्ड क) पाठ -2, 3 नवीन शब्द

Month	Book	Portion	SEA
		पाठ 7 – लट् लकार: -	दो पक्षियों के चित्र बनाकर
	दिव्यांजलि:	प्रथम:पुरूष:	उनके नाम संस्कृत भाषा में
Octobor	संस्कृत पाठमाला	पाठ 8 – लट् लकार: - मध्यम	लिखिए
October	कणिका संस्कृत	पुरूष:	
	व्याकरण	पाठ 5 (खण्ड क) – संख्या	
		(एक से पच्चीस तक)	
	दिव्यांजलि:संस्कृत	पाठ 9 – लट् लकार: - उत्तम	दो फलों के चित्र बनाइए और
November	पाठमाला	पुरूष:	उनके नाम संस्कृत भाषा में
November	कणिका संस्कृत	पाठ 2 (खण्ड क) -शब्दरूप	लिखिए
	व्याकरण	फल , लता , पुस्तक	
	दिव्यांजलि:	पाठ 10 – अव्यय प्रयोगः	पुस्तक का चित्र बनाइए तथा
		पाठ 11 – संख्याबोध:	उस पर पाँच अव्यय शब्द
December	संस्कृत पाठमाला	पाठ 3 (खण्ड क) –धातुरूपाणि	लिखिए
	कणिका संस्कृत	– पठ् , अस् , लिख् , गम् (लृट्	
	व्याकरण	लकार)	

Periodic test -2: दिव्यांजितिः संस्कृत पाठमाला - पाठ 7- लट् लकारः - प्रथमः पुरूषः किणका संस्कृत व्याकरण - शब्दरूप - फल धातुरूप - पठ् , अस् (लृट् लकारः)

Month	Book	Portion	SEA
January	दिव्यांजिलः संस्कृत पाठमाला कणिका संस्कृत व्याकरण	पाठ 12 – मम विद्यालयः पाठ 2 (खण्ड ग) – चित्रवर्णनम्	अपने विद्यालय का चित्र बनाइए तथा उसका भी लिखिए
February		पुनराभ्यास कार्य	

Annual exam: दिव्यांजिल: संस्कृत पाठमाला - पाठ - 7, 8, 9, 10, 11, 12 कणिका संस्कृत व्याकरण - (खण्ड क) पाठ - 2, 3, 5 (खण्ड ग) पाठ - 2

Subject: Computer

Month	Book	Portion
April	Ed Tech's	Ch – 1 Generations of Computer Ch – 2 Computer Language
May	Ed Tech's	Ch – 3 More About LOGO
June	Ed Tech's	Revision: $Ch - 1$ to 3.

Periodic test – 1: Chapter 1 to 3.

SEA: Lab Practical

Month	Book	Portion
July	Ed Tech's	Ch – 4 Procedures in LOGO
		Ch – 5 More on MS Word 2016
August	Ed Tech's	Test Paper – 1
		Ch – 6 More on PowerPoint 2016
September	Ed Tech's	Revision Ch – 1 to 6

Half yearly exam: Chapter – 1 to 6.

SEA: Lab Practical

Month	Book	Portion
October	Ed Tech's	Ch – 7 Microsoft Excel 2016
October	Ed Tech s	Ch – 8 Algorithm and Flowchart
November	Ed Tech's	Ch – 9 More About the Internet
November	Ed Tech s	Ch – 10 Multimedia
Dagamhan	Ed Tech's	Ch – 11 Scratch Junior
December	Eu Tech S	Revision $Ch - 7$, 8 and 9.

Periodic test – 2: Chapter – 7 to 9

SEA: Lab Practical

Month	Book	Portion
January	Ed Tech's	Ch – 10 Multimedia Ch – 11 Scratch Junior
February	Ed Tech's	Ch – 12 Robotics Test Paper - 2

Final term exam: Chapter – 7 to 12.

SEA: Lab Practical

Subject: Value Education

Month	Book	Portion
April	Lessons of Life	Ch-1 Aspire to Inspire
May	Lessons of Life	Ch-7 Truth Alone Triumphs
June		

Periodic test – 1: Ch- 1, 7

Month	Book	Portion
July	Lessons of Life	Ch-4 Joy of Giving Ch-11 Green Ambassador
August	Lessons of Life	Ch 5 The Wizards of Ingenuity Ch-9 Punctuality is the Politeness of Kings
September	Lessons of Life	Ch -6 Justice is Served

Half yearly exam: Ch-4, 5, 9, 11

Month	Book	Portion
October	Lessons of Life	Ch-8 Struggles Develop our Strength
November	Lessons of Life	Ch -2 Stay Strong,Stand Tall
December	Lessons of Life	Ch-3 The Power of Love

Periodic test – 2: Ch-6, 8

Month	Book	Portion
January	Lessons of Life	Ch-10 The Power of play Ch-12 To Err is Human to forgive Divine
February	Lessons of Life	Revision
March		

Final term exam: Ch-2, 3, 10, 12

Subject: Art & Craft

Month	Book	Unit/Chapter/Page no
April	Art Magic	Still Life Study (3D Objects)
		Flower Garden pg. no.3
		Village scene pg. no. 4,5
		Save energy pg.no 6
		Helping hands pg. no - 7
		Sailing ship pg no-8
May	Art Magic	Texture Design
		Silhouette Painting Pg no-9
July	Art Magic	Village Scene
		Tea Garden pg no-10,11
		Bulldozer Pg -12
		Plant more trees Pg 13
		Shells Pg-14
		Rainy Day pg no15
		Flowers pg no-16
		Crowpg no-17

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August	Art Magic	Poster for Save Water
		Daily Life Object Sack Race pg no-18
		Rakhi Making pg no-19
		Birds pg no-20
		Fruits Basket pg no-21
September		Garba potpourri no-22
	Term 1 Examination	Swan pg no-23
	Term 1 Examination	Village Scene, Still Life Study,
		Poster for Save Water
October	Art Magic	Poster Design For save Earth
		Beans Collage Pg -24
		Apples Pg - 25
		Objects Pg 26
		Rabbit pg no-27
November	Art Magic	Under Water Scene
		Wall Hanging Pg 28
		Tree Pg 29
		Landscape Pg 30,31
		Folk Art pg no 32
		Flower pg no 33
December	Art Magic	Poster design Grow more tree
		Victory Pg 34
		Mehandi Design pg no 35
		Musical Instruments pg no 36
		Boating Time pg no 37
January	Art Magic	Peacock pg no 38
		Diwali pg no-39
		Puppet pg no-40
		Warli Arts
February	Art Magic	Sunflower pg no. 41,
		Tree pg no. 42
March	Annual Examination	Warli Art, Poster for Save Earth
ivitaten	7 Imaar Damiiladon	Under water scene

Subject: Dance

Month	Special events	Portion	SEA
April	(1) World Health Day, (2) Earth Day	Importance of hygiene and cleanliness, how we can protect our earth being polluted.	contemporary and act
May (15 Days)	(1)Labour Day, (2) Family Day	realize poor people feelings and their hard work, importance of family	free style Bollywood, dance drama

Periodic test – 1:

Month	Special events	Portion	SEA
July	(1) population day, (2) friendship day	dangerous result of population blast, importance of a true friend	act and drama, Hip-hop basics
August	(1) senior citizen day, (2) Independence Day, (3) sports day	values of our grandparents, freedom fighters sacrifice, importance of games in life	act and drama, classical
September	(1) teacher's day, (2) Hindi diwas	role of a teacher in society, Hindi and Hindustan	free style Bollywood, drama and speech

Half Yearly exam:

Month	Special events	Portion	SEA
October	(1) Gandhi Jayanti, Lal Bahadur Shastri ji's jayanti	life story of Gandhi and Shastri ji's	speech with drama or act
November	(1)men's day, (2)Deepawali celebration	story of Ramayana,	classical dance and act
December	(1) Christmas, (2) new year	celebration, life story of Jesus Christ, story about Indian calendar	Free style Bollywood

Periodic test – 2:

Month	Special events	Portion	SEA
January	(1) Lohri, (2) Makar Sankranti, (3) Republic Day	Reason behind the festivals, facts our constitution	free style bollywood, formation dance and speech
February	(1) Father's Day, (2) yoga day	father's care and affection, importance of yoga in daily life	bollywood, freestyle, stunts Robotics.

Subject: Digital Library

<u>Term – 1</u>

Month	Portion
April	SHORT STORIES (Reading)
May	Activity: Write story in own words
July	Oral discussion
August	Surfing the information from Encyclopedia
September	Activity: Prepare MCQ and quiz
October	Short Plays from Digital collections
November	Activity: To write about authors and prepare quiz from the given books.
December	Surfing the information from Encyclopedia
January	Activity: Prepare Question from the noted information and quiz
February	Group Discussion

Subject: General Knowledge

Month	Book	Portion
April	G.K. Planet	Term 1: Unit: 1 Flora and Fauna Unit: 2 Science and Technology
May	G.K. Planet	Unit: 3 Exploring India

Periodic test 1: Term – 1 Unit – 1, 2 and 3.

Month	Book	Portion	
	Unit: 4 Exploring the world Assignment - 1	Unit: 4 Exploring the world	
Inly		Assignment - 1	
July	G.K. Planet	1 0	
		Unit: 6 Language and Literature	
		Unit: 7 Mental Ability	
A	C V Dlanet	Unit: 8 Life Skills & Personality	
August	G.K. Planet	Development	
		Assignment - 3	
September	G.K. Planet	Revision Unit 4 to 8	

Half yearly exam: Term – 1 Unit – 4 to 8.

Month	Book	Portion
October	G.K. Planet	Term 2: Unit: 1 Flora and Fauna
Octobel	G.K. Flanet	Unit: 2 Science and Technology
Novembon	G.K. Planet	Unit: 3 Exploring India
November		Unit: 4 Exploring the world
	G.K. Planet	Assignment - 1
December		Unit: 5 Sports and Entertainment
		Unit: 6 Language and Literature

Periodic test 2: Term – 2 Unit – 1 to 4.

Month	Book	Portion	
		Unit: 7 Mental Ability	
January	G.K. Planet	Unit: 8 Life Skills & Personality	
		Development	
February	G.K. Planet	Assignment - 4	

Final term exam: Term – 2 Unit – 5 to 8

Subject: Mathematics

Month	Book	Portion	SEA
April	Learning Hill Let's Magnify Mathematics	Large Numbers, The Four Operations	Place Value Chart in International and Indian System
May (15 Days)	Learning Hill Let's Magnify Mathematics	The Four Operations, Factors and Multiples	Divisibility Rule Chart

Periodic test – 1: Chapter – 1, Large Numbers

Chapter -2, The Four Operations

Month	Book	Portion	SEA
July	Learning Hill Let's Magnify Mathematics	Fractions, Symmetry, Patterns & Net	Chart on different types of fractions
August	Learning Hill Let's Magnify Mathematics	Decimals, Basic Geometry	Assignment on different shapes and Angles
September	Learning Hill Let's Magnify Mathematics	Revision for Half Yearly Exams	Activity on Nets of cube and cuboid

Half Yearly exam: Chapter -3, Factors and Multiples

Chapter -4, Fractions Chapter -5, Decimals

Chapter – 8, Basic Geometry

Chapter – 9, Symmetry, Patterns & Net

Month	Book	Portion	SEA
	Learning Hill		Activity on collection of
October	Let's Magnify	Percentage, Money	coins
	Mathematics		
	Learning Hill	Measurement, Perimeter, Area	Metris system chart
November	Let's Magnify	& Volume	
	Mathematics	& volume	
	Learning Hill		Place symbol chart on page
December	Let's Magnify	Data Handling, Mapping Skills	no. 249
	Mathematics		

Periodic test – 2: Chapter – 6, Percentage

Chapter – 7, Money

Month	Book	Portion	SEA
	Learning Hill		Weather chart of 7 days
January	Let's Magnify	Time and Temperature	
	Mathematics		
	Learning Hill		Daily routine chart with Time
February	Let's Magnify	Revision for Annual Exams	
_	Mathematics		

Annual exam: Chapter -10, Measurement,

Chapter – 11, Perimeter, Area and Volume

Chapter -12, Time and Temperature

Chapter – 13, Mapping Skills Chapter – 14, Data Handling