

GOVT. COLLEGE FOR MEN (A)

KADAPA

DEPARTMENT OF ENGLISH

1. Soft Skills (Life Skills):

- a. SWOT/SWOC Analysis
- b. Attitude
- c. Body Language
- d. Emotional Intelligence
- e. Interpersonal Skills
- f. Time Management
- g. Decision Making
- h. Etiquette: Telephone Etiquette, Netiquette

2. Prescribed Communication Skills in UG Syllabus: (LSRW):

- a. Listening Skills
- b. Speaking Skills
- c. Reading Skills
- d. Writing Skills

3. Learning Outcomes of the Programme:

By the end of the course the learner will be able to:

- Use grammar effectively in writing and speaking.
- Demonstrate the use of good vocabulary.
- Demonstrate an understating of writing skills.
- Acquire ability to use Soft Skills/Life Skills in professional and daily life.
- Confidently use the tools of communication skills.
- Use reading skills for effective comprehension.
- Build up a repository of active vocabulary.
- Own writing strategies in academic skills.
- Enable writing skills for future purposes.
- Enhance communicative competence through reading and writing skills acquired.

4. Introduction of Communication skills and Soft Skills:

2016-17 (Copies attached)

5. Revised the UG Syllabus:

2020-21 (Copies attached)

6. Students benefitted: (Year wise and Sem wise)

S.No	Ist Sem	II Sem	III Sem	IV Sem	Total
2022-23	176	---	573	----	749
TOTAL					749

7. Students who joined in PG Courses:

8. Students who got placement :

Foundation Course-4
Communication and Soft Skills-1 (Course Content (30 Hours))
(Common for All UG Programs)

Vocabulary is considered the key to communication and it plays a great role for learners in acquiring a language. The first unit, therefore, is on the different aspects of vocabulary. Since English is a predicate-oriented language, there are two units on grammar focusing on the verb phrase. Listening and speaking are the two receptive skills. Listening is the basic skill of communication, and reading helps a person refine their writing skills. Unit IV and Unit V are on listening and reading respectively.

Unit I: Vocabulary Building

1. (a) Prefixes and Suffixes
 (b) Conversion
 (c) Compounding
 (d) Analogy
2. One-Word Substitutes
3. Words Often Confused
4. Synonyms and Antonyms
5. Phrasal Verbs

Unit II: Grammar - 1

1. Types of Verbs
2. Subject-Verb Agreement

Unit III: Grammar - 2

1. Meanings of Modals
2. Tense (Present and Past) and Aspect
3. The Several Possibilities for Denoting Future Time
4. Articles and Prepositions

Unit IV: Listening Skills

1. The Importance of Listening
2. Types of Listening
3. Barriers/Obstacles to Effective Listening
4. Strategies for Effective Listening

Unit V: Reading Skills

1. Skimming
2. Scanning
3. Intensive Reading and Extensive Reading
4. Comprehension

Foundation Course - 6
Communication and Soft Skills-2 (Course Content (30 hours))
(Common for All UG Programs)

CSS-2 aims at improving the speaking skills of the learner. For many learners of English, the sound-spelling relationship of the language appears anarchic. Another problem many Indian learners face is English word accent. Unit I and Unit II help learners overcome these problems to a great extent. The remaining units are on the two productive skills, speaking and writing. The techniques of day-to-day conversations and the important characteristics of interviews and GDs presented in this course strengthen the learner's speaking skills. The last unit presents various aspects of presentation in writing.

Unit I: Pronunciation-1

The Sounds of English

Unit II: Pronunciation-2

1. Word Accent
2. Intonation

Unit III: Speaking Skills-1

1. Conversation Skills
2. Interview Skills
3. Presentation Skills
4. Public Speaking

Unit IV: Speaking Skills-2

1. Role Play
2. Debate
3. Group Discussion

Unit V: Writing Skills

1. Spelling
2. Punctuation
3. Information Transfer
 - o Tables
 - o Bar Diagrams
 - o Line Graphs
 - o Pie Diagrams
 - o Flow Charts
 - o Tree Diagrams
 - o Pictures

Semester – IV

Foundation Course -7

Communication and Soft Skills-3

(Course Content (30 hours)) (Common for All UG Programs)

A current axiom is that hard skills will get a person an interview, but soft skills will get that person the job. Unit I of the course is on soft skills, which are absolutely necessary in the global job market. Writing is considered the most difficult of all the skills. Units II to V help the learner improve their writing skills, especially academic/formal writing.

Unit I: Soft Skills

1. Positive Attitude
2. Body Language
3. SWOT/SWOC Analysis
4. Emotional Intelligence
5. Netiquette

Unit II: Paragraph Writing

1. Paragraph Structure
2. Development of Ideas

Unit III: Paraphrasing and Summarizing

1. Elements of Effective Paraphrasing
2. Techniques for Paraphrasing
3. What Makes a Good Summary?
4. Stages of Summarizing

Unit IV: Letter Writing

1. Letter Writing (Formal and Informal)
2. E-correspondence

Unit V:

1. Resume and CV
2. Cover Letter

YOGI VEMANA UNIVERSITY
GENERAL ENGLISH SYLLABUS
FOR B.A/B.Com/B.Sc COURSES under CBCS

SEMESTER – I

1. Every unit shall state the objectives and expected deliverables.
2. Every lesson shall have
 - i) Questions on subject comprehension, paragraph, short note, single sentence answer types
 - ii) Exercises on vocabulary, syntax, and pronunciation
 - iii) Language exercises shall include exercises in paraphrasing, note-making and report writing wherever possible
 - iv) Pre -reading and post- reading activities.

Unit – I

PROSE

1. A.P. J. Abdul Kalam: The Knowledge Society (from Ignited Minds)
2. Ngugi WaThiong'o: The Language of African Literature (from Decolonizing the Mind)

Unit – II

POETRY

1. Robert Frost: The Road Not Taken
2. Nissim Ezekiel: Night of the Scorpion

Unit – III

SHORT STORY

1. Mulk Raj Anand : The Lost Child
2. Henry Lawson: The Loaded Dog

Unit – IV

ONE - ACT PLAY

William Shakespeare: The Merchant of Venice (Court Scene – Act IV Scene -1)

Unit – V

LANGUAGE ACTIVITY

1. Classroom and Laboratory Activities
 - i. Single Sentence Answer Questions on Vocabulary (spelling), sound(pronunciation), sense (meaning), and syntax (usage)
2. Classroom Activity
 - i. Exercises in Articles and Prepositions
 - ii. Exercises in Tenses, Interrogatives and Question tags

Note: In classroom instruction it may be ensured that the theoretical and practical components of CSS-I complement the language activity in this semester.

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SEMESTER – II

Unit – I

PROSE

1. J. B.S Haldane: The Scientific Point of View
2. A.G. Gardiner : On Shaking Hands

Unit - II

POETRY

1. John Keats: Ode to Autumn
2. KishwarNaheed : I am not that Woman (from An Anthology of Commonwealth Poetry edited by C.D. Narasimhaiah)

Unit –III

SHORT STORY

1. Ruskin Bond : The Boy Who Broke the Bank
2. R. K. Narayan : Half a Rupee Worth

Unit – IV

ONE ACT PLAY

Anton Chekhov: The Proposal

Unit – V

LANGUAGE ACTIVITY

1. Classroom and Laboratory Activities
 - i. Transformation of Sentences (Voice, Speech and Degrees)
 - ii. Dialogue Practice (Oral)
 - iii. Listening Comprehension
2. Classroom Activity
 - i. Guided Composition
 - ii. Dialogue Writing
 - iii. Reading Comprehension

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SEMESTER –III

Unit – I

PROSE

1. M.K. Gandhi: Shyness My Shield (from The Story of My Experiments with Truth)
2. Alexis C. Madrigal: Why People Really Love Technology: An Interview with Genevieve Bell

Unit – II

POETRY

1. Gabriel Okara: Once upon a Time
2. Seamus Heaney: Digging

Unit – III

SHORT STORY

1. Jhumpa Lahiri: The Interpreter of Maladies
2. Shashi Deshpande: The Beloved Charioteer

Unit – IV

ONE ACT PLAY

Gurajada Appa Rao: Kanyasulkam, translated by C. Vijayasree & T. Vijaya Kumar (Acts I & II)

Unit – V

LANGUAGE ACTIVITY

1. Classroom and Laboratory Activities
 - i. JAM Sessions
 - ii. Note Taking
 - iii. Reporting for the Media
 - iv. Expansion of an idea
2. Classroom Activity
 - i. Transformation of sentences (Simple-Complex-Compound Sentences)
 - ii. Note Making
 - iii. Report Writing
 - iv. Writing for the Media

Note: In classroom instruction it may be ensured that the theoretical and practical components of CSS-II complement the language activity in this semester.



ANDHRA PRADESH STATE COUNCIL OF HIGHER EDUCATION

(A Statutory body of the Government of Andhra Pradesh)

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Web: www.apsche.org **Email:** acapsche@gmail.com

REVISED SYLLABUS OF ENGLISH under (Part – I) UNDER CBCS FRAMEWORK WITH EFFECT FROM 2020-21

PROGRAMME: THREE-YEAR B.A. /B.Sc./B.Com/BCA/BBM/BHM & CT, etc.

**Andhra Pradesh State Council of Higher Education, Mangalagiri,
Guntur District**

**Revised English Syllabus from 2020-21 Onwards
Under Choice Based Credit System**

Introduction

The turn of the twenty first century has made the English Language skills a passport to the job market to all job seekers. Ability to communicate well in English has become a hallmark of good educational foundation and a prerequisite for all graduates. The students are expected to possess a measurable knowledge and a set of skills in using English language in personal and professional life. The present course **English Praxis** in three parts offers suitable context to teach, learn and practise target language skills. Each part of the course aims at certain specified skills which are taught through various text-based classroom activities and the English Language Laboratory activities. The syllabus of the course offers an open platform to the teacher to facilitate active participatory learning to the students. Hence the whole course is offered in three semesters. The first part of the course offers fundamentals of the English language in five units: Listening, Speaking, Grammar, Writing and Soft Skills. These introductory units are developed into full length courses in the subsequent semesters in addition to Reading Skills so as to prepare the learner into a fully equipped individual.

In addition to the classroom interaction, the course also aims at language enhancement through various ICT based online and offline activities in the English Language Laboratory. Each Unit is reinforced with Laboratory activities. The College administration will bestow special attention to make the **English Praxis** course an activity oriented one. The innovative methods and creativity of the English faculty will enhance the learners' participation in teaching and learning.

Semester-I English Praxis Course-I : **A Course in Communication and Soft Skills**

Semester-II English Praxis Course -II : **A Course in Reading & Writing Skills**

Semester-III English Praxis Course -III: **A Course in Conversational Skills**

English Syllabus-Semester-I (modified)

English Praxis Course-I

A Course in Communication and Soft Skills

Learning Outcomes

By the end of the course the learner will be able to :

- Use grammar effectively in writing and speaking.
- Demonstrate the use of good vocabulary
- Demonstrate an understating of writing skills
- Acquire ability to use Soft Skills in professional and daily life.
- Confidently use the tools of communication skills

I. UNIT: Listening Skills

- i. Importance of Listening
- ii. Types of Listening
- iii. Barriers to Listening
- iv. Effective Listening

II. UNIT: Speaking Skills

- a. Sounds of English: Vowels and Consonants
- b. Word Accent
- c. Intonation

III. UNIT: Grammar

a) Parts of Speech

- b) Concord
- c) Tenses (Present/Past/Future)
- d) Articles
- e) Prepositions
- f) Question Tags
- g) Sentence Transformation (Voice, Reported Speech & Degrees of Comparison)
- h) Error Correction

IV. UNIT: Writing

- i. Punctuation
- ii. Spelling
- iii. Paragraph Writing

V. UNIT: Soft Skills

- a. SWOC
- b. Attitude
- c. Emotional Intelligence
- d. Telephone Etiquette
- e. Interpersonal Skills

English Syllabus-Semester-II (modified)

English Praxis Course-II

A Course in Reading & Writing Skills

Learning Outcomes

By the end of the course the learner will be able to :

- Use reading skills effectively
- Comprehend different texts
- Interpret different types of texts
- Analyse what is being read
- Build up a repository of active vocabulary
- Use good writing strategies
- Write well for any purpose
- Improve writing skills independently for future needs

I. UNIT

Prose	: 1. <u>Knowledge and Wisdom</u> <u>Bertrand Russell</u>
Skills	: 2. Vocabulary: Conversion of Words : 3. One Word Substitutes : 4. Collocations

II. UNIT

Prose	: 1. The Doll's House	Katherine Mansfield
Poetry	: 2. <u>Ozymandias</u>	<u>P B Shelley</u>
Non-Detailed Text	: 3. Florence Nightingale	Abrar Mohsin
Skills	: 4. Skimming and Scanning	

III. UNIT

Prose	: 1. The Night Train at Deoli	Ruskin Bond
Poetry	: 2. <u>Where the Mind is Without Fear</u>	<u>Rabindranath Tagore</u>
Skills	: 3. Reading Comprehension : 4. Note Making/Taking	

IV. UNIT

Poetry	: 1. Coromandel Fishers	Sarojini Naidu
Skills	: 2. Expansion of Ideas : 3. Notices, Agendas and Minutes	

V. UNIT

Non-Detailed Text	: 1. An Astrologer's Day	R K Narayan
Skills	: 2. Curriculum Vitae and Resume : 3. Letters : 4. E-Correspondence	

English Syllabus-Semester-III (Modified)

English Praxis Course-III

A Course in Conversational Skills

Learning Outcomes

By the end of the course the learner will be able to :

- Speak fluently in English
- Participate confidently in any social interaction
- Face any professional discourse
- Demonstrate critical thinking
- Enhance conversational skills by observing the professional interviews

I. UNIT

Speech	: 1. In London	M.K.Gandhi
Skills	: 2. Greetings	
	: 3. Introductions	

II. UNIT

Speech	: 1. Yes, We Can	Barack Obama
Interview	: 2. A Leader Should Know How to Manage Failure	Dr.A.P.J.Abdul Kalam/ India Knowledge at Wharton
Skills	: 3. Requests	

III. UNIT

Interview	: 1. Nelson Mandela's Interview	With Larry King
Skills	: 2. Asking and Giving Information	
	: 3. Agreeing and Disagreeing	

IV. UNIT

Interview	: 1. JRD Tata's Interview	With T.N.Ninan
Skills	: 2. Dialogue Building	
	: 3. Giving Instructions/Directions	

V. UNIT

1. Speech	: 1. You've Got to Find What You Love	Steve Jobs
Skills	: 2. Debates	
	: 3. Descriptions	
	: 4. Role Play	

SUBJECT EXPERTS

Prof. K.Ratna Shiela Mani,
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Nagarjuna Nagar.

Dr. I. Vijaya Babu,
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SYLLABUS VETTED BY

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The Department of English conducted an activity on Listening skills. Accordingly a paragraph was read out to the students and asked them to repeat. Some of the students reproduced the information according to their level of listening capability. The activity generated fun and made the students involve actively to enjoy themselves their capacity of listening. Finally their way of communication was analysed and advised them to develop active listening.



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మాదకద్రవ్యాలకు దూరంగా ఉండాలి

వైపీయూ : యువత మాదకద్రవ్యాలకు దూరంగా ఉండాలని రిమ్సి అసోసియేట్ ప్రొఫెసర్ డాక్టర్ ఆర్. వెంకటరాముడు సూచించారు. సోమవారం కడప నగరంలోని ప్రభుత్వ పురుషుల కళాశాలలో ఎన్ఎస్ఎస్ ఆధ్వర్యంలో *మాదక ద్రవ్యాలు-వాటి దుష్ప్రభావాలు* అంశంపై విద్యార్థులకు అవగాహన సదస్సు నిర్వహించారు. ఈ సందర్భంగా ఆయన మాట్లాడుతూ మాదకద్రవ్యాల వినియోగంతో శారీరక, మానసిక ఆరోగ్యం పాడవుతుందన్నారు. అసంతరం విద్యార్థుల సందేహాలకు ఆయన సమాధానమిచ్చారు. ఈ కార్యక్రమంలో ఎన్ఎస్ఎస్ పీఓలు వై. సావిత్రి, సి. నరసింహారావు, ఎ. నాగరాజు, రామచంద్ర, సురేష్బాబు, మధుసూధన, రెడ్డి

సాక్షి Tue, 05 July 2022 <https://epaper.sakshi.co>



The NSS Unit of the college conducted Awareness program on "Drug Abuse and Effect on Youth". Dr. Venkata Ramudu, Associate Professor of RIMS, Kadapa was invited to bring the awareness on drug abuse. He advised the students to be careful about drugs which are harmful to the health. The Principal also participated and gave message to the students to avoid taking drugs.



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The department of computer science organized a guest lecture on “New Trends in Information Technology”. The speaker Mr. Nikhilesh Chamarthi, a senior software engineer, Razorpay software Pvt limited gave a lecture on the new trends in Information technology. The staff and the students actively interacted with the guest and clarified their doubts.



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The department of Zoology organized the Workshop on Foldscope- A Revolutionary Tool for Biologists. Dr.Ch. Tulasi AGO, AP CCE Vijayawada acted as resource person and involved the faculty and the students in the program to bring awareness about the new equipment.

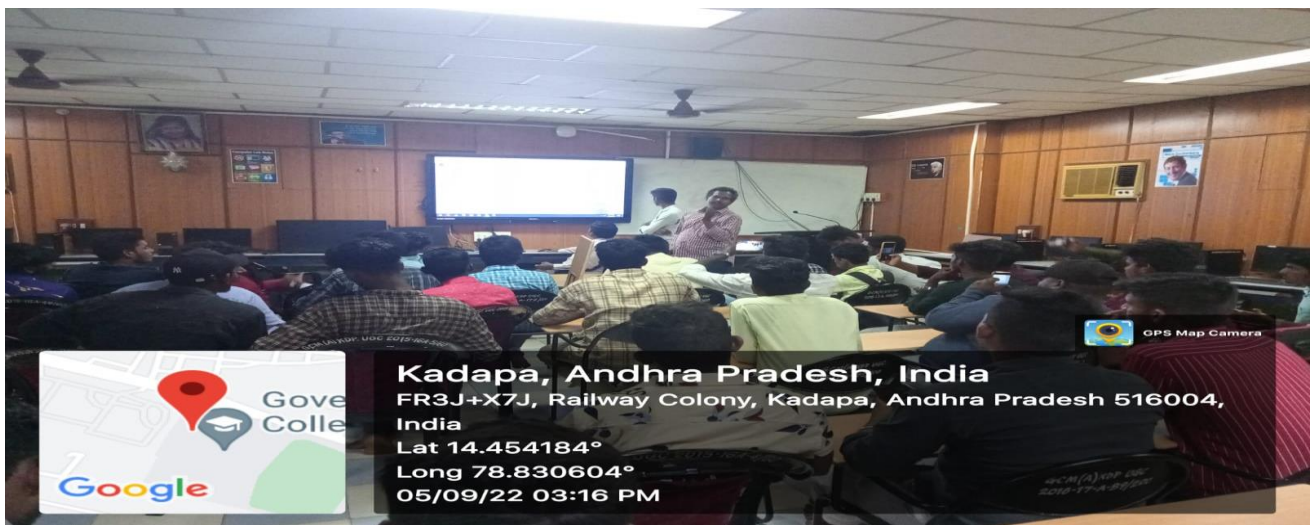


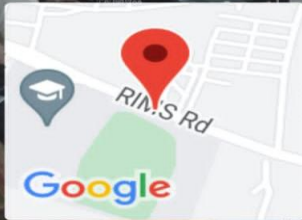
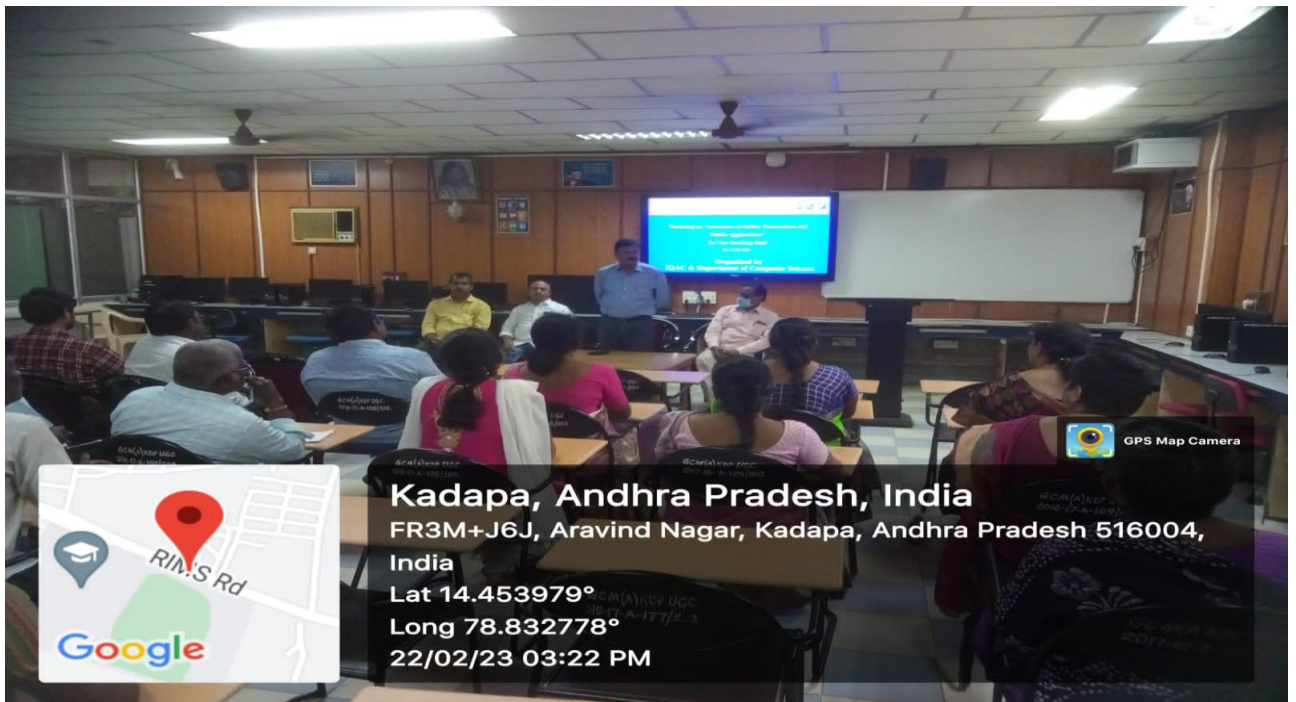
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