

FYJC First Unit Test August 2026 portion for Commerce

Sindhi

prose 1,2
poem 1,2,
Grammar

English

Prose 1.1 ,1.2
Poetry 2.1,2.2
Writing skills 3.1,3.3
Drama 4.1

Book keeping and Accountancy

1. Basic terminologies of Accounts
2. Classification of Accounts
3. Journal

Organisation of Commerce and Management (OCM)

Chp.1
Introduction of Commerce and Business
Chp.2
Trade

Mathematics

1. Complex Numbers
2. Sets and Relations
3. Partition Values
4. Bivariate Frequency Distribution and Chi Square Statistic

IT

Ch 1 Basics of IT
1.1 to 1.9

SP Portion

Ch. 1. Secretary
Ch. 2. Joint Stock Company.

French

Lessons 0.1.2

Hindi

प्रेरणा (कविता)
लघुकथाएँ
अ) उषा की दीपावली
आ) मुस्कुराती चोट
व्यवहारिक हिंदी
हिंदी में उज्ज्वल भविष्य की संभावनाएँ
व्याकरण- मुहावरे

Economics

Chapter 1 and 2.

Office Management

Paper 1-

1. Modern Office/ Importance of Office.
2. Basic Functions of an Office.
3. Administrative Functions of an Office.
4. Levels of Management.
5. Principles of Management.
6. MBO/ MBE.
7. Job Description and Job Specification.
8. Report Writing- Types and Format.

Paper 2

1. Office Management and Its Elements.
2. Office Location- Factors affecting Office Location.
3. Urban and Suburban Location- Advantages and Disadvantages.
4. Open and Private Office- Advantages and Disadvantages.
5. Office Layout- Objectives and Principles.
6. Scientific Management- Aims and Principles.
7. Office Environment- Interior Decoration, Sanitary Requirements, Safety Measures, Office Lighting, Ventilation.
8. Office Furniture- Importance and Principles.

मराठी

गद्य- मामू (उतारा आधारित) 8 गुण
कविता- प्राणसई (कविता कडवी
आधारित) 5 गुण
नाटक- हसवाफसवी 4 गुण
उपयोजित- सूत्रसंचालन 4 गुण
व्याकरण- शब्दभेद 2 गुण, वाक्प्रचार 2
गुण*