

**A.G&S.G SIDDHARTHA DEGREE COLLEGE OF ARTS AND SCIENCE  
(AUTONOMOUS), VUYYURU**



**DEPARTMENT OF ENGLISH**

**BOARD OF STUDIES  
MEETING**

**GENERAL ENGLISH**

VENUE  
**ENGLISH LANGUAGE LABORATORY**

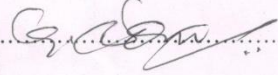
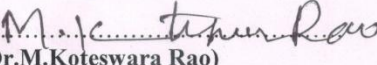
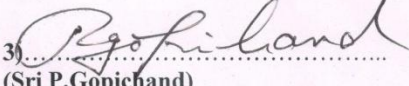
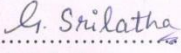

DATE  
**23<sup>rd</sup> April, 2018**

Eng-1

**Minutes of the meeting of Board of studies in General English for the Autonomous courses of AG & SG Siddhartha Degree College of Arts & Science, Vuyyuru, held on 23-04-18 in the English Language Laboratory at 10:30 am.**

Ms G.Soni ... Presiding

**Members Present:**

- 1).....  
(G.Soni) Chairman Head, Department of English  
AG & SG S Degree College  
Vuyyuru-521165
- 2).....  
(Dr.M.Koteswara Rao) University Nominee Assistant Professor,  
Department of English  
Krishna University,  
Machilipatnam.
- 3).....  
(Sri P.Gopichand) Academic Council Nominee Associate Professor,  
Department of English  
JKC College, Guntur.
- 4).....  
(Dr.G.Srilatha) Academic Council Nominee Head, Department of English  
PG Centre,  
PB Siddhartha College of Arts  
& Science, Vijayawada.
- 5).....  
(B.Bulli Babu) Member Lecturer in English  
AG & SG S Degree College  
Vuyyuru-521165

**Agenda for B.O.S Meeting of General English for I, II & III**  
**SEMESTERS for the Academic Year 2018-19**

1. To recommend syllabi for 1<sup>st</sup> and 2<sup>nd</sup> semesters of I Degree students of all disciplines for the Academic Year 2018-19.
2. To recommend the Model Question Papers of 1<sup>st</sup> and 2<sup>nd</sup> semesters of I Degree of all disciplines for the Academic Year 2018-19.
3. To recommend the Guidelines to be followed by the question paper setters in General English for the 1<sup>st</sup> and 2<sup>nd</sup> semester-end exams of I Year students of all disciplines
4. To recommend syllabi for 3<sup>rd</sup> Semester of II Degree students of all disciplines for the Academic Year 2018-19.
5. To recommend the Model Question Paper of 3<sup>rd</sup> semester of II Degree of all disciplines for the Academic Year 2018-19.
6. To recommend the Guidelines to be followed by the question paper setters in General English for the 3<sup>rd</sup> semester-end exam of II Year students of all disciplines.
7. To recommend the teaching and evaluation methods to be followed under Autonomous status.
8. To introduce Certificate Course on “Competitive English” for the III year students of 6th Semester.
9. Any suggestions regarding Certificate/Add-on Courses, Seminars, Workshops, Guest Lectures and student competitions to be organized.
10. Any other matter.

## RESOLUTIONS

1. Discussed and recommended the syllabus with a minor change for 1<sup>st</sup> Semester of I Year students of all disciplines for the approval of the Academic Council. **(The topic “Interrogatives and Question Tags” is removed in Unit – V of the Language Activity)**
2. Discussed and recommended the syllabus with a minor change for 1<sup>st</sup> Semester of I Year students of all disciplines for the approval of the Academic Council. **(In Unit – III, the second short story “The Loaded Dog by Henry Lawson” has been removed and it is replaced by the short story “What Men Live By” by Leo Tolstoy to promote morale of the student.**
3. Discussed and recommended the Question paper pattern with a minor change for the 1<sup>st</sup> & 2<sup>nd</sup> Semesters of I Year students of all disciplines for the approval of the Academic Council.

### Change in the Question Paper Pattern of I Semester of I Year Students of all disciplines:

- a) Question no.VI - 2 ½ marks are allotted to the odd sounds of the underlined letters of the given words instead of 5 marks.
- b) Question no.VII - 2 ½ marks are allotted to the phonemic symbol of the underlined letters of the given words instead of 5 marks.
- c) Question no.XI – Instead of Correction of Sentences (Common Errors), Verb forms are given for 5 marks.
- d) Competitive pattern of English is being introduced in the question paper instead of traditional pattern.
- e) Jumbled sentences into a meaningful order are removed in the external examination and it is included in the internal examination.

### Change in the Question Paper Pattern of II Semester of I Year Students of all disciplines:

- a) Question no.V (D), 1 mark is allotted to Simple, Compound and Complex sentences (Transformation)
  - b) Question no. VI – 5 Marks are allotted to the Question Tags.
  - c) Developing the given hints into a meaningful paragraph has been removed in the external examination pattern and included in the internal examination pattern.
4. Discussed and recommended the guidelines to be followed by the question paper setters of General English with the above said changes for 1<sup>st</sup> and 2<sup>nd</sup> semesters of first degree students of all disciplines for the approval of the Academic Council.
  5. Discussed and recommended the syllabi with a minor change for 3<sup>rd</sup> semester of II Degree students of all disciplines for the approval of the Academic Council. **(In Unit – II of Poetry, Digging – Seamus Heaney is replaced by The Solitary Reaper – William Wordsworth. In Unit – V of Language Activity – Transformation of Sentences is replaced by Information Transfer for 5 Marks)**
  6. Discussed and recommended the model question paper with a minor change for 3<sup>rd</sup> semester of II Degree students of all disciplines for the approval of the Academic Council.
    - a) Question No.V – 5 Marks are allotted to Information Transfer instead of Transformation of Sentences.



7. Discussed and recommended the guidelines to be followed by the question paper setters of General English with the above said changes for 3rd semester of second degree students of all disciplines for the approval of the Academic Council.
8. Discussed and recommended the following teaching and evaluation methods for approval of Academic Council.

**Teaching methods:**

Besides the conventional methods of teaching, we use modern technology i.e. using of an LCD projector, display on U boards etc, for better understanding of concepts.

There are two components in the Valuation and Assessment of a student – Internal Assessment (IA) and Semester Examinations (SE).

**(For the Batch of Students Admitted from 2018-2019 – UG)**

**Internal Assessment (IA)**

- The maximum mark for IA is 30 and SE is 70 for theory.
- Each IA written examination is of 1 hour duration for 20 marks. The tests will be conducted centrally. The average of two such IA is calculated for 40 marks.
- Other Innovative Components will be for 5 Marks. The innovative component is for 5 marks, conducted during the class hours by the staff member/ in charge of the subject, in the form of assignments/ quiz/ seminars /presentations/Online/Open Book/Viva Voce/ Group work/ Mini Project/ Exhibition, etc. The topic and time for submission/ presentation will be announced by the staff member/ in charge of the subject in advance. Each student should explain and defend his/her presentation. For attendance 5 Marks are allotted.
- The semester examination will be of 3 hours with maximum 70 marks.
- There is no passing minimum for IA.

**Semester Examinations (SE)**

- A student should register himself/herself to appear for the Semester Examinations by payment of the prescribed fee.
- The Semester Examinations will be in the form of a comprehensive examination covering the entire syllabus in each subject. It will be of 3 hours duration, irrespective of the number of credits allotted to it.
- Even though the candidate is absent for two IA exams/obtain zero marks, the external marks are considered (if he/she gets 40/70) and the result shall be declared as 'PASS'.
- The pass mark shall be 28 out of 70 in the Semester end examination.
- The maximum marks for each Paper shall be 100.

**Evaluation of a student is done by the following procedure:**

**Internal Assessment Examinations for III Semester of II year students of all disciplines- 2018-19.**

- i) Out of maximum 100 marks in each paper, 25 marks shall be allocated for internal assessment.
- ii) Out of these 25 marks, 15 marks are allocated for announced tests. Two announced tests will be conducted and average of these two tests shall be deemed as the marks obtained by the student, 5 marks are allocated for Student Assignments, remaining 5 marks are allocated on the basis of candidate's percentage of attendance.
- iii) A student who scores 10 marks out of 25 marks is considered to pass the examination.

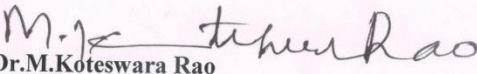
**Semester-End Examination for the III Semester students of II Year – 2018-19.**

- i) The maximum marks for Semester-End examinations shall be 75 marks and duration of the examination shall be 3 Hours.
- ii) Semester-End examinations shall be conducted in theory papers at the end of every semester.
- iii) A student who scores 30 marks in Semester end examination of out of 75 marks is considered to pass the examination.

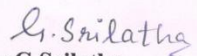
**8. Discussed and recommended for organizing Seminars, Guest lectures, Workshops to enhance the knowledge of students besides conducting Certificate Courses on Spoken English, Soft Skills and Competitive English. It has been suggested that the Certificate Courses may be feasible to the students (interested students) of all disciplines of III years and the resource person may be a Guest Faculty to handle the classes regularly beyond the curriculum. All these recommendations are forwarded for the approval of the Academic Council.**

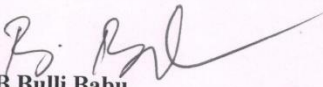
**9. Nil.**

**Signatures of the BOS Members:**

  
**Dr.M.Koteswara Rao**  
(University Nominee)

  
**Sri P.Gopichand**  
(Academic Council Nominee)

  
**Dr.G.Srilatha**  
(Academic Council Nominee)

  
**B.Bulli Babu**  
(Member)

  
**Chairman**

**A.G & S.G SIDDHARTHA DEGREE COLLEGE OF ARTS AND SCIENCE,  
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**Semester - I**  
**COURSE STRUCTURE**

Academic Year	2018-19
Title of the paper	General English
Semester	I
Course code	ENG 101C
CIA marks	25
Semester End Marks	75
Total Marks	100
Year of Introduction	2017-18
Year of Revision	2018-19
% of revision	20%

**Academic Year 2018-19**  
**Changes made in the syllabus**  
**Semester-I General English**

Course content suggested by APSCHE	Additions	Deletion
<b>Unit-I</b> <b>PROSE</b> 1. The Knowledge Society 2. The Language of African Literature		
<b>Unit – II</b> <b>POETRY</b> 1. The Road Not Taken 2. Night of the Scorpion		
<b>Unit – III</b> <b>SHORT STORY</b> 1. The Lost Child 2. The Loaded Dog		
<b>Unit – IV</b> <b>ONE - ACT PLAY</b> The Merchant of Venice (Court Scene – Act IV, Scene -1)		
<b>Unit – V</b> <b>LANGUAGE ACTIVITY</b> 1. Classroom and Laboratory Activities i. Single Sentence Answer Questions on Vocabulary (spelling), sound (pronunciation), Phonetic Transcription, sense (meaning), and syntax (usage) 2. Classroom Activity i. Exercises in Articles and Prepositions ii. Exercises in Tenses iii. Question Tags		
	<b>Unit – III</b> What Men Live By - Leo Tolstoy	<b>Unit – III</b> The Loaded Dog – Henry Lawson
		<b>Unit – V</b> Question Tags

1. The topic “Interrogatives and Question Tags” is removed in Unit – V of the Language Activity.
2. In Unit – III, the second short story “The Loaded Dog by Henry Lawson” has been removed and it is replaced by the short story “What Men Live By” by Leo Tolstoy to promote morale of the student.

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ENGLISH	ENG 101C	2018-2019	B.A,B.Com &B.Sc
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**SEMESTER – I (CBCS)**

**PAPER – I**

**Year-I                      Semester-I                      Subject: General English                      Year 2018-19**

**Unit – I**

**PROSE**

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

**Unit – II**

**POETRY**

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

**Unit – III**

**SHORT STORY**

1. The Lost Child - Mulk Raj Anand
2. What Men Live By (Taken from the book 'What Men Live By and Other Tales') –Leo Tolstoy

**Unit – IV**

**ONE - ACT PLAY**

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

**Unit – V**

**LANGUAGE ACTIVITY**

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

**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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ENGLISH	ENG 101C	2018-2019	B.A,B.Com & B.Sc
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Time: 3 hours

Max Mark: 70

**The Pattern of the Question Paper for Semester – I: ENG 101C**

**Semester - I**

**Section-A**

- I. Answer any TWO of the following in 75 words each:** **2x5 = 10**  
(4 paragraph questions from Prose)
- II. Answer any TWO of the following in 75 words each:** **2x5 = 10**  
(4 paragraph questions from Poetry)
- III. Answer any TWO of the following in 75 words each:** **2x5 = 10**  
(4 paragraph questions from Short Story)
- IV. Answer any TWO of the following in 75 words each:** **2x5 = 10**  
(4 paragraph questions from One-Act Play)

**Section – B**

**(Language Activity)**

- V. Read the following passage (Unseen) and answer the questions:** **5x1 = 5**  
Passage from any Unseen text
- VI. Find the ODD Sound from the given options** **5 x ½ = 2½**
- VII. Write the phonemic symbol of the underlined letters of the given words.** **5 x ½ = 2½**
- VIII. Identify the correct spelled word from the given options.** **5x1= 5**
- IX. Choose the correct response from the options given.** **5x1=5**
- X. Fill in the blanks with the suitable articles/prepositions.** **5x1 = 5**
- XI. Fill in any FIVE of the blanks with suitable verb forms given in brackets.** **5x1 = 5**

(10 sentences to be given)

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ENGLISH	ENG 101C	2018-2019	B.A,B.Com & B.Sc
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Time: 3 hours

Max Mark: 70

**Model Question Paper**

**Section-A**

**I. Answer any TWO of the following in about 75 words each:** **2x5 = 10**

1. What are the benefits of efficient knowledge utilisation?
2. How does Kalam's model of a city differ from a conventional city?
3. Describe the daily routine of a child in the Kenya of Ngugi's childhood.
4. What does Ngugi propose to do to reverse colonial alienation?

**II. Answer any TWO of the following in about 75 words each:** **2x5 = 10**

1. What do the two roads symbolise? Why did the traveller choose the road not taken?
2. "I took the one less travelled by,  
And that has made all the difference" - Explain
3. Bring out the Indianness of the poem, Night of the Scorpion.
4. Explain the theme of the poem "Night of the Scorpion".

**III. Answer any TWO of the following in about 75 words each:** **2x5 = 10**

1. What are the things the child sees on his way to the fair? How do his parents respond to this?
2. How are the anxiety and fear of the lost child described?
3. What is the relevance to today's life of the three truths revealed in Tolstoy's "What Men Live By," and how is Man incomplete without them?
4. What is the theme of the short story "What Men Live By" by Leo Tolstoy?

**IV. Answer any TWO of the following in about 75 words each:** **2x5 = 10**

1. What is Antonio's attitude throughout this scene?
2. What was Shylock adamant about and why?
3. What is the theme of Portia's first major speech addressed to Shylock?
4. How is Shylock utterly defeated at the end of this scene?

## Section – B

**V. Read the following passage and answer the questions.**

**5x1 = 5**

There were only two Americans stopping at the hotel. They did not know any of the people who passed on the stairs on their way to and from their room. Their room was on the second floor facing the sea. It also faced the public garden and the war monument. There were big palms and green benches in the public garden. In the good weather there was always an artist with his easel. Artists liked the way the palms grew and the bright colors of the hotels facing the gardens and the sea. Italians came from a long way off to look up at the war monument. It was made of bronze and glistened in the rain. It was raining. The rain dripped from the palm trees. Water stood in pools on the gravel paths. The sea broke in a long line in the rain and slipped back down the beach to come up and break again in a long line in the rain. The motor cars were gone from the square by the war monument. Across the square in the doorway of the café a waiter stood looking out at the empty square.

1. Where were the Americans staying in the hotel?
2. In good weather who would you find in the garden?
3. Why did the Italians visit the place?
4. Who was looking at the empty square from the doorway?
5. Write down the antonym to the word 'bright'.

**VI. Find the ODD Sound out.**

**5 x ½ = 2½**

1. this          thought          think
2. tent          future          mat
3. smill          sugar          smile
4. man          fan          about
5. fill          fight          bright

**VII. Write the phonemic symbol of the underlined letters of the given words.** 5 x ½ = 2½

1. Pleasure    2. University    3. Around    4. Judgement    5. Weather

**VIII. Identify the correct spelled word from the given options.**

**5x1 = 5**

1.    a. neccessary            b. necessary            c. necesary
2.    a. acomodation        b. accammadation    c. accommodation
3.    a. bussiness            b. buseness            c. business
4.    a. stationeri            b. stationary           c. stationerry
5.    a. asistant              b. assistant            c. assisstant



**IX. Choose the correct response from the options given:**

**5x1=5**

1. He hardly works. In this statement '**hardly**' means
  - a. Very hard b. Rather c. Rarely d. Scarcely
2. It's quite a distance. In this statement '**quite**' means
  - a. Very far b. Moderately far c. Remarkably d. Completely
3. Whichever you **prefer** means:
  - a. Whatever you like b. You have a choice c. You have d. It is binding on you
4. It is **terribly cold** today means
  - a. It is terrifyingly cold b. It is not at all cold
  - b. c. It is extremely cold d. It is not really cold
5. Cinema is an invention by Edison of modern science. Here '**invention**' means
  - a. Discovery b. innovation c. creation d. development

**X. Fill in the blanks with the suitable articles/prepositions.**

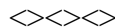
**5x1 = 5**

I believe that my writing \_\_\_\_\_ (at, in) Gikuyu language, \_\_\_\_\_ (the, a) Kenyan language, \_\_\_\_\_ (an, a) African language, is part and parcel of the anti-imperialist struggles of Kenyan and African peoples. In schools and universities our Kenyan languages – that is the languages \_\_\_\_\_ (for, of) the many nationalities which make up Kenya – were associated \_\_\_\_\_ (from, with) negative qualities of backwardness, underdevelopment, humiliation and punishment.

**XI. Fill in any FIVE of the blanks with suitable verb forms given in brackets.**

**5x1=5**

- a) When I saw her , she \_\_\_\_\_ ( play ) chess.
- b) If you go now you \_\_\_\_\_ (catch) the train.
- c) The train \_\_\_\_\_ (leave) the station, before I reached there.
- d) English \_\_\_\_\_ (speak) all over the world.
- e) If he \_\_\_\_\_ (work) hard, he would have passed in first division.
- f) Don't disturb me, I \_\_\_\_\_ ( do ) my homework.
- g) Leela as well as Radha \_\_\_\_\_ (be) here.
- h) Pooja \_\_\_\_\_ (sing) when I visited her.
- i) Ravi usually \_\_\_\_\_ (sit) at the back of the class.
- j) My mother always \_\_\_\_\_ (cook) food.



**Semester – II**  
**COURSE STRUCTURE**

Academic Year	2018-19
Title of the paper	General English
Semester	II
Course code	ENG 201C
CIA marks	30
Semester End Marks	70
Total Marks	100
Year of Introduction	2017-18
Year of Revision	2018-19
% of revision	10%

**Academic Year 2018-19**  
**Changes made in the syllabus**  
**Semester-II General English**

Course content suggested by APSCHE	Additions	Deletion
<p><b>Unit – I</b>  <b>PROSE</b>            1. The Scientific Point of View            2. My Struggle for an Education</p> <p><b>Unit – II</b>  <b>POETRY</b>            1 Ode to Autumn            2. I am not that Woman</p> <p><b>Unit –III</b>  <b>SHORT STORY</b>            1. The Boy Who Broke the Bank            2. Half a Rupee Worth</p> <p><b>Unit – IV</b>  <b>ONE ACT PLAY</b>            The Proposal</p> <p><b>Unit – V</b>  <b>LANGUAGE ACTIVITY</b>  <b>1. Classroom and Laboratory Activities</b>            i. Transformation of Sentences (Voice, Speech, Degrees &amp; Simple, Compound and Complex)            ii. Dialogue Practice (Oral)            iii. Listening Comprehension</p> <p><b>2. Classroom Activity</b>            i. Guided Composition            ii. Dialogue Writing            iii. Reading Comprehension</p>	<p><b>Unit – V</b>            Question Tags</p>	<p>Nil</p>

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ENGLISH	ENG 201C	2018-2019	B.A,B.Com & B.Sc
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**GENERAL ENGLISH**  
**SEMESTER – II (CBCS)**  
**PAPER – I**

**Unit – I**

**PROSE**

1. J. B.S Haldane: The Scientific Point of View
2. Booker T. Washington: My Struggle for an Education

**Unit – II**

**POETRY**

1. John Keats: Ode to Autumn
2. Kishwar Naheed : 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, Degrees & Simple, Compound and Complex)
- ii. Dialogue Practice (Oral)
- iii Question Tags
- iv. Listening Comprehension

**2. Classroom Activity**

- i. Guided Composition
- ii. Dialogue Writing
- iii. Reading Comprehension

**Reference Book:**

**Engage with English (for Semester-II) - Published by Orient Black Swan**

ENGLISH	ENG 201C	2018-2019	B.A,B.Com & B.Sc
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Time: 3 hours

GENERAL ENGLISH

Max Mark: 70

**The Pattern of the Question Paper – I for Semester –II: ENG 201C**

**Section-A**

- I. Answer any TWO of the following in 75 words each:** **2x5 = 10 M**  
(4 paragraph questions from Prose)
- II. Answer any TWO of the following in 75 words each:** **2x5 = 10M**  
(4 paragraph questions from Poetry)
- III. Answer any TWO of the following in 75 words each:** **2x5 = 10M**  
(4 paragraph questions from Short Story)
- IV. Answer any TWO of the following in 75 words each:** **2x5 = 10M**  
(4 paragraph questions from One-Act Play)

**Section – B**

**(Language Activity)**

- V. Rewrite the following sentences as directed:** **10 Marks**
- a) Voice – 3 Marks (5 sentences to be given)
- b) Direct and Indirect Speech -3 Marks (5 sentences to be given)
- c) Degrees of Comparison -3 Marks (5 words to be given)
- d) Simple, Compound and Complex Sentences -1 Mark (3 sentences to be given)
- VI. Add Question Tags to any FIVE of the given sentences (8 Sentences to be given)** **5 Marks**
- VII. Read the given conversation and fill in the blanks** **5 Marks**
- VIII. Write a dialogue with FIVE exchanges on any ONE of the given contexts. 5 Marks**  
(TWO contexts to be given)
- IX. Read the paragraph and answer the questions from the given appropriate options.** **5 Marks**

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<b>ENGLISH</b>	<b>ENG 201C</b>	<b>2018-2019</b>	<b>B.A,B.Com &amp;B.Sc</b>
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**SEMESTER – II (CBCS)  
GENERAL ENGLISH, PAPER – I**

**Time: 3 hours**

**Max Mark: 70**

**Model Question Paper**

**SECTION –A**

**I. Answer any TWO of the following in 75 words each. 2x5=10M**

1. How does Haldane respond to the suggestion that man must ‘return to nature’?
2. Are Science and religion said to be contradictory in their thinking? Explain.
3. What did Booker have to go through in order to get admission to the Hampton Institute?
4. Why did Booker T. Washington feel that the examination he passed to gain admission into the Hampton Institute was the best one he ever passed?

**II. Answer any TWO of the following in 75 words each. 2x5=10M**

1. What are the special features of the autumn season according to John Keats?
2. Analyze the poem ‘Ode to Autumn’ in your own words.
3. Examine the theme of captivity in the poem ‘I am not that Woman’.
4. Is the poem ‘I am not that Woman’ about empowerment? Illustrate.

**III. Answer any TWO of the following in 75 words each. 2x5=10M**

1. How did people react to the rumour of the imminent collapse of the bank? What did they tell each other? What new rumours started to spread?
2. Enumerate the steps taken by the bank manager to resolve the crisis.
3. Examine the theme of greed in the story ‘Half a Rupee Worth’.
4. Describe the character of Subbaiah. Does it change over time?

**IV. Answer any TWO of the following in 75 words each. 2x5=10M**

1. Make a brief sketch of social life as you find in the play “The Proposal”.
2. Sketch the character of Natalya Stepanovna.
3. Bring out the irony/satire and humour in the play ‘The Proposal’.
4. Compare and Contrast the characters of Chubukov and Lomov.

**V. Rewrite the sentences as directed.**

**A. Rewrite any THREE of the following sentences in the passive voice. 3x1=3M**

1. My sister will cook dinner tonight.
2. Give him some money
3. The doctor asked us many questions
4. Did you understand the lesson?
5. When do they open the gate?

**B. Rewrite any THREE of the following sentences in indirect speech 3x1=3M**

1. You said to me, 'You must give me your email id'.
2. Sudha said to us, 'Let us go to the Upstate emporium today'.
3. Mohan said to me, 'Don't put your things here'.
4. I said to her, 'Will you teach me knitting?'
5. They said to me, 'Oh, we are delighted to be in your class!'

**C. Write the comparative and the superlative degrees to any THREE of the following words. 3x1=3M**

1. dependent
2. many
3. heavy
4. low
5. ill

**D. Transform any ONE of the following sentences. 1M**

1. I have informed him that he has succeeded.( change into simple sentence )
2. She was too poor to educate her children. ( change into compound sentence )
3. I have no money to lend you. ( change into complex sentence )

**VI. Add Question Tags to any Five of the following sentences. 5x1=5M**

1. She draws a beautiful picture, \_\_\_\_\_?
2. We came home late last night, \_\_\_\_\_?
3. No one will hear us, \_\_\_\_\_?
4. Your uncle goes jogging every day, \_\_\_\_\_?
5. The authorities will see to the problem, \_\_\_\_\_?
6. You came by train, \_\_\_\_\_?
7. He never drinks alcohol, \_\_\_\_\_?
8. Nobody left a message, \_\_\_\_\_?

**VII. Read the following conversation and fill in the blanks.**

**5M**

**(After finishing his work in the bank, Sunil returns to his office.)**

**Boss :** I have been looking for you, Mr. Sunil. Where have you been?

**Sunil :** \_\_\_\_\_

**Boss :** The bank! What did you do there?

**Sunil :** \_\_\_\_\_

**Boss :** Did you deposit a large sum there?

**Sunil :** \_\_\_\_\_

**Boss :** I see. How are the people there? Are they helpful?

**Sunil :** \_\_\_\_\_

**Boss :** Are you happy with the service you got?

**Sunil :** \_\_\_\_\_

**VIII. Write a dialogue with FIVE exchanges on any one of the following contexts. 5M**

You are a travel agent. A young couple visits your office and asks about arranging a visit to the Andaman Islands. They seek a number of clarifications before deciding on the trip. Write a dialogue.

**Or**

You are a sales assistant in a textile shop. A woman customer asks you to show her different kinds of sarees and to explain about their quality. Finally she leaves without buying anything. Write a dialogue.

**IX. Read the following paragraph and answer the questions given below. Choose an appropriate option (i.e., A or B) from those given under each question and rewrite the entire sentence along with the answer. 5x1=5M**

The Shah of Persia had heard of Birbal's intelligence and he wrote to Emperor Akbar requesting that Birbal be allowed to visit his court. Akbar was pleased because he was extremely proud of Birbal, and sent him to the Persian court in all splendour.

As soon as Birbal reached the Persian capital, the Shah sent for him. When he reached the royal audience chamber, he saw a semi-circular arrangement of seats. In each of them was a well-dressed regal figure and all of them were dressed exactly alike. Anyone of them could have been Shah of Persia. Birbal stopped for a while, then looked keenly, went and bowed the real Shah.

Taken aback by this, the Shah of Persia listened to Birbal's flowery address and replied in the same flowery language. Then he asked, "Birbal how did you recognize me?" Birbal replied to the question by saying "Your Majesty! When I looked round, I found everyone looking at you.



Only you did not look at anyone. I knew at once who the real Shah of Persia was.”The Shah bestowed upon Birbal the title Ocean of Intelligence by which men knew him ever after.

**Questions:**

1. The Shah of Persia invited Birbal because he wanted to
  - a. test his immense wisdom
  - b. test his well-known
2. In each seat sat a well-dressed regal figure. The phrase a regal figure here suggests
  - a. a royal person
  - b. a typical person
3. Emperor Akbar sent Birbal to Persia in splendour. The underlined phrase here means.
  - a. in all glory and pomp
  - b. in all majesty and glory
4. The Shah of Persia was taken aback by the way in which Birbal recognized him. In other words, he
  - a. was perturbed
  - b. was surprised
5. The author has used the flowery to show that Birbal
  - a. was a handsome man
  - b. was very learned

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**Semester – III**  
**COURSE STRUCTURE**

Academic Year	2018-19
Title of the paper	General English
Semester	III
Course code	ENG 301C
CIA marks	25
Semester End Marks	75
Total Marks	100
Year of Introduction	2017-18
Year of Revision	2018-19
% of revision	20%

**Academic Year 2018-19**  
**Changes made in the syllabus**  
**Semester-III General English**

Course content suggested by APSCE	Additions	Deletion
<p><b>Unit – I</b>  <b>PROSE</b>            1. Shyness My Shield (from <i>The Story of My Experiments with Truth</i>)            2. Why People Really Love Technology: An Interview with Genevieve Bell - Alexis C. Madrigal</p> <p><b>Unit – II</b>  <b>POETRY</b>            1. Once upon a Time            2. Digging</p> <p><b>Unit – III</b>  <b>SHORT STORY</b>            1. The Interpreter of Maladies            2. The Beloved Charioteer</p> <p><b>Unit – IV</b>  <b>ONE ACT PLAY</b>  <i>Kanyasulkam</i>, (Acts I &amp; II) -</p> <p><b>Unit – V</b>  <b>LANGUAGE ACTIVITY</b>  <b>1. Classroom and Laboratory Activities</b>            i. JAM Sessions            ii. Note Taking            iii. Reporting for the Media            iv. Expansion of an idea  <b>2. Classroom Activity</b>            i. Transformation of Sentences            ii. Note Making            iii. Report Writing            iv. Writing for the Media</p>	<p><b>Unit – II</b>            The Solitary Reaper – William Wordsworth</p> <p><b>Unit - V</b>            Information Transfer</p>	<p><b>Unit – II</b>            Digging – Seamus Heaney</p> <p><b>Unit-V</b>            Transformation of Sentences</p>

1. In Unit – II of Poetry, Digging – Seamus Heaney is replaced by The Solitary Reaper – William Wordsworth.
2. In Unit – V of Language Activity – Transformation of Sentences is replaced by Information Transfer for 5 Marks

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**SEMESTER – III (CBCS)**

**PAPER – II**

**Year-II                      Semester-III                      Subject: General English                      Year 2018-19**

**Unit – I**

**PROSE**

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

**Unit – II**

**POETRY**

1. Once upon a Time - Gabriel Okara
2. The Solitary Reaper – William Wordsworth

**Unit – III**

**SHORT STORY**

1. The Interpreter of Maladies - JhumpaLahiri
2. The Beloved Charioteer - Shashi Deshpande

**Unit – IV**

**ONE ACT PLAY**

*Kanyasulkam*, (Acts I & II) - GurajadaAppa Rao

**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. Information Transfer
- 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.***

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**Time: 3 hours**

**Max Mark: 75**

**The Pattern of the Question Paper for Semester – III: ENG 301C**

**Section - A**

**I. Answer any TWO of the following in 75 words each. 2x5 = 10**

(4 paragraph questions from Prose)

**II. Answer any TWO of the following in 75 words each. 2x5 = 10**

(4 paragraph questions from Poetry)

**III. Answer any TWO of the following in 75 words each. 2x5 = 10**

(4 paragraph questions from Short Story)

**IV. Answer any TWO of the following in 75 words each. 2x5 = 10**

(4 paragraph questions from One-Act Play)

**Section – B**

(Language Activity)

**V. Read the following diagram and answer the questions that follow. 5M**

(Table/Pie-Chart/Bar Graph/ Tree Diagram/ Flow Chart, etc.,)

**VI. Read the following passage and prepare a note. 5M**

**VII. Describe the picture in not less than 5 sentences. 5M**

(A picture to be given)

**VIII. Write a report to the news paper on one of the following topics. 5M**

(Three topics to be given)

**IX. Expand one of the following into a paragraph. 5M**

(Three proverbs to be given)

**X. A. Brainstorm one of the topics and show it in a diagram. 5M**

(Three topics to be given)

**B. Develop the given ideas into a paragraph of 100 words. 5M**

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**Time: 3 hours**

**Max Mark: 75**

**Question Paper Model**

**Section – A**

**I. Answer any TWO of the following in about 75 words each. 2x5=10M**

1. Write a note on Gandhi's last effort to make a public speech in England.
2. What was the result of Gandhi's attempt to speak at a meeting for the promotion of vegetarianism?
3. What does Genevieve Bell say about women's gadget adoption?
4. What does Genevieve Bell say about the different trajectories of technology adoption the globe over?

**II. Answer any TWO of the following in about 75 words each. 2x5= 10M**

1. Why do you think the poet has used the title, 'Once Upon a Time'?
2. I have learned to wear many faces – Comment from your study of the poem 'Once Upon a Time'.
3. The reaper seemed to be happy with her life and fate. What are indications from the poem to this effect?
4. What is the poet's mood as he listened to the reaper's song?

**III. Answer any TWO of the following in about 75 words each. 2x5= 10M**

1. Write a note on Mr. Kapasi.
2. Sketch briefly the character of Mrs. Mina Das.
3. Give an account of mother's nature and behaviour depicted in "My beloved Charioteer".
4. Explain the bond of mother and daughter in the context of "My beloved charioteer".

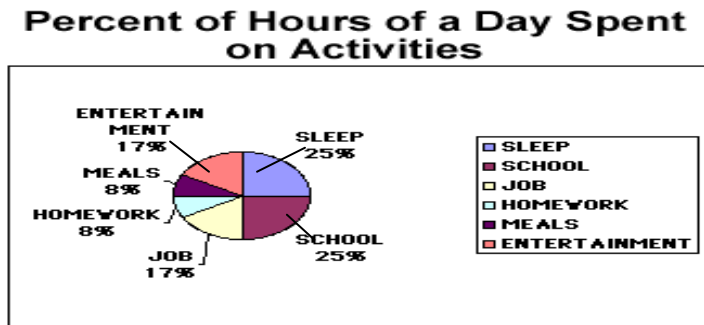
**IV. Answer any TWO of the following in about 75 words each. 2x5= 10M**

1. Talking to me itself is an education! – Explain with reference to your study of Kanyasulkam.
2. Write about Girisam's plan to go to the village of Venkatesam.
3. What were the books Venkatesam was asked to purchase?
4. Write a note on the English conversation between Girisam and Venkatesam.

## Section – B

V. Read the following chart and answer the questions that follow.

5x1=5M



- i. Which two activities took up half of the time of the day?
- ii. Which two activities took up the least amount of time?
- iii. Which of the activities took up one fourth of the day?
- iv. What percent of the day does homework take up?
- v. How many hours does the he spend in the school?

VI. Read the following passage and prepare notes.

5M

Early rising is the secret for a happy life. We all wish to live long but we cannot. We go against Nature. Nature likes us to work during day and to rest at night. But we do not obey this law of Nature. We do not go to bed early. We read or write late into night. Some of us keep playing, dancing and drinking whole night. So, we do not rise early. Our health breaks down and we fall ill. Nature takes revenge. We have to suffer for our disobedience. But birds and animals are healthy. They do not need a doctor every day. They sleep early and rise early. Early rising is the secret of health. But if you like to rise early, you must go to bed early. This simple habit will give everything. So, it is said: "Early to bed and early to rise makes a man healthy, wealthy and wise."

VII. Describe the picture in not less than 5 sentences.

5M



**VIII. Write a report to the news paper on one of the following topics. 5M**

1. Write report on Rain Water Harvesting.
2. Write a report on how health camp was carried out in your College/Village.
3. Write a news report on a road accident you witnessed.

**IX. Expand one of the following into a paragraph. 5M**

1. Where there is a will there is a way.
2. Slow and steady wins the race.
3. A friend in need is a friend in deed.

**X. Brainstorm one of the topics and show it in a diagram. 5M**

1. Corruption
2. Yoga
3. Motherhood

**XI. Develop the ideas given below into a paragraph of 100 words. 5M**

A sheperd's son – father goes out – asks son to look after sheep – son naughty – shouts wolf – other shepherds run to help – no wolf – boy says it was a joke – they go away – after some time – boy shouts again wolf – the shepherds come a second time – no wolf – they scold him and leave – wolf really comes – boy calls for help – none comes – wolf takes away sheep – father comes and shouts at the boy – moral.

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**DEPARTMENT OF ENGLISH**

**BOARD OF STUDIES  
MEETING**

**COMMUNICATION SKILLS AND SOFT SKILLS**

VENUE  
**ENGLISH LANGUAGE LABORATORY**

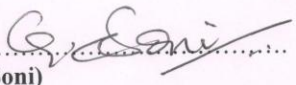
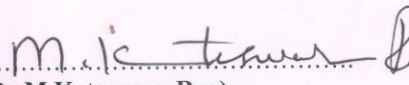
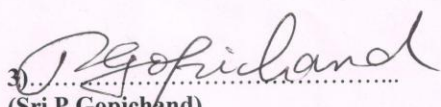
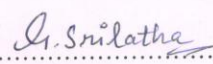
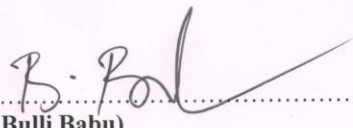
DATE  
**23<sup>rd</sup> April, 2018**

CSS-1

**Minutes of the meeting of Board of studies in the Foundation Courses titled "Communication Skills and Soft Skills" for the Autonomous courses of AG & SG Siddhartha Degree College of Arts & Science, Vuyyuru, held on 23-04-18 in the English Language Laboratory at 11:30 am.**

Ms G.Soni ... Presiding

**Members Present:**

- 1).....  
(Ms.G.Soni) Chairman Head, Department of English  
AG & SG S Degree College  
Vuyyuru-521165
  
- 2).....  
(Dr.M.Koteswara Rao) University Nominee Assistant Professor,  
Department of English  
Krishna University,  
Machilipatnam.
  
- 3).....  
(Sri P.Gopichand) Academic Council Nominee Associate Professor,  
Department of English  
JKC College, Guntur.
  
- 4).....  
(Dr.G.Srilatha) Academic Council Nominee Head, Department of English  
PG Centre,  
PB Siddhartha College of Arts  
& Science, Vijayawada.
  
- 5).....  
(B.Bulli Babu) Member Lecturer in English  
AG & SG S Degree College  
Vuyyuru-521165

**Agenda for B.O.S Meeting of the Foundation course in Communication Skills and Soft Skills for II, III & IV SEMESTERS for the Academic Year 2018-19**

1. To recommend syllabus for 2nd semester of I Degree students of all disciplines for the Academic Year 2018-19.
2. To recommend the Model Question Paper of CSS for 2<sup>nd</sup> Semester-End examination of I Degree of all disciplines for the Academic Year 2018-19.
3. To recommend the Guidelines to be followed by the question paper setters in CSS for the 2<sup>nd</sup> semester-end exams of First Year students of all disciplines
4. To recommend syllabi of CSS for 3<sup>rd</sup> and 4<sup>th</sup> semesters of II Degree students of all disciplines for the Academic Year 2018-19.
5. To recommend the Model Question Papers of CSS for 3<sup>rd</sup> and 4<sup>th</sup> semesters of II Degree of all disciplines for the Academic Year 2018-19.
6. To recommend the Guidelines to be followed by the question paper setters in CSS for the 3<sup>rd</sup> and 4<sup>th</sup> semester-end exams of II Year students of all disciplines.
7. To recommend the teaching and evaluation methods to be followed under Autonomous status.
8. Any suggestions regarding Certificate/Add-on Courses, Seminars, Workshops, Guest Lectures and student competitions to be organized.
9. Any other matter.

## RESOLUTIONS

1. Discussed and recommended the syllabus prescribed by APSCHE with some changes for 2nd Semester of I year students of all disciplines for the approval of the Academic Council.

**In Unit – III of Grammar part, Tense is replaced by Common Errors as it is covered in the I Semester of General English Syllabus and Articles & Prepositions are removed.**

2. Discussed and recommended the Question paper pattern of CSS for II Semester-End examination of I year students of all disciplines for the approval of the Academic Council.

### Changes Made in CSS - I

#### **Part – A (Vocabulary Building)**

1. One word substitutes for 5 Marks
2. Synonyms for 5 Marks
3. Antonyms for 5 Marks
4. Phrasal Verbs in own sentences for 5 Marks

#### **Part – B (Subject-Verb agreement)**

Sentences with Subject-Verb Agreement for 10 Marks

#### **Part – C (Common Errors)**

Common Errors for 5 Marks

#### **Part – D (Listening Skills)**

Essay question on Listening skills for 10 Marks

#### **Part – E (Reading Skills)**

Reading Comprehension (Interview Transcript) for 5 Marks

(Choice has been increased for better academic performance of our students)

3. Discussed and recommended the guidelines to be followed by the question paper setters of CSS for 2<sup>nd</sup> semester of first degree students of all disciplines for the approval of the Academic Council.

### Changes Made in the question paper pattern in II Semester of CSS - I

- A. Introduced the grammar topic “Words often confused” for 5 marks to promote competitive English in question no.2 of Part-A.
- B. Instead of writing the phrasal verbs on own sentences options are given to complete the sentences in question no.5 of Part-A.
- C. Types of verbs are given for matching in question no.6 of Part-B.

**Note :** A consolidated list of Grammar, Vocabulary, Words often confused and One-word substitutes are enclosed for the use of the Question paper setters.

4. Discussed and recommended the syllabi of CSS for 3<sup>rd</sup> and 4<sup>th</sup> semesters of Second Degree of all disciplines for the approval of the Academic Council.
5. Discussed and recommended the model question papers of CSS for 3<sup>rd</sup> and 4<sup>th</sup> semesters of Second degree of all disciplines for the approval of the Academic Council.

**No changes are made in the question paper pattern in III Semester of CSS-II.**

**Changes Made in the question paper pattern in IV Semester of CSS – III**

- A. Paragraph writing on a given topic for 10 marks is removed and the topic is replaced by a proverb in question no. VI of Section-C and it is given for 5 marks.
  - B. Instead of summarizing a given paragraph a general question on paraphrasing or summary writing is given with internal choice for 5 marks in question no.VII of Section-C.
6. Discussed and recommended the guidelines to be followed by the question paper setters of CSS for 3<sup>rd</sup> and 4<sup>th</sup> semesters of second degree students of all disciplines for the approval of the Academic Council.

**Note :** A consolidated list of Vocabulary is enclosed for the use of the Question paper setters

7. Discussed and recommended the following teaching and evaluation methods for approval of Academic Council.

**Teaching methods:**

Besides the conventional methods of teaching, we use modern technology i.e. using of an LCD projector, display on U boards etc, for better understanding of concepts.


**Evaluation of a student is done by the following procedure:**

**Semester-End Examinations:**

- i) The maximum marks for Semester-End examinations shall be 50 marks and duration of the examination shall be 2 Hours.
  - ii) Semester-End examinations shall be conducted in theory papers at the end of every semester.
8. Discussed and recommended for organizing Seminars, Guest lectures, Work-shops to enhance the knowledge of students besides conducting Certificate Courses on Spoken English, Soft Skills and Competitive English. It has been suggested that the Certificate Courses may be made mandatory to all the students of all disciplines of I & II years and the resource person may be a Guest Faculty to handle the classes regularly beyond the curriculum. All these recommendations have been forwarded for the approval of the Academic Council.
  9. The Department shall adapt the changes made by Krishna University and APSCHE if any, in the later period deviating by 20% which is admissible in autonomy.

CSS-5

**BOS Members:**

  
**Dr.M.Koteswara Rao**  
(University Nominee)

  
**Sri P.Gopichand**  
(Academic Council Nominee)

  
**Dr.G.Srilatha**  
(Academic Council Nominee)

  
**B.Bulli Babu**  
(Member)

  
**Chairman**

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**COMMUNICATION AND SOFT SKILLS -1 (CSS-1)**  
**FOUNDATION COURSE SYLLABUS**  
**Semester – II**

**Unit I: Vocabulary Building**

- 1a. Prefixes and Suffixes
- 1b. Conversion
- 1c. Compounding
- 1d. 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. Common Errors (Correction of Sentences)

**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

**Reference Book:**

**English in Use – A Course in Communication Skills and Soft Skills -1**  
**published by Orient Black Swan**

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**COMMUNICATION AND SOFT SKILLS -1 (CSS-1)**  
**FOUNDATION COURSE - Semester – II**  
**The Pattern of the Question Paper for CSS -1**

**Time: 2 Hours**

**Maximum Marks: 50**

**Part – A (Vocabulary Building)**

1. Pick out one word substitute for the following expressions from the given options. **5 Marks**
  
2. Choose the correct option from the brackets. (Words often confused) **5 Marks**
  
2. Match the synonyms in the two columns **5 Marks**
3. Pick out the suitable antonyms for the following words. **5 Marks**
4. Choose the correct Phrasal Verb from the given options **5 Marks**

**Part – B (Subject-Verb agreement)**

Match the given types of verbs in column 'A' with column 'B'. **5 Marks**

**Part – C (Common Errors)**

Correct any FIVE of the following underlined/italicized part of the given sentences  
(8 sentences to be given) **5 Marks**

**Part – D (Listening Skills)**

Answer any One Essay question on Listening skills (3 questions to be given) **10 Marks**

**Part – E (Reading Skills)**

Answer the following questions from the Reading Comprehension (Interview Transcript to be given – 5 questions) **5 Marks**



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**COMMUNICATION AND SOFT SKILLS -1 (CSS-1)**  
**FOUNDATION COURSE - Semester – II**

**Time: 2 Hours**

**Maximum Marks: 50**

**Model Question Paper**

**Part- A**

**1. Pick out one word substitute for the following expressions from the given options. 5M**

1. The way somebody looks or behaves  
a) Enigma    b) Demeanour
2. One who pursues noble principles and goals  
a) Idealist    b) Feminist
3. Longing for the past  
a) Progeny    b) Nostalgia
4. One who always expects negative things to happen  
a) Optimist    b) Pessimist
5. Something which cannot be expressed  
a) Indelible    b) Inexpressible

**2. Choose the correct option from the brackets given below. 5x1=5**

1. I can resist anything \_\_\_\_\_ (accept/except) temptation.
2. The loud noise from the motor \_\_\_\_\_ (affect/effect) my hearing for days.
3. Please lay that pipe \_\_\_\_\_ (beside / besides) the car in the garage.
4. Please do not \_\_\_\_\_ (lie / lay) on that sofa.
5. The \_\_\_\_\_ (stationary / stationery) store sells personalized envelopes.

**3. Match the synonyms in the two columns 5M**

A	B
Faith	Right
Dirty	Belief
Correct	Collect
Fraud	Filthy
Gather	Cheat

**4. Pick out the suitable antonyms for following words 5M**

1. Exclude  
a) Include                      b) Undo
2. Lend  
a) Convict                      b) Borrow
3. Timely  
a) Untimely                      b) Oversize
4. Clockwise  
a) Inactive                      b) Anticlockwise
5. Compulsory  
a) Guilty                      b) Optional

**5. Choose the correct Phrasal Verb from the options given below.**

**5M**

1. Quick! \_\_\_\_\_ the bus. It's ready to leave.  
a. get on      b. call for      c. try on
2. I don't know where my book is. I have to \_\_\_\_\_ it.  
a. take off      b. look for      c. put out
3. It's dark inside. Can you \_\_\_\_\_ the light, please?  
a. switch on      c. believe in      c. made up
4. \_\_\_\_\_ the form, please.  
a. called off      b. keep up      c. fill in
5. I need some new clothes. Why don't you \_\_\_\_\_ these jeans?  
a. passed away      b. carried away      c. try on

**PART – B**

**6. Match the following types of verbs in column 'A' with column 'B'.**

**5x1=5 M**

<b>A</b>	<b>B</b>
1. Main Verb	A. <b><u>Does</u></b> Sam write all his own reports?
2. Auxiliary Verb	B. It's time to <b><u>get on</u></b> the plane.
3. Gerund	C. They <b><u>jumped.</u></b>
4. Phrasal Verb	D. Daniel quit <b><u>smoking</u></b> a year ago.
5. Intransitive Verb	E. My mother <b><u>cooks</u></b> well.

**PART-C**

**7. Correct any FIVE of the following underlined/italicized part of the sentences.**

**5M**

- a) The news are good.
- b) My bicycle is inferior to your.
- c) The four men quarreled with each other.
- d) We went to Delhi in train.
- e) I prefer tea than coffee.
- f) Where is the scissors?
- g) He said that he is young.
- h) Don't make noise.

**PART- D**

**8. Answer any ONE of the following questions in about 150 words.**

**10M**

- a) 'Listen not only with your ears but also with your eyes.' Discuss.
- b) Name three barriers to effective listening and give examples of these from your own experiences.
- c) What is empathetic listening? Where is this kind of listening generally practiced?

**PART – E**

**9. Read the following Transcript and answer the questions that follow.**

**5M**

*Interviewer:* Could you tell us something about your background and how you reached the national level in cricket?

*Dhoni:* Well, I grew up in Ranchi, in the state of Jharkhand, where not much cricket is played. So it was rather difficult for me to reach the national level. Actually, I started off as a footballer, but after a couple of years I shifted to cricket, while I was still in school. I managed to get into the under-16 state team and then the under-19 team. I made my debut in the Ranji Trophy tournament in 1999-2000. My performance in domestic tournaments was quite consistent. Then, last year, I was selected for the India-A team that toured Kenya and Zimbabwe, and that was the turning point for me. I played well on that tour and later got into the Indian team on the tour of Bangladesh.

*Interviewer:* You are one of the hardest hitters of the ball in the game. What is the secret of ‘Dhoni Power’?

*Dhoni:* I don’t know if there is any secret. I seldom go to a gym for workouts. But may be the training I received as a footballer has helped.

*Interviewer:* What about the story of the 4 liters of milk that you are said to drink everyday?

*Dhoni (laughing):* I’m a bit afraid that’s a bit of an exaggeration. But yes, I do love milk and drink about a litre a day. Earlier, it used to be just plain milk, but now it’s mostly milk with hot chocolate.

*Interviewer:* Not only do you hit those big sixes, but you are also an excellent runner between the wickets, in spite of the conditions being hot and humid. So are you a fitness freak?

*Dhoni:* Not really. I think it just comes naturally to me. You know, my family is from Almora, from the mountains of Uttaranchal. One has to be very fit to live there. I suppose physical fitness must be in my genes, although I have never actually lived in the mountains. But I am working hard on my fitness right now, following the training schedule given by Gregory King, our trainer.

*Interviewer:* What aspects of your game do you want to improve?

*Dhoni:* My batting as well as my wicket keeping. I would love to improve my wicket keeping, especially against the spinners. We have quality spinners in our team like Harbhajan and Anil Kumble, and it’s really difficult to keep wickets when they are bowling. So that’s one thing I must improve. And, of course, my batting. I have been shifted quite a lot in the batting order, from batting at number 6 or 7 to batting at number 3, or even opening the innings. So the more I play, the more I must get used to different batting slots. Lots of things are going on in my head...

*Interviewer:* How do you spend your day when you are not playing in matches?

*Dhoni:* Oh, I listen to a lot of music. I love music, you know. Then, I love motorbikes, I enjoy riding my motorbike. And I like playing computer games. I play a bit of badminton when I get time. But I love bikes more than anything else.

### **Questions:**

- a) Why was it difficult for Dhoni to find a place in the Indian cricket team?
- b) When was Dhoni selected for a national team?
- c) What makes Dhoni special as a cricketer?
- d) What does Dhoni have to say about his batting?
- e) What is Dhoni’s favourite way of relaxing?

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<b>CSS</b>	<b>CSS 301C</b>	<b>2018-2019</b>	<b>B.A,B.Com &amp;B.Sc</b>
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**B.A., B.Com. and B.Sc.**

**COMMUNICATION AND SOFT SKILLS**

**SYLLABUS**

**Semester - III**

**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
  - Tables
  - Bar Diagrams
  - Line Graphs
  - Pie Diagrams
  - Flow Charts
  - Tree Diagrams
  - Pictures

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CSS	CSS 301C	2018-2019	B.A,B.Com & B.Sc
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Time: 2 hours

Max Mark: 50

**The Pattern of the Question Paper for Semester – III: CSS 301C**

- I. Identify the correct spelling to the given phonemic transcription from the choices given below.** (5 Transcriptions to be given) **5x1=5M**
- II. Write the Phonemic symbol of the underlined letters of the given words.** **5x1=5M**  
(5 words to be given)
- III. Mark the stress for any FIVE of the given words.** **5x1=5M**  
(8 Words to be given)
- IV. Mark the tone for any FIVE of the given sentences.** **5x1=5M**  
(8 Sentences to be given)
- V. Answer any TWO of the given questions.** **2x5=10M**
- A conversation on different contexts and situations. (5 lines to be written)
  - Fill in the blanks in the transcript of the interview with suitable responses and expressions. (5 blanks to be filled in a given conversation)
  - Write a paragraph in about 75 words of introducing someone by the student.
  - Prepare a brief speech to be delivered at a different occasion.
- VI. Answer any TWO of the given questions.** **2x5=10M**  
(1 question on Matching, 1 question on Debate, 2 questions on Group Discussion)
- Match the given expressions with the corresponding professions.
  - Prepare FIVE debate points for a given topic.
  - List out FIVE important skills needed in a group discussion.
  - List out any FIVE expressions one can use to perform different functions during a group discussion.
- VII. Rewrite the given paragraph, making corrections in spelling for the underlined words and the use of capitals and punctuation.** **5 M**
- 2 marks for Spelling (the given words must be underlined) and 3 marks for marking punctuation and the use of capitals.
- VIII. Study the given diagram and answer the questions that follow.** **5x1=5M**  
(5 questions related to the diagram)  
(Table/Pie-Chart/Bar-Graph/Tree Diagram/Line Graph/Flow Chart/Picture... to be given)

CSS	CSS 301C	2018-2019	B.A,B.Com & B.Sc
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Time: 2 hours

MaxMark: 50

**Model Question Paper**

**I. Identify the correct spelling to the following phonemic transcription from the choices given below.** **5x1=5M**

- a) /bri:ð / - i) breathe ii) breath iii) breeze
- b) /'keəfʊl/ - i) careful ii) clearful iii) cheerful
- c) /'dɔ:tə/ - i) doctor ii) daughter iii) dot
- d) /'dʒu:s/ - i) dues ii) zoo iii) juice
- e) /'θɪŋk/ - i) think ii) thin iii) thing

**II. Write the Phonemic symbol of the underlined letters of the following words.** **5x1=5M**

- a) again
- b) ring
- c) sky
- d) play
- e) mother

**III. Mark the stress for any FIVE of the following words.** **5x1=5M**

- a) expensive
- b) photographic
- c) librarian
- d) machine
- e) employee
- f) record
- g) crowd
- h) opposite

**IV. Mark the tone for any FIVE of the following sentences.** **5x1=5M**

- a) She is not my friend.
- b) When did you move to Vizag?
- c) What a pleasant surprise!
- d) Where is your bike?
- e) Do you play cricket?
- f) I want to go home.
- g) Please open the door for the guests.
- h) He didn't submit the project, did he?

**V. Answer any TWO of the following questions.**

**2x5=10M**

- a) Write an imaginary conversation between a person and a bank official on opening an account in that particular bank in about five lines.
- b) Fill in the blanks in the transcript of the interview with suitable responses and expressions.

**Candidate:** \_\_\_\_\_ Come in, Sir?

**Interviewer:** Yes, Please Come in and \_\_\_\_\_.

**Candidate:** \_\_\_\_\_ you, Sir.

**Interviewer:** You are nearly at the end of your degree course in B.A, aren't you?

**Candidate:** \_\_\_\_\_, Sir \_\_\_\_\_.

**Interviewer:** What's \_\_\_\_\_? Colonial History?

**Candidate:** No Sir. It's modern Indian History. My subject covers the period from 1950 to 1970.

**Interviewer:** Are you interested in taking the UPSC examination?

- c) Write a paragraph in about 75 words introducing an artist at an art exhibition, hosted by your college.
- d) Prepare a brief speech to be delivered at a farewell function arranged for your seniors.

**VI. Answer any TWO of the following questions.**

**2x5=10M**

- a. Match the following expressions with the corresponding professions.

1. Teacher	a. Let's go to party.
2. Lawyer	b. Where do you want to go?
3. Doctor	c. You must complete the project by weekend.
4. Friend	d. How long have you been suffering?
5. Bus conductor	e. Can you please tell me how can I help you?

- b. Prepare FIVE debate points for the topic "The Media is responsible for violence in society".
- c. List out FIVE important skills needed in a group discussion.
- d. List out any FIVE expressions one can use to perform different functions during a group discussion.

**VII. Rewrite the following paragraph, making corrections in spelling for the underlined words and the use of capitals and punctuation.**

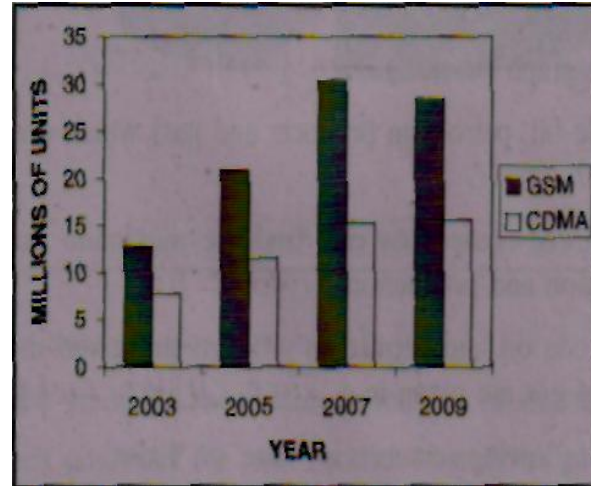
**5 M**

may i have your attension please. Welcome one and all to our gallery's hundredth solo exhibition on this happy ocassion we are very pleased to present before you a truly remarkable set of paintings that are being exhibited for the first time.

VIII. Study the graph given below and answer the questions that follow:

5x1=5M

### INDIAN MOBILE PHONES TECHNOLOGY FORECAST



- 1) What is this graph called as?
- 2) When were the least number of CDMA phones sold?
- 3) In which year is the maximum number of GSM phones expected to be sold?
- 4) Is the number of CDMA units increasing or decreasing between 2003 and 2007?
- 5) Which of the following statements is correct?
  - i. The usage of CDMA phones is decreasing over the years.
  - ii. The usage of GSM phones is increasing over the years.
  - iii. The usage of GSM phones increased till 2007 and then it started to decrease.

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CSS	CSS 401C	2018-2019	B.A,B.Com &B.Sc
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**COMMUNICATION AND SOFT SKILLS -3 (CSS -3)**  
**FOUNDATION COURSE SYLLABUS**  
**Semester – IV**

**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: Job Application, CV and Dialogue Writing**

1. Resume and CV
2. Dialogue Writing

**Reference Book: English in Use –A Course in Communication Skills and Soft Skills -3,**  
**Published by Orient Black Swan**

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CSS	CSS 401C	2018-2019	B.A,B.Com &B.Sc
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**COMMUNICATION AND SOFT SKILLS -3 (CSS-3)**  
**FOUNDATION COURSE - Semester – IV**  
**The Pattern of the Question Paper for CSS -3**

**Time: 2 Hours**

**Maximum Marks: 50**

**SECTION - A**

- I.** Answer any ONE of the following questions in two or three paragraphs  
(4 questions to be given) **1x10=10 M**

**SECTION – B**

- II.** Develop the given hints into a meaningful paragraph **1x5=5 M**  
**III.** Arrange the jumbled sentences into a meaningful paragraph **5x1=5 M**

**SECTION – C**

- IV.** Write a paragraph on any ONE of the given proverbs (3 proverbs to be given)  
**1x5=5M**  
**V.** Write a note on the differences between a paraphrase and a summary? **1x5=5M**

**(OR)**

What are the stages involved in summary writing?

**(Internal choice to be given between paraphrase and summary)**

**SECTION – D**

- VI.** Write a letter on any ONE of the given contexts **1x5=5 M**  
(3 contexts to be given)  
**VII.** Write an e-mail on any ONE of the given contexts **1x5=5M**  
(3 contexts to be given)

**SECTION –E**

- VIII.** Write a Resume/CV responding to the given advertisement **1x5=5M**  
**IX.** Write a dialogue with FIVE exchanges on any ONE of the given contexts. **1x5=5M**

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<b>CSS</b>	<b>CSS 401C</b>	<b>2018-2019</b>	<b>B.A,B.Com &amp;B.Sc</b>
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**COMMUNICATION AND SOFT SKILLS -3 (CSS-3)  
FOUNDATION COURSE, SEMESTER – IV (CBCS)  
CSS – III**

**Time: 2 hours**

**Max Mark: 50**

**Model Question Paper**

**SECTION – A**

**I. Answer any ONE of the following questions in two or three paragraphs. 1X10=10M**

- a. What are some things you feel you can be more positive about in your present life? Why do you feel this way? What can you do to make yourself adopt a more positive attitude with regard to these things?
- b. How do you define non-verbal communication? Is it different from verbal communication?
- c. Aruna is twenty-one years old. She has just appeared for her final B.com examinations. She is a very sincere student and also an excellent painter. She has won many art competitions. When she graduates, her parents want her to start working because the family needs financial support. Prepare a SWOT/SWOC analysis for Aruna.
- d. Define Emotional Intelligence and discuss the qualities of emotionally intelligent people.

**SECTION – B**

**II. Develop the given hints into a meaningful paragraph.**

**1X5=5M**

The kind of books I enjoy reading: enjoy fiction most – novels and short stories – love romances and thrillers – long hours reading – science fiction not interesting – dull – also enjoy travelogues, biographies, real—life adventures read newspapers, magazines regularly to keep myself informed – to pass time when no new book.

**III. Arrange the jumbled sentences into a meaningful paragraph. 1X5=5M**

- a. It contains, of course, the meanings of ‘difficult words’.
- b. One of the most important reference books that you must possess is a dictionary.
- c. The dictionary can be referred to for the various grammatical forms of words as well.
- d. Every college dictionary should provide at least these four kinds of information about words, namely pronunciation, meaning, grammatical patterns and usage.
- e. Finally, a good dictionary contains illustrative sentences or phrases, showing how words are actually used.

**SECTION – C**

**IV. Write a paragraph on any ONE of the following proverbs 1X5=5M**

- a) Fortune favours the brave
- b) Necessity is the mother of invention
- c) Actions speak louder than words

**V. Write a note on the differences between a paraphrase and a summary? 1x5=5M**

**(OR)**

What are the stages involved in summary writing?

**SECTION – D**

**VI. Write a letter on any ONE of the following contexts. 1X5=5M**

- a. Write a letter to your parents about your experience of settling into your new hostel room. Don't forget to mention your room-mate, and what you like or don't like about the place.
- b. Write a letter to your uncle/ aunt, thanking him / her for the birthday gift you have received. Don't forget to say why you like the gift, and include other relevant information such as how you celebrated your birthday.
- c. Write a letter to make a business inquiry about the children stories / textbooks available in that company.

**VII. Write an e-mail on any ONE of the following contexts. 1X5=5M**

- a. Write an e-mail to Blaze and Sons, 11, Central Road, Chennai 600002, complaining about the receipt of the damaged copies of the book you ordered for.

- b. M/s Bandarkar Agencies of Jalandar have not cleared their due amount of Rs. 45000. Write a reminder to [bandarkars@gmail.com](mailto:bandarkars@gmail.com), asking for quick settlement.
- c. Write an e-mail as the Manager, Customer Call, RSBI, responding to a customer's complaint that the latest half-yearly statements of his account have not been sent to him.

**SECTION – E**

**VIII. Write a resume / CV responding to the following advertisement. 1X5=5M**

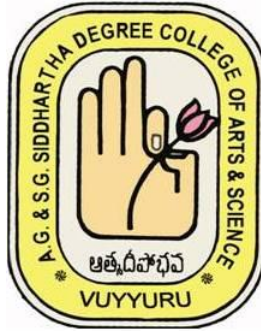
Wanted a chef with at least five years' experience in 3-star hotels, for immediate appointment. Must be able to take full charge of kitchen supervision. Apply Hotel Astor, Kozhikode 673 001.

**IX. Write a dialogue with FIVE exchanges on any ONE of the following contexts. 1X5=5M**

- a. Making a complaint to the waiter about the food
- b. Making an announcement about a field trip by the class representative
- c. Obtaining an application form from the passport office

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**DEPARTMENT OF ENGLISH**

**BOARD OF STUDIES  
MEETING**

**GENERAL ENGLISH**


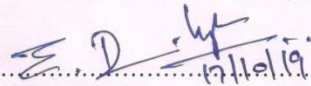
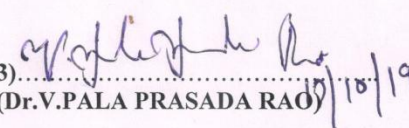

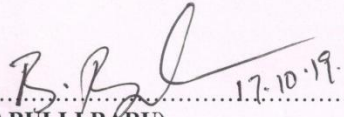

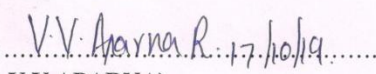
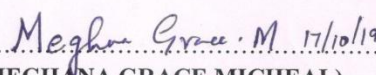
VENUE  
**ENGLISH LANGUAGE LABORATORY**

DATE  
**17<sup>th</sup> October, 2019**

**Minutes of the meeting of Board of Studies in General English for the Autonomous Courses of AG & SG Siddhartha Degree College of Arts & Science, Vuyyuru, held on 17-10 -2019 in the English Language Laboratory at 10:00 am.**

Ms G.Soni ... Presiding

**Members Present:**

- |                                    |   |                             |   |
|------------------------------------|---|-----------------------------|---|
| 1).....<br>(G.SONI)                |    | Chairman                    | Head, Department of English<br>AG & SG S Degree College<br>Vuyyuru-521165             |
| 2).....<br>(Dr.E.DILEEP)           |    | University<br>Nominee       | Professor,<br>Department of English<br>Krishna University,<br>Machilipatnam.          |
| 3).....<br>(Dr.V.PALA PRASADA RAO) |    | Academic Council<br>Nominee | Lecturer,<br>Department of English<br>JKC College, Guntur.                            |
| 4).....<br>(M.VINCENT PAUL)        |    | Academic Council<br>Nominee | Head,<br>Department of English<br>Sir C.R.Reddy College,<br>Eluru                     |
| 5).....<br>(B.BULLI BABU)          |   | Member                      | Lecturer in English<br>AG & SG S Degree College,<br>Vuyyuru-521165                    |
| 6).....<br>(M.ROJA)                |  | Member                      | Lecturer in English<br>A.G & S.G.S Degree College,<br>Vuyyuru-521165                  |
| 7).....<br>(R.V.V.APARNA)          |  | Member                      | Lecturer in English<br>A.G & S.G.S Degree College,<br>Vuyyuru - 521165                |
| 8).....<br>(Dr.G.PRIYANK VARMA)    |   | Member                      | Assistant Professor,<br>Department of English,<br>SRM University,<br>Amaravati - A.P. |
| 9).....<br>(MEGHANA GRACE MICHEAL) |  | Member                      | Soft skills Trainer,<br>Procurement Specialist,<br>DuPont, Hyderabad                  |

**Agenda for B.O.S Meeting of General English for II SEMESTER**  
**for the Academic Year 2019-20**

1. To recommend syllabi for 2<sup>nd</sup> semester of I Degree students of all disciplines for the Academic Year 2019-20.
2. To recommend the Model Question Paper of 2<sup>nd</sup> semester of I Degree of all disciplines for the Academic Year 2019-20.
3. To recommend the Guidelines to be followed by the question paper setters in General English for the 2<sup>nd</sup> semester-end exams of I Year students of all disciplines
4. To recommend the teaching and evaluation methods to be followed under Autonomous status.
5. To implement Certificate Course on “Competitive English” for the II year students of IV Semester.
6. Any suggestions regarding Certificate/Add-on Courses, Seminars, Workshops, Guest Lectures and student competitions to be organized.
7. Any other matter.



## RESOLUTIONS

1. Discussed and recommended the syllabus for 2<sup>nd</sup> Semester of I Year students of all disciplines for the approval of the Academic Council.
2. Discussed and recommended the Question paper pattern for the 2<sup>nd</sup> Semester of I Year students of all disciplines for the approval of the Academic Council.
3. Discussed and recommended the guidelines to be followed by the question paper setters of General English for 2<sup>nd</sup> semester of first degree students of all disciplines for the approval of the Academic Council.
4. Discussed and recommended the following teaching and evaluation methods for approval of Academic Council.

### Teaching methods:

Besides the conventional methods of teaching, we use modern technology i.e. using of an LCD projector, display on U boards etc, for better understanding of concepts.

There are two components in the Valuation and Assessment of a student – Internal Assessment (IA) and Semester Examinations (SE).

#### Internal Assessment (IA)

- The maximum mark for IA is 30 and SE is 70 for theory. Out of these 30 marks, 20 marks are allocated for announced tests.
- Each IA written examination is of 1 hour 30 minutes duration for 20 marks. The tests will be conducted centrally. The average of two such IA is calculated for 20 marks.
- Other Innovative Components will be for 5 Marks. The innovative component is for 5 marks, conducted during the class hours by the staff member/ in charge of the subject, in the form of assignments/ quiz/ seminars /presentations/Online/Open Book/Viva Voce/ Group work/ Mini Project/ Exhibition, etc. The topic and time for submission/ presentation will be announced by the staff member/ in charge of the subject in advance. Each student should explain and defend his/her presentation. For attendance 5 Marks are allotted.
- There is no passing minimum for IA.

#### Semester Examinations (SE)

- A student should register himself/herself to appear for the Semester Examinations by payment of the prescribed fee.
- The Semester Examinations will be in the form of a comprehensive examination covering the entire syllabus in each subject. It will be of 3 hours duration, with maximum 70 marks, irrespective of the number of credits allotted to it.
- Even though the candidate is absent for two IA exams/obtain zero marks, the external marks are considered (if he/she gets 40/70) and the result shall be declared as 'PASS'.
- The pass mark shall be 28 out of 70 in the Semester end examination.
- The maximum marks for each Paper shall be 100.

8. Discussed and recommended for organizing Seminars, Guest lectures, Workshops to enhance the knowledge of students besides conducting Certificate Courses on Spoken English, Soft Skills and Competitive English. It has been suggested that the Certificate Courses may be feasible to the students (interested students) of all disciplines of II years and the resource person may be a Guest Faculty to handle the classes regularly beyond the curriculum. All these recommendations are forwarded for the approval of the Academic Council.

8. Nil.

**Signatures of the BOS Members:**

**Dr.E.DILEEP**  
(University Nominee)

*E. Dileep*  
17/10/19

**Dr.V.PALA PRASADA RAO**  
(Academic Council Nominee)

*V. Pala Prasada Rao*  
17/10/19

**Sri M.VINCENT PAUL**  
(Academic Council Nominee)

*M. Vincent Paul*  
17.10.2019

**B.BULLI BABU**  
(Member)

*B. Bulli Babu*  
17.10.2019.

**M.ROJA**  
(Member)

*M. Roja*  
17/10/19

**R.V.V.APARNA**  
(Member)

*V.V. Aparna R.*  
17/10/19.

**Dr.G.PRIYANK VARMA**  
(Member)

**MEGHANA GRACE MICHAEL**  
(Member)

*Megha Grace M*

*G. Sankar*  
Chairman  
17/10/19

**A.G & S.G SIDDHARTHA DEGREE COLLEGE OF ARTS AND SCIENCE,  
VUYYURU – 521165**  
*(An Autonomous College in the Jurisdiction of Krishna University, Machilipatnam.)*  
Accredited with “A” Grade by NAAC, Bengaluru

**Semester - II**  
**COURSE STRUCTURE**

Academic Year	2019-20
Title of the paper	General English
Semester	II
Course code	ENG 201C
CIA marks	30
Semester End Marks	70
Total Marks	100
Year of Introduction	2017-18
Year of Revision	2018-19
% of revision	10%

**Academic Year 2019-20**  
**Changes made in the syllabus**  
**Semester-II General English**

<b>Course content suggested by APSCHE</b>	<b>Additions</b>	<b>Deletion</b>
<p><b>Unit – I</b>  <b>PROSE</b>            1. The Scientific Point of View            2. My Struggle for an Education</p> <p><b>Unit – II</b>  <b>POETRY</b>            1 Ode to Autumn            2. I am not that Woman</p> <p><b>Unit –III</b>  <b>SHORT STORY</b>            1. The Boy Who Broke the Bank            2. Half a Rupee Worth</p> <p><b>Unit – IV</b>  <b>ONE ACT PLAY</b>            The Proposal</p> <p><b>Unit – V</b>  <b>LANGUAGE ACTIVITY</b>  <b>1. Classroom and Laboratory Activities</b>            i. Transformation of Sentences (Voice, Speech, Degrees &amp; Simple, Compound and Complex)            ii. Dialogue Practice (Oral)            iii. Listening Comprehension</p> <p><b>2. Classroom Activity</b>            i. Guided Composition            ii. Dialogue Writing            iii. Reading Comprehension</p>	<p><b>Unit – I</b>  <b>PROSE</b>            3. Dr.B.R.Ambedkar : Pride, Awkwardness and a Dangerous accident in Chalisgaon.</p> <p><b>Unit – V</b>            Question Tags</p>	<p style="text-align: center;">Nil</p>

- In Unit- I, A new prose lesson “**Pride, Awkwardness and a Dangerous accident in Chalisgaon**” by Dr.B.R.Ambedkar is incorporated as to create awareness on cultural issues faced by Dr.B.R.Ambedkar at his time.

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ENGLISH	ENG 201C	2019-2020	B.A,B.Com & B.Sc
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**GENERAL ENGLISH**  
**SEMESTER – II (CBCS)**  
**PAPER – I**

**Unit – I**

**PROSE**

1. J. B.S Haldane: The Scientific Point of View
2. Booker T. Washington: My Struggle for an Education
3. Dr. B.R. Ambedkar : Pride, Awkwardness and a Dangerous accident in Chalisgaon.

**Unit – II**

**POETRY**

1. John Keats: Ode to Autumn
2. Kishwar Naheed : 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, Degrees & Simple, Compound and Complex)
- ii. Dialogue Practice (Oral)
- iii. Question Tags
- iv. Listening Comprehension

**2. Classroom Activity**

- i. Guided Composition
- ii. Dialogue Writing
- iii. Reading Comprehension

**Reference Book:**

**Engage with English (for Semester-II) - Published by Orient Black Swan**

ENGLISH	ENG 201C	2019-2020	B.A,B.Com & B.Sc
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Time: 3 hours

GENERAL ENGLISH

Max Mark: 70

**The Pattern of the Question Paper – I for Semester –II: ENG 201C**

**Section-A**

- I. Answer any TWO of the following in 75 words each:** **2x5 = 10 M**  
(4 paragraph questions from Prose)
- II. Answer any TWO of the following in 75 words each:** **2x5 = 10M**  
(4 paragraph questions from Poetry)
- III. Answer any TWO of the following in 75 words each:** **2x5 = 10M**  
(4 paragraph questions from Short Story)
- IV. Answer any TWO of the following in 75 words each:** **2x5 = 10M**  
(4 paragraph questions from One-Act Play)

**Section – B**

**(Language Activity)**

- V. Rewrite the following sentences as directed:** **10 Marks**
- Voice – 3 Marks (5 sentences to be given)
  - Direct and Indirect Speech -3 Marks (5 sentences to be given)
  - Degrees of Comparison -3 Marks (5 words to be given)
  - Simple, Compound and Complex Sentences -1 Mark (3 sentences to be given)
- VI. Add Question Tags to any FIVE of the given sentences (8 Sentences to be given)** **5 Marks**
- VII. Read the given conversation and fill in the blanks** **5 Marks**
- VIII. Write a dialogue with FIVE exchanges on any ONE of the given contexts. 5 Marks**  
(TWO contexts to be given)
- IX. Read the paragraph and answer the questions from the given appropriate options.** **5 Marks**

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<b>ENGLISH</b>	<b>ENG 201C</b>	<b>2019-2020</b>	<b>B.A,B.Com &amp;B.Sc</b>
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**SEMESTER – II (CBCS)  
GENERAL ENGLISH, PAPER – I**

**Time: 3 hours**

**Max Mark: 70**

**Model Question Paper**

**SECTION –A**

**I. Answer any TWO of the following in 75 words each. 2x5=10M**

1. How does Haldane respond to the suggestion that man must ‘return to nature’?
2. Are Science and religion said to be contradictory in their thinking? Explain.
3. What did Booker have to go through in order to get admission to the Hampton Institute?
4. Why did Booker T. Washington feel that the examination he passed to gain admission into the Hampton Institute was the best one he ever passed?

**II. Answer any TWO of the following in 75 words each. 2x5=10M**

1. What are the special features of the autumn season according to John Keats?
2. Analyze the poem ‘Ode to Autumn’ in your own words.
3. Examine the theme of captivity in the poem ‘I am not that Woman’.
4. Is the poem ‘I am not that Woman’ about empowerment? Illustrate.

**III. Answer any TWO of the following in 75 words each. 2x5=10M**

1. How did people react to the rumour of the imminent collapse of the bank? What did they tell each other? What new rumours started to spread?
2. Enumerate the steps taken by the bank manager to resolve the crisis.
3. Examine the theme of greed in the story ‘Half a Rupee Worth’.
4. Describe the character of Subbaiah. Does it change over time?

**IV. Answer any TWO of the following in 75 words each. 2x5=10M**

1. Make a brief sketch of social life as you find in the play “The Proposal”.
2. Sketch the character of Natalya Stepanovna.
3. Bring out the irony/satire and humour in the play ‘The Proposal’.
4. Compare and Contrast the characters of Chubukov and Lomov.

**V. Rewrite the sentences as directed.**

**A. Rewrite any THREE of the following sentences in the passive voice. 3x1=3M**

1. My sister will cook dinner tonight.
2. Give him some money
3. The doctor asked us many questions
4. Did you understand the lesson?
5. When do they open the gate?

**B. Rewrite any THREE of the following sentences in indirect speech 3x1=3M**

1. You said to me, 'You must give me your email id'.
2. Sudha said to us, 'Let us go to the Upstate emporium today'.
3. Mohan said to me, 'Don't put your things here'.
4. I said to her, 'Will you teach me knitting?'
5. They said to me, 'Oh, we are delighted to be in your class!'

**C. Write the comparative and the superlative degrees to any THREE of the following words. 3x1=3M**

1. dependent
2. many
3. heavy
4. low
5. ill

**D. Transform any ONE of the following sentences. 1M**

1. I have informed him that he has succeeded.( change into simple sentence )
2. She was too poor to educate her children. ( change into compound sentence )
3. I have no money to lend you. ( change into complex sentence )

**VI. Add Question Tags to any Five of the following sentences. 5x1=5M**

1. She draws a beautiful picture, \_\_\_\_\_?
2. We came home late last night, \_\_\_\_\_?
3. No one will hear us, \_\_\_\_\_?
4. Your uncle goes jogging every day, \_\_\_\_\_?
5. The authorities will see to the problem, \_\_\_\_\_?
6. You came by train, \_\_\_\_\_?
7. He never drinks alcohol, \_\_\_\_\_?
8. Nobody left a message, \_\_\_\_\_?



**VII. Read the following conversation and fill in the blanks.**

**5M**

**(After finishing his work in the bank, Sunil returns to his office.)**

**Boss :** I have been looking for you, Mr. Sunil. Where have you been?

**Sunil :** \_\_\_\_\_

**Boss :** The bank! What did you do there?

**Sunil :** \_\_\_\_\_

**Boss :** Did you deposit a large sum there?

**Sunil :** \_\_\_\_\_

**Boss :** I see. How are the people there? Are they helpful?

**Sunil :** \_\_\_\_\_

**Boss :** Are you happy with the service you got?

**Sunil :** \_\_\_\_\_

**VIII. Write a dialogue with FIVE exchanges on any one of the following contexts. 5M**

You are a travel agent. A young couple visits your office and asks about arranging a visit to the Andaman Islands. They seek a number of clarifications before deciding on the trip. Write a dialogue.

**Or**

You are a sales assistant in a textile shop. A woman customer asks you to show her different kinds of sarees and to explain about their quality. Finally she leaves without buying anything. Write a dialogue.

**IX. Read the following paragraph and answer the questions given below. Choose an appropriate option (i.e., A or B) from those given under each question and rewrite the entire sentence along with the answer. 5x1=5M**

The Shah of Persia had heard of Birbal's intelligence and he wrote to Emperor Akbar requesting that Birbal be allowed to visit his court. Akbar was pleased because he was extremely proud of Birbal, and sent him to the Persian court in all splendour.

As soon as Birbal reached the Persian capital, the Shah sent for him. When he reached the royal audience chamber, he saw a semi-circular arrangement of seats. In each of them was a well-dressed regal figure and all of them were dressed exactly alike. Anyone of them could have been Shah of Persia. Birbal stopped for a while, then looked keenly, went and bowed the real Shah.

Taken aback by this, the Shah of Persia listened to Birbal's flowery address and replied in the same flowery language. Then he asked, "Birbal how did you recognize me?" Birbal replied to the question by saying "Your Majesty! When I looked round, I found everyone looking at you.

Only you did not look at anyone. I knew at once who the real Shah of Persia was.”The Shah bestowed upon Birbal the title Ocean of Intelligence by which men knew him ever after.

**Questions:**

1. The Shah of Persia invited Birbal because he wanted to
  - a. test his immense wisdom
  - b. test his well-known
2. In each seat sat a well-dressed regal figure. The phrase a regal figure here suggests
  - a. a royal person
  - b. a typical person
3. Emperor Akbar sent Birbal to Persia in splendour. The underlined phrase here means.
  - a. in all glory and pomp
  - b. in all majesty and glory
4. The Shah of Persia was taken aback by the way in which Birbal recognized him. In other words, he
  - a. was perturbed
  - b. was surprised
5. The author has used the flowery to show that Birbal
  - a. was a handsome man
  - b. was very learned

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**DEPARTMENT OF ENGLISH**

**BOARD OF STUDIES  
MEETING**

**COMMUNICATION SKILLS AND SOFT SKILLS**

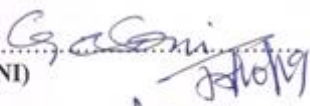
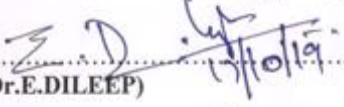
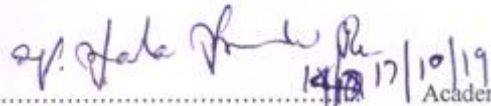
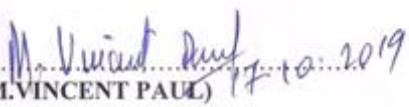
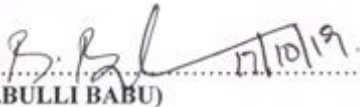

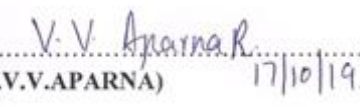

VENUE  
**ENGLISH LANGUAGE LABORATORY**

DATE  
**17<sup>th</sup> October, 2019**

Minutes of the meeting of Board of Studies in the Foundation Courses titled "Communication Skills and Soft Skills" for the Autonomous Courses of AG & SG Siddhartha Degree College of Arts & Science, Vuyyuru, held on 17-10-19 in the English Language Laboratory at 11:30 am.

Ms G.Soni ... Presiding

Members Present:

- 1).....  ..... Chairman Head, Department of English  
(G.SONI) AG & SG S Degree College  
Vuyyuru-521165
- 2).....  ..... University Professor,  
(Dr.E.DILEEP) Nominee Department of English  
Krishna University,  
Machilipatnam.
- 3).....  ..... Academic Council Lecturer,  
(Dr.V.PALA PRASADA RAO) Nominee Department of English  
JKC College, Guntur.
- 4).....  ..... Academic Council Head,  
(M.VINCENT PAUL) Nominee Department of English  
Sir C.R.Reddy College,  
Eluru
- 5).....  ..... Member Lecturer in English  
(B.BULLI BABU) A.G & S.G.S Degree College,  
Vuyyuru-521165
- 6).....  ..... Member Lecturer in English  
(M.ROJA) A.G & S.G.S Degree College,  
Vuyyuru-521165
- 7).....  ..... Member Lecturer in English  
(R.V.V.APARNA) A.G & S.G.S Degree College,  
Vuyyuru - 521165
- 8)..... Member Assistant Professor,  
(Dr.G.PRIYANK VARMA) Department of English,  
SRM University,  
Amaravati - A.P.
- 9).....  ..... Member Soft Skills Trainer,  
(MEGHANA GRACE MICHEAL) Procurement Specialist,  
DuPont, Hyderabad

**Agenda for B.O.S Meeting of the Foundation course in Communication Skills and Soft Skills for II & IV SEMESTERS for the Academic Year 2019-20**

1. To recommend syllabus for 2<sup>nd</sup> semester of I Degree students of all disciplines for the Academic Year 2019-20.
2. To recommend the Model Question Paper of CSS for 2<sup>nd</sup> Semester-End examination of I Degree of all disciplines for the Academic Year 2019-20.
3. To recommend the Guidelines to be followed by the question paper setters in CSS for the 2<sup>nd</sup> semester-end exams of First Year students of all disciplines
4. To recommend syllabi of CSS for 4<sup>th</sup> semester of II Degree students of all disciplines for the Academic Year 2019-20.
5. To recommend the Model Question Papers of CSS for 4<sup>th</sup> semester of II Degree of all disciplines for the Academic Year 2019-20.
6. To recommend the Guidelines to be followed by the question paper setters in CSS for the 4<sup>th</sup> semester-end exams of II Year students of all disciplines.
7. To recommend the teaching and evaluation methods to be followed under Autonomous status.
8. Any suggestions regarding Certificate/Add-on Courses, Seminars, Workshops, Guest Lectures and student competitions to be organized.
9. Any other matter.

## RESOLUTIONS

1. Discussed and recommended the syllabus prescribed by Krishna University/APSCHE for 2nd Semester of I year students of all disciplines for the approval of the Academic Council.
2. Discussed and recommended the Question paper pattern of CSS for II Semester-End examination of I year students of all disciplines for the approval of the Academic Council.
3. Discussed and recommended the guidelines to be followed by the question paper setters of CSS for 2<sup>nd</sup> semester of first degree students of all disciplines for the approval of the Academic Council.
4. Discussed and recommended the syllabus of CSS for 4<sup>th</sup> semester of Second Degree of all disciplines for the approval of the Academic Council.
5. Discussed and recommended the model question papers of CSS for 4<sup>th</sup> semester of Second degree of all disciplines for the approval of the Academic Council.
6. Discussed and recommended the guidelines to be followed by the question paper setters of CSS for 4<sup>th</sup> semester of second degree students of all disciplines for the approval of the Academic Council.

**Note :** A consolidated list of Vocabulary is enclosed for the use of the Question paper setters

7. Discussed and recommended the following teaching and evaluation methods for the approval of Academic Council.

### Teaching methods:

Besides the conventional methods of teaching, we use modern technology i.e. using of an LCD projector, display on U boards etc, for better understanding of concepts.

### Evaluation of a student is done by the following procedure:

#### **Semester-End Examinations:**

- i) The maximum marks for Semester-End examinations shall be 50 marks and duration of the examination shall be 2 Hours.
  - ii) Semester-End examinations shall be conducted in theory papers at the end of every semester.
8. Discussed and recommended for organizing Seminars, Guest lectures, Work-shops to enhance the knowledge of students besides conducting Certificate Courses on Spoken English, Soft Skills and Competitive English. It has been suggested that the Certificate Courses may be feasible to the interested students of all disciplines of II years and the resource person may be a Guest Faculty to handle the classes regularly beyond the curriculum. All these recommendations have been forwarded for the approval of the Academic Council.
  9. The Department shall adapt the changes made by Krishna University and APSCHE if any, in the later period deviating by 20% which is admissible in autonomy.
  10. If any changes in CSS syllabus (CSS- II & III) are made by Krishna University/APSCHE, the same syllabus shall be incorporated as per the guidelines.

**Signatures of the BOS Members:**

**Dr.E.DILEEP**  
(University Nominee)

*E. Dileep*  
17/10/19

**Dr.V.PALA PRASADA RAO**  
(Academic Council Nominee)

*V. Pala Prasada Rao*  
17/10/19

**Sri M.VINCENT PAUL**  
(Academic Council Nominee)

*M. Vincent Paul*  
17, 10, 2019

**B.BULLI BABU**  
(Member)

*B. Bulli Babu*  
17/10/19

**M.ROJA**  
(Member)

*M. Roja*  
17/10/19

**R.V.V.APARNA**  
(Member)

*V.V. Aparna R.*  
17/10/19

**Dr.G.PRIYANK VARMA**  
(Member)

**MEGHANA GRACE MICHAEL**  
(Member)

*Megha Grace M*  
17/10/19

*G. S. S. S.*  
Chairman  
17/10/19

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**COMMUNICATION AND SOFT SKILLS -1 (CSS-1)**  
**FOUNDATION COURSE SYLLABUS**  
**Semester – II**

**Unit I: Vocabulary Building**

- 1a. Prefixes and Suffixes
- 1b. Conversion
- 1c. Compounding
- 1d. 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. Common Errors (Correction of Sentences)

**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

**Reference Book:**

**English in Use – A Course in Communication Skills and Soft Skills -1**  
**published by Orient Black Swan**



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**COMMUNICATION AND SOFT SKILLS -1 (CSS-1)**  
**FOUNDATION COURSE - Semester – II**  
**The Pattern of the Question Paper for CSS -1**

**Time: 2 Hours**

**Maximum Marks: 50**

**Part – A (Vocabulary Building)**

1. Pick out one word substitute for the following expressions from the given options. **5 Marks**
2. Choose the correct option from the brackets. (Words often confused) **5 Marks**
2. Match the synonyms in the two columns **5 Marks**
3. Pick out the suitable antonyms for the following words. **5 Marks**
4. Choose the correct Phrasal Verb from the given options **5 Marks**

**Part – B (Subject-Verb agreement)**

Match the given types of verbs in column 'A' with column 'B'. **5 Marks**

**Part – C (Common Errors)**

Correct any FIVE of the following underlined/italicized part of the given sentences

(8 sentences to be given) **5 Marks**

**Part – D (Listening Skills)**

Answer any One Essay question on Listening skills (3 questions to be given) **10 Marks**

**Part – E (Reading Skills)**

Answer the following questions from the Reading Comprehension (Interview Transcript to be given – 5 questions) **5 Marks**

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**COMMUNICATION AND SOFT SKILLS -1 (CSS-1)**  
**FOUNDATION COURSE - Semester – II**

**Time: 2 Hours**

**Maximum Marks: 50**

**Model Question Paper**

**Part- A**

**1. Pick out one word substitute for the following expressions from the given options. 5M**

1. The way somebody looks or behaves  
 a) Enigma    b) Demeanour
2. One who pursues noble principles and goals  
 a) Idealist    b) Feminist
3. Longing for the past  
 a) Progeny    b) Nostalgia
4. One who always expects negative things to happen  
 a) Optimist    b) Pessimist
5. Something which cannot be expressed  
 a) Indelible    b) Inexpressible

**2. Choose the correct option from the brackets given below. 5x1=5**

1. I can resist anything \_\_\_\_\_ (accept/except) temptation.
2. The loud noise from the motor \_\_\_\_\_ (affect/effect) my hearing for days.
3. Please lay that pipe \_\_\_\_\_ (beside / besides) the car in the garage.
4. Please do not \_\_\_\_\_ (lie / lay) on that sofa.
5. The \_\_\_\_\_ (stationary / stationery) store sells personalized envelopes.

**3. Match the synonyms in the two columns 5M**

A	B
Faith	Right
Dirty	Belief
Correct	Collect
Fraud	Filthy
Gather	Cheat

**4. Pick out the suitable antonyms for following words 5M**

1. Exclude  
 a) Include                      b) Undo
2. Lend  
 a) Convict                      b) Borrow
3. Timely  
 a) Untimely                      b) Oversize
4. Clockwise  
 a) Inactive                      b) Anticlockwise
5. Compulsory  
 a) Guilty                      b) Optional

**5. Choose the correct Phrasal Verb from the options given below.**

**5M**

1. Quick! \_\_\_\_\_ the bus. It's ready to leave.  
a. get on            b. call for        c. try on
2. I don't know where my book is. I have to \_\_\_\_\_ it.  
a. take off        b. look for        c. put out
3. It's dark inside. Can you \_\_\_\_\_ the light, please?  
a. switch on        c. believe in        c. made up
4. \_\_\_\_\_ the form, please.  
a. called off        b. keep up        c. fill in
5. I need some new clothes. Why don't you \_\_\_\_\_ these jeans?  
a. passed away    b. carried away    c. try on

**PART – B**

**6. Match the following types of verbs in column 'A' with column 'B'.**

**5x1=5 M**

<b>A</b>	<b>B</b>
1. Main Verb	A. <b><u>Does</u></b> Sam write all his own reports?
2. Auxiliary Verb	B. It's time to <b><u>get on</u></b> the plane.
3. Gerund	C. They <b><u>jumped.</u></b>
4. Phrasal Verb	D. Daniel quit <b><u>smoking</u></b> a year ago.
5. Intransitive Verb	E. My mother <b><u>cooks</u></b> well.

**PART-C**

**7. Correct any FIVE of the following underlined/italicized part of the sentences.**

**5M**

- a) The news are good.
- b) My bicycle is inferior to your.
- c) The four men quarreled with each other.
- d) We went to Delhi in train.
- e) I prefer tea than coffee.
- f) Where is the scissors?
- g) He said that he is young.
- h) Don't make noise.

**PART- D**

**8. Answer any ONE of the following questions in about 150 words.**

**10M**

- a) 'Listen not only with your ears but also with your eyes.' Discuss.
- b) Name three barriers to effective listening and give examples of these from your own experiences.
- c) What is empathetic listening? Where is this kind of listening generally practiced?

**PART – E**

**9. Read the following Transcript and answer the questions that follow.**

**5M**

**Interviewer:** Could you tell us something about your background and how you reached the national level in cricket?

**Dhoni:** Well, I grew up in Ranchi, in the state of Jharkhand, where not much cricket is played. So it was rather difficult for me to reach the national level. Actually, I started off as a footballer, but after a couple of years I shifted to cricket, while I was still in school. I managed to get into the under-16 state team and then the under-19 team. I made my debut in the Ranji Trophy tournament in 1999-2000. My performance in domestic tournaments was quite consistent. Then, last year, I was selected for the India-A team that toured Kenya and Zimbabwe, and that was the turning point for me. I played well on that tour and later got into the Indian team on the tour of Bangladesh.

**Interviewer:** You are one of the hardest hitters of the ball in the game. What is the secret of 'Dhoni Power'?

**Dhoni:** I don't know if there is any secret. I seldom go to a gym for workouts. But maybe the training I received as a footballer has helped.

**Interviewer:** What about the story of the 4 liters of milk that you are said to drink everyday?

**Dhoni (laughing):** I'm afraid that's a bit of an exaggeration. But yes, I do love milk and drink about a litre a day. Earlier, it used to be just plain milk, but now it's mostly milk with hot chocolate.

**Interviewer:** Not only do you hit those big sixes, but you are also an excellent runner between the wickets, in spite of the conditions being hot and humid. So are you a fitness freak?

**Dhoni:** Not really. I think it just comes naturally to me. You know, my family is from Almora, from the mountains of Uttaranchal. One has to be very fit to live there. I suppose physical fitness must be in my genes, although I have never actually lived in the mountains. But I am working hard on my fitness right now, following the training schedule given by Gregory King, our trainer.

**Interviewer:** What aspects of your game do you want to improve?

**Dhoni:** My batting as well as my wicket keeping. I would love to improve my wicket keeping, especially against the spinners. We have quality spinners in our team like Harbhajan and Anil Kumble, and it's really difficult to keep wickets when they are bowling. So that's one thing I must improve. And, of course, my batting. I have been shifted quite a lot in the batting order, from batting at number 6 or 7 to batting at number 3, or even opening the innings. So the more I play, the more I must get used to different batting slots. Lots of things are going on in my head...

**Interviewer:** How do you spend your day when you are not playing in matches?

**Dhoni:** Oh, I listen to a lot of music. I love music, you know. Then, I love motorbikes, I enjoy riding my motorbike. And I like playing computer games. I play a bit of badminton when I get time. But I love bikes more than anything else.

**Questions:**

- a) Why was it difficult for Dhoni to find a place in the Indian cricket team?
- b) When was Dhoni selected for a national team?
- c) What makes Dhoni special as a cricketer?
- d) What does Dhoni have to say about his batting?
- e) What is Dhoni's favourite way of relaxing?

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**A.G & S.G SIDDHARTHA DEGREE COLLEGE OF ARTS AND SCIENCE, VUYYURU**  
*(An autonomous college in the Jurisdiction of Krishna University, Machilipatnam.)*

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CSS	CSS 401C	2019-2020	B.A,B.Com &B.Sc
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**COMMUNICATION AND SOFT SKILLS -3 (CSS -3)**

**FOUNDATION COURSE SYLLABUS**

**Semester – IV**

**Unit I: Soft Skills**

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

**Unit II: Paragraph Writing and Para Jumbles**

1. Paragraph Structure
2. Development of Ideas
3. Matching Para Jumbles

**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: Job Application, CV and Dialogue Writing**

1. Resume and CV
2. Dialogue Writing

**Reference Book: English in Use –A Course in Communication Skills and Soft Skills -3,  
Published by Orient Black Swan**

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**COMMUNICATION AND SOFT SKILLS -3 (CSS-3)**  
**FOUNDATION COURSE - Semester – IV**  
**The Pattern of the Question Paper for CSS -3**

**Time: 2 Hours**

**Maximum Marks: 50**

**SECTION - A**

- I.** Answer any ONE of the following questions in two or three paragraphs  
(4 questions to be given) **1x10=10 M**

**SECTION – B**

- II.** Develop the given hints into a meaningful paragraph **1x5=5 M**
- III.** Matching jumbled sentences in the given columns **5x1=5 M**

**SECTION – C**

- IV.** Write a paragraph on any ONE of the given proverbs (3 proverbs to be given) **1x5=5M**
- V.** Write a note on the differences between a paraphrase and a summary? **1x5=5M**

**(OR)**

What are the stages involved in summary writing?

**(Internal choice to be given between paraphrase and summary)**

**SECTION – D**

- VI.** Write a letter on any ONE of the given contexts **1x5=5 M**  
(3 contexts to be given)
- VII.** Write an e-mail on any ONE of the given contexts **1x5=5M**  
(3 contexts to be given)

**SECTION –E**

- VIII.** Write a Resume/CV responding to the given advertisement **1x5=5M**
- IX.** Write a dialogue with FIVE exchanges on any ONE of the given contexts. **1x5=5M**

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<b>CSS</b>	<b>CSS 401C</b>	<b>2019-2020</b>	<b>B.A,B.Com &amp;B.Sc</b>
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**COMMUNICATION AND SOFT SKILLS -3 (CSS-3)  
FOUNDATION COURSE, SEMESTER – IV (CBCS)  
CSS – III**

**Time: 2 hours**

**Max Mark: 50**

**Model Question Paper**

**SECTION – A**

**I. Answer any ONE of the following questions in two or three paragraphs. 1X10=10M**

- a. What are some things you feel you can be more positive about in your present life? Why do you feel this way? What can you do to make yourself adopt a more positive attitude with regard to these things?
- b. How do you define non-verbal communication? Is it different from verbal communication?
- c. Aruna is twenty-one years old. She has just appeared for her final B.com examinations. She is a very sincere student and also an excellent painter. She has won many art competitions. When she graduates, her parents want her to start working because the family needs financial support. Prepare a SWOT/SWOC analysis for Aruna.
- d. Define Emotional Intelligence and discuss the qualities of emotionally intelligent people.

**SECTION – B**

**II. Develop the given hints into a meaningful paragraph.**

**1X5=5M**

The kind of books I enjoy reading: enjoy fiction most – novels and short stories – love romances and thrillers – long hours reading – science fiction not interesting – dull – also enjoy travelogues, biographies, real—life adventures read newspapers, magazines regularly to keep myself informed – to pass time when no new book.

**III. Match the jumbled sentences in Column A with Column B****5X1=5M**

A	B
1. I was put on hold for a long time. I am still waiting for John	a. Well, it is pretty hard for me to fall asleep when I go to bed. I also woke up many times during the night.
2. How about some soft drinks?	b. They will be available in two weeks. Don't stress yourself. I think everything will be OK.
3. What are you going to do during Winter break?	c. No, buy some bottled water instead. It is healthier for us. We need to cut down on our intake of sugar, as too much sugar is not good for our bodies.
4. I am anxious to know my cholesterol level. When will I get the results of the blood test?	d. I am so sorry. Let me connect you to him right now.
5. Did you suffer from insomnia?	e. I will head home to spend time with my parents.

**SECTION – C****IV. Write a paragraph on any ONE of the following proverbs****1X5=5M**

- a) Fortune favours the brave
- b) Necessity is the mother of invention
- c) Actions speak louder than words

**V. Write a note on the differences between a paraphrase and a summary?****1x5=5M****(OR)**

What are the stages involved in summary writing?

**SECTION – D****VI. Write a letter on any ONE of the following contexts.****1X5=5M**

- a. Write a letter to your parents about your experience of settling into your new hostel room. Don't forget to mention your room-mate, and what you like or don't like about the place.
- b. Write a letter to your uncle/ aunt, thanking him / her for the birthday gift you have received. Don't forget to say why you like the gift, and include other relevant information such as how you celebrated your birthday.
- c. Write a letter to make a business inquiry about the children stories / textbooks available in that company.





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(AUTONOMOUS), VUYYURU**



**DEPARTMENT OF ENGLISH**

**BOARD OF STUDIES  
MEETING**

**GENERAL ENGLISH**


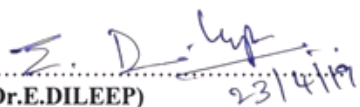
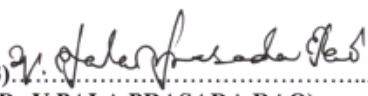



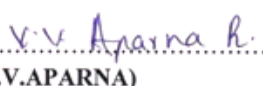
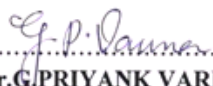

VENUE  
**ENGLISH LANGUAGE LABORATORY**

DATE  
**23<sup>rd</sup> April, 2019**

**Minutes of the meeting of Board of studies in General English for the Autonomous courses of AG & SG Siddhartha Degree College of Arts & Science, Vuyyuru, held on 23-04-19 in the English Language Laboratory at 10:30 am.**

Ms G.Soni ... Presiding

**Members Present:**

- |  |                             |   |
|--|-----------------------------|---|
| 1)..... <br>(G.SONI)                  | Chairman                    | Head, Department of English<br>AG & SG S Degree College<br>Vuyyuru-521165             |
| 2)..... <br>(Dr.E.DILEEP) 23/4/19     | University<br>Nominee       | Professor,<br>Department of English<br>Krishna University,<br>Machilipatnam.          |
| 3)..... <br>(Dr.V.PALA PRASADA RAO)   | Academic Council<br>Nominee | Lecturer,<br>Department of English<br>JKC College, Guntur.                            |
| 4)..... <br>(Sri M.VINCENT PAUL)      | Academic Council<br>Nominee | Lecturer,<br>Department of English<br>Sir C.R.Reddy College,<br>Eluru                 |
| 5)..... <br>(B.BULLI BABU)           | Member                      | Lecturer in English<br>A.G & S.G.S Degree College,<br>Vuyyuru-521165                  |
| 6)..... <br>(M.ROJA)                | Member                      | Lecturer in English<br>A.G & S.G.S Degree College,<br>Vuyyuru-521165                  |
| 7)..... <br>(R.V.V.APARNA)          | Member                      | Lecturer in English<br>A.G & S.G.S Degree College,<br>Vuyyuru - 521165                |
| 8)..... <br>(Dr.G.PRIYANK VARMA)    | Member                      | Assistant Professor,<br>Department of English,<br>SRM University,<br>Amaravati - A.P. |
| 9)..... <br>(MEGHANA GRACE MICHEAL) | Member                      | Soft skills Trainer,<br>Procurement Specialist,<br>DuPont, Hyderabad                  |

**Agenda for B.O.S Meeting of General English for I & III**  
**SEMESTERS for the Academic Year 2019-20**

1. To recommend syllabi for 1<sup>st</sup> and 3<sup>rd</sup> semesters of I & II Degree students of all disciplines for the Academic Year 2019-20.
2. To recommend the Model Question Papers of 1<sup>st</sup> and 3<sup>rd</sup> semesters of I & II Degree of all disciplines for the Academic Year 2019-20.
3. To recommend the Guidelines to be followed by the question paper setters in General English for the 1<sup>st</sup> and 3<sup>rd</sup> semester-end exams of I & II Year students of all disciplines
4. To recommend the teaching and evaluation methods to be followed under Autonomous status.
5. Any suggestions regarding Certificate/Add-on Courses, Seminars, Workshops, Guest Lectures and student competitions to be organized.
6. Any other matter.

## RESOLUTIONS

1. Discussed and recommended the syllabus for 1<sup>st</sup> Semester of I Year students of all disciplines for the approval of the Academic Council.
2. Discussed and recommended the Question paper pattern for the 1<sup>st</sup> Semester of I Year students of all disciplines for the approval of the Academic Council.
3. Discussed and recommended the guidelines to be followed by the question paper setters of General English for 1<sup>st</sup> Semester of first degree students of all disciplines for the approval of the Academic Council.
4. Discussed and recommended the syllabi with some changes for 1<sup>rd</sup> Semester of I Degree students of all disciplines for the approval of the Academic Council.
  - **In Unit – III, the short story “The Lost Child by Mulk Raj Anand” is replaced by the short story “Two Children by Raachakonda Viswanatha Sastry (Ravi Sastry)” as to represent and promote our own native writer.**
  - **In Unit – V of Language Activity (Classroom and Laboratory) – “Problematic Sounds in English” is incorporated in the syllabus as to identify and master these sounds with the help of exercises which are difficult for non-native speakers. This is purely based on laboratory activity.**
5. Discussed and recommended the syllabus for 3<sup>rd</sup> Semester of II Year students of all disciplines for the approval of the Academic Council.
6. Discussed and recommended the Question paper pattern for the 3<sup>rd</sup> Semester of II Year students of all disciplines for the approval of the Academic Council.
7. Discussed and recommended the guidelines to be followed by the question paper setters of General English for 3<sup>rd</sup> Semester of second degree students of all disciplines for the approval of the Academic Council.
8. Discussed and recommended the syllabi with some changes for 3<sup>rd</sup> Semester of II Degree students of all disciplines for the approval of the Academic Council.
  - **In Unit – I, the prose piece “Why People Really Love Technology: An Interview with Genevieve Bell - Alexis C. Madrigal” is replaced by two letters**
    - **A Letter From Abraham Lincoln To His Son’s Teacher**
    - **Aurangzeb’s Letter To His Teacher****as both these letters convey the values that the teacher has to teach reflects the reality that education is as much character-based as it is about the content acquired.**
  - **In Unit – III, the Short Story- “The Interpreter of Maladies by Jumpa Lahiri” is replaced by the short story “The Open Window by Saki (H.H.Munro)” as it conveys a theme about story telling as an art form.**
  - **In Unit – V of Language Activity – Report Writing is removed and it is incorporated in CSS –II, (Unit – V of Writing Skills) Foundation Course syllabus for 5 Marks**
9. Discussed and recommended the model question paper with a minor change for 3<sup>rd</sup> semester of II Degree students of all disciplines for the approval of the Academic Council.
  - **Report Writing for 5 Marks is removed (Question No.VIII) and it is replaced in CSS – II of III Semester as Question No.VIII**
10. Discussed and recommended the guidelines to be followed by the question paper setters of General English with the above said changes for 3<sup>rd</sup> semester of second degree students of all disciplines for the approval of the Academic Council.

11. Discussed and recommended the following teaching and evaluation methods for approval of Academic Council.

**Teaching methods:**

Besides the conventional methods of teaching, we use modern technology i.e. using of an LCD projector, display on U boards etc, for better understanding of concepts.

There are two components in the Valuation and Assessment of a student – Internal Assessment (IA) and Semester Examinations (SE).

**Internal Assessment (IA)**

- The maximum mark for IA is 30 and SE is 70 for theory. Out of these 30 marks, 20 marks are allocated for announced tests.
- Each IA written examination is of 1 hour 30 minutes duration for 20 marks. The tests will be conducted centrally. The average of two such IA is calculated for 20 marks.
- Other Innovative Components will be for 5 Marks. The innovative component is for 5 marks, conducted during the class hours by the staff member/ in charge of the subject, in the form of assignments/ quiz/ seminars /presentations/Online/Open Book/Viva Voce/ Group work/ Mini Project/ Exhibition, etc. The topic and time for submission/ presentation will be announced by the staff member/ in charge of the subject in advance. Each student should explain and defend his/her presentation. For attendance 5 Marks are allotted.
- There is no passing minimum for IA.

**Semester Examinations (SE)**

- A student should register himself/herself to appear for the Semester Examinations by payment of the prescribed fee.
- The Semester Examinations will be in the form of a comprehensive examination covering the entire syllabus in each subject. It will be of 3 hours duration, with maximum 70 marks, irrespective of the number of credits allotted to it.
- Even though the candidate is absent for two IA exams/obtain zero marks, the external marks are considered (if he/she gets 40/70) and the result shall be declared as ‘PASS’.
- The pass mark shall be 28 out of 70 in the Semester end examination.
- The maximum marks for each Paper shall be 100.

12. **Discussed and recommended for organizing Seminars, Guest lectures, Workshops to enhance the knowledge of students besides conducting Certificate Courses on Spoken English, Soft Skills and Competitive English. It has been suggested that the Certificate Courses may be feasible to the students (interested students) of all disciplines of II years and the resource person may be a Guest Faculty to handle the classes regularly beyond the curriculum. All these recommendations are forwarded for the approval of the Academic Council.**

13. Nil.

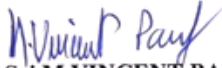
**Signatures of the BOS Members:**

  
23/4/19

**Dr.E.DILEEP**  
(University Nominee)



**Dr.V.PALA PRASADA RAO**  
(Academic Council Nominee)



**Sri M.VINCENT PAUL**  
(Academic Council Nominee)




**B.BULLI BABU**  
(Member)



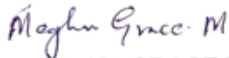
**M.ROJA**  
(Member)



**R.V.V.APARNA**  
(Member)



**Dr.G.PRIYANK VARMA**  
(Member)



**MEGHANA GRACE MICHAEL**  
(Member)

  
**Chairman**

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VUYYURU – 521165**  
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**Semester - I**  
**COURSE STRUCTURE**

Academic Year	2019-20
Title of the paper	General English
Semester	I
Course code	ENG 101C
CIA marks	30
Semester End Marks	70
Total Marks	100
Year of Introduction	2017-18
Year of Revision	2019-20
% of revision	20%





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ENGLISH	ENG 101C	2019-2020	B.A,B.Com &B.Sc
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**SEMESTER – I (CBCS)**

**PAPER – I**

**Year-I                      Semester-I                      Subject: General English                      Year 2019-20**

**Unit – I  
PROSE**

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

**Unit – II  
POETRY**

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

**Unit – III  
SHORT STORY**

1. Two Children - Raachakonda Viswanatha Sastry (Ravi Sastry)
2. What Men Live By (Taken from the book 'What Men Live By and Other Tales')  
–Leo Tolstoy

**Unit – IV  
ONE - ACT PLAY**

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

**Unit – V  
LANGUAGE ACTIVITY**

1. Classroom and Laboratory Activities
  - i. Single Sentence Answer Questions on Vocabulary (spelling),  
Sound (pronunciation), Phonetic Transcription, Problematic Sounds in English,  
Sense (meaning) and Syntax (usage)
2. Classroom Activity
  - i. Exercises in Articles and Prepositions
  - ii. Exercises in Tenses

**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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ENGLISH	ENG 101C	2019-2020	B.A,B.Com & B.Sc
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Time: 3 hours

Max Mark: 70

The Pattern of the Question Paper for Semester – I: ENG 101C

Semester - I

Section-A

- I. Answer any TWO of the following in 75 words each:** **2x5 = 10**  
(4 paragraph questions from Prose)
- II. Answer any TWO of the following in 75 words each:** **2x5 = 10**  
(4 paragraph questions from Poetry)
- III. Answer any TWO of the following in 75 words each:** **2x5 = 10**  
(4 paragraph questions from Short Story)
- IV. Answer any TWO of the following in 75 words each:** **2x5 = 10**  
(4 paragraph questions from One-Act Play)

Section – B

(Language Activity)

- V. Read the following passage (Unseen) and answer the questions:** **5x1 = 5**  
Passage from any Unseen text
- VI. Find the ODD Sound from the given options** **5 x 1/2 = 2½**
- VII. Write the phonemic symbol of the underlined letters of the given words.** **5 x 1/2 = 2½**
- VIII. Identify the correct spelled word from the given options.** **5x1= 5**
- IX. Choose the correct response from the options given.** **5x1=5**
- X. Fill in the blanks with the suitable articles/prepositions.** **5x1 = 5**
- XI. Fill in any FIVE of the blanks with suitable verb forms given in brackets.** **5x1 = 5**  
(10 sentences to be given)

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<b>ENGLISH</b>	<b>ENG 101C</b>	<b>2019-2020</b>	<b>B.A,B.Com &amp; B.Sc</b>
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**Time: 3 hours**

**Max Mark: 70**

**Model Question Paper**

**Section-A**

**I. Answer any TWO of the following in about 75 words each: 2x5 = 10**

1. What are the benefits of efficient knowledge utilisation?
2. How does Kalam's model of a city differ from a conventional city?
3. Describe the daily routine of a child in the Kenya of Ngugi's childhood.
4. What does Ngugi propose to do to reverse colonial alienation?

**II. Answer any TWO of the following in about 75 words each: 2x5 = 10**

1. What do the two roads symbolise? Why did the traveller choose the road not taken?
2. "I took the one less travelled by,  
And that has made all the difference" - Explain
3. Bring out the Indianness of the poem, Night of the Scorpion.
4. Explain the theme of the poem "Night of the Scorpion".

**III. Answer any TWO of the following in about 75 words each: 2x5 = 10**

1. How does the boy Gopal develop a kind of possessiveness for the toy?
2. 'Ravi Sastry is a man with socialist ideas'. Explain with reference to his story 'Two Children'.
3. What is the relevance to today's life of the three truths revealed in Tolstoy's "What Men Live By," and how is Man incomplete without them?
4. What is the theme of the short story "What Men Live By" by Leo Tolstoy?

**IV. Answer any TWO of the following in about 75 words each: 2x5 = 10**

1. What is Antonio's attitude throughout this scene?
2. What was Shylock adamant about and why?
3. What is the theme of Portia's first major speech addressed to Shylock?
4. How is Shylock utterly defeated at the end of this scene?

## Section – B

### V. Read the following passage and answer the questions.

**5x1 = 5**

There were only two Americans stopping at the hotel. They did not know any of the people who passed on the stairs on their way to and from their room. Their room was on the second floor facing the sea. It also faced the public garden and the war monument. There were big palms and green benches in the public garden. In the good weather there was always an artist with his easel. Artists liked the way the palms grew and the bright colors of the hotels facing the gardens and the sea. Italians came from a long way off to look up at the war monument. It was made of bronze and glistened in the rain. It was raining. The rain dripped from the palm trees. Water stood in pools on the gravel paths. The sea broke in a long line in the rain and slipped back down the beach to come up and break again in a long line in the rain. The motor cars were gone from the square by the war monument. Across the square in the doorway of the café a waiter stood looking out at the empty square.

1. Where were the Americans staying in the hotel?
2. In good weather who would you find in the garden?
3. Why did the Italians visit the place?
4. Who was looking at the empty square from the doorway?
5. Write down the antonym to the word 'bright'.

### VI. Find the ODD Sound out.

**5 x ½ = 2½**

- |                  |                 |                |
|------------------|-----------------|----------------|
| 1. <u>th</u> is  | <u>th</u> ought | <u>th</u> ink  |
| 2. <u>t</u> ent  | f <u>u</u> ture | m <u>a</u> t   |
| 3. <u>s</u> mill | <u>s</u> ugar   | <u>s</u> mile  |
| 4. <u>m</u> an   | <u>f</u> an     | <u>a</u> bout  |
| 5. <u>f</u> ill  | <u>f</u> ight   | <u>b</u> right |

### VII. Write the phonemic symbol of the underlined letters of the given words.

**5 x ½ = 2½**

1. Pleasure    2. University    3. Around    4. Judgement    5. Weather

### VIII. Identify the correct spelled word from the given options.

**5x1 = 5**

- |    |                |                  |                  |
|----|----------------|------------------|------------------|
| 1. | a. necessary   | b. necessary     | c. necesary      |
| 2. | a. acomodation | b. accammadation | c. accommodation |
| 3. | a. bussiness   | b. buseness      | c. business      |
| 4. | a. stationeri  | b. stationary    | c. stationerry   |
| 5. | a. asistant    | b. assistant     | c. assisstant    |

### IX. Choose the correct response from the options given:

**5x1=5**

1. He hardly works. In this statement 'hardly' means

- a. Very hard b. Rather c. Rarely d. Scarcely
2. It's quite a distance. In this statement 'quite' means  
 a. Very far b. Moderately far c. Remarkably d. Completely
3. Whichever you **prefer** means:  
 a. Whatever you like b. You have a choice c. You have d. It is binding on you
4. It is **terribly cold** today means  
 a. It is terrifyingly cold                      b. It is not at all cold  
 c. It is extremely cold                          d. It is not really cold
5. Cinema is an invention by Edison of modern science. Here 'invention' means  
 a. Discovery    b. innovation    c. creation    d. development

**X. Fill in the blanks with the suitable articles/prepositions.**

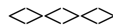
**5x1 = 5**

I believe that my writing \_\_\_\_\_ (at, in) Gikuyu language, \_\_\_\_\_ (the, a) Kenyan language, \_\_\_\_\_ (an, a) African language, is part and parcel of the anti-imperialist struggles of Kenyan and African peoples. In schools and universities our Kenyan languages – that is the languages \_\_\_\_\_ (for, of) the many nationalities which make up Kenya – were associated \_\_\_\_\_ (from, with) negative qualities of backwardness, underdevelopment, humiliation and punishment.

**XI. Fill in any FIVE of the blanks with suitable verb forms given in brackets.**

**5x1=5**

- a) When I saw her , she \_\_\_\_\_ ( play ) chess.
- b) If you go now you \_\_\_\_\_ (catch) the train.
- c) The train \_\_\_\_\_ (leave) the station, before I reached there.
- d) English \_\_\_\_\_ (speak) all over the world.
- e) If he \_\_\_\_\_ (work) hard, he would have passed in first division.
- f) Don't disturb me, I \_\_\_\_\_ ( do ) my homework.
- g) Leela as well as Radha \_\_\_\_\_ (be) here.
- h) Pooja \_\_\_\_\_ (sing) when I visited her.
- i) Ravi usually \_\_\_\_\_ (sit) at the back of the class.
- j) My mother always \_\_\_\_\_ (cook) food.



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**Semester - III**  
**COURSE STRUCTURE**

Academic Year	2019-20
Title of the paper	General English
Semester	III
Course code	ENG 301C
CIA marks	30
Semester End Marks	70
Total Marks	100
Year of Introduction	2017-18
Year of Revision	2019-20
% of revision	20%

**Academic Year 2019-20**  
**Changes made in the syllabus**  
**Semester-III General English**

Course content suggested by APSCHE	Additions	Deletion
<p><b>Unit – I</b>  <b>PROSE</b>            1. Shyness My Shield            2. Why People Really Love Technology</p> <p><b>Unit – II</b>  <b>POETRY</b>            1. Once Upon a Time            2. Our Casuarina Tree</p> <p><b>Unit – III</b>  <b>SHORT STORY</b>            1. The Interpreter of Maladies            2. The Beloved Charioteer</p> <p><b>Unit – IV</b>  <b>ONE ACT PLAY</b>  <i>Kanyasulkam</i>, (Acts I &amp; II)</p> <p><b>Unit – V</b>  <b>LANGUAGE ACTIVITY</b>  <b>1. Classroom and Laboratory Activities</b>            i. JAM Sessions            ii. Note Taking            iii. Reporting for the Media            iv. Expansion of an idea  <b>2. Classroom Activity</b>            i. Information Transfer – Tables, Bar Diagrams, Line Graphs, Pie Diagrams, Flow Charts, Tree Diagrams and Pictures            ii. Note Making            iii. Writing for the Media            iv. Report Writing</p>	<p><b>Unit – I</b>  <b>PROSE</b>            1. Aurangzeb’s Letter To His Teacher            2. A Letter From Abraham Lincoln To His Son’s Teacher</p> <p><b>Unit – III</b>  <b>SHORT STORY</b>            1. The Open Window – Saki (H.H.Munro)</p>	<p><b>Unit – I</b>  <b>PROSE</b>            1. Why People Really Love Technology</p> <p><b>Unit – III</b>  <b>SHORT STORY</b>            1. The Interpreter of Maladies</p> <p><b>Unit – V</b>            Report Writing</p>

- In **Unit – I**, the prose piece “**Why People Really Love Technology: An Interview with Genevieve Bell - Alexis C. Madrigal**” is replaced by two letters
  - A Letter From Abraham Lincoln To His Son’s Teacher**
  - Aurangzeb’s Letter To His Teacher**
 as both these letters convey the values that the teacher has to teach reflects the reality that education is as much character-based as it is about the content acquired.
- In **Unit – III**, the Short Story- “**The Interpreter of Maladies by Jumpa Lahiri**” is replaced by the short story “**The Open Window by Saki (H.H.Munro)**” as it conveys a theme about story telling as an art form.
- In **Unit – V** of Language Activity – **Report Writing** is removed and it is incorporated in CSS –II, (Unit – V of Writing Skills) Foundation Course syllabus for 5 Marks



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ENGLISH	ENG 301C	2019-2020	B.A,B.Com &B.Sc
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**SEMESTER – III (CBCS)**

**PAPER – II**

**Year-II**                      **Semester-III**                      **Subject: General English**                      **Year 2019-20**

**Unit – I**

**PROSE**

1. Shyness My Shield (Taken from *The Story of My Experiments with Truth*) - M.K. Gandhi
2. Aurangzeb's Letter To His Teacher
3. A Letter From Abraham Lincoln To His Son's Teacher

**Unit – II**

**POETRY**

1. Once Upon a Time - Gabriel Okara
2. Our Casuarina Tree - Toru Dutt

**Unit – III**

**SHORT STORY**

1. The Open Window – Saki (H.H.Munro)
2. The Beloved Charioteer - Shashi Deshpande

**Unit – IV**

**ONE ACT PLAY**

*Kanyasulkam*, (Acts I & II) – Gurajada Apparao

**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***

- ii. Information Transfer – Tables, Bar Diagrams, Line Graphs, Pie Diagrams, Flow Charts, Tree Diagrams and Pictures
- ii. Note Making
- iii. 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.***

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**The Pattern of the Question Paper for Semester – III: ENG 301C**

**Section - A**

- I. Answer any TWO of the following in 75 words each. 2x5 = 10**  
(4 paragraph questions from Prose)
- II. Answer any TWO of the following in 75 words each. 2x5 = 10**  
(4 paragraph questions from Poetry)
- III. Answer any TWO of the following in 75 words each. 2x5 = 10**  
(4 paragraph questions from Short Story)
- IV. Answer any TWO of the following in 75 words each. 2x5 = 10**  
(4 paragraph questions from One-Act Play)

**Section – B**

(Language Activity)

- V. Read the following diagram and answer the questions that follow. 5M**  
(Table/Pie-Chart/Bar Graph/ Tree Diagram/ Flow Chart, etc.,)
- VI. Read the following passage and prepare a note. 5M**
- VII. Describe the picture in not less than 5 sentences. 5M**  
(A picture to be given)
- VIII. Expand one of the following into a paragraph. 5M**  
(Three proverbs to be given)
- IX. Brainstorm one of the topics and show it in a diagram. 5M**  
(Three topics to be given)
- X. Develop the given ideas into a paragraph of 100 words. 5M**

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**Time: 3 hours**

**Max Mark: 70**

**Question Paper Model**

**Section – A**

**I. Answer any TWO of the following in about 75 words each. 2x5=10M**

1. Write a note on Gandhi's last effort to make a public speech in England.
2. What was the result of Gandhi's attempt to speak at a meeting for the promotion of vegetarianism?
3. How is the teacher expected to inculcate honesty and worldly wisdom in the child according to Lincoln?
4. How does Aurangzeb pinpoint the lapses of his former teacher and what should Mullah Sahe have taught Aurangzeb?

**II. Answer any TWO of the following in about 75 words each. 2x5= 10M**

1. Why do you think the poet has used the title, 'Once Upon a Time'?
2. I have learned to wear many faces – Comment from your study of the poem 'Once Upon a Time'.
3. Why does the memory blind Toru Dutt with tears?
4. How does Dutt connect the tree to the memory of distant land?

**III. Answer any TWO of the following in about 75 words each. 2x5= 10M**

1. Describe how the title of the story "The Open Window" relates to the themes of the story itself.
2. Is Vera an antagonist or a protagonist? Explain.
3. Give an account of mother's nature and behaviour depicted in "My beloved Charioteer".
4. Explain the bond of mother and daughter in the context of "My beloved charioteer".

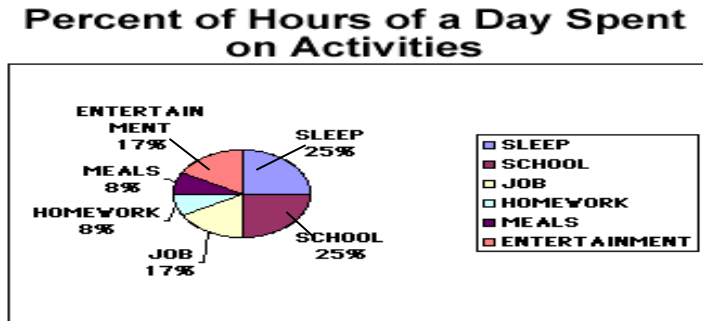
**IV. Answer any TWO of the following in about 75 words each. 2x5= 10M**

1. Talking to me itself is an education! – Explain with reference to your study of Kanyasulkam.
2. Write about Girisam's plan to go to the village of Venkatesam.
3. What were the books Venkatesam was asked to purchase?
4. Write a note on the English conversation between Girisam and Venkatesam.

## Section – B

V. Read the following chart and answer the questions that follow.

5x1=5M



- i. Which two activities took up half of the time of the day?
- ii. Which two activities took up the least amount of time?
- iii. Which of the activities took up one fourth of the day?
- iv. What percent of the day does homework take up?
- v. How many hours does the he spend in the school?2

VI. Read the following passage and prepare notes.

5M

Early rising is the secret for a happy life. We all wish to live long but we cannot. We go against Nature. Nature likes us to work during day and to rest at night. But we do not obey this law of Nature. We do not go to bed early. We read or write late into night. Some of us keep playing, dancing and drinking whole night. So, we do not rise early. Our health breaks down and we fall ill. Nature takes revenge. We have to suffer for our disobedience. But birds and animals are healthy. They do not need a doctor every day. They sleep early and rise early. Early rising is the secret of health. But if you like to rise early, you must go to bed early. This simple habit will give everything. So, it is said: “Early to bed and early to rise makes a man healthy, wealthy and wise.”

VII. Describe the picture in not less than 5 sentences.

5M



**VIII. Expand one of the following into a paragraph.**

**5M**

1. Where there is a will there is a way.
2. Slow and steady wins the race.
3. A friend in need is a friend in deed.

**IX. Brainstorm one of the topics and show it in a diagram.**

**5M**

1. Corruption
2. Yoga
3. Motherhood

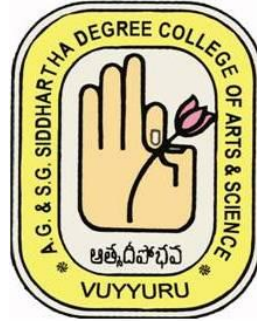
**X. Develop the ideas given below into a paragraph of 100 words.**

**5M**

A sheperd's son – father goes out – asks son to look after sheep – son naughty – shouts wolf – other shepherds run to help – no wolf – boy says it was a joke – they go away – after some time – boy shouts again wolf – the shepherds come a second time – no wolf – they scold him and leave – wolf really comes – boy calls for help – none comes – wolf takes away sheep – father comes and shouts at the boy – moral.

\*\*\*\*\*

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**DEPARTMENT OF ENGLISH**

**BOARD OF STUDIES  
MEETING**

**COMMUNICATION SKILLS AND SOFT SKILLS**


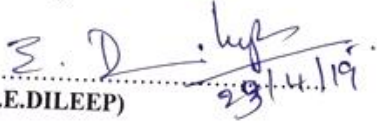




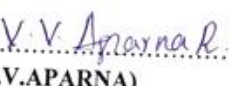

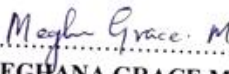
VENUE  
**ENGLISH LANGUAGE LABORATORY**

DATE  
**23<sup>rd</sup> April, 2019**

Minutes of the meeting of Board of studies in the Foundation Courses titled "Communication Skills and Soft Skills" for the Autonomous courses of AG & SG Siddhartha Degree College of Arts & Science, Vuyyuru, held on 23-04-19 in the English Language Laboratory at 11:30 am.

Ms G.Soni ... Presiding

Members Present:

- 1).....  ..... Chairman  
(G.SONI) Head, Department of English  
AG & SG S Degree College  
Vuyyuru-521165
- 2).....  ..... University  
(Dr.E.DILEEP) 23/4/19 Nominee Professor,  
Department of English  
Krishna University,  
Machilipatnam.
- 3).....  ..... Academic Council  
(Dr.V.PALA PRASADA RAO,) Nominee Lecturer,  
Department of English  
JKC College, Guntur.
- 4).....  ..... Academic Council  
(Sri M.VINCENT PAUL) Nominee Lecturer,  
Department of English  
Sir C.R.Reddy College,  
Eluru
- 5).....  ..... Member  
(B.BULLI BABU) Lecturer in English  
A.G & S.G.S Degree College,  
Vuyyuru-521165
- 6).....  ..... Member  
(M.ROJA) Lecturer in English  
A.G & S.G.S Degree College,  
Vuyyuru-521165
- 7).....  ..... Member  
(R.V.V.APARNA) Lecturer in English  
A.G & S.G.S Degree College,  
Vuyyuru - 521165
- 8).....  ..... Member  
(Dr.G.PRIYANK VARMA) Assistant Professor,  
Department of English,  
SRM University,  
Amaravati - A.P.
- 9).....  ..... Member  
(MEGHANA GRACE MICHEAL) Soft skills Trainer,  
Procurement Specialist,  
DuPont, Hyderabad

**Agenda for B.O.S Meeting of the Foundation course in Communication Skills  
and Soft Skills for III SEMESTER for the Academic Year 2019-20**

1. To recommend syllabi of CSS for 3<sup>rd</sup> semester of II Degree students of all disciplines for the Academic Year 2019-20.
2. To recommend the Model Question Paper of CSS for 3<sup>rd</sup> semester of II Degree of all disciplines for the Academic Year 2019-20.
3. To recommend the Guidelines to be followed by the question paper setters in CSS for the 3<sup>rd</sup> semester-end exams of II Year students of all disciplines.
4. To recommend the teaching and evaluation methods to be followed under Autonomous status.
5. Any suggestions regarding Certificate/Add-on Courses, Seminars, Workshops, Guest Lectures and student competitions to be organized.
6. Any other matter.



## **RESOLUTIONS**

1. Discussed and recommended the syllabi of CSS for 3<sup>rd</sup> Semester of Second Degree of all disciplines for the approval of the Academic Council.
2. Discussed and recommended the model question papers of CSS for 3<sup>rd</sup> Semester of Second degree of all disciplines for the approval of the Academic Council.

### **Changes made in the question paper pattern in III Semester of CSS-II**

- In unit – V of Writing skills, Information Transfer is replaced by Report Writing for 5 marks as it is already incorporated in General English Syllabus of III Semester.
3. Discussed and recommended the guidelines to be followed by the question paper setters of CSS for 3<sup>rd</sup> Semester of second degree students of all disciplines for the approval of the Academic Council.

**Note:** A consolidated list of Vocabulary is enclosed for the use of the Question paper setters

4. Discussed and recommended the following teaching and evaluation methods for approval of Academic Council.

### **Teaching methods:**

Besides the conventional methods of teaching, we use modern technology i.e. using of an LCD projector, display on U boards etc, for better understanding of concepts.

### **Evaluation of a student is done by the following procedure:**

#### **Semester-End Examinations:**

- i) The maximum marks for Semester-End examinations shall be 50 marks and duration of the examination shall be 2 Hours.
  - ii) Semester-End examinations shall be conducted in theory papers at the end of every semester.
5. Discussed and recommended for organizing Seminars, Guest lectures, Work-shops to enhance the knowledge of students besides conducting Certificate Courses on Spoken English, Soft Skills and Competitive English. It has been suggested that the Certificate Courses may be feasible to the interested students of all disciplines of II years and the resource person may be a Guest Faculty to handle the classes regularly beyond the curriculum. All these recommendations have been forwarded for the approval of the Academic Council.
  6. The Department shall adapt the changes made by Krishna University and APSICHE if any, in the later period deviating by 20% which is admissible in autonomy.
  7. If any changes in CSS syllabus (CSS-I) are made by Krishna University/APSICHE, the same syllabus shall be incorporated as per the guidelines.

**Signatures of the BOS Members:**


  
**Dr.E.DILEEP**  
(University Nominee)

  
**Dr.V.PALA PRASADA RAO**  
(Academic Council Nominee)

  
**Sri M.VINCENT PAUL**  
(Academic Council Nominee)

  
**B.BULLI BABU**  
(Member)

  
**M.ROJA**  
(Member)

  
**R.V.V.APARNA**  
(Member)

  
**Dr.G.PRIYANK VARMA**  
(Member)

  
**MEGHANA GRACE MICHAEL**  
(Member)

  
**Chairman**

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<b>CSS</b>	<b>CSS 301C</b>	<b>2019-2020</b>	<b>B.A,B.Com &amp;B.Sc</b>
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**B.A., B.Com. and B.Sc.**

**COMMUNICATION AND SOFT SKILLS**

**SYLLABUS**

**Semester - III**

**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. Report Writing

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CSS	CSS 301C	2019-2020	B.A,B.Com & B.Sc
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Time: 2 hours

Max Mark: 50

**The Pattern of the Question Paper for Semester – III: CSS 301C**

- I. Identify the correct spelling to the given phonemic transcription from the choices given below.** (5 Transcriptions to be given) **5x1=5M**
- II. Write the Phonemic symbol of the underlined letters of the given words.** **5x1=5M**  
(5 words to be given)
- III. Mark the stress for any FIVE of the given words.** **5x1=5M**  
(8 Words to be given)
- IV. Mark the tone for any FIVE of the given sentences.** **5x1=5M**  
(8 Sentences to be given)
- V. Answer any TWO of the given questions.** **2x5=10M**
- A conversation on different contexts and situations. (5 lines to be written)
  - Fill in the blanks in the transcript of the interview with suitable responses and expressions. (5 blanks to be filled in a given conversation)
  - Write a paragraph in about 75 words of introducing someone by the student.
  - Prepare a brief speech to be delivered at a different occasion.
- VI. Answer any TWO of the given questions.** **2x5=10M**  
(1 question on Matching, 1 question on Debate, 2 questions on Group Discussion)
- Match the given expressions with the corresponding professions.
  - Prepare FIVE debate points for a given topic.
  - List out FIVE important skills needed in a group discussion.
  - List out any FIVE expressions one can use to perform different functions during a group discussion.
- VII. Rewrite the given paragraph, making corrections in spelling for the underlined words and the use of capitals and punctuation.** **5 M**
- 2 marks for Spelling (the given words must be underlined) and 3 marks for marking punctuation and the use of capitals.
- VIII. Write a report to the news paper on one of the following topics.** **5M**  
(Three topics to be given)

CSS	CSS 301C	2019-2020	B.A,B.Com & B.Sc
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Time: 2 hours

MaxMark: 50

**Model Question Paper**

**I. Identify the correct spelling to the following phonemic transcription from the choices given below.** **5x1=5M**

- a) /bri:ð / - i) breathe ii) breath iii) breeze
- b) /'keəfʊl/ - i) careful ii) clearful iii) cheerful
- c) /'dɔ:tə/ - i) doctor ii) daughter iii) dot
- d) /'dʒu:s/ - i) dues ii) zoo iii) juice
- e) /'θɪŋk/ - i) think ii) thin iii) thing

**II. Write the Phonemic symbol of the underlined letters of the following words.** **5x1=5M**

- a) again
- b) ring
- c) sky
- d) play
- e) mother

**III. Mark the stress for any FIVE of the following words.** **5x1=5M**

- a) expensive
- b) photographic
- c) librarian
- d) machine
- e) employee
- f) record
- g) crowd
- h) opposite

**IV. Mark the tone for any FIVE of the following sentences.** **5x1=5M**

- a) She is not my friend.
- b) When did you move to Vizag?
- c) What a pleasant surprise!
- d) Where is your bike?
- e) Do you play cricket?
- f) I want to go home.
- g) Please open the door for the guests.
- h) He didn't submit the project, did he?

**V. Answer any TWO of the following questions.**

**2x5=10M**

- a) Write an imaginary conversation between a person and a bank official on opening an account in that particular bank in about five lines.
- b) Fill in the blanks in the transcript of the interview with suitable responses and expressions.

**Candidate:** \_\_\_\_\_ Come in, Sir?

**Interviewer:** Yes, Please Come in and \_\_\_\_\_.

**Candidate:** \_\_\_\_\_ you, Sir.

**Interviewer:** You are nearly at the end of your degree course in B.A, aren't you?

**Candidate:** \_\_\_\_\_, Sir \_\_\_\_\_.

**Interviewer:** What's \_\_\_\_\_? Colonial History?

**Candidate:** No Sir. It's modern Indian History. My subject covers the period from 1950 to 1970.

**Interviewer:** Are you interested in taking the UPSC examination?

- c) Write a paragraph in about 75 words introducing an artist at an art exhibition, hosted by your college.
- d) Prepare a brief speech to be delivered at a farewell function arranged for your seniors.

**VI. Answer any TWO of the following questions.**

**2x5=10M**

- a. Match the following expressions with the corresponding professions.

1. Teacher	a. Let's go to party.
2. Lawyer	b. Where do you want to go?
3. Doctor	c. You must complete the project by weekend.
4. Friend	d. How long have you been suffering?
5. Bus conductor	e. Can you please tell me how can I help you?

- b. Prepare FIVE debate points for the topic "The Media is responsible for violence in society".
- c. List out FIVE important skills needed in a group discussion.
- d. List out any FIVE expressions one can use to perform different functions during a group discussion.

**VII. Rewrite the following paragraph, making corrections in spelling for the underlined words and the use of capitals and punctuation.**

**5 M**

may i have your attension please. Welcome one and all to our gallery's hundredth solo exhibition on this happy ocassion we are very pleased to present before you a truly remarkable set of paintings that are being exhibited for the first time.

**VIII. Write a report to the news paper on one of the following topics.**

**5M**

- 1. Write report on Rain Water Harvesting.
- 2. Write a report on how health camp was carried out in your College/Village.
- 3. Write a news report on a road accident you witnessed.

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**A.G&S.G SIDDHARTHA DEGREE COLLEGE OF ARTS AND SCIENCE  
(AUTONOMOUS), VUYYURU**



**DEPARTMENT OF ENGLISH**

**BOARD OF STUDIES  
MEETING**

**GENERAL ENGLISH**



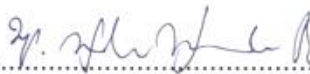
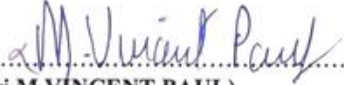



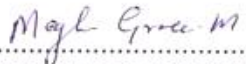
VENUE  
**ENGLISH LANGUAGE LABORATORY**

DATE  
**27<sup>th</sup> March, 2021**

**Minutes of the meeting of Board of Studies in General English for the Autonomous courses of AG & SG Siddhartha Degree College of Arts & Science, Vuyyuru, held through ZOOM MEETING on 27-03-2021 in the English Language Laboratory at 2.00 pm.**

**Ms G.Soni** ... Presiding

**Members Present:**

- |  |                             |   |
|--|-----------------------------|---|
| 1)..... <br>(G.SONI)                  | Chairman                    | Head, Department of English<br>AG & SG S Degree College<br>Vuyyuru-521165             |
| 2)..... <br>(Dr.E.DILEEP)             | University<br>Nominee       | Professor,<br>Department of English<br>Krishna University,<br>Machilipatnam.          |
| 3)..... <br>(Dr.V.PALA PRASADA RAO)   | Academic Council<br>Nominee | Lecturer,<br>Department of English<br>JKC College, Guntur.                            |
| 4)..... <br>(Sri M.VINCENT PAUL)      | Academic Council<br>Nominee | Rtd. Head,<br>Department of English<br>Sir C.R. Reddy College,<br>Eluru               |
| 5)..... <br>(B.BULLI BABU)          | Member                      | Lecturer in English<br>AG & SG S Degree College,<br>Vuyyuru-521165                    |
| 6)..... <br>(M.ROJA)                | Member                      | Lecturer in English<br>A.G & S.G.S Degree College,<br>Vuyyuru-521165                  |
| 7)..... <br>(R.V.V.APARNA)          | Member                      | Lecturer in English<br>A.G & S.G.S Degree College,<br>Vuyyuru – 521165                |
| 8).....<br>(Dr.G.PRIYANK VARMA)  | Member                      | Assistant Professor,<br>Department of English,<br>SRM University,<br>Amaravati – A.P. |
| 9)..... <br>(MEGHANA GRACE MICHEAL) | Member                      | Payroll Officer, HSBC<br>HDPI, Hitech City,<br>Hyderabad                              |



## **Agenda for B.O.S Meeting of General English for II SEMESTER** **for the Academic Year 2020-21**

1. Addition / deviation of syllabus from 10 % to 30 %.
2. To note the syllabi prescribed by APSCHE in July 2020, for the 2<sup>nd</sup> Semester of I Degree students of all disciplines for the Academic Year 2020-21.
3. To recommend syllabi of APSCHE for 2<sup>nd</sup> Semester of I Degree students of all disciplines for the Academic Year 2020-21.
4. To recommend the Question Paper Pattern and Model Question Paper of 2<sup>nd</sup> Semester of I Degree of all disciplines for the Academic Year 2020-21.
5. To recommend the Guidelines to be followed by the question paper setters in General English for the 2<sup>nd</sup> semester-end exams of I Year students of all disciplines.
6. To introduce Skill Development Courses as introduced by APSCHE for the admitted batch of the first year students of Semester-II for this academic year 2020-21.
7. To recommend the teaching and evaluation methods to be followed under Autonomous status.
8. To get the approval of a comprehensive academic plan of each teacher denoting the topic to be covered in a particular period.
9. Any suggestions regarding Certificate/Add-on Courses, Seminars, Workshops, Guest Lectures and student competitions to be organized.
10. Any other related matter with the permission of the chair.

## RESOLUTIONS

The following is the gist of discussion took place among the members BOS – English.

1. The Curricula has to be made relevant to the local, regional, national and global developmental needs. To facilitate this exercise, an addition to the syllabus or deviation from the syllabus can be opted for. In the process of making the syllabus suitable, by means of addition and / or deviation, the structured feedback (to review and design the syllabus) has to be procured from students, teachers, employers and Alumni by IQAC and Academic coordinator. Basing on the feedback taken from these four stakeholders, the Endeavour of addition and / or deviation has to be made. As per the procedure, necessary changes are already being made in the syllabus of course II of General English (II semester) up to 20%.
2. Since the **APSCHE** has revised the syllabus under **CBCS** framework with effect from **2020-2021**, the same syllabus for General English of Semester-II (**English Praxis Course- II**) titled '**A Course in Reading & Writing Skills**' shall be implemented for the admitted batch of the first year for this academic year 2020-21 with some minor changes.
3. The following recommendations are being made by the members regarding the syllabi for II Semester for the approval of the Academic Council.
  - The prose lesson '**On Avoiding Foolish Opinions**' by **Bertrand Russell** prescribed by **APSCHE** is replaced with **Netaji Subhash Chandra Bose's Excerpt from Presidential address at the Students' Conference held at Lahore on October 19, 1929** as it addresses the students to get inspired with the one ideal of developing their character and personality and thereby rendering the most effective and useful service to the cause of their country.
  - The short story '**Girls**' by **Mrinal Pande** has been introduced and added in **Unit-III** of short fiction since the story deals with gender issues and the lives of women in Indian society. It is a touching story which portrays the status of girls in Indian society and the prejudice against them. The author has skillfully portrays how discrimination pervades every stage of a girl's life.
  - The topics '**Phrasal Verbs**' and '**Idioms**' are being introduced in **Unit – IV of Grammar**.
  - The topic '**Paragraph Writing**' is being introduced in **Unit – V of Language Skills**.
  - **In Unit – VI of Communicative and Competitive English the following two topics,**
    - Resources & Environment
    - Comprehension and Compositionare being incorporated in the syllabus. These topics focus on sensitizing the students to improve one's own reading and writing skills as well.
4. Discussed and recommended the Question paper pattern for the 2<sup>nd</sup> Semester of I Year students of all disciplines for the approval of the Academic Council.
5. Discussed and recommended the guidelines to be followed by the question paper setters of General English for 2<sup>nd</sup> semester of first degree students of all disciplines for the approval of the Academic Council.
6. Unanimously resolved to introduce and implement the syllabus of **Journalistic Reporting** (for Arts Stream) and **Business Communication** (for Commerce Stream) under **Skill Development Courses** for the admitted batch of the first year students of Semester-II for this academic year 2020-21 without any changes as made and revised by **APSCHE** under **CBCS** framework with effect from **2020-2021**.
7. Discussed and recommended the following teaching and evaluation methods for approval of Academic Council.

### Teaching methods:

Besides the conventional methods of teaching, we use modern technology i.e. using of an LCD projector, display on U boards etc, for better understanding of concepts.

There are two components in the Valuation and Assessment of a student –Internal Assessment (IA) and Semester Examinations (SE).

### **Internal Assessment (IA)**

- The maximum mark for IA is 30 and SE is 70 for theory. Out of these 30 marks, 20 marks are allocated for announced tests.
- Each IA written examination is of 1 hour 30 minutes duration for 20 marks. The tests will be conducted centrally. The average of two such IA is calculated for 20 marks.
- Other Innovative Components will be for 5 Marks. The innovative component is for 5 marks, conducted during the class hours by the staff member/ in charge of the subject, in the form of assignments/ quiz/ seminars /presentations/Online/Open Book/Viva Voce/ Group work/ Mini Project/ Exhibition, etc. The topic and time for submission/ presentation will be announced by the staff member/ in charge of the subject in advance. Each student should explain and defend his/her presentation. For attendance 5 Marks are allotted.
- There is no passing minimum for IA.

### **Semester Examinations (SE)**

- A student should register himself/herself to appear for the Semester Examinations by payment of the prescribed fee.
  - The Semester Examinations will be in the form of a comprehensive examination covering the entire syllabus in each subject. It will be of 3 hours duration, with maximum 70 marks, irrespective of the number of credits allotted to it.
  - Even though the candidate is absent for two IA exams/obtain zero marks, the external marks are considered (if he/she gets 40/70) and the result shall be declared as 'PASS'.
  - The pass mark shall be 28 out of 70 in the Semester end examination.
  - The maximum marks for each Paper shall be 100.
8. Getting the approval of a comprehensive academic plan of each teacher denoting the topic to be covered in a particular period. The co-curricular activities like quiz, classroom seminars, group discussion, assignments etc., which are planned during the semester have to be incorporated into the academic plan. Preparation of the annual academic calendar of the institution has to be done at the outset of the academic year, adherence to it is equally important. To prepare the academic calendar of the institution, individual teaching plans of all the members of the department have to be prepared. The individual annual academic plans are taken into consideration to prepare the departmental teaching plan. Basing on the teaching plans of all the departments the annual academic plan of the institution will be prepared.
9. Discussed and recommended to organize Seminars, Guest lectures, Workshops to enhance the knowledge of students besides conducting Certificate Courses on Spoken English, Soft Skills and Competitive English. It has been suggested that the Certificate Courses may be feasible to the students (interested students) of all disciplines of II years and the resource person may be a Guest Faculty to handle the classes regularly beyond the curriculum. All these recommendations are forwarded for the approval of the Academic Council.

### **10. Recommendations :**

- A consolidated list of **One Word Substitutes, Phrasal Verbs, Idioms**, topics for '**Paragraph Writing**', and **Expansion of Ideas/sayings/proverbs** are to be prepared for syllabus and sent to the question paper setter for the sem-end examinations.
- As suggested by one of the members on the BOS, the revised edition of Objective General English 2019 by S.Chand publication may be referred and practiced by the learners as over the years, this edition has earned the reputation of being one of the leading books in the subject and has helped the learners score high in the General English paper of the most competitive examinations. Moreover, with changing times and in keeping up with the modern trends in examination papers, a Question Bank has also been provided comprising questions from different competitive examinations held between 2010 and 2019. In addition, a few Full-Length Examination Papers have also been provided, with their answers, to give the learner, the experience first-hand.

**Signatures of the BOS Members:**


  
**Dr. E. DILEEP**  
(University Nominee)

  
**Dr. V. PALA PRASADA RAO**  
(Academic Council Nominee)

  
**(Sri M. VINCENT PAUL)**  
(Academic Council Nominee)

  
**B. BULLI BABU**  
(Member)

  
**M. ROJA**  
(Member)

  
**R. V. V. APARNA**  
(Member)

**Dr. G. PRIYANK VARMA**  
(Member)

  
**MEGHANA GRACE MICHAEL**  
(Member)

  
**Chairman**

**A.G & S.G SIDDHARTHA DEGREE COLLEGE OF ARTS AND SCIENCE,  
VUYYURU – 521165**  
(An Autonomous College in the Jurisdiction of Krishna University, Machilipatnam.)  
Accredited with “A” Grade by NAAC, Bengaluru  
Semester - II

ENGLISH PRAXIS COURSE-II  
**A COURSE IN READING AND WRITING SKILLS**  
Course Structure and Syllabi under CBCS

<b>Course Code</b>	<b>ENGT21B</b>	<b>Course Delivery Method</b>	<b>Class Room/ Blended Mode - Both</b>
<b>Credits</b>	<b>03</b>	<b>CIA Marks</b>	<b>30</b>
<b>No.of Lecture Hours / Week</b>	<b>4</b>	<b>Semester End Exam Marks</b>	<b>70</b>
<b>Total No.of Lecture Hours</b>	<b>60</b>	<b>Total Marks</b>	<b>100</b>
<b>Year of Introduction: 2020-21</b>	<b>Year of Offering: 2020-21</b>	<b>Year of Revision: 2020-21</b>	<b>Percentage of Revision: 20%</b>
<b>CLASS:</b>	<b>I YEAR DEGREE (ALL COURSES)</b>		

**OBJECTIVE:** The main objective of this course is to facilitate the learners to acquire the linguistic competence essentially required in a variety of life situations and develop their intellectual, personal and professional abilities.

**COURSE OUT COMES: At the end of the course the learners will be able to:**

**CO1:** Acquaint the learner with some widely used words which appear to be similar but are semantically different and also help them to realize the importance of meanings, and understand the grammatical structures in writing. **PO7**

**CO 2:** Speak clearly, effectively and appropriately with correct pronunciation, pause and articulation of voice for a variety of audiences and purposes. **PO2**

**CO 3:** Analyze, interpret, appreciate and comprehend the specified text and the contexts in terms of their content, purpose, and form. **PO1**

**CO 4:** Think critically; convey their own interpretations, perspectives, producing new creative and artistic works following grammatical structures in oral and written assignment. **PO7**

**CO 5:** Write effectively for a variety of professional and social settings adapting other writer’s ideas as they explore and develop their own. **PO3**

Academic Year 2020-21  
**Changes made in the syllabus**  
 Semester-II General English

Course content suggested by APSICHE	Additions	Deletion
<p><b>Unit – I - Prose:</b></p> <ol style="list-style-type: none"> <li>1. On Avoiding Foolish Opinions’</li> <li>2. The Night Train at Deoli -</li> <li>3. The Doll's House</li> </ol> <p><b>Unit – II - Poetry</b></p> <ol style="list-style-type: none"> <li>1. Upagupta</li> <li>2. Coromandel Fishers</li> <li>3. Ode to the West Wind</li> </ol> <p><b>Unit –III</b>  <b>Short Fiction (Short Story)</b></p> <ol style="list-style-type: none"> <li>1. An Astrologer's Day</li> <li>2. Florence Nightingale- Abrar Mohsin</li> </ol> <p><b>Unit – IV Grammar</b></p> <ol style="list-style-type: none"> <li>1. Vocabulary: Conversion of Words</li> <li>2. One Word Substitutes</li> <li>3. Collocations</li> <li>4. Note Making/Taking</li> </ol> <p><b>Unit – V</b>  <b>Language Skills</b></p> <ol style="list-style-type: none"> <li>1. Notices, Agendas and Minutes</li> <li>2. Expansion of Ideas and Paragraph Writing</li> <li>3. Curriculum Vitae and Resume</li> <li>4. Official Letters</li> <li>5. E-Correspondence</li> </ol>	<p><b>Unit – I</b>  <b>Prose:</b></p> <ol style="list-style-type: none"> <li>1. Netaji Subhas Chandra Bose on students &amp; politics: Every problem is related to politics (<i>An Excerpt from Presidential address at the Students’ Conference held at Lahore on October 19, 1929</i>)</li> </ol> <p><b>Unit –III</b>  <b>Short Fiction (Short Story)</b></p> <ol style="list-style-type: none"> <li>1. Girls – Mrinal Pande</li> </ol> <p><b>Unit – IV Grammar</b></p> <ol style="list-style-type: none"> <li>1. Phrasal Verbs and Idioms</li> </ol> <p><b>Unit – VI</b>  <b>Communicative and Competitive English</b></p> <ol style="list-style-type: none"> <li>1. Resources &amp; Environment</li> <li>2. Comprehension and Composition</li> </ol>	<p><b>Unit – I</b>  <b>Prose:</b>          On Avoiding Foolish Opinions</p>

1. The prose lesson ‘**On Avoiding Foolish Opinions**’ by **Bertrand Russell** prescribed by **APSICHE** is replaced with **Netaji Subhash Chandra Bose’s Excerpt from Presidential address at the Students’ Conference held at Lahore on October 19, 1929** as it addresses the students to get inspired with the one ideal of developing their character and personality and thereby rendering the most effective and useful service to the cause of their country.
2. The short story ‘**Girls**’ by **Mrinal Pande** has been introduced and added in **Unit-III** of short fiction since the story deals with gender issues and the lives of women in Indian society. It is a touching story which portrays the status of girls in Indian society and the prejudice against them. The author has skillfully portrays how discrimination pervades every stage of a girl’s life.
3. The topics ‘**Phrasal Verbs**’ and ‘**Idioms**’ are being introduced in **Unit – IV of Grammar**.
4. The topic ‘**Paragraph Writing**’ is being introduced in **Unit – V of Language Skills**.
5. **In Unit – VI of Communicative and Competitive English the following two topics,**
  - Resources & Environment
  - Comprehension and Composition
 are being incorporated in the syllabus. These topics focus on sensitizing the students to improve one’s own reading and writing skills as well.

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

**Course Learning Outcomes**

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

- CO 1:** Use reading skills effectively and comprehend /Interpret different texts.
- CO 2:** Analyze what is being read and use good writing strategies.
- CO 3:** Build up a repository of active vocabulary and apply it to everyday situations.
- CO 4:** Improve writing skills independently for future needs and purposes.

**Unit – I**

**Prose: 12 Hrs**

1. Netaji Subhas Chandra Bose on students & politics: Every problem is related to politics  
*(An Excerpt from Presidential address at the Students' Conference held at Lahore on October 19, 1929)*
2. The Night Train at Deoli - Ruskin Bond
3. The Doll's House - Katherine Mansfield

**Unit – II**

**Poetry: 12 Hrs**

1. Upagupta - Rabindranath Tagore
2. Coromandel Fishers- Sarojini Naidu
3. Ode to the West Wind - P B Shelley

**Unit –III**

**Short Fiction (Short Story):12 hrs**

1. An Astrologer's Day- R K Narayan
2. Girls – Mrinal Pande
3. Florence Nightingale- Abrar Mohsin

**Unit – IV**

**Grammar: 12Hrs**

1. Vocabulary: Conversion of Words
2. One Word Substitutes
3. Collocations
4. Phrasal Verbs and Idioms
5. Note Making/Taking

**Unit – V**

**Language Skills: 12 Hrs**

1. Notices, Agendas and Minutes
2. Expansion of Ideas and Paragraph Writing
3. Curriculum Vitae and Resume
4. Official Letters
5. E-Correspondence

**Unit – VI**

**Communicative and Competitive English: 12 Hrs**

1. Resources & Environment
2. Comprehension and Composition

*E. D. Singh*  
27-3-21

*M. Vincent Paul*

*M. Vincent Paul*

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<b>ENGLISH</b>	<b>ENG PRAXIS 201C</b>	<b>2020-2021</b>	<b>B.A,B.Com &amp; B.Sc</b>
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**Time: 3 hours**

**Max Mark: 70**

**Course: General English**  
**Course Title: English Praxis II**

**Course Code: ENG PRAXIS 201C**  
**Semester: II**

**The Pattern of the Question Paper for Semester – II: ENG PRAXIS 201C**

**Section-A**

- I. Answer any THREE of the following in 50 words each:** **3x4=12M**  
(2 paragraph questions from each Prose lesson = 6)
- II. Answer any THREE of the following in 50 words each:** **3x4=12M**  
(2 paragraph questions from each Poem = 6)
- III. Answer any THREE of the following in 50 words each:** **3x4=12M**  
(2 paragraph questions from each Short Story = 6)

**Section – B**  
**(Grammar)**

**IV. Answer all the questions:**

1. Fill in the blanks with the appropriate form of the words given in the brackets.  
(Conversion of words) **4x<sup>1</sup>/<sub>2</sub>=2M**
  2. Choose the correct alternative which can be substituted for the given sentence. **4x<sup>1</sup>/<sub>2</sub>=2M**
  3. Choose the best answer to fill the gap in each of the given sentences. **4x<sup>1</sup>/<sub>2</sub>=2M**
  4. Fill in the appropriate form of one of the Phrasal Verbs from the given box. **4x1=4M**
- OR
- Use the given expressions in your own sentences.  
*(Internal choice must be given between Phrasal Verbs and Idioms)*
5. Read the given passage and make notes: **4M**

**Section – C**  
**(Language Activity)**

**V. Answer all the questions:**

1. Prepare agenda/minutes/notice on the given context. **4M**
  2. Expand your ideas on the given topic. **4M**
- OR
- Write a paragraph on the given topic.  
*(Internal choice must be given between expansion of proverb and paragraph writing)*
3. Prepare curriculum vitae in response to the given advertisement. **4M**
  4. Letter writing to the given context. (only formal/official letters) **4M**
  5. E-mail writing to the given context. **4M**

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<b>ENGLISH</b>	<b>ENG PRAXIS 201C</b>	<b>2020-2021</b>	<b>B.A,B.Com &amp; B.Sc</b>
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**Time: 3 hours**

**Max Mark: 70**

**Course: General English**  
**Course Title: English Praxis II**

**Course Code: ENG PRAXIS 201C**  
**Semester: II**

**Model Question Paper**

**SECTION –A**

**I. Answer any THREE of the following questions in about 50 words each. 3x4=12M**

1. Summarize the main points of Subhash Chandra Bose’s address to students.
2. ‘If, in India, students do not take active part in politics, from where are we to recruit our political workers and where are we to train them?’ Explain it with reference to Bose’s speech.
3. How was the narrator’s second meeting with the girl different from his first Meeting in the story “The Night Train at Deoli”?
4. How does Katherine Mansfield present the conflict between innocence and experience through her short story?
5. Sketch the character of Kezia.

**II. Answer any THREE of the following questions in about 50 words each. 3x4=12M**

1. What is the theme of the poem Upagupta?
2. Why do you think that the ascetic did not accept the invitation of the dancing girl?
3. Analyse the poem ‘Coromandel fishers’ as the symbol of freedom struggle?
4. Why do the fishermen consider the sea as their mother in the poem “Coromandel Fishers”? Discuss.
5. Examine the evolution of thought in Shelley’s “Ode to the West wind”
6. What qualities of the West Wind are glorified in Shelley’s “Ode to West Wind”?

**III. Answer any THREE of the following questions in about 50 words each. 3x4=12M**

1. What is the irony of the story the astrologer’s day?
2. Sketch the character of the astrologer.
3. What is the relevant socio- historical background of Girls by Mrinal Pande?
4. Keeping in view the story "Girls", comment on the social setup of Indian society.
5. Explain why Mr. and Mrs. Nightingale considered the nursing profession an unsuitable career for Florence.
6. Write a note on the important contributions of Florence Nightingale.

## **SECTION-B**

### **IV. Answer all the questions:**

#### **1. Fill in the blanks with the appropriate form of the words given in the brackets.**

4x<sup>1</sup>/<sub>2</sub>=2M

- a. Mr. Parks' lessons are really\_\_\_\_\_. I hate his lessons. (bore)
- b. My sisters are very\_\_\_\_\_. (ambition)
- c. I am so\_\_\_\_\_that we are going to New York tomorrow. (excite)
- d. Women wear these skirts\_\_\_\_\_. (tradition)

#### **2. Choose the correct alternative which can be substituted for the below given sentence.**

4x<sup>1</sup>/<sub>2</sub>=2M

- a. An examination of a dead body is called as \_\_\_\_\_
  - Autopsy
  - Morgue
- b. A person who eats too much is called as \_\_\_\_\_
  - Glutton
  - Cannibal
- c. A physician who diagnoses and interprets the changes caused by disease in tissues and body fluids \_\_\_\_\_
  - Optometrist
  - Pathologist
- d. A person who talks in sleep is called as \_\_\_\_\_
  - Somniloquist
  - Somnambulist

#### **3. Choose the best answer to fill the gap in each of the following sentences.**

4x<sup>1</sup>/<sub>2</sub>=2M

- a. The meeting took almost five hours so it was impossible to pay/keep/have attention all the time.
- b. It took us all day to clean up the office after the burglary – the thieves made/ took/ had a terrible mess.
- c. I don't think we should make/hold/create a decision yet; we should wait.
- d. Only 31% of the students who had/took/wrote the final exam passed it.

#### **4. Fill in the appropriate form of one of the phrasal verbs from the box below.**

4x1=4M

- a. I looked for my keys everywhere but I couldn't\_\_\_\_\_where I put them.
- b. Although he tried to eat less he\_\_\_\_\_ some weight during the holidays.
- c. Our plane\_\_\_\_\_an hour late because of the fog.
- d. My son drove me crazy about buying a new bike, so finally I\_\_\_\_\_.

(figure out, give in, put on, take off)

**OR**

**Use the following expressions in your own sentences.**

- |                           |                      |
|---------------------------|----------------------|
| a. A blessing in disguise | c. Turn a blind eye  |
| b. Once in a blue moon    | d. Weather the storm |

**5. Read the following passage and make notes:**

**4M**

Naval architects never claim that a ship is unsinkable, but the sinking of the passenger-and-car ferry Estonia in the Baltic surely should have never have happened. It was well designed and carefully maintained. It carried the proper number of lifeboats. It had been thoroughly inspected the day of its fatal voyage. Yet hours later, the Estonia rolled over and sank in a cold, stormy night. It went down so quickly that most of those on board, caught in their dark, flooding cabins, had no chance to save themselves: Of those who managed to scramble overboard, only 139 survived. The rest died of hypothermia before the rescuers could pluck them from the cold sea. The final death toll amounted to 912 souls. However, there were an unpleasant number of questions about why the Estonia sank and why so many survivors were men in the prime of life, while most of the dead were women, children and the elderly.

**SECTION-C**

**V. Answer all the questions:**

1. Prepare an agenda and minutes informing the holding of Board of Directors meeting regarding a new project to be taken up. **4M**
2. Expand your ideas on the topic '*A stitch in time saves nine*'. **4M**

**OR**

Write a paragraph on '*The impact of Corona in the present scenario*'.

3. Prepare a curriculum vitae in response to the advertisement below: **4M**

Unilever, Vijayawada has a vacancy for a Junior Sales Manager to work in the area of sales and marketing, particularly with our household product lines. Applicants should have previous experience in the area of sales and marketing, as well as an excellent command of English, appropriate computer skills, and a full current driving license.

Applications, including full curriculum vitae and references need to send to:

Mr. Santhosh Gummadi, Personnel Manager, UNILEVER India, Vijayawada -10,

Closing date: 17 December 2021

4. Write a letter to the editor of the newspaper "The Hindu" narrating the inefficient administration of your municipality regarding sanitation in your area. **4M**
5. Write an email letter to you librarian – agsgsclibrary@gmail.com requesting him to renew the date of the books you have borrowed as you are unable to travel to college. **4M**

\*\*\*\*\*

Since the **APSCHE** has revised the syllabus under CBCS framework with effect from **2020-2021**, the following syllabus of **Journalistic Reporting** (for Arts Stream) and **Business Communication** (for Commerce Stream) under **Skill Development Courses** shall be implemented for the admitted batch of the first year of Semester-II for this academic year 2020-21 without any changes. Under **Life Skill Courses**, a paper titled “**Entrepreneurship**” is being shared and taught for the Second Year students of IV Semester as per the workload of the Department. A consolidated list of questions of these 3 papers shall be prepared and sent to the Question Paper Setter. This change has been brought to the notice of the BOS Members through mail /phone call and their consent is being taken.

## **SYLLABUS**

B.A., B. Com & B. Sc Programmes

Revised CBCS w.e.f 2020-21

### **SKILL DEVELOPMENT COURSE**

Arts Stream (II SEMESTER)

### **Title: JOURNALISTIC REPORTING**

Total 30 hrs (02 h/wk, 02 Cr & Max 50 Marks)

#### **Course Outcomes:**

*After successful completion of this course, the student will be able to:*

1. *Understand the evolution of journalism with a focus on its development in India.*
2. *Comprehend the role of Press in the Indian democracy and various reporting methods.*
3. *Realise the ethical aspects of Journalism in India*
4. *Develop basic writing skills for news papers, Radio and Television.*

#### **Syllabus:**

##### **Unit-I: 06 Hrs**

Introduction to Journalism-Nature, Growth and Development in post independence era -Print Media, Mass Media and Electronic Media, Press as a Fourth Estate-Role of Press in Democracy.

##### **Unit-II: 10 Hrs**

Concept of News-News Values-Sources of News - News gathering ways: Press Conferences, Press Releases, Events, Meets, Interviewing-Types of Interviews and Interviewing Techniques- Methods of News Writing: Leads, News Stories and Body Development.

##### **Unit-III: 10 Hrs**

Reporting-Kinds of Reporting-Objectives, Interpretative, Investigative, Legal, Developmental, Political, Sports, Crime, Economic, Commercial, Disaster, Technical and Scientific Reporting-Writing Special features: Photo features, Human interest features, Profiles, Column Writing, Writing for Radio and Television-Values and Ethics of Journalism.

#### **Co-curricular Activities Suggested: (04 Hrs)**

1. Collection and study of various English and Telugu Newspapers
2. Invited lecture/basic training by local experts
3. Visit to local Press office
4. Informally attending Press Conferences and Meets and taking notes
5. Assignments, Group discussion, Quiz etc.

#### **Reference Books:**

1. Mencher Melvin, News Reporting and Writing, 1997, Columbia University Press.
2. Mazumdar Aurobindo, Indian Press and Freedom Struggle, 1993, Orient Longman.
3. Barun Roy, Beginners Guide to Journalism and Mass Communication, V&S Publishers, New Delhi.
4. Kamath M.V, Professional Journalism,1983,Vikas Publishers, New Delhi.
5. Carole Fleming, Emma Hemmingway, Gillian Moore and Dave Welford, 2006,SAGE Publications India Pvt.Ltd, New Delhi
6. Websites on Journalistic Reporting.

**SKILL DEVELOPMENT COURSES**  
Arts Stream (II SEMESTER)  
**Title: JOURNALISTIC REPORTING**  
**MODEL QUESTION PAPER & PATTERN**

Max Marks: 50

Time: 1 ½ hr (90 Min)

**SECTION A** (Total: 4x5=20 Marks)

(Answer any four questions. Each answer carries 5 marks  
(At least 1 question should be given from each Unit)

1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	

**SECTION B**

(Total: 3x10 = 30 Marks)

(Answer any three questions. Each answer carries 10 marks  
(At least 1 question should be given from each Unit)

1.	
2.	
3.	
4.	
5.	
6.	

@@@@@

**SYLLABUS**  
B.A., B. Com & B. Sc Programmes  
Revised CBCS w.e.f 2020-21  
**SKILL DEVELOPMENT COURSE**  
Commerce Stream (II Semester)

**Title: BUSINESS COMMUNICATION**  
Total 30 hrs (02hrs/wk), 02 Credits, Max 50 marks

**Learning Outcomes:**

*After successful completion of this course, students will be able to;*

1. *Understand the types of business communication and correspondence*
2. *Comprehend the processes like receiving, filing and replying*
3. *Acquire knowledge in preparing good business communications*
4. *Acquaint with organizational communication requirements and presentations.*

**SYLLABUS**

**UNIT I : 06hrs**

Introduction and Importance of communication an overview - meaning and process of communication - organizational communication and its barriers.

**UNIT II: 10hrs**

Types of Business Communications –Categories, methods and formats - Business vocabulary - Business idioms and collocations – Organizational Hierarchy - Various levels of communication in an organization – Top-down, Bottom-up and Horizontal-Business reports, presentations– Online communications.

**UNIT III: 10hrs**

Receiving business communications -Filing and processing -Sending replies. Routine cycle of communications – Writing Communications - Characteristics of a good business communication -Preparation of business meeting agenda – agenda notes - minutes –circulation of minutes – Presentations of communication using various methods.

**Recommended Co-curricular Activities (04hrs):**

1. Collection of various model business letters
2. Invited lecture/field level training by a local expert
3. Reading of various business reports and minutes and its analysis
4. Presentations of reports, charts etc.
5. Assignments, Group discussion, field visit etc.

**Reference books:**

1. Chaturvedi. P.D.Chaturvedi.M - Business Communication concepts, Cases and applications - Pearsons Education
2. Kaul Asha - Effective Business Communication - PHI Learning pvt Ltd
3. [www.swayam.gov.in](http://www.swayam.gov.in)
4. Websites on business communication

**SKILL DEVELOPMENT COURSES**  
Commerce Stream (II SEMESTER)  
**Title: BUSINESS COMMUNICATION**  
**MODEL QUESTION PAPER & PATTERN**

Max Marks: 50

Time: 1 ½ hr (90 Min)

**SECTION A**

(Total: 4x5=20 Marks)

(Answer any four questions. Each answer carries 5 marks(At least 1 question should be given from each Unit)

1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	

**SECTION B**

(Total: 3x10 = 30 Marks)

(Answer any three questions. Each answer carries 10 marks  
(At least 1 question should be given from each Unit)

1.	
2.	
3.	
4.	
5.	

@ @ @ @ @

**A.G&S.G SIDDHARTHA DEGREE COLLEGE OF ARTS  
AND SCIENCE (AUTONOMOUS), VUYYURU**



**DEPARTMENT OF ENGLISH**

**BOARD OF STUDIES**

**MEETING**

**COMMUNICATION SKILLS AND SOFT SKILLS**

VENUE

**ENGLISH LANGUAGE LABORATORY**

DATE

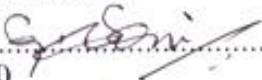

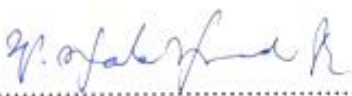
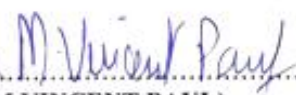

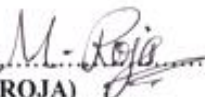
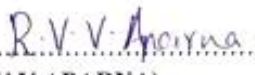

**27<sup>th</sup> March, 2021**



Minutes of the Meeting of Board of studies in the Foundation Course titled "Communication Skills and Soft Skills" for the Autonomous courses of AG & SG Siddhartha Degree College of Arts & Science, Vuyyuru, held through ZOOM MEETING on 27-03-2021 in the English Language Laboratory at 3.00 pm.

Ms G.Soni ... Presiding

**Members Present:**

- |  |                             |   |
|--|-----------------------------|---|
| 1)..... <br>(G.SONI)                  | Chairman                    | Head, Department of English<br>AG & SG S Degree College<br>Vuyyuru-521165             |
| 2)..... <br>(Dr.E.DILEEP)             | University<br>Nominee       | Professor,<br>Department of English<br>Krishna University,<br>Machilipatnam.          |
| 3)..... <br>(Dr.V.PALA PRASADA RAO)   | Academic Council<br>Nominee | Lecturer,<br>Department of English<br>JKC College, Guntur.                            |
| 4)..... <br>(Sri M.VINCENT PAUL)    | Academic Council<br>Nominee | Rtd.Head,<br>Department of English<br>Sir C.R.Reddy College,<br>Eluru                 |
| 5)..... <br>(B.BULLI BABU)          | Member                      | Lecturer in English<br>A.G & S.G.S Degree College,<br>Vuyyuru-521165                  |
| 6)..... <br>(M.ROJA)                | Member                      | Lecturer in English<br>A.G & S.G.S Degree College,<br>Vuyyuru-521165                  |
| 7)..... <br>(R.V.V.APARNA)          | Member                      | Lecturer in English<br>A.G & S.G.S Degree College,<br>Vuyyuru - 521165                |
| 8).....<br>(Dr.G.PRIYANK VARMA)  | Member                      | Assistant Professor,<br>Department of English,<br>SRM University,<br>Amaravati - A.P. |
| 9)..... <br>(MEGHANA GRACE MICHEAL) | Member                      | Payroll Officer, HSBC<br>HDPI, Hitech City,<br>Hyderabad                              |

**Agenda for B.O.S Meeting of the Foundation course in Communication Skills and Soft Skills for IV SEMESTER for the Academic Year 2020-21**

1. To implement the existing syllabi of CSS for 4<sup>th</sup> semester of II Degree students of all disciplines for the Academic Year 2020-21.
2. To implement the existing Model Question Paper of CSS for 4<sup>th</sup> semester of II Degree of all disciplines for the Academic Year 2020-21.
3. To implement the existing Guidelines to be followed by the question paper setters in CSS for the 4<sup>th</sup> semester-end exams of II Year students of all disciplines.
4. To recommend the teaching and evaluation methods to be followed under Autonomous status.
5. To implement a value added course to impart transferable skills and life skills during the IV semester.
6. To implement Certificate Course titled “Competitive English” for the II year gifted students of IV Semester.
7. Any suggestions regarding Certificate/Add-on Courses, Seminars, Workshops, Guest Lectures and student competitions to be organized.
8. Any other matter.

## **RESOLUTIONS**

1. Resolved to implement the existing syllabus of CSS for 4<sup>th</sup> semester of Second Degree of all disciplines for the approval of the Academic Council.
2. Resolved to implement the existing model question papers of CSS for 4<sup>th</sup> semester of Second degree of all disciplines for the approval of the Academic Council.
3. Resolved to implement the existing guidelines to be followed by the question paper setters of CSS for 4<sup>th</sup> semester of second degree students of all disciplines for the approval of the Academic Council.

**Note :** A consolidated list of Vocabulary is enclosed for the use of the Question paper setters

4. Discussed and recommended the following teaching and evaluation methods for the approval of Academic Council.

### **Teaching methods:**

Besides the conventional methods of teaching, we use modern technology i.e. using of an LCD projector, display on U boards etc, for better understanding of concepts.

### **Evaluation of a student is done by the following procedure:**

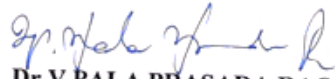
#### **Semester-End Examinations:**

- The maximum marks for Semester-End examinations shall be 50 marks and duration of the examination shall be 2 Hours.
5. Unanimously resolved to teach a value added course paper titled “**Entrepreneurship**” to impart transferable skills and life skills for the Second Year students of IV Semester. As per the workload of the department, the paper might be taught by the department members.
  6. It has been suggested that the Certificate Course titled “Competitive English” may be feasible to the gifted students of all disciplines of II year and the resource person may be a Guest Faculty to handle the classes regularly beyond the curriculum.
  7. Discussed and recommended for organizing Seminars, Guest lectures, Work-shops to enhance the knowledge of students besides conducting Certificate Courses on Spoken English, Soft Skills and Competitive English. All these recommendations have been forwarded for the approval of the Academic Council.

**Signatures of the BOS Members:**



**Dr.E.DILEEP**  
(University Nominee)



**Dr.V.PALA PRASADA RAO**  
(Academic Council Nominee)



**(Sri M.VINCENT PAUL)**  
(Academic Council Nominee)



**B.BULLI BABU**  
(Member)

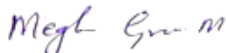


**M.ROJA**  
(Member)



**R.V.V.APARNA**  
(Member)

**Dr.G.PRIYANK VARMA**  
(Member)



**MEGHANA GRACE MICHAEL**  
(Member)

  
Chairman

A.G & S.G SIDDHARTHA DEGREE COLLEGE OF ARTS AND SCIENCE, VUYYURU  
(An autonomous college in the Jurisdiction of Krishna University, Machilipatnam.)  
Accredited at 'A' Grade by NAAC

CSS	CSS 401C	2020-2021	B.A,B.Com & B.Sc
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**COMMUNICATION AND SOFT SKILLS -3 (CSS -3)**  
**FOUNDATION COURSE SYLLABUS**  
Semester – IV

**Unit I: Soft Skills**

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

**Unit II: Paragraph Writing and Para Jumbles**

1. Paragraph Structure
2. Development of Ideas
3. Matching Para Jumbles

**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: Job Application, CV and Dialogue Writing**

1. Resume and CV
2. Dialogue Writing

Reference Book: English in Use –A Course in Communication Skills and Soft Skills -3,  
Published by Orient Black Swan

E. D. S. S.  
27-2-21

H. S. S. S.

M. Venkatesh Reddy

**A.G & S.G SIDDHARTHA DEGREE COLLEGE OF ARTS AND SCIENCE, VUYYURU**  
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CSS	CSS 401C	2020-2021	B.A,B.Com &B.Sc
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**COMMUNICATION AND SOFT SKILLS -3 (CSS-3)**  
**FOUNDATION COURSE - Semester – IV**  
**The Pattern of the Question Paper for CSS -3**

**Time: 2 Hours**

**Maximum Marks: 50**

**SECTION - A**

- I.** Answer any ONE of the following questions in two or three paragraphs  
(4 questions to be given) **1x10=10 M**

**SECTION – B**

- II.** Develop the given hints into a meaningful paragraph **1x5=5 M**  
**III.** Matching jumbled sentences in the given columns **5x1=5 M**

**SECTION – C**

- IV.** Write a paragraph on any ONE of the given proverbs (3 proverbs to be given) **1x5=5M**  
**V.** Write a note on the differences between a paraphrase and a summary? **1x5=5M**

**(OR)**

What are the stages involved in summary writing?

**(Internal choice to be given between paraphrase and summary)**

**SECTION – D**

- VI.** Write a letter on any ONE of the given contexts **1x5=5 M**  
(3 contexts to be given)  
**VII.** Write an e-mail on any ONE of the given contexts **1x5=5M**  
(3 contexts to be given)

**SECTION –E**

- VIII.** Write a Resume/CV responding to the given advertisement **1x5=5M**  
**IX.** Write a dialogue with FIVE exchanges on any ONE of the given contexts. **1x5=5M**

**A.G & S.G SIDDHARTHA DEGREE COLLEGE OF ARTS AND SCIENCE, VUYYURU**

*(An autonomous college in the Jurisdiction of Krishna University, Machilipatnam.)*

**Accredited at 'A' Grade by NAAC**

<b>CSS</b>	<b>CSS 401C</b>	<b>2020-2021</b>	<b>B.A,B.Com &amp;B.Sc</b>
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**COMMUNICATION AND SOFT SKILLS -3 (CSS-3)  
FOUNDATION COURSE, SEMESTER – IV (CBCS)  
CSS – III**

**Time: 2 hours**

**Max Mark: 50**

**Model Question Paper**

**SECTION – A**

**I. Answer any ONE of the following questions in two or three paragraphs. 1X10=10M**

- a. What are some things you feel you can be more positive about in your present life? Why do you feel this way? What can you do to make yourself adopt a more positive attitude with regard to these things?
- b. How do you define non-verbal communication? Is it different from verbal communication?
- c. Aruna is twenty-one years old. She has just appeared for her final B.com examinations. She is a very sincere student and also an excellent painter. She has won many art competitions. When she graduates, her parents want her to start working because the family needs financial support. Prepare a SWOT/SWOC analysis for Aruna.
- d. Define Emotional Intelligence and discuss the qualities of emotionally intelligent people.

**SECTION – B**

**II. Develop the given hints into a meaningful paragraph.**

**1X5=5M**

The kind of books I enjoy reading: enjoy fiction most – novels and short stories – love romances and thrillers – long hours reading – science fiction not interesting – dull – also enjoy travelogues, biographies, real—life adventures read newspapers, magazines regularly to keep myself informed – to pass time when no new book.

**III. Match the jumbled sentences in Column A with Column B****5X1=5M**

<b>A</b>	<b>B</b>
<b>1.</b> I was put on hold for a long time. I am still waiting for John	<b>a.</b> Well, it is pretty hard for me to fall asleep when I go to bed. I also woke up many times during the night.
<b>2.</b> How about some soft drinks?	<b>b.</b> They will be available in two weeks. Don't stress yourself. I think everything will be OK.
<b>3.</b> What are you going to do during Winter break?	<b>c.</b> No, buy some bottled water instead. It is healthier for us. We need to cut down on our intake of sugar, as too much sugar is not good for our bodies.
<b>4.</b> I am anxious to know my cholesterol level. When will I get the results of the blood test?	<b>d.</b> I am so sorry. Let me connect you to him right now.
<b>5.</b> Did you suffer from insomnia?	<b>e.</b> I will head home to spend time with my parents.

**SECTION – C****IV. Write a paragraph on any ONE of the following proverbs****1X5=5M**

- a) Fortune favours the brave
- b) Necessity is the mother of invention
- c) Actions speak louder than words

**V. Write a note on the differences between a paraphrase and a summary?****1x5=5M****(OR)**

What are the stages involved in summary writing?

**SECTION – D****VI. Write a letter on any ONE of the following contexts.****1X5=5M**

- a. Write a letter to your parents about your experience of settling into your new hostel room. Don't forget to mention your room-mate, and what you like or don't like about the place.
- b. Write a letter to your uncle/ aunt, thanking him / her for the birthday gift you have received. Don't forget to say why you like the gift, and include other relevant information such as how you celebrated your birthday.
- c. Write a letter to make a business inquiry about the children stories / textbooks available in that company.



**VII. Write an e-mail on any ONE of the following contexts. 1X5=5M**

- a. Write an e-mail to Blaze and Sons, 11, Central Road, Chennai 600002, complaining about the receipt of the damaged copies of the book you ordered for.
- b. M/s Bandarkar Agencies of Jalandar have not cleared their due amount of Rs. 45000. Write a reminder to [bandarkars@gmail.com](mailto:bandarkars@gmail.com), asking for quick settlement.
- c. Write an e-mail as the Manager, Customer Call, RSBI, responding to a customer's complaint that the latest half-yearly statements of his account have not been sent to him.

**SECTION – E**

**VIII. Write a resume / CV responding to the following advertisement. 1X5=5M**

Wanted a chef with at least five years' experience in 3-star hotels, for immediate appointment. Must be able to take full charge of kitchen supervision. Apply Hotel Astor, Kozhikode 673 001.

**IX. Write a dialogue with FIVE exchanges on any ONE of the following contexts. 1X5=5M**

- a. Making a complaint to the waiter about the food
- b. Making an announcement about a field trip by the class representative
- c. Obtaining an application form from the passport office

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**A.G&S.G SIDDHARTHA DEGREE COLLEGE OF ARTS AND  
SCIENCE (AUTONOMOUS), VUYYURU**



**DEPARTMENT OF ENGLISH**

**BOARD OF STUDIES  
MEETING**

**GENERAL ENGLISH**

**VENUE  
ENGLISH LANGUAGE LABORATORY**

**DATE  
12<sup>th</sup> June, 2020**

**Minutes of the meeting of Board of studies in General English for the Autonomous courses of AG & SG Siddhartha Degree College of Arts & Science, Vuyyuru, held on 12-06-2020 in the English Language Laboratory at 12:00 pm.**

Ms G.Soni ... Presiding

**Members Present:**

- |                                    |                             |   |
|------------------------------------|-----------------------------|---|
| 1).....<br>(G.SONI)                | Chairman                    | Head, Department of English<br>AG & SG S Degree College<br>Vuyyuru-521165             |
| 2).....<br>(Dr E.DILEEP)           | University<br>Nominee       | Professor,<br>Department of English<br>Krishna University,<br>Machilipatnam.          |
| 3).....<br>(Dr V.PALA PRASADA RAO) | Academic Council<br>Nominee | Lecturer,<br>Department of English<br>JKC College, Guntur.                            |
| 4).....<br>(M.VINCENT PAUL)        | Academic Council<br>Nominee | Head,<br>Department of English<br>Sir C.R.Reddy College,<br>Eluru                     |
| 5).....<br>(B.BULLI BABU)          | Member                      | Lecturer in English<br>AG & SG S Degree College,<br>Vuyyuru-521165                    |
| 6).....<br>(M.ROJA)                | Member                      | Lecturer in English<br>A.G & S.G.S Degree College,<br>Vuyyuru-521165                  |
| 7).....<br>(R.V.V.APARNA)          | Member                      | Lecturer in English<br>A.G & S.G.S Degree College,<br>Vuyyuru - 521165                |
| 8).....<br>(Dr G.PRIYANK VARMA)    | Member                      | Assistant Professor,<br>Department of English,<br>SRM University,<br>Amaravati - A.P. |
| 9).....<br>(MEGHANA GRACE MICHEAL) | Member                      | Soft Skills Trainer,<br>Payroll Officer, HSBC<br>HDPI, Hi-tech City,<br>Hyderabad.    |

**Agenda for B.O.S Meeting of General English for I & III SEMESTERS for the Academic Year 2020-21**

The following proposals are submitted as a part of the agenda for the consideration and approval of the honorable members of Board of Studies, at the meeting held on 12<sup>th</sup> June, 2020.

1. To recommend syllabi for 1<sup>st</sup> and 3<sup>rd</sup> semesters of I & II Degree students of all disciplines for the Academic Year 2020-21.
2. To Consider and approve the additional inputs and minor modifications in the I & III Semester papers of General English.
3. To recommend and incorporate COMMUNICATIVE AND COMPETITIVE ENGLISH syllabus in UNIT-VI for 1<sup>st</sup> and 3<sup>rd</sup> semesters of I & II Degree students of all disciplines for the Academic Year 2020-21.
4. To recommend the Model Question Papers of 1<sup>st</sup> and 3<sup>rd</sup> semesters of I & II Degree of all disciplines for the Academic Year 2020-21.
5. To recommend the Guidelines to be followed by the question paper setters in General English for the 1<sup>st</sup> and 3<sup>rd</sup> semester-end exams of I & II Year students of all disciplines
6. To recommend the teaching and evaluation methods to be followed under Autonomous status.
7. To recommend topics for online teaching and evaluation patterns.
8. To consider and approve the implementation of Pedagogy methods like Quiz, classroom seminar, Assignment or Case study, Test, puzzles, viva and few more innovative methods in classroom teaching as indicated in the curricular plans.
9. To consider and approve to arrange Guest Lectures by Subject Experts @ 1(minimum) per Semester rounded up to more than 3 per academic year.
10. Any suggestions regarding Certificate/Add-on Courses, Seminars, Workshops, Guest Lectures and student competitions to be organized.
11. To note any changes in the syllabus if made by APSCHE for the admitted batch of I Semester of the academic year 2020-21.
12. Any other matter.

## **RESOLUTIONS**

1. Discussed and recommended the syllabus for 1<sup>st</sup> and 3<sup>rd</sup> semesters of I & II Degree students of all disciplines for the approval of the Academic Council.
2. Considered and approved the minor changes and additional inputs meant for I & III Semester papers of General English.
3. Discussed and recommended the syllabi with some changes for 1<sup>st</sup> and 3<sup>rd</sup> semesters of I & II Degree students of all disciplines for the approval of the Academic Council. Incorporated **COMMUNICATIVE AND COMPETITIVE ENGLISH** syllabus in UNIT-VI for the 1<sup>st</sup> and 3<sup>rd</sup> semesters of I & II Degree students of all disciplines for the Academic Year 2020-21. UNIT-VI is meant for internal evaluation as it is purely based on Laboratory activity. Learner autonomy needs to be built into the activities which will provide hands on experience in using the language and thus “learning by doing”.

### **I SEMESTER**

➤ **In Unit – VI of COMMUNICATIVE AND COMPETITIVE ENGLISH**, the following topics

#### **1. Names and Actions**

#### **2. Descriptions and Connections**

are incorporated in the syllabus . These two topics focus on sensitizing the students to the aspects of the language through a series of activities to develop grammatical applications, vocabulary, listening, reading, writing and speaking skills. The objective is now, therefore, to enhance the communication skills in English by providing adequate opportunities to practice.

#### **Objectives:**

At the end of the Topic-1 (**Names and Actions**), the students should be able to:

- Identify nouns and verbs
- Distinguish and use singular and plural nouns
- Distinguish the pronunciation of (past tense endings) /t/, /d/, /Id/ and (plural endings) /s/, /z/, /iz/
- Differentiate tense (time) from verbs (action)
- Recognize homophones
- Comprehend reading texts and respond to tasks

At the end of the Topic-2 (**Descriptions and Connections**), the students should be able to:

- Recognize adjectives
- Sort positive, comparative and superlative degree forms
- Convert word class: noun to verb, adjective to noun, verb to noun
- Transform adjectival forms (word level, sentence level: degrees of comparison)
- Compare prepositions and use the appropriate ones in a given context

- Recognize ‘rhymes’ – (sounds, words)
- Use adjectives & prepositions (speaking & writing)
- Introduce themselves using adjectives
- Describe their friends using adjectives
- Identify homophones
- Comprehend, interpret, and analyze reading texts

### **III SEMESTER**

**In Unit – VI of COMMUNICATIVE AND COMPETITIVE ENGLISH**, the topic **COMPOSITION** is incorporated in the syllabus. This topic focuses on sensitizing the students to improve one’s own writing skills.

#### **Objectives**

At the end of this topic, the students should be able to:

- Use passive structures to write reports
  - Recognize & write emails
  - Develop hints by framing sentences & write paragraphs
  - Read texts using higher order thinking skills (academic reading comprehension)
4. Discussed and recommended the Question paper pattern for the 1<sup>st</sup> Semester of I Year students of all disciplines for the approval of the Academic Council.
  5. Discussed and recommended the guidelines to be followed by the question paper setters of General English for 1<sup>st</sup> Semester of first degree students of all disciplines for the approval of the Academic Council.
  6. Discussed and recommended the teaching methodology to be taken up and the evaluation patterns to be done.
  7. Discussed and recommended the topics for online teaching to be taught and the evaluation patterns to be taken up.
  8. Considered and approved the implementation of Pedagogy methods like Quiz, classroom seminar, Assignment or Case study, Test, puzzles, viva and few more innovative methods in classroom teaching as indicated in the curricular plans.
  9. Considered and approved to arrange Guest Lectures by Subject Experts rounded up to 3 per academic year.
  10. Discussed and recommended to continue the Certificate Course on ‘Competitive English’ this academic year too.
  11. Discussed and recommended to incorporate the 80% of the new syllabus if introduced / made by APSCHE for the admitted batch of the I Semester for the academic year 2020-21. The same syllabus shall be incorporated as per the guidelines along with UNIT -VI.

### **Teaching methods:**

Besides the conventional methods of teaching (The Direct Method, The Structural Approach), Grammar-Translation Method, Audio-lingual Method, Communicative Language Teaching (CLT), Task-Based Language Learning etc., are practiced. We use modern technology i.e. using of an LCD projector, display on U boards, you tube videos etc., for better understanding of concepts.

There are two components in the Valuation and Assessment of a student – Internal Assessment (IA) and Semester Examinations (SE).

#### **Internal Assessment (IA)**

- The maximum mark for IA is 30 and SE is 70 for theory. Out of these 30 marks, 20 marks are allocated for announced tests.
- Each IA written examination is of 1 hour 30 minutes duration for 20 marks. The tests will be conducted centrally. The average of two such IA is calculated for 20 marks.
- Other Innovative Components will be for 5 Marks. The innovative component is for 5 marks, conducted during the class hours by the staff member/ in charge of the subject, in the form of assignments/ quiz/ seminars /presentations/Online/Open Book/Viva Voce/ Group work/ Mini Project/ Exhibition, etc. The topic and time for submission/ presentation will be announced by the staff member/ in charge of the subject in advance. Each student should explain and defend his/her presentation. For attendance 5 Marks are allotted.
- There is no passing minimum for IA.

#### **Semester Examinations (SE)**

- A student should register himself/herself to appear for the Semester Examinations by payment of the prescribed fee.
- The Semester Examinations will be in the form of a comprehensive examination covering the entire syllabus in each subject. It will be of 3 hours duration, with maximum 70 marks, irrespective of the number of credits allotted to it.
- Even though the candidate is absent for two IA exams/obtain zero marks, the external marks are considered (if he/she gets 40/70) and the result shall be declared as 'PASS'.
- The pass mark shall be 28 out of 70 in the Semester end examination.
- The maximum marks for each Paper shall be 100.

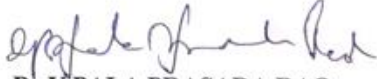
**8. Discussed and recommended to organizing Seminars, Guest lectures, Workshops to enhance the knowledge of students besides conducting Certificate Courses on Spoken English, Soft Skills and Competitive English. It has been suggested that the Certificate Courses may be feasible to the students (interested students) of all disciplines of II years and the resource person may be a Guest Faculty to handle the classes regularly beyond the curriculum. All these recommendations are forwarded for the approval of the Academic Council.**

**9. Nil.**

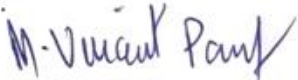
**Signatures of the BOS Members:**



**Dr.E.DILEEP**  
(University Nominee)



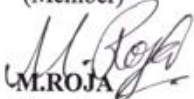
**Dr.V.PALA PRASADA RAO**  
(Academic Council Nominee)



**(Sri M.VINCENT PAUL)**  
(Academic Council Nominee)



**B.BULLI BABU**  
(Member)



**M.ROJA**  
(Member)

*R.V.V. Aparna.*

**R.V.V.APARNA**  
(Member)

**Dr.G.PRIYANK VARMA**  
(Member)

**MEGHANA GRACE MICHAEL** *Megh G.m.m 17/6/2020*  
(Member)

  
**Chairman**



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Semester - I

**COURSE STRUCTURE**

ENGLISH PRAXIS COURSE-I

**A COURSE IN COMMUNICATION AND SOFT SKILLS**

<b>Course Code</b>	<b>ENGT11B</b>	<b>Course Delivery Method</b>	<b>Class Room/ Blended Mode - Both</b>
<b>Credits</b>	<b>03</b>	<b>CIA Marks</b>	<b>30</b>
<b>No.of Lecture Hours / Week</b>	<b>4</b>	<b>Semester End Exam Marks</b>	<b>70</b>
<b>Total No.of Lecture Hours</b>	<b>60</b>	<b>Total Marks</b>	<b>100</b>
<b>Year of Introduction:</b>	<b>Year of Offering: 2020-21</b>	<b>Year of Revision: 2020-21</b>	<b>Percentage of Revision: 100%</b>
<b>CLASS:</b>	<b>I YEAR DEGREE (ALL COURSES)</b>		

**Course objective:**

The aim of this course is to improve the speaking skills of the learners in regard to the sound-spelling relationship of the language appears anarchic and to introduce the basic Grammar and Vocabulary as well as reading skills. Another problem that many Indian languages face is English Word Accent.

**Course Outcomes:**

By the end of the semester, the students can acquire linguistic competence to be able to compete with the globalised world and become successful in all the challenges that they face. On successful completion of the paper, the students are introduced to communicative skills, to define, classify, and understand the methods of communication, to improve their LSRW skills, to enable them to practice those skills in their daily life by identifying instances of communication in the circumstances of their own.

- Introduced the students to the speech sounds of English in order to enable them to listen to English and speak with global intelligibility
- Enabled the students to speak English confidently and effectively in a wide variety of situations.
- Helped the students to improve their writing efficiency by refining their writing strategies.

Academic Year 2020-21

## Changes made in the syllabus

Semester-I General English

Course content suggested by APSCHE	Additions	Deletion
<b>Unit – I</b> <b>Listening Skills</b> <ol style="list-style-type: none"><li>1. Importance of Listening</li><li>2. Types of Listening</li><li>3. Barriers to Listening</li><li>4. Effective Listening</li></ol>		
<b>Unit-II</b> <b>Speaking Skills</b> <ol style="list-style-type: none"><li>1. Sounds of English: Vowels and Consonants</li><li>2. Word Accent</li><li>3. Intonation</li></ol>		
<b>Unit-III</b> <b>Grammar</b> <ol style="list-style-type: none"><li>1. Concord</li><li>2. Modals</li><li>3. Tenses (Present/Past/Future)</li><li>4. Articles</li><li>5. Prepositions</li><li>6. Question Tags</li><li>7. Sentence Transformation (Voice, Reported Speech &amp; Degrees of Comparison)</li><li>8. Error Correction</li></ol>		Nil
<b>Unit-IV</b> <b>Writing</b> <ol style="list-style-type: none"><li>1. Punctuation</li><li>2. Spelling</li><li>3. Paragraph Writing</li></ol>		
<b>Unit-V</b> <b>Soft Skills</b> <ol style="list-style-type: none"><li>1. SWOC</li><li>2. Attitude</li><li>3. Emotional Intelligence</li><li>4. Telephone Etiquette</li><li>5. Interpersonal Skills</li></ol>		
	<b>Unit-IV</b> <b>Communicative and Competitive English</b> <ol style="list-style-type: none"><li>1. Names and Actions</li><li>2. Descriptions and Connections</li></ol>	

In Unit – VI of COMMUNICATIVE AND COMPETITIVE ENGLISH, the following topics

1. Names and Actions
2. Descriptions and Connections

are incorporated in the syllabus . These two topics focus on sensitizing the students to the aspects of the language through a series of activities to develop grammatical applications, vocabulary, listening, reading, writing and speaking skills. The objective is now, therefore, to enhance the communication skills in English by providing adequate opportunities to practice.

Since the **APSCHE** has revised the syllabus under CBCS framework with effect from **2020-2021**, the following syllabus for General English of Semester-I (English Praxis Course-I) titled '**A Course in Communication and Soft Skills**' shall be implemented for the admitted batch of the first year for this academic year 2020-21 with some minor changes. The topics: Paragraph Writing, SWOC and Interpersonal Skills have not been included in the Semester-I as the overloaded curriculum may lead to academic underperformance of the rural students. These topics shall be introduced and implemented in the II Semester. All these changes are brought to the notice of the BOS Members through mail /phone call and their consent is being taken.

**English Syllabus-Semester-I**  
**(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**

- a. Importance of Listening
- b. Types of Listening
- c. Barriers to Effective Listening

**II. UNIT: Speaking Skills**

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

**III. UNIT: Grammar**

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

**IV. UNIT: Writing**

- a. Punctuation
- b. Spelling

**V. UNIT: Soft Skills**

- a. Positive Attitude
- b. Emotional Intelligence
- c. Telephone Etiquette

**VI. UNIT: Communicative and Competitive English**

1. Names and Actions
2. Descriptions and Connections

\*\*\*\*\*

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<b>ENGLISH</b>	<b>ENG PRAXIS 101C</b>	<b>2020-2021</b>	<b>B.A,B.Com &amp; B.Sc</b>
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**Time: 3 hours**

**Max Marks: 70**

**The Pattern of the Question Paper for Semester – I: ENG PRAXIS 101C**

**Semester - I**

**I. Answer any ONE of the following questions in 150 words:** **1x8 = 8M**  
(3 Essay questions to be given)

**II. Answer all the THREE questions:**

1. Find the ODD Sound from the given options **5x1=5M**

OR

Write the phonemic symbol of the underlined letters of the given words.

2. Mark the stress for any FIVE of the given words. **5x1=5M**

(8 Words to be given)

3. Mark and name the tone for any FIVE of the given sentences. **5x1=5M**

(8 Sentences to be given)

**III. Answer all the TEN questions:**

1. Insert the correct word given in brackets : **½ x2=1M**

(4 Sentences to be given )

2. Select the modal form from the options that best completes the sentence. **½ x2=1M**

(4 Sentences to be given)

3. Choose an appropriate article given in brackets to complete the sentences **½ x3=1½M**

4. Select the correct preposition to complete the sentences.. **½ x3=1½M**

5. Fill in any FIVE of the blanks with suitable verb forms given in brackets. **5x1=5M**

(8 sentences to be given)

6. Add Question Tags to any FIVE of the following sentences. **5X1=5M**

(7 sentences to be given)

7. Convert any THREE of the following sentences into passive voice. **3X1=3M**

(5 sentences to be given)

8. Rewrite any THREE of the following sentences in indirect speech. **3x1=3M**

(5 sentences to be given)

9. Fill in the blanks with suitable degrees to the following words. **3x1=3M**

10. Correct any FIVE of the following underlined/italicized part of the sentences. **5x1=5M**

(7 sentences to be given)

**IV. Rewrite the given paragraph, making corrections in spelling for the underlined words and the use of capitals and punctuation.** **5M**

2 marks for Spelling (the given words must be underlined) and 3 marks for marking punctuation and the use of capitals.

**V. Answer the TWO questions:**

1. Answer any ONE of the following questions in 150 words: **1x8=8M**

(3 Essay questions to be given)

2. Write a telephone conversation for any ONE of the following contexts. **5M**

(2 Contexts to be given)

a) A conversation on different contexts and situations.

b) Fill in the blanks in the transcript of the telephone conversation with suitable responses and expressions.

(6 blanks to be filled in a given conversation)

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ENGLISH	ENG PRAXIS 101C	2020-2021	B.A,B.Com & B.Sc
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Time: 3 hours

Max Mark: 70

**ENG PRAXIS 101C**  
**Semester - I**  
**Model Question Paper**

**I. Answer any ONE of the following questions in about 150 words. 1x8=8M**

- a. 'Listen not only with your ears but also with your eyes.' Discuss.
- b. Name three barriers to effective listening and give examples of these from your own experiences.
- c. What is empathetic listening? Where is this kind of listening generally practiced?

**II. Answer all the THREE questions:**

**1. Find the ODD Sound from the given options. 5x1=5M**

- a. Flour, flower, flown
- b. Now, hope crown
- c. Mood, blood, food
- d. Said, paid, maid
- e. Seen, keep, beer

**OR**

**Write the phonemic symbol of the underlined letters of the given words.**

- a. Again
- b. Weather
- c. Pleasure
- d. Play
- e. Mouth

**2. Mark the stress for any FIVE of the following words. 5x1=5M**

- a. Again
- b. Confusion
- c. Engineer
- d. Behaviour
- e. Conduct(N)
- f. University
- g. College
- h. Omit

**3. Mark and name the tone for any FIVE of the following sentences. 5x1=5M**

- a. She is not my friend.
- b. When did you move to Vizag?
- c. What a pleasant surprise!
- d. Where is your bike?
- e. Do you play cricket?
- f. I want to go home.
- g. Please open the door for the guests.
- h. He didn't submit the project, did he?

### III. Answer all the TEN questions:

1. Insert the correct word to any TWO of the sentences given in brackets :  $\frac{1}{2} \times 2 = 1M$
- Each of the sisters (**is / are**) clever.
  - The quality of the mangoes (**were / was**) not good.
  - The man, unlike the woman (**is / are**) here tonight.
  - Neither Hari nor Ravi (**have / has**) come.
2. Select any TWO of the modal forms from the options that best completes the sentence.  $\frac{1}{2} \times 2 = 1M$
- Ted's flight from Amsterdam took more than 11 hours. He **can/must** be exhausted after such a long flight.
  - Susan **might not/could not** hear the speaker because the crowd was cheering so loudly.
  - The passengers **must/could** wear their seat belts at all times.
  - I **can/may** play guitar very well.
3. Choose an appropriate article given in brackets to complete the sentences:  $\frac{1}{2} \times 3 = 1\frac{1}{2}M$
- \_\_\_\_\_ (An/a) apple a day keeps the doctor away.
  - \_\_\_\_\_ (The/An) ink in my pen is red.
  - \_\_\_\_\_ (The/An) church on the corner is progressive.
4. Select the correct preposition to complete the sentences.  $\frac{1}{2} \times 3 = 1\frac{1}{2}M$
- We cried to the man on the ladder, "Hang \_\_\_\_\_!".(on /out)
  - His performance has been \_\_\_\_\_ (under / below) average this year.
  - There are cherry trees all \_\_\_\_\_ (along / aside) the road.
5. Fill in any FIVE of the blanks with suitable verb forms given in brackets.  $5 \times 1 = 5M$
- The train \_\_\_\_\_ (leave) the station, before I reached there.
  - English \_\_\_\_\_ (speak) all over the world.
  - If he \_\_\_\_\_ (work) hard, he would have passed in first division.
  - Don't disturb me, I \_\_\_\_\_ ( do ) my homework.
  - Leela as well as Radha \_\_\_\_\_ (be) here.
  - Pooja \_\_\_\_\_ (sing) when I visited her.
  - My mother always \_\_\_\_\_ (cook) food.
  - If you go now you \_\_\_\_\_ (catch) the train.
6. Add Question Tags to any FIVE of the following sentences.  $5 \times 1 = 5M$
- She draws a beautiful picture, \_\_\_\_\_?
  - We came home late last night, \_\_\_\_\_?
  - No one will hear us, \_\_\_\_\_?
  - Your uncle goes jogging every day, \_\_\_\_\_?
  - The authorities will see to the problem, \_\_\_\_\_?
  - You came by train, \_\_\_\_\_?
  - He never drinks alcohol, \_\_\_\_\_?
7. Convert any THREE of the following sentences into passive voice.  $3 \times 1 = 3M$
- My sister will cook dinner tonight.
  - Give him some money
  - The doctor asked us many questions
  - Did you understand the lesson?
  - They called off the meeting.
8. Rewrite any THREE of the following sentences in indirect speech.  $3 \times 1 = 3M$
- You said to me, 'You must give me your email id'.
  - Sudha said to us, 'Let us go to the Upstate emporium today'.
  - Mohan said to me, 'Don't put your things here'.
  - I said to her, 'Will you teach me knitting?'
  - They said to me, 'Oh, we are delighted to be in your class!'

9. Fill in the blanks with suitable degrees to the following words.

3x1=3M

<u>POSITIVE</u>	<u>COMPARATIVE</u>	<u>SUPERLATIVE</u>
a.	More beautiful	Most beautiful
b. pretty		prettiest
c. bad	worse	

10. Correct any FIVE of the following underlined/italicized part of the sentences. 5X1=5M

- The news are good.
- My bicycle is inferior to your.
- The four men quarreled with each other.
- We went to Delhi in train.
- I prefer tea than coffee.
- Where is the scissors?
- He said that he is young.

IV. Rewrite the following paragraph, making corrections in spelling for the underlined words and the use of capitals and punctuation. 5M

may i have your attention please. Welcome one and all to our gallery's hundredth solo exhibition on this happy ocassion we are very pleased to present before you a truly remarkable set of paintings that are being exhibited for the first time.

V. Answer the TWO questions from 1&2 with internal choice:

1. Answer any ONE of the following questions in 150 words:

1x8=8M

- Write an essay on the benefits of positive attitude.
- What are some things you feel you can be more positive about in your present life? Why do you feel this way? What can you do to make yourself adopt a more positive attitude with regard to these things?
- Define Emotional Intelligence and discuss the qualities of emotionally intelligent people.

2. Write a telephone conversation for any ONE of the following contexts.

5M

- Write a telephone conversation between a hotel receptionist and a customer to get a reservation for a suite /room.

OR

- Fill in the blanks in the transcript of the telephone conversation with suitable responses and expressions.

**Friend A:** Hello, may I talk to Amish, I am his classmate Rohan.

**Friend B:** \_\_\_\_\_.

**Friend A:** How wonderful! You picked up the phone.

**Friend B:** \_\_\_\_\_.

**Friend A:** I just called to seek your help. You know I had been absent from school for so many days. So I want to be updated.

**Friend B:** Sure! Well, in English \_\_\_\_\_.

Similarly, in Math also we have done one and half chapters more. In social science, we have not done much as the madam herself was on leave. And on Monday is the test of Science, chapter 8.

**Friend A:** \_\_\_\_\_ . I think as for the test, the teacher will exempt me as I was on leave.

**Friend B:** I think so. How was your trip to Europe?

**Friend A:** \_\_\_\_\_. I had a great fun travelling so many wonderful countries. OK. Thanks. See you on Monday.

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**Semester - III**  
**COURSE STRUCTURE**

Academic Year	2020-21
Title of the paper	General English
Semester	III
Course code	ENG 301C
CIA marks	30
Semester End Marks	70
Total Marks	100
Year of Introduction	2017-18
Year of Revision	2019-20
% of revision	20%



**Academic Year 2020-21**  
**Changes made in the syllabus**  
**III SEMESTER**  
**GENERAL ENGLISH -III**

Course content suggested by APSCHE	Additions	Deletion
<p><b>Unit – I</b>  <b>PROSE</b>            1. Shyness My Shield (Taken from <i>The Story of My Experiments with Truth</i>) - M.K. Gandhi            2. Aurangzeb’s Letter To His Teacher            3. A Letter From Abraham Lincoln To His Son’s Teacher</p> <p><b>Unit – II</b>  <b>POETRY</b>            1. Once Upon a Time - Gabriel Okara            2. Our Casuarina Tree - Toru Dutt</p> <p><b>Unit – III</b>  <b>SHORT STORY</b>            1. The Open Window – Saki (H.H.Munro)            2. The Beloved Charioteer - Shashi Deshpande</p> <p><b>Unit – IV</b>  <b>ONE ACT PLAY</b>  <i>Kanyasulkam</i>, (Acts I &amp; II) – Gurajada Apparao</p> <p><b>Unit – V</b>  <b>LANGUAGE ACTIVITY</b>  <b>1. Classroom and Laboratory Activities</b>            i. JAM Sessions            ii. Note Taking            iii. Reporting for the Media            iv. Expansion of an idea  <b>2. Classroom Activity</b>            i. Information Transfer – Tables, Bar Diagrams, Line Graphs, Pie Diagrams, Flow Charts, Tree Diagrams and Pictures            ii. Note Making            iii. Writing for the Media</p>	<p><b>Unit-IV</b>  <b>Communicative and Competitive English</b>            1. Composition            i. Use of passive structures to write reports            ii. Recognize&amp; write emails            iii. Develop hints by farming sentences &amp; write paragraphs            iv. Read texts using higher order thinking skills (academic reading comprehension)</p>	<p><b>Nil</b></p>

**In Unit – VI of COMMUNICATIVE AND COMPETITIVE ENGLISH**, the topic **COMPOSITION** is incorporated in the syllabus. This topic focuses on sensitizing the students to improve one’s own writing skills.

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ENGLISH	ENG 301C	2020-2021	B.A,B.Com &B.Sc
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SEMESTER – III (CBCS)

PAPER – II

Year-II

Semester-III

Subject: General English

Year 2020-21

**Unit – I**

**PROSE**

1. Shyness My Shield (Taken from *The Story of My Experiments with Truth*) - M.K. Gandhi
2. Aurangzeb's Letter To His Teacher
3. A Letter From Abraham Lincoln To His Son's Teacher

**Unit – II**

**POETRY**

1. Once Upon a Time - Gabriel Okara
2. Our Casuarina Tree - Toru Dutt

**Unit – III**

**SHORT STORY**

1. The Open Window – Saki (H.H.Munro)
2. The Beloved Charioteer - Shashi Deshpande

**Unit – IV**

**ONE ACT PLAY**

*Kanyasulkam*, (Acts I & II) - GurajadaAppa Rao

**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. Information Transfer – Tables, Bar Diagrams, Line Graphs, Pie Diagrams, Flow Charts, Tree Diagrams and Pictures
- ii. Note Making
- iii. Writing for the Media

**Unit – VI**

**COMMUNICATIVE AND COMPETITIVE ENGLISH**

**1. COMPOSITION**

- i. Use passive structures to write reports
- ii. Recognize & write emails
- iii. Develop hints by framing sentences & write paragraphs
- iv. Read texts using higher order thinking skills (academic reading comprehension)

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

M. Venkatesh Paul

Megh G. M.

S. D. K.

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<b>ENGLISH</b>	<b>ENG 301C</b>	<b>2020-2021</b>	<b>B.A,B.Com &amp; B.Sc</b>
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**The Pattern of the Question Paper for Semester – III: ENG 301C**

**Section - A**

- I. Answer any TWO of the following in 75 words each.** **2x5 = 10**  
(4 paragraph questions from Prose)
- II. Answer any TWO of the following in 75 words each.** **2x5 = 10**  
(4 paragraph questions from Poetry)
- III. Answer any TWO of the following in 75 words each.** **2x5 = 10**  
(4 paragraph questions from Short Story)
- IV. Answer any TWO of the following in 75 words each.** **2x5 = 10**  
(4 paragraph questions from One-Act Play)

**Section – B**

(Language Activity)

- V. Read the following diagram and answer the questions that follow.** **5M**  
(Table/Pie-Chart/Bar Graph/ Tree Diagram/ Flow Chart, etc.,)
- VI. Read the following passage and prepare a note.** **5M**
- VII. Describe the picture in not less than 5 sentences.** **5M**  
(A picture to be given)
- VIII. Expand one of the following into a paragraph.** **5M**  
(Three proverbs to be given)
- IX. Brainstorm one of the topics and show it in a diagram.** **5M**  
(Three topics to be given)
- X. Develop the given ideas into a paragraph of 100 words.** **5M**

**A.G & S.G SIDDHARTHA DEGREE COLLEGE OF ARTS AND SCIENCE, VUYYURU -**

**521165**

*(An Autonomous College in the Jurisdiction of Krishna University, Machilipatnam.)*

**Accredited at 'A' Grade by NAAC**

<b>ENGLISH</b>	<b>ENG 301C</b>	<b>2020-2021</b>	<b>B.A,B.Com &amp; B.Sc</b>
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**Time: 3 hours**

**Max Mark: 70**

**Question Paper Model**

**Section – A**

**I. Answer any TWO of the following in about 75 words each.**

**2x5=10M**

1. Write a note on Gandhi's last effort to make a public speech in England.
2. What was the result of Gandhi's attempt to speak at a meeting for the promotion of vegetarianism?
3. How is the teacher expected to inculcate honesty and worldly wisdom in the child according to Lincoln?
4. How does Aurangzeb pinpoint the lapses of his former teacher and what should Mullah Sahe have taught Aurangzeb?

**II. Answer any TWO of the following in about 75 words each.**

**2x5= 10M**

1. Why do you think the poet has used the title, 'Once Upon a Time'?
2. I have learned to wear many faces – Comment from your study of the poem 'Once Upon a Time'.
3. Why does the memory blind Toru Dutt with tears?
4. How does Dutt connect the tree to the memory of distant land?

**III. Answer any TWO of the following in about 75 words each.**

**2x5= 10M**

1. Describe how the title of the story "The Open Window" relates to the themes of the story itself.
2. Is Vera an antagonist or a protagonist? Explain.
3. Give an account of mother's nature and behaviour depicted in "My beloved Charioteer".
4. Explain the bond of mother and daughter in the context of "My beloved charioteer".

**IV. Answer any TWO of the following in about 75 words each.**

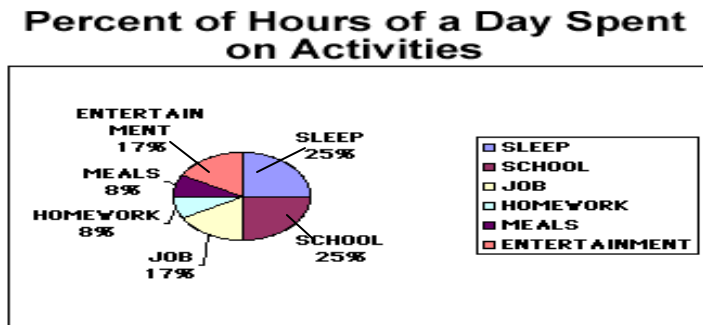
**2x5= 10M**

1. Talking to me itself is an education! – Explain with reference to your study of Kanyasulkam.
2. Write about Girisam's plan to go to the village of Venkatesam.
3. What were the books Venkatesam was asked to purchase?
4. Write a note on the English conversation between Girisam and Venkatesam.

## Section – B

V. Read the following chart and answer the questions that follow.

5x1=5M



- Which two activities took up half of the time of the day?
- Which two activities took up the least amount of time?
- Which of the activities took up one fourth of the day?
- What percent of the day does homework take up?
- How many hours does the he spend in the school?

VI. Read the following passage and prepare notes.

5M

Early rising is the secret for a happy life. We all wish to live long but we cannot. We go against Nature. Nature likes us to work during day and to rest at night. But we do not obey this law of Nature. We do not go to bed early. We read or write late into night. Some of us keep playing, dancing and drinking whole night. So, we do not rise early. Our health breaks down and we fall ill. Nature takes revenge. We have to suffer for our disobedience. But birds and animals are healthy. They do not need a doctor every day. They sleep early and rise early. Early rising is the secret of health. But if you like to rise early, you must go to bed early. This simple habit will give everything. So, it is said: "Early to bed and early to rise makes a man healthy, wealthy and wise."

VII. Describe the picture in not less than 5 sentences.

5M



VIII. Expand one of the following into a paragraph.

5M

- Where there is a will there is a way.
- Slow and steady wins the race.
- A friend in need is a friend in deed.

**IX. Brainstorm one of the topics and show it in a diagram.**

**5M**

1. Corruption 2. Yoga 3. Motherhood

**X. Develop the ideas given below into a paragraph of 100 words.**

**5M**

A sheperd's son – father goes out – asks son to look after sheep – son naughty – shouts wolf –other shepherds run to help – no wolf – boy says it was a joke – they go away – after some time – boy shouts again wolf – the shepherds come a second time – no wolf – they scold him and leave – wolf really comes – boy calls for help – none comes – wolf takes away sheep – father comes and shouts at the boy – moral.

\*\*\*\*\*

**A.G&S.G SIDDHARTHA DEGREE COLLEGE OF ARTS AND SCIENCE  
(AUTONOMOUS), VUYYURU**



**DEPARTMENT OF ENGLISH**

**BOARD OF STUDIES  
MEETING**

**COMMUNICATION SKILLS AND SOFT SKILLS**

VENUE  
**ENGLISH LANGUAGE LABORATORY**


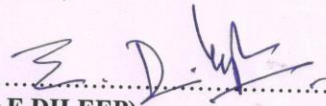
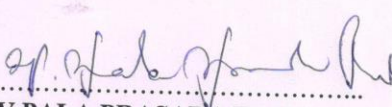
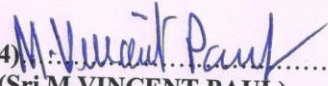

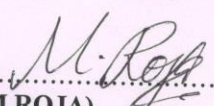
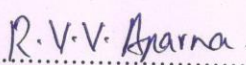
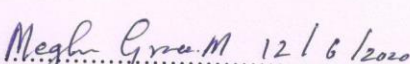
DATE  
**12<sup>th</sup> June, 2020**



Minutes of the meeting of Board of studies in the Foundation Courses titled "Communication Skills and Soft Skills" for the Autonomous courses of AG & SG Siddhartha Degree College of Arts & Science, Vuyyuru, held on 12-06-2020 in the English Language Laboratory at 1:00 pm.

Ms G.Soni ... Presiding

Members Present:

- 1).....  
(G.SONI) ..... Chairman Head, Department of English  
AG & SG S Degree College  
Vuyyuru-521165
- 2).....  
(Dr.E.DILEEP) ..... University  
Nominee Professor,  
Department of English  
Krishna University,  
Machilipatnam.
- 3).....  
(Dr.V.PALA PRASADA RAO,) ..... Academic Council  
Nominee Lecturer,  
Department of English  
JKC College, Guntur.
- 4).....  
(Sri M.VINCENT PAUL) ..... Academic Council  
Nominee Head,  
Department of English  
Sir C.R.Reddy College,  
Eluru
- 5).....  
(B.BULLI BABU) ..... Member Lecturer in English  
A.G & S.G.S Degree College,  
Vuyyuru-521165
- 6).....  
(M.ROJA) ..... Member Lecturer in English  
A.G & S.G.S Degree College,  
Vuyyuru-521165
- 7).....  
(R.V.V.APARNA) ..... Member Lecturer in English  
A.G & S.G.S Degree College,  
Vuyyuru - 521165
- 8).....  
(Dr.G.PRIYANK VARMA) ..... Member Assistant Professor,  
Department of English,  
SRM University,  
Amaravati - A.P.
- 9).....  
(MEGHANA GRACE MICHEAL) ..... Member Soft skills Trainer,  
Payroll Officer, HSBC  
HDPI, Hi-tech City,  
Hyderabad.



## **Agenda for B.O.S Meeting of the Foundation course in Communication Skills and Soft Skills for III SEMESTER for the Academic Year 2020-21**

The following proposals are submitted as a part of the agenda for the consideration and approval of the honorable members of Board of Studies, at the meeting held on 12<sup>th</sup> June, 2020.

1. To recommend syllabi of CSS for 3<sup>rd</sup> semester of II Degree students of all disciplines for the Academic Year 2020-21.
2. To recommend the Model Question Paper of CSS for 3<sup>rd</sup> semester of II Degree of all disciplines for the Academic Year 2020-21.
3. To recommend the Guidelines to be followed by the question paper setters in CSS for the 3<sup>rd</sup> semester-end exams of II Year students of all disciplines.
4. To recommend the teaching and evaluation methods to be followed under Autonomous status.
5. Any suggestions regarding Certificate/Add-on Courses, Seminars, Workshops, Guest Lectures and student competitions to be organized.
6. Any other matter.

## **RESOLUTIONS**

1. Discussed and recommended the syllabi of CSS for 3<sup>rd</sup> Semester of Second Degree of all disciplines for the approval of the Academic Council.
2. Discussed and recommended the model question papers of CSS for 3<sup>rd</sup> Semester of Second degree of all disciplines for the approval of the Academic Council.
3. Discussed and recommended the guidelines to be followed by the question paper setters of CSS for 3<sup>rd</sup> Semester of second degree students of all disciplines for the approval of the Academic Council.

**[Note:** A consolidated list of Vocabulary is enclosed for the use of the Question paper setters]

4. Discussed and recommended the following teaching and evaluation methods for approval of Academic Council.

### **Teaching methods:**

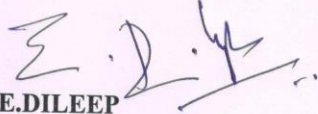
Besides the conventional methods of teaching (The Direct Method, The Structural Approach), Grammar-Translation Method, Audio-lingual Method, Communicative Language Teaching (CLT), Task-Based Language Learning etc., are practiced. We use modern technology i.e. using of an LCD projector, display on U boards, you tube videos etc., for better understanding of concepts.

### **Evaluation of a student is done by the following procedure:**

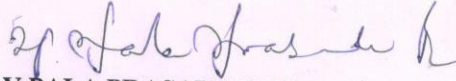
#### **Semester-End Examinations:**

- i) The maximum marks for Semester-End examinations shall be 50 marks and duration of the examination shall be 2 Hours.
  - ii) Semester-End examinations shall be conducted in theory papers at the end of every semester.
5. Discussed and recommended for organizing Seminars, Guest lectures, Work-shops to enhance the knowledge of students besides conducting Certificate Courses on Spoken English, Soft Skills and Competitive English. It has been suggested that the Certificate Courses may be feasible to the interested students of all disciplines of II years and the resource person may be a Guest Faculty to handle the classes regularly beyond the curriculum. All these recommendations have been forwarded for the approval of the Academic Council.
  6. The Department shall adapt the changes made by Krishna University and APSICHE if any, in the later period deviating by 20% which is admissible in autonomy.
  7. If any changes in CSS syllabus (CSS-I) are made by Krishna University/APSICHE, the same syllabus shall be incorporated as per the guidelines.

**Signatures of the BOS Members:**



**Dr.E.DILEEP**  
(University Nominee)



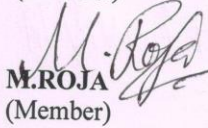
**Dr.V.PALA PRASADA RAO**  
(Academic Council Nominee)



**(Sri M.VINCENT PAUL)**  
(Academic Council Nominee)



**B.BULLI BABU**  
(Member)



**M.ROJA**  
(Member)

*R.V.V. Aparna.*

**R.V.V.APARNA**  
(Member)

**Dr.G.PRIYANK VARMA**

(Member)

**MEGHANA GRACE MICHAEL** *Megha Grace.M 12/6/2020*  
(Member)

  
**Chairman**

A.G & S.G SIDDHARTHA DEGREE COLLEGE OF ARTS AND SCIENCE, VUYURU

(An Autonomous College in the Jurisdiction of Krishna University, Machilipatnam.)

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CSS	CSS 301C	2020-2021	B.A.,B.Com &B.Sc
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B.A., B.Com. and B.Sc.

COMMUNICATION AND SOFT SKILLS

SYLLABUS

Semester - III

**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. Report Writing

*Dr. J. S. S. Rao*

*M. S. S. Rao*

*S. D. S. Rao*

*M. S. S. Rao*

A.G & S.G SIDDHARTHA DEGREE COLLEGE OF ARTS AND SCIENCE, VUYYURU - 521165

(An Autonomous College in the Jurisdiction of Krishna University, Machilipatnam.)

Accredited at 'A' Grade by NAAC

CSS	CSS 301C	2020-2021	B.A,B.Com & B.Sc
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Time: 2 hours

Max Mark: 50

**The Pattern of the Question Paper for Semester – III: CSS 301C**

- I. Identify the correct spelling to the given phonemic transcription from the choices given below.** (5 Transcriptions to be given) **5x1=5M**
- II. Write the Phonemic symbol of the underlined letters of the given words.** (5 words to be given) **5x1=5M**
- III. Mark the stress for any FIVE of the given words.** (8 Words to be given) **5x1=5M**
- IV. Mark the tone for any FIVE of the given sentences.** (8 Sentences to be given) **5x1=5M**
- V. Answer any TWO of the given questions.** **2x5=10M**
- A conversation on different contexts and situations. (5 lines to be written)
  - Fill in the blanks in the transcript of the interview with suitable responses and expressions. (5 blanks to be filled in a given conversation)
  - Write a paragraph in about 75 words of introducing someone by the student.
  - Prepare a brief speech to be delivered at a different occasion.
- VI. Answer any TWO of the given questions.** **2x5=10M**
- (1 question on Matching, 1 question on Debate, 2 questions on Group Discussion)
- Match the given expressions with the corresponding professions.
  - Prepare FIVE debate points for a given topic.
  - List out FIVE important skills needed in a group discussion.
  - List out any FIVE expressions one can use to perform different functions during a group discussion.
- VII. Rewrite the given paragraph, making corrections in spelling for the underlined words and the use of capitals and punctuation.** **5 M**
- 2 marks for Spelling (the given words must be underlined) and 3 marks for marking punctuation and the use of capitals.
- VIII. Write a report to the news paper on one of the following topics.** **5 M**
- (Three topics to be given)

CSS	CSS 301C	2020-2021	B.A,B.Com & B.Sc
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Time: 2 hours

MaxMark: 50

**Model Question Paper**

**I. Identify the correct spelling to the following phonemic transcription from the choices given below.** **5x1=5M**

- a) /bri:ð / - i) breathe ii) breath iii) breeze  
b) /'keəfʊl/ - i) careful ii) clearful iii) cheerful  
c) /'dɔ:tə/ - i) doctor ii) daughter iii) dot  
d) /'dʒu:s/ - i) dues ii) zoo iii) juice  
e) /'θɪŋk/ - i) think ii) thin iii) thing

**II. Write the Phonemic symbol of the underlined letters of the following words.** **5x1=5M**

- a) again  
b) ring  
c) sky  
d) play  
e) mother

**III. Mark the stress for any FIVE of the following words.** **5x1=5M**

- a) expensive  
b) photographic  
c) librarian  
d) machine  
e) employee  
f) record  
g) crowd  
h) opposite

**IV. Mark the tone for any FIVE of the following sentences.** **5x1=5M**

- a) She is not my friend.  
b) When did you move to Vizag?  
c) What a pleasant surprise!  
d) Where is your bike?  
e) Do you play cricket?  
f) I want to go home.  
g) Please open the door for the guests.  
h) He didn't submit the project, did he?

**V. Answer any TWO of the following questions.**

**2x5=10M**

- a) Write an imaginary conversation between a person and a bank official on opening an account in that particular bank in about five lines.
- b) Fill in the blanks in the transcript of the interview with suitable responses and expressions.

**Candidate:** \_\_\_\_\_ Come in, Sir?

**Interviewer:** Yes, Please Come in and \_\_\_\_\_.

**Candidate:** \_\_\_\_\_ you, Sir.

**Interviewer:** You are nearly at the end of your degree course in B.A, aren't you?

**Candidate:** \_\_\_\_\_, Sir \_\_\_\_\_.

**Interviewer:** What's \_\_\_\_\_? Colonial History?

**Candidate:** No Sir. It's modern Indian History. My subject covers the period from 1950 to 1970.

**Interviewer:** Are you interested in taking the UPSC examination?

- c) Write a paragraph in about 75 words introducing an artist at an art exhibition, hosted by your college.
- d) Prepare a brief speech to be delivered at a farewell function arranged for your seniors.

**VI. Answer any TWO of the following questions.**

**2x5=10M**

- a. Match the following expressions with the corresponding professions.

1. Teacher	a. Let's go to party.
2. Lawyer	b. Where do you want to go?
3. Doctor	c. You must complete the project by weekend.
4. Friend	d. How long have you been suffering?
5. Bus conductor	e. Can you please tell me how can I help you?

- b. Prepare FIVE debate points for the topic "The Media is responsible for violence in society".
- c. List out FIVE important skills needed in a group discussion.
- d. List out any FIVE expressions one can use to perform different functions during a group discussion.

**VII. Rewrite the following paragraph, making corrections in spelling for the underlined words and the use of capitals and punctuation.**

**5 M**

may i have your attension please. Welcome one and all to our gallery's hundredth solo exhibition on this happy ocassion we are very pleased to present before you a truly remarkable set of paintings that are being exhibited for the first time.

**VIII. Write a report to the news paper on one of the following topics.**

**5M**

- 1. Write report on Rain Water Harvesting.
- 2. Write a report on how health camp was carried out in your College/Village.
- 3. Write a news report on a road accident you witnessed.

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**A.G&S.G SIDDHARTHA DEGREE COLLEGE OF ARTS AND  
SCIENCE(AUTONOMOUS), VUYYURU**



**DEPARTMENT OF ENGLISH**  
**BOARD OF STUDIES**  
**MEETING**

**GENERAL ENGLISH**

VENUE

**ENGLISH LANGUAGE LABORATORY**

DATE



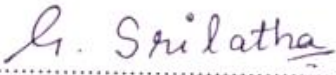

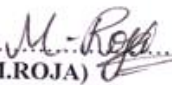
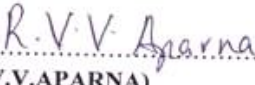
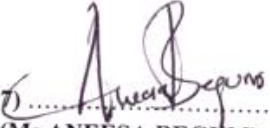
**4<sup>th</sup> April, 2022**



Minutes of the meeting of Board of Studies in General English for the Autonomous Courses of AG & SG Siddhartha Degree College of Arts & Science, Vuyyuru, held on 04-04 -2022 in the English Language Laboratory at 11:00 am.

Mr.B.Bulli Babu ... Presiding

Members Present:

- 1)  ..... Chairman  
(B.BULLI BABU) Head, Department of English  
AG & SG S Degree College  
Vuyyuru-521165
- 2)  ..... University  
(Dr.M.KOTESWARA RAO) Nominee Professor,  
Department of English  
Krishna University,  
Machilipatnam.
- 3)  ..... Academic Council  
(Dr.G.SRILATHA) Nominee Head,  
Department of English  
P.B.S College, Vijayawada.
- 4)  ..... Academic Council  
(G.SONTI) Nominee Lecturer in English,  
GDC, Ravulapalem,
- 5)  ..... Member  
(M.ROJA) Lecturer in English  
A.G & S.G.S Degree College,  
Vuyyuru-521165
- 6)  ..... Member  
(R.V.V.APARNA) Lecturer in English  
A.G & S.G.S Degree College,  
Vuyyuru – 521165
- 7)  ..... Member  
(Ms.ANEESA BEGUM) Lecturer in English,  
A.G & S.G.S Degree College,  
Vuyyuru-521165

**Agenda for B.O.S Meeting of General English for II SEMESTER**  
**for the Academic Year 2021-22**

1. To recommend syllabi for 2<sup>nd</sup> semester of I Degree students of all disciplines for the Academic Year 2021-22.
2. To recommend the Model Question Paper of 2<sup>nd</sup> semester of I Degree of all disciplines for the Academic Year 2021-22.
3. To recommend the Guidelines to be followed by the question paper setters in General English for the 2<sup>nd</sup> semester-end exams of I Year students of all disciplines
4. To introduce Skill Development Courses as introduced by APSCHE for the admitted batch of the first year students of Semester-II for this academic year 2020-21.
5. To recommend the teaching and evaluation methods to be followed under Autonomous status.
6. To implement Certificate Course on “Competitive English” for the II year students of IV Semester.
7. Any suggestions regarding Certificate/Add-on Courses, Seminars, Workshops, Guest Lectures and student competitions to be organized.
8. Any other matter.

## RESOLUTIONS

- The following is the gist of discussion took place among the members BOS – English.
1. The Curricula has to be made relevant to the local, regional, national and global developmental needs. To facilitate this exercise, an addition to the syllabus or deviation from the syllabus can be opted for. In the process of making the syllabus suitable, by means of addition and / or deviation, the structured feedback (to review and design the syllabus) has to be procured from students, teachers, employers and Alumni by IQAC and Academic coordinator. Basing on the feedback taken from these four stakeholders, the Endeavour of addition and / or deviation has to be made. As per the procedure, necessary changes are already being made in the syllabus of course II of General English (II semester) up to 20%.
  2. Since the APSCHE has revised the syllabus under CBCS framework with effect from 2020-2021, the same syllabus for General English of Semester-II (**English Praxis Course- II**) titled '**A Course in Reading & Writing Skills**' shall be implemented for the admitted batch of the first year for this academic year 2021-22 without any changes.
  3. Discussed and recommended the Question paper pattern for the 2<sup>nd</sup> Semester of I Year students of all disciplines for the approval of the Academic Council.
  4. Discussed and recommended the guidelines to be followed by the question paper setters of General English for 2<sup>nd</sup> semester of first degree students of all disciplines for the approval of the Academic Council.
  5. Unanimously resolved to introduce and implement the syllabus of **Enriching Communication Skills** under **Skill Development Courses** for the admitted batch of the first year students of Semester-II for this academic year 2021-22 without any changes as made and revised by APSCHE under CBCS framework with effect from 2020-2021.
  6. Discussed and recommended the following teaching and evaluation methods for approval of Academic Council.

### **Teaching methods:**

Besides the conventional methods of teaching, we use modern technology i.e. using of an LCD projector, display on U boards etc, for better understanding of concepts.

There are two components in the Valuation and Assessment of a student – Internal Assessment (IA) and Semester Examinations (SE).

### **Internal Assessment (IA)**

- The maximum mark for IA is 25 and SE is 75 for theory. Out of these 25 marks, 15 marks are allocated for announced tests.
- Each IA written examination is of 1 hour duration for 15 marks. The tests will be conducted centrally. The average of two such IA is calculated for 15 marks.
- Other Innovative Components will be for 5 Marks for General English and 10 Marks for Skill Development Paper – Enriching Communication Skills. The innovative component is conducted during the class hours by the staff member/ in charge of the subject, in the form of assignments/ quiz/ seminars /presentations/Online/Open Book/Viva Voce/ Group work/ Mini Project/ Exhibition, etc. The topic and time for submission/ presentation will be announced by the staff member/ in charge of the subject in advance. Each student should explain and defend his/her presentation. For attendance 5 Marks are allotted.
- There is no passing minimum for IA.

### **Semester Examinations (SE)**

- A student should register himself/herself to appear for the Semester Examinations by payment of the prescribed fee.

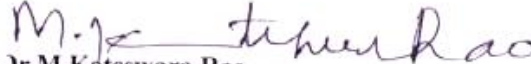
- The Semester Examinations will be in the form of a comprehensive examination covering the entire syllabus in each subject. It will be of 3 hours duration, with maximum 75 marks, irrespective of the number of credits allotted to it.
- The Semester Examination for Skill Development Paper will be in the form of a comprehensive examination covering entire syllabus. It will be of 2 hours duration, with maximum 40 marks, irrespective of the number of credits allotted to it.
- Even though the candidate is absent for two IA exams/obtain zero marks, the external marks are considered (if he/she gets 40/70) and the result shall be declared as 'PASS'.
- The pass mark shall be 30 out of 75 in the Semester end examination.
- The maximum marks for each Paper shall be 100.

7. Considered and approved the implementation of Pedagogy methods like Quiz, classroom seminar, Assignment or Case study, Test, puzzles, viva and few more innovative methods in classroom teaching as indicated in the curricular plans.

8. Discussed and recommended for organizing Seminars, Guest lectures, Workshops to enhance the knowledge of students besides conducting Certificate Courses on Spoken English, Soft Skills and Competitive English. It has been suggested that the Certificate Courses may be feasible to the students (interested students) of all disciplines of II years and the resource person may be a Guest Faculty to handle the classes regularly beyond the curriculum. All these recommendations are forwarded for the approval of the Academic Council.

9. Nil.


**Signatures of the BOS Members:**

  
**Dr.M.KOTESWARA RAO**  
(University Nominee)

  
**Dr.G.SRI LATHA**  
(Academic Council Nominee)

  
**Ms.G.SONI**  
(Academic Council Nominee)

  
**M.ROJA**  
(Member)

  
**R.V.V.APARNA**  
(Member)

  
**Ms.ANEESA BEGUM**  
(Member)

  
**Chairman**

**A.G & S.G SIDDHARTHA DEGREE COLLEGE OF ARTS AND SCIENCE,  
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*(An Autonomous College in the Jurisdiction of Krishna University, Machilipatnam.)*  
**Accredited with “A” Grade by NAAC, Bengaluru**  
**Semester - II**

**ENGLISH PRAXIS COURSE-II**  
**A COURSE IN READING AND WRITING SKILLS**  
**Course Structure and Syllabi under CBCS**

<b>Course Code</b>	<b>ENGT21B</b>	<b>Course Delivery Method</b>	<b>Class Room/ Blended Mode - Both</b>
<b>Credits</b>	<b>03</b>	<b>CIA Marks</b>	<b>25</b>
<b>No.of Lecture Hours / Week</b>	<b>4</b>	<b>Semester End Exam Marks</b>	<b>75</b>
<b>Total No.of Lecture Hours</b>	<b>60</b>	<b>Total Marks</b>	<b>100</b>
<b>Year of Introduction: 2020-21</b>	<b>Year of Offering: 2021-22</b>	<b>Year of Revision: -----</b>	<b>Percentage of Revision: 0%</b>
<b>CLASS:</b>	<b>I YEAR DEGREE (ALL COURSES)</b>		

**OBJECTIVE:** The main objective of this course is to facilitate the learners to acquire the linguistic competence essentially required in a variety of life situations and develop their intellectual, personal and professional abilities.

**COURSE OUT COMES: At the end of the course the learners will be able to:**

**CO1:** Acquaint the learner with some widely used words which appear to be similar but are semantically different and also help them to realize the importance of meanings, and understand the grammatical structures in writing. **PO7**

**CO 2:** Speak clearly, effectively and appropriately with correct pronunciation, pause and articulation of voice for a variety of audiences and purposes. **PO2**

**CO 3:** Analyze, interpret, appreciate and comprehend the specified text and the contexts in terms of their content, purpose, and form. **PO1**

**CO 4:** Think critically; convey their own interpretations, perspectives, producing new creative and artistic works following grammatical structures in oral and written assignment. **PO7**

**CO 5:** Write effectively for a variety of professional and social settings adapting other writer’s ideas as they explore and develop their own. **PO3**

Academic Year 2021-22  
**Changes made in the syllabus**  
 Semester-II General English

Course content suggested by APSCHE	Additions	Deletion
<p><b>I. UNIT</b>  <b>Prose:</b>            1. How to Avoid Foolish Opinions  <b>Skills:</b>            2. Vocabulary: Conversion of Words            3. One Word Substitutes            4. Collocations</p> <p><b>II. UNIT</b>  <b>Prose:</b>            1. The Doll's House  <b>Poetry:</b>            2. Ode to the West Wind  <b>Non-Detailed Text:</b>            3. Florence Nightingale  <b>Skill:</b>            4. Skimming and Scanning</p> <p><b>III. UNIT</b>  <b>Prose :</b>            1. The Night Train at Deoli  <b>Poetry:</b>            2. Upagupta  <b>Skill:</b>            3. Reading Comprehension            4. Note Making/Taking</p> <p><b>IV. UNIT</b>  <b>Poetry:</b>            1. Coromandel Fishers  <b>Skill:</b>            2. Expansion of Ideas            3. Notices, Agendas and Minutes</p> <p><b>V.UNIT</b>  <b>Non-Detailed Text:</b>            1. An Astrologer's Day  <b>Skills:</b>            2. Curriculum Vitae and Resume            3. Letters            4. E-Correspondence</p>	Nil	Nil



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<b>ENGLISH</b>	<b>ENGT21B</b>	<b>2021-2022</b>	<b>B.A,B.Com &amp; B.Sc</b>
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**ENGLISH PRAXIS- II**  
**A COURSE IN READING AND WRITING SKILLS**

**SYLLABUS**

**I. UNIT**

<b>Prose:</b> 1. How to Avoid Foolish Opinions	Bertrand Russell	12
<b>Skills:</b> 2. Vocabulary: Conversion of Words		
3. One Word Substitutes		
4. Collocations		

**II. UNIT**

<b>Prose:</b> 1. The Doll's House	Katherine Mansfield	
<b>Poetry:</b> 2. Ode to the West Wind	P B Shelley	
<b>Non-Detailed Text:</b> 3. Florence Nightingale	Abrar Mohsin	12
<b>Skill:</b> 4. Skimming and Scanning		

**III. UNIT**

<b>Prose :</b> 1. The Night Train at Deoli	Ruskin Bond	
<b>Poetry:</b> 2. Upagupta	Rabindranath Tagore	12
<b>Skill:</b> 3. Reading Comprehension		
4. Note Making/Taking		

**IV. UNIT**

<b>Poetry:</b> 1. Coromandel Fishers	Sarojini Naidu	12
<b>Skill:</b> 2. Expansion of Ideas		
3. Notices, Agendas and Minutes		

**V.UNIT**

<b>Non-Detailed Text:</b> 1. An Astrologer's Day	R K Narayan	12
<b>Skills:</b> 2. Curriculum Vitae and Resume		
3. Letters		
4. E-Correspondence		

**A.G & S.G SIDDHARTHA DEGREE COLLEGE OF ARTS AND SCIENCE,  
VUYYURU - 521165  
DEPARTMENT OF ENGLISH**

**Title of the Paper: English Praxis –II  
Course Code: ENG T21B**

**Max. Marks: 75  
Time: 03 Hours**

**MODEL PAPER  
SECTION- A**

**I. A. Answer the following questions. 3X2=6M**

1. How does the story “The Night Train at Deoli” present the theme of adolescent infatuation?  
**L1 CO3**
2. What happened when the train stopped at Deoli’s Station? **L2 CO3**
3. What are symbols in the prose piece the Doll’s House? **L2 CO2**
4. How does Russell begin his “how to avoid foolish opinions? **L1 CO1**

**B. Answer any ONE of the following questions. 1x6=6M**

1. Elaborate on the ways of avoiding foolish opinions according to Bertrand Russell? **L2 CO1**
2. What is the main theme of the lesson “The Doll’s House”? **L1CO2**

**II. A. Answer the following questions. 3X2=6M**

1. Why is the poet parsing West Wind so much? **L1 CO2**
2. Why the sea is called ‘The Mother in the poem’ Coromandel Fishers? **L1 CO4**
3. What prayer does Shelley make to the west wind? **L1 CO4**
4. What is the central idea of the poem “Upagupta”? **L1 CO3**

**B. Answer any ONE of the following questions. 1x6=6M**

1. What are the images of death in the poem “Ode to the west wind”? **L1 CO1**
2. What does the phrase ‘The leaping wealth of the Tide’ refer to? **L2 CO4**

**III. Answer ANY TWO of the following questions. 1X6=6M**

1. Write the summary of the lesson Florence Nightingale. **L2 CO2**
2. Sketch the character of The Astrologer. **L3 CO5**

**SECTION - B**

**IV. A. Convert the underlined words into noun or verb form. L1 CO1 5X1=5M**

1. We are at the end of the road; yet your phone call never seems -----.
2. The bends on this road are so sharp that you have ----- your body to balance your bike.

3. Everyone craves for honour. But who is ready ----- one the way that person wants?
4. One who is going ----- this meeting should manage without a chair to sit on; No chairs here.
5. I will pour water to the plants. I will water -----.

**B. Write one word substitute for the following statements. L5 CO1**

**5x1 =5M**

1. One who looks at the bright side of things. \_\_\_\_\_.
2. One who believes in God. \_\_\_\_\_.
3. One who is unable to pay off one's debt. \_\_\_\_\_
4. Certain to happen. \_\_\_\_\_.
5. A small shelter for a dog. \_\_\_\_\_.

**C. Complete the following collocations using the words given in the brackets. L1 CO3**

**5x1=5M**

**(break, make, pay, catch, difficult, save, heavy)**

1. \_\_\_\_\_ attention
2. \_\_\_\_\_ a record
3. \_\_\_\_\_ traffic
4. \_\_\_\_\_ money
5. \_\_\_\_\_ a cold

**V. Read the following passage and make notes. L3 CO3**

**1 x5 =5M**

There are different forms of environmental pollution. Air pollution is caused by the burning of coal and oil. It can damage the earth's vegetation and cause respiratory problems in humans. A second type of pollution is noise pollution. It is the result of the noise aircrafts and heavy traffic. Further loud music

Is also a cause if noise pollution which has been seen to effect peoples hearing and give them severe headache and high blood pressure. Another source of pollution is radio activity which occurs when there is a leak from a nuclear power station. It kills and causes irreparable harm to those exposed to it.

**VI. Prepare curriculum vitae in response to the following advertisement. L3 CO5**

**1X5=5M**

M. Suman Karthik -aged 28 years -MA(English) BEd, -good communication and problem solving skills. -MA from S V University, Tirupati, 72% marks. BA (Adv English) from Govt Degree College, Ananthapuram, 76% marks. BEd, S K University, Ananathapuram – intermediate (HEC), Govt Jr College, Ananthapuram –worked as a teacher in English for three years. Apply for the post of junior lecturer in English in St Joseph Jr. College, Ongole.

**VII. Write a letter to the principal of your college requesting to organize a study hour.**

**L3 CO5**

**1X5=5M**

**Or**

**As the HR Manager of a multinational firm, draft an email to be sent to those candidates who were not selected in the interview conducted few days before. Take care not to be courteous and sympathetic while conveying the negative.**

**VIII. Expand any ONE of the following into a paragraph.**

**L4 CO5**

**1X5=5M**

1. Honesty is the best policy.
2. Where there is a will there is a way.

**IX. Read the following passage and answer the following questions. L2 CO5**

**5X1=5M**

In every country people imagine that they are the best and the cleverest and the others are not so good as they are. The English man thinks that he and his country are the best; the French man is very proud of France. The Germans and the Italians think no less of their countries and many Indians imagine that India is in many ways the greatest country in the world. This is wrong. Everybody wants to think well of himself and his country. But really there is no person who has not got some good and some bad qualities. In the same way, there is no country which is not partly good and partly bad. We must take the good wherever we find it and try to remove the bad wherever it may be. We are off course, most concerned with our own country, India. Unhappily it is in a bad way today. Most of our people are and unhappy. They have no joy in their lives. We have to find out how we can make them happier. We have to see what is good in our ways and customs try to keep it, and whatever is bad we have to throw away. If we find anything good in other countries, we should certainly take it.

**Answer the following questions.**

1. What do people think in every country?
2. What must we do?
3. What should be our attitude towards other countries?
4. What is the antonym of 'Worst'?
5. What is the synonym of 'Sorrow'?

**X. You are the secretary of Good Habits Club. Write an agenda for the meeting on the activities to be conducted on the eve of Independence Day, using proper format. L3 CO4**

**1X5=5M**

**A.G & S.G SIDDHARTHA DEGREE COLLEGE OF ARTS AND SCIENCE,  
VUYYURU - 521165  
DEPARTMENT OF ENGLISH**

**Title of the Paper: English Praxis –II**  
**Course Code: ENG T21B**

**Max. Marks: 75**  
**Time: 03 Hours**

**QUESTION PAPER PATTERN**

**SECTION – A, 30 MARKS**

- I. A. ANSWER ANY THREE OF THE FOLLOWING QUESTIONS.** 3x2=6M  
(Any FOUR short answer questions should be given from prose lessons in the given syllabus)
- B. ANSWER ANY ONE OF THE FOLLOWING QUESTIONS.** 1x6=6M  
(Any TWO essay questions should be given from prose lessons in the given syllabus)
- II. A. ANSWER ANY THREE OF THE FOLLOWING QUESTIONS.** 3x2=6M  
(Any FOUR short answer questions should be given from poetry in the given syllabus)
- B. ANSWER ANY ONE OF THE FOLLOWING QUESTIONS.** 1x6=6M  
(Any TWO essay questions should be given from poetry in the given syllabus)
- III. ANSWER ANY ONE OF THE FOLLOWING QUESTIONS.** 1x6=6M  
(Any TWO essay questions should be given from non-detailed text in the given syllabus)

**SECTION – B, 45 Marks**

- VI.A. CONVERT THE UNDERLINED WORDS INTO NOUN OR VERB FORMS.** 5x1=5M  
(Any FIVE words should be given from page no 8 to 13 in the given syllabus)
- B. WRITE ONE WORD SUBSTITUTES FOR THE FOLLOWING SENTENCES.** 5x1=5M  
(Any FIVE words should be given from page no 13 to 22 in the given syllabus)
- C. COMPLETE THE FOLLOWING COLLOCATIONS USING THE WORDS GIVEN IN THE BRACKETS.** 5x1=5M  
(Any FIVE words should be given from page no 22 to 30 in the given syllabus)
- VII. READ THE FOLLOWING PASSAGE AND MAKE NOTES.** 1x5=5M  
(Any passage should be given from page no 80 to 89 in the given syllabus)
- VIII. PREPARE CURRICULUM VITAE IN RESPONSE TO THE FOLLOWING ADVERTISEMENT.** 1x5=5M  
(Any question should be given from page no 111 to 117 in the given syllabus)
- IX. LETTER WRITING.** 1x5=5M  
(Any question should be given from page no 118 to 133 in the given syllabus)
- OR
- E MAIL - CORRESPONDENCE**
- X. EXPAND ANY ONE OF THE FOLLOWING INTO PARAGRAPH.** 1x5=5M  
(Any question should be given from page no 93 to 96 in the given syllabus)
- XI. READ THE FOLLOWING PASSAGE AND ANSWER THE FOLLOWING QUESTIONS.** 5x1=5M  
(Any passage should be given from page no 69 to 79 in the given syllabus)
- XII. NOTICES, AGENDAS AND MINUTES.** 1x5=5M  
(Any passage should be given from page no 97 to 104 in the given syllabus)

Since the **APSCHE** has revised the syllabus under CBCS framework with effect from **2020-2021**, the following syllabus of **Enriching Communication Skills** under **Skill Development Courses** shall be implemented for the admitted batch of the first year of Semester-II for this academic year 2021-22 without any changes. Under A consolidated list of questions of this paper shall be prepared and sent to the Question Paper Setter. This change has been brought to the notice of the BOS Members through mail /phone call and their consent is being taken.

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**Semester - II**  
DEPARTMENT OF ENGLISH  
**ENRICHING COMMUNICATION SKILLS**  
Course Structure and Syllabi under CBCS

<b>Course Code</b>	<b>SDCENG T01</b>	<b>Course Delivery Method</b>	<b>Class Room/ Blended Mode - Both</b>
<b>Credits</b>	<b>02</b>	<b>CIA Marks</b>	<b>10</b>
<b>No.of Lecture Hours / Week</b>	<b>2</b>	<b>Semester End Exam Marks</b>	<b>40</b>
<b>Total No.of Lecture Hours</b>	<b>30</b>	<b>Total Marks</b>	<b>50</b>
<b>Year of Introduction: 2020-21</b>	<b>Year of Offering: 2021-22</b>	<b>Year of Revision: -----</b>	<b>Percentage of Revision: 0%</b>
<b>CLASS:</b>	<b>I YEAR DEGREE (ALL COURSES)</b>		

**COS AND POS FOR SDC ENG T01 - ENRICHING COMMUNICATION SKILLS**

**Course Outcomes: At the end of this course, students should be able to:**

**CO1:** create clear messages by eliminating unnecessary words and making the message relevant to the target audience. **PO1**

**CO2:** learn the techniques of Interview etiquette, group discussions, debates, extempore and oral presentation skills. **PO3**

**CO3:** learn report writing both technical and non-technical, how to research a topic and organize the thoughts into an introduction, a body and a conclusion in essay writing, to create original works of literature, culminating in a significant, extended body of poetry, fiction, and/or creative nonfiction that manifests learner’s artistic potential. **PO7**

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<b>ENGLISH</b>	<b>SDCENG T01</b>	<b>2021-2022</b>	<b>B.A,B.Com &amp; B.Sc</b>
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**DEPARTMENT OF ENGLISH**

**ENRICHING COMMUNICATION SKILLS**

**SYLLABUS**

**CONTENTS**

**UNIT – I: COMMUNICATION PROFICIENCY**

1. Formal and Informal conversations (Introducing oneself & others)
2. Contextual conversations (At the bus stop, market, Railway station, Bank, Airport etc)
3. Idiomatic Expressions/Cliché/foreign Expressions/Catch Phrases

**UNIT – II: EMPLOYABILITY SKILLS**

1. Interview etiquette
2. Group Discussions/Debates/Extempore
3. Oral presentation

**UNIT – III: WRITING PROFICIENCY**

1. Report Writing – Technical, Non-Technical
2. Essay Writing – Expository, Descriptive, Narrative, Argumentative.
3. Creative Writing – Introduction to Fiction (Novel & Short stories) & Nonfiction (Prose, Poetry & Drama), Anecdotes, Memoirs.

**A.G & S.G SIDDHARTHA DEGREE COLLEGE OF ARTS AND SCIENCE,  
VUYYURU - 521165  
DEPARTMENT OF ENGLISH**

Title of the Paper: **Enriching Communication Skills**  
Course Code: **SDCENG T01**

**Max. Marks: 40**  
**Time: 2 Hours**

.....  
**MODEL PAPER**  
**SECTION- A**

**I. ANSWER ANY TWO OF THE FOLLOWING QUESTIONS. 2X5=10**

1. You reach Mumbai one afternoon. You go to a hotel and ask for a single room for three days. At first, the man at the desk expresses difficulties, but agrees to give you a room, initially for two days. Write a conversation. CO1 L3
2. Salman Khadir has been asked to attend an interview. But he is ill and asks for permission on phone to attend the interview at a later date. Draft a conversation. CO2 L3
3. You have applied for a bank loan to study abroad and have been asked to attend an interview. Think of five questions that you could be asked and write them with possible responses. CO1 L1
4. Write the suitable greetings for the following occasions CO2 L6  

<i>Occasion</i>	<i>Greeting</i>
a. When your friend gets first rank	_____
b. When your classmate is preparing for an examination	_____
c. When your brother/sister is leaving abroad	_____
d. When a close relative is ill	_____
e. When somebody fails to get through the interview	_____

**II. ANSWER ANY THREE OF THE FOLLOWING QUESTIONS. 3X10= 30**

5. What is Group Discussion and why is it conducted? CO2 L2
6. What are the benefits of Debating and why is it necessary for students? CO2 L2
7. What is an Interview? Write the Do's and Don'ts in an Interview. CO2 L3
8. What is the main difference between a report and a literary work? CO3 L4
9. Why has the importance of reports increased in our times? CO3 L1
10. Many parents ask their children to help in domestic chores. What do you think about this?  
Write an argumentative essay. CO3 L5



**A.G&S.G SIDDHARTHA DEGREE COLLEGE OF ARTS AND SCIENCE  
(AUTONOMOUS), VUYYURU**



**DEPARTMENT OF ENGLISH**

**BOARD OF STUDIES MEETING**

**GENERAL ENGLISH**

VENUE

**ENGLISH LANGUAGE LABORATORY**

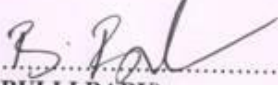
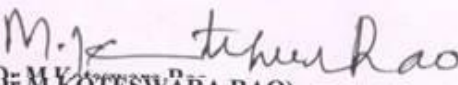


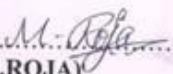
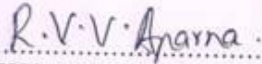
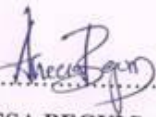
DATE

**9<sup>th</sup> November, 2021**

Minutes of the meeting of Board of Studies in General English for the Autonomous courses of AG & SG Siddhartha Degree College of Arts & Science, Vuyyuru, held through Google Meet on 09-11-2021 in the English Language Laboratory at 11.00 am.

Sri B.Bulli Babu ... Presiding

Members Present:

- 1)   
(B.BULLI BABU) ..... Chairman  
Head, Department of English  
AG & SG S Degree College  
Vuyyuru-521165
- 2)   
(Dr.M.KOTESWARA RAO) ..... University  
Nominee  
Professor,  
Department of English  
Krishna University,  
Machilipatnam.
- 3)   
(Dr.G.SRI LATHA) ..... Academic Council  
Nominee  
Head,  
Department of English,  
PBS College,  
Vijayawada.
- 4)   
(Ms.G.SONI) ..... Academic Council  
Nominee  
Lecturer in English,  
GDC, Ravulapalem.
- 5)   
(M.ROJA) ..... Member  
Lecturer in English  
AG & SG S Degree College,  
Vuyyuru-521165
- 6)   
(R.V.V.APARNA) ..... Member  
Lecturer in English  
A.G & S.G.S Degree College,  
Vuyyuru-521165
- 7)   
(ANEESA BEGUM) ..... Member  
Lecturer in English  
A.G & S.G.S Degree College,  
Vuyyuru-521165

**Agenda for B.O.S Meeting of General English for I & III SEMESTERS**  
**for the Academic Year 2021-22**

The following proposals are submitted as a part of the agenda for the consideration and approval of the honorable members of Board of Studies, at the meeting held on 9<sup>th</sup> November, 2021.

1. To recommend syllabi for 1<sup>st</sup> and 3<sup>rd</sup> semesters of I & II Degree students of all disciplines for the Academic Year 2021-22.
2. To Consider and approve the additional inputs and minor modifications if any, in the I & III Semester papers of General English.
3. To recommend the Model Question Papers of 1<sup>st</sup> and 3<sup>rd</sup> semesters of I & II Degree of all disciplines for the Academic Year 2021-22.
4. To recommend the Guidelines to be followed by the question paper setters in General English for the 1<sup>st</sup> and 3<sup>rd</sup> semester-end exams of I & II Year students of all disciplines.
5. To recommend the teaching and evaluation methods to be followed under Autonomous status.
6. To recommend topics for online teaching and evaluation patterns.
7. To consider and approve the implementation of Pedagogy methods like Quiz, classroom seminar, Assignment or Case study, Test, puzzles, viva and few more innovative methods in classroom teaching as indicated in the curricular plans.
8. To consider and approve to arrange Guest Lectures by Subject Experts @ 1(minimum) per Semester rounded up to more than 3 per academic year.
9. Any suggestions regarding Certificate/Add-on Courses, Seminars, Workshops, Guest Lectures and student competitions to be organized.
10. To note any changes in the syllabus if made by APSICHE for the admitted batch of I Semester of the academic year 2021-22.
11. Any other matter.

## **RESOLUTIONS**

1. Discussed and recommended the syllabus for 1<sup>st</sup> and 3<sup>rd</sup> semesters of I & II Degree students of all disciplines for the approval of the Academic Council.
2. Discussed and recommended the syllabi prescribed by APSCHE without any changes for 1<sup>st</sup> and 3<sup>rd</sup> semesters of I & II Degree students of all disciplines for the approval of the Academic Council.
3. Discussed and recommended the I & III Semester Model Question Papers of General English for the approval of the Academic Council.
4. Discussed and recommended the guidelines to be followed by the question paper setters of General English for 1<sup>st</sup> & 3<sup>rd</sup> Semesters of I & II year students of all disciplines for the approval of the Academic Council.
5. Discussed and recommended the teaching methodology to be taken up and the evaluation patterns to be done.

### **Teaching methods:**

Besides the conventional methods of teaching (The Direct Method, The Structural Approach), Grammar-Translation Method, Audio-lingual Method, Communicative Language Teaching (CLT), Task-Based Language Learning etc., are practiced. We use modern technology i.e. using of an LCD projector, display on U boards, you tube videos etc., for better understanding of concepts.

There are two components in the Valuation and Assessment of a student – Internal Assessment (IA) and Semester Examinations (SE).

#### **Internal Assessment (IA)**

##### **I SEMESTER**

- The maximum mark for IA is 25 and SE is 75 for theory. Out of these 25 marks, 20 marks are allocated for announced tests.
- Each IA written examination is of 1 hour 30 minutes duration for 20 marks. The tests will be conducted centrally. The average of two such IA is calculated for 20 marks.
- Other Innovative Components will be for 5 Marks. The innovative component is for 5 marks, conducted during the class hours by the staff member/ in charge of the subject, in the form of assignments/ quiz/ seminars /presentations/Online/Open Book/Viva Voce/ Group work/ Mini Project/ Exhibition, etc. The topic and time for submission/ presentation will be announced by the staff member/ in charge of the subject in advance. Each student should explain and defend his/her presentation.
- There is no passing minimum for IA.

##### **Semester Examinations (SE)**

- A student should register himself/herself to appear for the Semester Examinations by payment of the prescribed fee.
- The Semester Examinations will be in the form of a comprehensive examination covering the entire syllabus in each subject. It will be of 3 hours duration, with maximum 75 marks, irrespective of the number of credits allotted to it.

- Even though the candidate is absent for two IA exams/obtain zero marks, the external marks are considered (if he/she gets 40/70) and the result shall be declared as 'PASS'.
- The pass mark shall be 30 out of 75 in the Semester end examination.
- The maximum marks for each Paper shall be 100.


### **III SEMESTER**

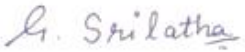
- The maximum mark for IA is 30 and SE is 70 for theory. Out of these 30 marks, 20 marks are allocated for announced tests.
- Each IA written examination is of 1 hour 30 minutes duration for 20 marks. The tests will be conducted centrally. The average of two such IA is calculated for 20 marks.
- Other Innovative Components will be for 5 Marks. The innovative component is for 5 marks, conducted during the class hours by the staff member/ in charge of the subject, in the form of assignments/ quiz/ seminars /presentations/Online/Open Book/Viva Voce/ Group work/ Mini Project/ Exhibition, etc. The topic and time for submission/ presentation will be announced by the staff member/ in charge of the subject in advance. Each student should explain and defend his/her presentation. For attendance 5 Marks are allotted.
- There is no passing minimum for IA.

#### **Semester Examinations (SE)**

- A student should register himself/herself to appear for the Semester Examinations by payment of the prescribed fee.
  - The Semester Examinations will be in the form of a comprehensive examination covering the entire syllabus in each subject. It will be of 3 hours duration, with maximum 70 marks, irrespective of the number of credits allotted to it.
  - Even though the candidate is absent for two IA exams/obtain zero marks, the external marks are considered (if he/she gets 40/70) and the result shall be declared as 'PASS'.
  - The pass mark shall be 28 out of 70 in the Semester end examination.
  - The maximum marks for each Paper shall be 100.
6. Discussed and recommended the topics for online teaching to be taught and the evaluation patterns to be taken up.
  7. Considered and approved the implementation of Pedagogy methods like Quiz, classroom seminar, Assignment or Case study, Test, puzzles, viva and few more innovative methods in classroom teaching as indicated in the curricular plans.
  8. Considered and approved to arrange Guest Lectures by Subject Experts rounded up to 3 per academic year.
  9. Discussed and recommended to organize Seminars, Guest lectures, Workshops to enhance the knowledge of students besides conducting Certificate Course in Competitive English. It has been suggested that the Bridge Course may be conducted for the I year students before the commencement of regular classes. All these recommendations are forwarded for the approval of the Academic Council.
  10. Discussed and recommended to implement the 100% of the new syllabus introduced / made by APSCH for the admitted batch of the I Semester for the academic year 2021-22. All these recommendations are forwarded for the approval of the Academic Council.
  11. Nil.

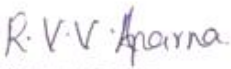
**Signatures of the BOS Members:**

  
**Dr.M.KOTESWARA RAO**  
(University Nominee)

  
**Dr.G.SRI LATHA**  
(Academic Council Nominee)

  
**(Ms.G.SONI)**  
(Academic Council Nominee)

  
**M.ROJA**  
(Member)

  
**R.V.V.APARNA**  
(Member)

  
**ANEESA BEGUM**  
(Member)

  
**Chairman**

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Accredited with “A” Grade by NAAC, Bengaluru  
Semester - I

ENGLISH PRAXIS COURSE-I  
**A COURSE IN COMMUNICATION AND SOFT SKILLS**

Course Code	ENGT11B	Course Delivery Method	Class Room/ Blended Mode - Both
Credits	03	CIA Marks	25
No.of Lecture Hours / Week	4	Semester End Exam Marks	75
Total No.of Lecture Hours	60	Total Marks	100
Year of Introduction:	Year of Offering: 2021-22	Year of Revision: -----	Percentage of Revision: 0%
CLASS:	I YEAR DEGREE (ALL COURSES)		

**Course objective:**

The aim of this course is to improve the speaking skills of the learners in regard to the sound-spelling relationship of the language appears anarchic and to introduce the basic Grammar and Vocabulary as well as reading skills. Another problem that many Indian languages face is English Word Accent.

**Course Outcomes:**

By the end of the semester, the students can acquire linguistic competence to be able to compete with the globalised world and become successful in all the challenges that they face. On successful completion of the paper, the students are introduced to communicative skills, to define, classify, and understand the methods of communication, to improve their LSRW skills, to enable them to practice those skills in their daily life by identifying instances of communication in the circumstances of their own.

- Introduced the students to the speech sounds of English in order to enable them to listen to English and speak with global intelligibility
- Enabled the students to speak English confidently and effectively in a wide variety of situations.
- Helped the students to improve their writing efficiency by refining their writing strategies.

**Academic Year 2021-22**  
**Changes made in the syllabus**  
**Semester-I General English**

<b>Course content suggested by APSCHE</b>	<b>Additions</b>	<b>Deletion</b>
<b>UNIT-I</b> <b>Listening Skills</b> <ol style="list-style-type: none"> <li>1. Importance of Listening</li> <li>2. Types of Listening</li> <li>3. Barriers to Listening</li> <li>4. Effective Listening</li> </ol> <b>UNIT-II</b> <b>Speaking Skills</b> <ol style="list-style-type: none"> <li>1. Sounds of English: Vowels and Consonants</li> <li>2. Word Accent</li> <li>3. Intonation</li> </ol> <b>UNIT – III</b> <b>Grammar</b> <ol style="list-style-type: none"> <li>1. Concord</li> <li>2. Modals</li> <li>3. Tenses (Present/Past/Future)</li> <li>4. Articles</li> <li>5. Prepositions</li> <li>6. Question Tags</li> <li>7. Sentence Transformation (Voice, Reported Speech &amp; Degrees of Comparison)</li> <li>8. Error Correction</li> </ol> <b>UNIT-IV</b> <b>Writing</b> <ol style="list-style-type: none"> <li>1. Punctuation</li> <li>2. Spelling</li> <li>3. Paragraph Writing</li> </ol> <b>UNIT-V</b> <b>Soft Skills</b> <ol style="list-style-type: none"> <li>1. SWOC</li> <li>2. Attitude</li> <li>3. Emotional Intelligence</li> <li>4. Telephone Etiquette</li> <li>5. Interpersonal Skills</li> </ol>	Nil	Nil



## 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

## ENGLISH PRAXIS COURSE-I A COURSE IN COMMUNICATION AND SOFT SKILLS

### SYLLABUS

Unit	Learning Units	Lecture Hours
I	<b>Listening Skills</b> 1. Importance of Listening 2. Types of Listening 3. Barriers to Listening 4. Effective Listening	10
II	<b>Speaking Skills</b> 1. Sounds of English: Vowels and Consonants 2. Word Accent 3. Intonation	10
III	<b>Grammar</b> 1. Concord 2. Modals 3. Tenses (Present/Past/Future) 4. Articles 5. Prepositions 6. Question Tags 7. Sentence Transformation (Voice, Reported Speech & Degrees of Comparison) 8. Error Correction	15
IV	<b>Writing</b> 1. Punctuation 2. Spelling 3. Paragraph Writing	10
V	<b>Soft Skills</b> 1. SWOC 2. Attitude 3. Emotional Intelligence 4. Telephone Etiquette 5. Interpersonal Skills	15

**REFERENCES:**

1. English praxis-I—A Course in communication and soft skills by S.B.Fathima Mary,Vivanta publishers2021
2. English praxis-I—A Course in communication and soft skills by Himalaya Publishing House 2021.

**Suggested Co-Curricular Activities**

1. Elocution
2. Group discussion
3. Essay Writing
4. Creative Writing
5. Recitation

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<b>ENGLISH</b>	<b>ENGT11B</b>	<b>2021-2022</b>	<b>B.A,B.Com &amp; B.Sc</b>
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**Time: 3 hours**

**Max Marks: 75**

**The Pattern of the Question Paper for Semester – I: ENGT11B**

**Semester - I**

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**SECTION – A**

**I. Answer any FIVE of the following questions. 5 x 5 = 25M**

(7 Paragraph questions should be given from UNIT – I (Listening Skills), UNIT-II (Speaking Skills) & UNIT – V (Soft Skills))

**SECTION – B**

**II. Answer any FIVE of the following questions. 5 x 3 = 15M**

(6 Paragraph questions should be given from UNIT – II (Speaking Skills) & UNIT-V (Soft Skills)).

**SECTION – C (LANGUAGE ACTIVITY) 35 M**

**III. Fill in the blanks with suitable articles. 6 x ½ = 3M**

**IV. Fill in the blanks with suitable prepositions. 6 x ½ = 3M**

**V. Fill in the blanks with the correct form of verbs given in the brackets. 5 x 1 = 5M**

**VI. Fill in the blanks with suitable concord of the following sentences 6 x ½ = 3M**

**VII. Write the correct question tags for the following statements 3 x 1 = 3M**

**VIII. Fill in the blanks with suitable auxiliary verbs. 4 x ½ = 2M**

**IX. Write the spelling of the following misspelt words 4 x ½ = 2M**

**X. Punctuate the following sentences. 2x1=2M**

**XI. Rewrite the following sentences as directed. 5x1=5M**

**XII. Correct the following sentences. 2x1=2M**

**XIII. Write a paragraph on any ONE of the following. 1x5=5M**

(Two topics should be given from UNIT – IV (Writing), from the topic of paragraph writing)

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<b>ENGLISH</b>	<b>ENGT11B</b>	<b>2021-2022</b>	<b>B.A,B.Com &amp; B.Sc</b>
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**Time: 3 hours**

**Max Mark: 75**

**Subject Code : ENGT11B**

**Pass Marks: 30**

**Semester – I**  
**A COURSE IN COMMUNICATION AND SOFT SKILLS – I**

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**Model Question Paper**

**SECTION- A**

**I. Answer any FIVE of the following questions.**

**5 x 5 = 25M**

1. Write vowel sounds with 3 examples each in three different positions. *CO2 LI*
2. Write all the consonants sounds with 3 examples in three different positions each. *CO2 LI*
3. Define intonation and describe the types of intonation with examples? *CO2 LI*
4. What is Emotional Intelligence and what are the tips to develop Emotional Intelligence?*CO5 LI.*
5. Write a note on different types of listening. *CO1 L4.*
6. What is attitude? What are the characteristics of Positive Attitude? *CO5 L*
7. What are the barriers to effective listening? *CO 1 L4*

**SECTION –B**

**II. Answer any FIVE of the following questions.**

**5 x 3 = 15M**

1. What is SWOC and what are the limitations of SWOC? *CO5 L2*
2. Explain any three stages of listening process.
3. What is intonation ? Give some examples.
4. What is etiquette? What are the examples of telephone etiquette? *CO5 LI*
5. Write a note on different types of listening. *CO1 L4*
6. Describe the traits of a good listener? *CO1 L2*

**SECTION –C**

**III. Fill in the blanks with suitable articles.**

*CO3 LI*

**6 x ½ = 3M**

If we ask\_\_\_\_(1) audience to reproduce what they have just heard in\_\_\_\_(2) presentation, we may often receive different versions of\_\_\_\_(3) same speech. This happens each member of\_\_\_\_(4) audience

listens differently. Each individual hears\_\_\_\_(5) message from his/her point of view and contextualizes it within their own experiences and perceptions to arrive at\_\_\_\_(6) interpretation of the matter presented.

**IV. Fill in the blanks with suitable prepositions. CO3 L1 6 x ½ = 3M**

I'm here \_\_\_\_ (1) express my views \_\_\_\_ (2)ragging. I believe ragging is a menace that is destroying the academic character \_\_\_\_ (3) many educational institutions. I consider ragging \_\_\_\_ (4) be an inhumane, unnatural and abusive form \_\_\_\_ (5) action which some senior students indulge \_\_\_\_ (6) so as to terrify 'fresher s', or newcomers, in educational institutions.

**V. Fill in the blanks with correct verb form. CO3 L3 5 x 1 =5M**

1. My father \_\_\_\_\_ (go) to gym every day.
2. We \_\_\_\_\_ (buy) a new car tomorrow.
3. They \_\_\_\_\_ (live)in this town since 2008.
4. She \_\_\_\_\_ (see) an accident yesterday.
5. You \_\_\_\_\_ (go) to market now.

**VI. Fill in the blanks with correct concord of the following sentences. CO3 L1 6 x ½ = 3M**

1. One lakh rupees \_\_\_\_\_ a lot of money.
2. Mathematics and English \_\_\_\_\_ my favourite subjects.
3. Most of the milk \_\_\_\_\_ gone.
4. Either Ram or Shyam \_\_\_\_\_ coming today.
5. Two-thirds majority \_\_\_\_\_ required for impeachment of the president.
6. Each boy and each girl\_\_\_\_\_ happy.

**VII. Write the question tags for the following sentences. CO3 L2 3 x 1=3M**

1. You haven't seen this film, \_\_\_\_\_?
2. She saw an accident, \_\_\_\_\_?
3. They made a kite, \_\_\_\_\_?

**VIII. Fill in the blanks with suitable modal verbs. CO3 L1 4 x ½ =2M**

1. You \_\_\_\_\_ never too old to learn.
2. I \_\_\_\_\_ sorry for what I have done.
3. Our guests \_\_\_\_\_ arrived.
4. \_\_\_\_\_ they good friends of him?

**IX. Write the correct spelling of the following words. CO4 L3 4 x ½ =2M**

1. dailoge
2. dictionary
3. parlament

4. acknowledge

**X. Punctuate the following sentences.**

**CO4 L1**

**2 x 1= 2M**

1. hari said I saw him today
2. what a lovely view you have hear ram said

**XI. Rewrite the following sentences as directed. CO4 L2**

**5 x 1=5M**

1. Shut the door. [change into passive voice]
2. The crew paved the entire stretch of highway [change into passive voice]
3. Rahul said, "I will have to reach home by 8.30." [change into indirect speech]
4. The boy said to the girl, "we are going on a holiday". [change into indirect speech]
5. The Pacific Ocean is deeper than the Arctic Ocean. [change into positive degree]

**XII. Correct the following sentences.**

**CO4 L2**

**2 x1 =2M**

1. You must practice to speak English.
2. Unless you do not eat , you will not be strong.

**XIII. Write a paragraph on ONE of the following. CO4 L2**

**1 x 5 = 5M**

1. Your favourite hobby.
2. Impact of TV on both children and youth.

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**Semester – III (CBCS)  
ENGLISH PRAXIS COURSE-III**

**A COURSE IN CONVERSATIONAL SKILLS**

<b>Course Code</b>	<b>ENG301</b>	<b>Course Delivery Method</b>	<b>Class Room/ Blended Mode - Both</b>
<b>Credits</b>	<b>03</b>	<b>CIA Marks</b>	<b>30</b>
<b>No.of Lecture Hours / Week</b>	<b>4</b>	<b>Semester End Exam Marks</b>	<b>70</b>
<b>Total No.of Lecture Hours</b>	<b>60</b>	<b>Total Marks</b>	<b>100</b>
<b>Year of Introduction:</b>	<b>Year of Offering: 2021-22</b>	<b>Year of Revision: -----</b>	<b>Percentage of Revision: 0%</b>
<b>CLASS:</b>	<b>II YEAR DEGREE (ALL COURSES)</b>		

**COURSE OBJECTIVE:**

The objectives of the Syllabus are to enrich students’ reading, writing, and learning abilities so they can pursue their personal, academic and career goals through the acquisition and improvement of English Language skills. This course is designed in a manner suitable for the student to use personal and cultural knowledge to interpret the information presented in the text and 'create' meaning. The aim of this course is also to improve the speaking skills of the learners in regard to the sound- spelling relationship of the language appears anarchic.

**COURSE OUTCOMES:**

Being able to converse in a language in all situations is mastering it. Praxis III made efforts to help the students in helping this skill through speeches, autobiography and interviews of some world-famous personalities. The wonderful interviews chosen for Praxis-III, is a clear indication that at the end of the course, the student would be able to converse confidently, ask or answer in English language. The Units conclude with a series of exercises to hone language skills and will assist students in the curricular goal of self - learning.

- Students will become accomplished, active readers who appreciate ambiguity and complexity.
- Students will be able to write effectively for a variety of professional and social settings. They will practice writing as a process of motivated inquiry, engaging other writers’ ideas as they explore and develop their own.
- To enhance the confidence levels by acquiring knowledge of Role-plays, Debates and Descriptions.
- Enhancing basic skills to become a good communicator.
- To help students discover their latent leadership qualities and their social role of involvement.

**Academic Year 2021-22**  
**Changes made in the syllabus**  
**Semester-III General English**

Course content suggested by APSCHE	Additions	Deletion
<p><b>UNIT-I</b>  <b>Speech</b>            1. Tryst with Destiny - Jawaharlal Nehru  <b>Skills</b>            2. Greetings            3. Introductions</p> <p><b>UNIT-II</b>  <b>Speech</b>            1. Yes, We Can                Barack Obama  <b>Interview</b>            2. A Leader Should Know How to Manage Failure Dr.A.P.J.Abdul Kalam/India Knowledge at Wharton  <b>Skills</b>            3. Requests</p> <p><b>UNIT-III</b>  <b>Interview</b>            1. Nelson Mandela's Interview                With Larry King  <b>Skills</b>            2. Asking and Giving Information            3. Agreeing and Disagreeing</p> <p><b>UNIT-IV</b>  <b>Interview</b>            1. JRD Tata's Interview      With T.N.Ninan  <b>Skills</b>            2. Dialogue Building            3. Giving Instructions/Directions</p> <p><b>UNIT-V</b>  <b>Speech</b>            1. You've Got to Find What You Love                Steve Jobs  <b>Skills</b>            2. Debates            3. Descriptions            4. Role Play</p>	<p>Nil</p>	<p>Nil</p>



## 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

## SYLLABUS

Unit	Learning Units	Lecture Hours
I	<b>Speech</b> 1. Tryst with Destiny - Jawaharlal Nehru <b>Skills</b> 2. Greetings 3. Introductions	10
II	<b>Speech</b> 1. Yes, We Can Barack Obama <b>Interview</b> 2. A Leader Should Know How to Manage Failure Dr.A.P.J.Abdul Kalam/India Knowledge at Wharton <b>Skills</b> 3. Requests	10
III	<b>Interview</b> 1. Nelson Mandela's Interview With Larry King <b>Skills</b> 2. Asking and Giving Information 3. Agreeing and Disagreeing	15
IV	<b>Interview</b> 1. JRD Tata's Interview With T.N.Ninan <b>Skills</b> 2. Dialogue Building 3. Giving Instructions/Directions	10
V	<b>Speech</b> 1. You've Got to Find What You Love Steve Jobs <b>Skills</b> 2. Debates 3. Descriptions 4. Role Play	15

## REFERENCES:

1. ENGLISH PRAXIS III – A Course in Conversational Skills by S.B.Fatima Mary, VIVANTA PRESS -2021.
2. ENGLISH PRAXIS III – A Course in Conversational Skills by Himalaya Publishers – 2021.

### **Suggested Co-Curricular Activities**

1. Elocution
2. Group discussion
3. Essay Writing
4. Creative Writing
5. Recitation
6. Debate

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<b>ENGLISH</b>	<b>ENG 301C</b>	<b>2021-2022</b>	<b>B.A,B.Com &amp; B.Sc</b>
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**The Pattern of the Question Paper for Semester – III: ENG 301C**

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**Section - A**

**I. Answer any FIVE of the following questions.** **5x5=25M**  
(Any Six essay questions should be given from all speeches and interviews in the given syllabus)

**Section – B**

**II. Answer any FIVE of the following questions.** **5x2=10M**  
(Any Six short answer questions should be given from all speeches and interviews in the given syllabus)

**Section – C**

- III. GREETINGS** **1x4=4 Marks**  
(This question should be given from the prescribed text book, page no's 08-17)
- IV. INTRODUCTIONS** **1x4=4 Marks**  
(This question should be given from the prescribed text book, page no's 17-26).
- V. V. REQUESTS** **1x4=4 Marks**  
(This question should be given from the prescribed text book, page no's 40-46)
- VI. ASKING AND GIVING INFORMATION** **1x4=4 Marks**  
(This question should be given from the prescribed text book, page no's 58-63)  
(OR)
- VII. AGREEING DISAGREEING**  
(This question should be given from the prescribed text book, page no's 63-72)
- VIII. DIALOGUE BUILDING** **1x4=4 Marks**  
(This question should be given from the prescribed text book, page no's 78-85)
- IX. GIVING INSTRUCTIONS / DIRECTIONS** **1x4=4 Marks**  
(This question should be given from the prescribed text book, page no's 86-97)
- X. DEBATES** **1x4=4 Marks**  
(This question should be given from the prescribed text book, page no's 105-112)
- XI. DESCRIPTIONS** **1x4=4 Marks**  
(This question should be given from the prescribed text book, page no's 113-120)
- XII. ROLE-PLAY** **1x3=3 Marks**  
(This questions should be given from the prescribed text book, page no's 121-124)

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<b>ENGLISH</b>	<b>ENG 301C</b>	<b>2021-2022</b>	<b>B.A,B.Com &amp; B.Sc</b>
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**Time: 3 hours**

**Max Mark: 70**

**Question Paper Model**

**Section – A**

**I. Answer any FIVE of the following questions.**

**5x5=25M**

1. What was the pledge that Jawaharlal Nehru wanted every citizen of India to take?
2. What does Barack Obama say about his victory in the American Presidential Election?
3. How did Steve Jobs keep himself going after getting fired from Apple?
4. What was the lesson about leadership that Abdul Kalam learnt from Prof.Satish Dhawan?
5. Why did Nelson Mandela say that prison was not a waste of time?
6. What are the major changes in Indian Business that were noticed by J.R.D.Tata?

**Section – B**

**II. Answer any FIVE of the following questions.**

**5x2=10M**

1. What was the ambition of the greatest man of our generation?
2. Why did Steve Jobs become interested in Calligraphy?
3. What was the achievement of freedom as a faithful movement for India?
4. How does Dr.A.P.J.Abdul Kalam describe his spirituality?
5. How does Tata describe Birla?
6. What does freedom and power bring according to Nelson Mandela?

**Section – C**

**III. Mr.Krishna meets Ms.Bhaskar, his son's teacher, at the school. Write a dialogue between them.**

**1x4=4M**

**IV. Anvesh from Hifi Technologies, Hyderabad, goes to the office at Hyderabad to meet the Company's Finance Manager, on his prior appointment.Anvesh introduces himself to the Finance Manager's secretary, explaining who he is, where he is from and why he is there. Construct a dialogue between Anvesh and Secretary.**

**1x4= 4M**

- V. List any five debate points on the Impact of Social Media on Youth. 1x4= 4M
- VI. Build up a conversation based on the hints given below. 1x4= 4M  
*Good morning – new to this place – in the Air Force – what do you do? – how fortunate! Need to enroll my daughter in a school – tell me about good schools in Visakhapatnam – thank you.*
- VII. Rahul is a new student in the college. He asks Rajesh for directions to the library. Give some directions. 1x4= 4M
- VIII. Anu asks her friend Rajesh to get her college admission form from the college. Write a dialogue of request. 1x4= 4M
- IX. Construct a dialogue between the customer and a shop keeper seeking information about the price of the groceries. 1x4= 4M
- X. Your parents insist that you should cut down your extra-curricular activities in order to focus on your studies. Construct a dialogue either agreeing or disagreeing with your parent. 1x4= 4M
- XI. Plan a role play between a Principal and a parent asking him/her to take care of his/her child's attendance. 1x3= 3M

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**A.G&S.G SIDDHARTHA DEGREE COLLEGE OF ARTS AND SCIENCE  
(AUTONOMOUS), VUYYURU**



**DEPARTMENT OF ENGLISH**

**BOARD OF STUDIES MEETING**

**GENERAL ENGLISH**

VENUE

**ENGLISH LANGUAGE LABORATORY**

DATE

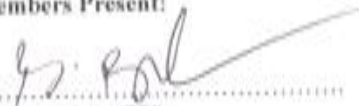
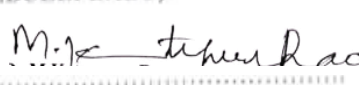

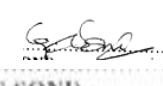

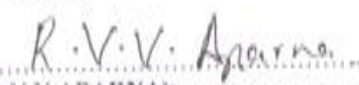

**22<sup>nd</sup> October, 2022**

Minutes of the meeting of Board of Studies in General English for the Autonomous Courses of AG & SG Siddhartha Degree College of Arts & Science, Vuyyuru, held on 22-10 -2022 in the English Language Laboratory at 11:00 am.

Mr.B.Bulli Babu

... Presiding

Members Present:

- 1)   
.....  
(B.BULLI BABU) Chairman Head, Department of English  
AG & SG S Degree College  
Vuyyuru-521165
- 2)   
.....  
(Dr.M.KOTESWARA RAO) University Nominee Professor,  
Department of English  
Krishna University,  
Machilipatnam.
- 3)   
.....  
(Dr.G.SRILATHA) Academic Council Nominee Head,  
Department of English  
P.B.S College, Vijayawada.
- 4)   
.....  
(G.SONI) Academic Council Nominee Head,  
Department of English  
GDC, Ravulapalem
- 5)   
.....  
(M.ROJA) Member Lecturer in English  
A.G & S.G.S Degree College,  
Vuyyuru-521165
- 6)   
.....  
(R.V.V.APARNAY) Member Lecturer in English  
A.G & S.G.S Degree College,  
Vuyyuru-521165
- 7)   
.....  
(ANEESA BEGUM) Member Lecturer in English  
A.G & S.G.S Degree College,  
Vuyyuru - 521165

**Agenda for B.O.S Meeting of General English for I & III SEMESTERS**  
**for the Academic Year 2022-23**

The following proposals are submitted as a part of the agenda for the consideration and approval of the honorable members of Board of Studies, at the meeting held on 22<sup>nd</sup> October, 2022.

1. To recommend syllabi for 1<sup>st</sup> and 3<sup>rd</sup> semesters of I & II Degree students of all disciplines for the Academic Year 2022-23.
2. To Consider and approve the additional inputs and minor modifications if any, in the I & III Semester papers of General English.
3. To recommend the Model Question Papers of 1<sup>st</sup> and 3<sup>rd</sup> semesters of I & II Degree of all disciplines for the Academic Year 2022-23.
4. To recommend the Guidelines to be followed by the question paper setters in General English for the 1<sup>st</sup> and 3<sup>rd</sup> semester-end exams of I & II Year students of all disciplines.
5. To recommend the teaching and evaluation methods to be followed under Autonomous status.
6. To recommend topics for online teaching and evaluation patterns.
7. To consider and approve the implementation of Pedagogy methods like Quiz, classroom seminar, Assignment or Case study, Test, puzzles, viva and few more innovative methods in classroom teaching as indicated in the curricular plans.
8. To consider and approve to arrange Guest Lectures by Subject Experts @ 1(minimum) per Semester rounded up to more than 3 per academic year.
9. Any suggestions regarding Certificate/Add-on Courses, Seminars, Workshops, Guest Lectures and student competitions to be organized.
10. To note any changes in the syllabus if made by APSCH for the admitted batch of I Semester of the academic year 2022-23.
11. Any other matter.



## **RESOLUTIONS**

1. Discussed and recommended the syllabus for 1<sup>st</sup> and 3<sup>rd</sup> semesters of I & II Degree students of all disciplines for the approval of the Academic Council.
2. Discussed and recommended the syllabi prescribed by APSCHE without any changes for 1<sup>st</sup> and 3<sup>rd</sup> semesters of I & II Degree students of all disciplines for the approval of the Academic Council.
3. Discussed and recommended the I & III Semester Model Question Papers of General English for the approval of the Academic Council.
4. Discussed and recommended the guidelines to be followed by the question paper setters of General English for 1<sup>st</sup> & 3<sup>rd</sup> Semesters of I & II year students of all disciplines for the approval of the Academic Council.
5. Discussed and recommended the teaching methodology to be taken up and the evaluation patterns to be done.

### **Teaching methods:**

Besides the conventional methods of teaching (The Direct Method, The Structural Approach), Grammar-Translation Method, Audio-lingual Method, Communicative Language Teaching (CLT), Task-Based Language Learning etc., are practiced. We use modern technology i.e. using of an LCD projector, display on U boards, you tube videos etc., for better understanding of concepts.

There are two components in the Valuation and Assessment of a student – Internal Assessment (IA) and Semester Examinations (SE).

#### **Internal Assessment (IA)**

##### **I SEMESTER**

- The maximum mark for IA is 30 and SE is 70 for theory. Out of these 30 marks, 20 marks are allocated for announced tests.
- Each IA written examination is of 1 hour 30 minutes duration for 20 marks. The tests will be conducted centrally. The average of two such IA is calculated for 20 marks.
- Other Innovative Components will be for 5 Marks. The innovative component is for 5 marks, conducted during the class hours by the staff member/ in charge of the subject, in the form of assignments/ quiz/ seminars /presentations/Online/Open Book/Viva Voce/ Group work/ Mini Project/ Exhibition, etc. The topic and time for submission/ presentation will be announced by the staff member/ in charge of the subject in advance. Each student should explain and defend his/her presentation. For attendance 5 Marks are allotted.
- There is no passing minimum for IA.

##### **Semester Examinations (SE)**

- A student should register himself/herself to appear for the Semester Examinations by payment of the prescribed fee.
- The Semester Examinations will be in the form of a comprehensive examination covering the entire syllabus in each subject. It will be of 3 hours duration, with maximum 70 marks, irrespective of the number of credits allotted to it.

- Even though the candidate is absent for two IA exams/obtain zero marks, the external marks are considered (if he/she gets 40/70) and the result shall be declared as 'PASS'.
- The pass mark shall be 28 out of 70 in the Semester end examination.
- The maximum marks for each Paper shall be 100.


### **III SEMESTER**

- The maximum mark for IA is 25 and SE is 75 for theory. Out of these 25 marks, 15 marks are allocated for announced tests.
- Each IA written examination is of 1 hour duration for 15 marks. The tests will be conducted centrally. The average of two such IA is calculated for 15 marks.
- Other Innovative Components will be for 5 Marks. The innovative component is for 5 marks, conducted during the class hours by the staff member/ in charge of the subject, in the form of assignments/ quiz/ seminars /presentations/Online/Open Book/Viva Voce/ Group work/ Mini Project/ Exhibition, etc. The topic and time for submission/ presentation will be announced by the staff member/ in charge of the subject in advance. Each student should explain and defend his/her presentation. For assignment 5 Marks are allotted.
- There is no passing minimum for IA.

#### **Semester Examinations (SE)**

- A student should register himself/herself to appear for the Semester Examinations by payment of the prescribed fee.
  - The Semester Examinations will be in the form of a comprehensive examination covering the entire syllabus in each subject. It will be of 3 hours duration, with maximum 75 marks, irrespective of the number of credits allotted to it.
  - Even though the candidate is absent for two IA exams/obtain zero marks, the external marks are considered (if he/she gets 40/75) and the result shall be declared as 'PASS'.
  - The pass mark shall be 30 out of 75 in the Semester end examination.
  - The maximum marks for each Paper shall be 100.
6. Discussed and recommended the topics for online teaching to be taught and the evaluation patterns to be taken up.
  7. Considered and approved the implementation of Pedagogy methods like Quiz, classroom seminar, Assignment or Case study, Test, puzzles, viva and few more innovative methods in classroom teaching as indicated in the curricular plans.
  8. Considered and approved to arrange Guest Lectures by Subject Experts rounded up to 3 per academic year.
  9. Discussed and recommended to organize Seminars, Guest lectures, Workshops to enhance the knowledge of students besides conducting Certificate Course in Competitive English. It has been suggested that the Bridge Course may be conducted for the I year students before the commencement of regular classes. All these recommendations are forwarded for the approval of the Academic Council.
  10. Discussed and recommended to implement the 100% of the new syllabus introduced / made by APSCHE for the admitted batch of the I Semester for the academic year 2022-23. All these recommendations are forwarded for the approval of the Academic Council.
  11. Nil.


**Signatures of the BOS Members:**

  
**Dr.M.KOTESWARA RAO**  
(University Nominee)

  
**Dr.G.SRI LATHA**  
(Academic Council Nominee)

  
**Ms.G.SONI**  
(Academic Council Nominee)

  
**M.ROJA**  
(Member)

  
**R.V.V.APARNA**  
(Member)

  
**MS.ANEESA BEGUM**  
(Member)

  
**Chairman**

**A.G & S.G SIDDHARTHA DEGREE COLLEGE OF ARTS AND SCIENCE,  
VUYYURU – 521165**  
(An Autonomous College in the Jurisdiction of Krishna University, Machilipatnam.)  
Accredited with “A” Grade by NAAC, Bengaluru  
Semester - I

ENGLISH PRAXIS COURSE-I  
**A COURSE IN COMMUNICATION AND SOFT SKILLS**

<b>Course Code</b>	<b>ENGT11B</b>	<b>Course Delivery Method</b>	<b>Class Room/ Blended Mode - Both</b>
<b>Credits</b>	<b>03</b>	<b>CIA Marks</b>	<b>30</b>
<b>No.of Lecture Hours / Week</b>	<b>4</b>	<b>Semester End Exam Marks</b>	<b>70</b>
<b>Total No.of Lecture Hours</b>	<b>60</b>	<b>Total Marks</b>	<b>100</b>
<b>Year of Introduction:</b>	<b>Year of Offering: 2022-23</b>	<b>Year of Revision: -----</b>	<b>Percentage of Revision: 0%</b>
<b>CLASS:</b>	<b>I YEAR DEGREE (ALL COURSES)</b>		

**Course objective:**

The main objective of this course is to equip the learners with listening, speaking, reading, writing skills and also build up their ability to use Soft Skills in their professional and daily life effectively.

**COURSE OUTCOMES:**

At the end of the course, the learners will be able to:

- CO 1.** Gain more confidence in learning various kinds of listening techniques as well as create more effective strategies to improve one’s ability to listen and to understand people. **PO2**
- CO 2.** Improve their speaking ability in English both in terms of fluency and comprehensibility and practice in using English to perform preliminary communicative functions required for their everyday social and professional interactions with others. **PO3**
- CO 3.** Explore basic elements of grammar and test their abilities in concord, modals, tenses, articles, prepositions, question tags and transformation of sentences. **PO7**
- CO 4.** Develop their written expression of thought and discover opportunities to build connections within the areas of punctuations, spelling and paragraph writing. **PO2**
- CO 5.** Formulate problem solving skills, making appropriate and responsible decisions, improve their attitude, emotional intelligence, telephone etiquette and interpersonal skills. **PO1**

**Academic Year 2022-23**  
**Changes made in the syllabus**  
**Semester-I General English**

Course content suggested by APSCHE	Additions	Deletion
<p><b>UNIT-I</b>  <b>Listening Skills</b></p> <ol style="list-style-type: none"> <li>1. Importance of Listening</li> <li>2. Types of Listening</li> <li>3. Barriers to Listening</li> <li>4. Effective Listening</li> </ol> <p><b>UNIT-II</b>  <b>Speaking Skills</b></p> <ol style="list-style-type: none"> <li>1. Sounds of English: Vowels and Consonants</li> <li>2. Word Accent</li> <li>3. Intonation</li> </ol> <p><b>UNIT – III</b>  <b>Grammar</b></p> <ol style="list-style-type: none"> <li>1. Concord</li> <li>2. Modals</li> <li>3. Tenses (Present/Past/Future)</li> <li>4. Articles</li> <li>5. Prepositions</li> <li>6. Question Tags</li> <li>7. Sentence Transformation (Voice, Reported Speech &amp; Degrees of Comparison)</li> <li>8. Error Correction</li> </ol> <p><b>UNIT-IV</b>  <b>Writing</b></p> <ol style="list-style-type: none"> <li>1. Punctuation</li> <li>2. Spelling</li> <li>3. Paragraph Writing</li> </ol> <p><b>UNIT-V</b>  <b>Soft Skills</b></p> <ol style="list-style-type: none"> <li>1. SWOC</li> <li>2. Attitude</li> <li>3. Emotional Intelligence</li> <li>4. Telephone Etiquette</li> <li>5. Interpersonal Skills</li> </ol>	<p>Nil</p>	<p>Nil</p>

## 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

### ENGLISH PRAXIS COURSE-I A COURSE IN COMMUNICATION AND SOFT SKILLS SYLLABUS

Unit	Learning Units	Lecture Hours
I	<b>Listening Skills</b> 1. Importance of Listening 2. Types of Listening 3. Barriers to Listening 4. Effective Listening	10
II	<b>Speaking Skills</b> 1. Sounds of English: Vowels and Consonants 2. Word Accent 3. Intonation	10
III	<b>Grammar</b> 1. Concord 2. Modals 3. Tenses (Present/Past/Future) 4. Articles 5. Prepositions 6. Question Tags 7. Sentence Transformation (Voice, Reported Speech & Degrees of Comparison) 8. Error Correction	15
IV	<b>Writing</b> 1. Punctuation 2. Spelling 3. Paragraph Writing	10
V	<b>Soft Skills</b> 1. SWOC 2. Attitude 3. Emotional Intelligence 4. Telephone Etiquette 5. Interpersonal Skills	15

#### REFERENCES:

1. English praxis-I—A Course in communication and soft skills by S.B.Fathima Mary, Vivanta publishers 2021
2. English praxis-I—A Course in communication and soft skills by Himalaya Publishing House 2021.

**A.G & S.G SIDDHARTHA DEGREE COLLEGE OF ARTS AND SCIENCE,  
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<b>ENGLISH</b>	<b>ENGT11B</b>	<b>2022-2023</b>	<b>B.A,B.Com &amp; B.Sc</b>
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**Time: 3 hours**

**Max Marks: 70**

**The Pattern of the Question Paper for Semester – I: ENGT11B  
Semester - I**

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**SECTION – A**

**I. Answer the following questions.**

**3 x 5 = 15M**

(6 Paragraph questions should be given from UNIT – I (Listening Skills), UNIT-II (Speaking Skills) & UNIT – IV (Writing))

**SECTION – B**

**II. Answer any FIVE of the following questions.**

**2 x 5 = 10M**

(4 Paragraph questions should be given from UNIT – I (Listening Skills) & UNIT-II (Speaking Skills))

**SECTION – C 20 M**

**III. Answer the following as directed.**

**L3**

**20x1=20M**

- a) Insert the correct word given in brackets : (5 Sentences to be given ) (5x1=5)
- b) Select the modal form from the options that best completes the sentence. (5x1=5)
- c) Fill in the following blanks with suitable verb forms given in brackets. (5x1=5)
- d) Choose an appropriate article given in brackets to complete the sentences. (5x1=5)

**SECTION – D**

**VI. Answer the following as directed. L3**

**2x5=10M**

- a) 2 questions from punctuation and 3 questions from spelling to be given. ( 5 Marks)
- b) 2 questions from Voice, 1 question from Speech 1 question from Degrees of Comparison and 1 question from Correction of Sentences to be given (5 Marks)

**Section-E**

**V. Answer the following questions.**

**3x5=15M**

(6 Paragraph questions to be given from Unit – V Soft Skills)

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<b>ENGLISH</b>	<b>ENGT11B</b>	<b>2022-2023</b>	<b>B.A,B.Com &amp; B.Sc</b>
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**Time: 3 hours**

**Subject Code : ENGT11B**

**Max Mark: 70**

**Pass Marks: 28**

**Semester – I  
A COURSE IN COMMUNICATION AND SOFT SKILLS – I**

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**ENGLISH PRAXIS – I, SEMESTER - I**

**Section-A**

**I. Answer the following questions.**

**3x5=15M**

1. (a) What are the different types of listening? Describe in brief each of them. L2  
**Or**  
(b) What are the main barriers of listening? Expand each in your own words. L2
2. (c) How many consonant sounds are there in English language? What are they? L1  
**Or**  
(d) How many vowel sounds are there in English language? What are they? L1
3. (e) What are the elements that are essential to effective paragraph writing? L2  
**Or**  
(f) Write a paragraph on your favourite hobby. L2

**Section-B**

**II. Answer the following questions.**

**2x5=10M**

4. (a) Describe the process of listening. L2  
**Or**  
(b) What are the differences between listening and hearing? L2
5. (c) How many types of Intonations are there in English? What are they? L1  
**Or**  
(d) What is discriminative listening? Explain in your own words. L2

**Section-C**

**III. Answer the following as directed. L3 ( 20x1=20M )**

- A. i. My sister or my brothers \_\_\_\_\_ ( is / are ) arriving by flight today. **5x1 =5**  
ii. Cars and bikes ----- ( is / are ) my means of transportation.  
iii. A number of people \_\_\_\_\_ ( has / have ) written in about this subject.



- iv. The students, who all belonged to the same neighbourhood \_\_\_\_\_( form / forms) a formidable cricket team.
- v. My dogs, along with my cat, \_\_\_\_\_ ( is / are ) chasing the ball.

- B. i.** Asha loves mangoes \_\_\_\_\_ we take some for her. ( shall / might) **5x1 =5**  
 ii. \_\_\_\_\_ I borrow your pen, please. ( could / would )  
 iii. They \_\_\_\_\_ play the drums as well as the guitar. ( present ability )  
 iv. The bus \_\_\_\_\_ ( will / must ) be coming any minute. ( expectedness )  
 v. She \_\_\_\_\_ (can, could) run fast. ( to show ability )

- C i.** Raghu \_\_\_\_\_ (teach / teaches ) art in a school in Mangalore. **5x1= 5**  
 ii. I \_\_\_\_\_ (live ) in Delhi since 1998.  
 iii. He \_\_\_\_\_ ( read ) a novel now.  
 iv. She \_\_\_\_\_ ( complete ) her home work just now.  
 v. They \_\_\_\_\_ ( go / goes ) to school every day

- D. i.** Mary is \_\_\_\_\_ Australian, but her husband is \_\_\_\_\_ European. ( a, an , the ) **5x1 =5**  
 ii. \_\_\_\_\_ Ganges is a holy river. ( a, an , the )  
 iii. His father is \_\_\_\_\_ university professor. ( a, an , the )  
 iv. He was proud ----- his work. (on, of)  
 v. Seema sings well, -----? ( don't she, doesn't she)

#### Section-D

**IV. Answer the following as directed. L3 (2x5=10M)**

- A. i.** John said I enjoyed the breakfast very much (punctuation marks) **5x1=5**  
 ii. Run as fast as you can he shouted ( punctuation marks )  
 iii. Begining ( correct the spelling )  
 iv. Restaurent (correct the spelling )  
 v. Parlament (correct the spelling )

- B. i.** My friend has completed the work. ( change into passive voice ) **5x1=5**  
 ii. A beautiful picture was painted by Tony. (change into active voice )  
 iii. Jameel said, “ I am going home tomorrow”. ( change into Indirect speech )  
 iv. The lotus is the most beautiful flower. ( change into positive degree)  
 v . I speak the Telugu. ( correct the sentence )

#### Section-E

**V. Answer the following questions. (3x5=15M)**

6. (a) Explain how SWOC / T model can be used to analyze an Individual. **L2 1x5=5**

**Or**

- (b) What are the characteristics of Emotional Intelligence? Explain. **L2**

7. (c) What are the tips that will help you communicate better over the phone? L1 **1x5=5**

**Or**

(d) How do you develop the positive attitude? L1

8. (e) What is the importance Attitude? L2 **1x5=5**

**Or**

(f) What are the Interpersonal Skills? L2

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Accredited with “A” Grade by NAAC, Bengaluru  
Semester – III (CBCS)  
ENGLISH PRAXIS COURSE-III

**A COURSE IN CONVERSATIONAL SKILLS**

Course Code	ENG T01A	Course Delivery Method	Class Room/ Blended Mode - Both
Credits	03	CIA Marks	25
No.of Lecture Hours / Week	4	Semester End Exam Marks	75
Total No.of Lecture Hours	60	Total Marks	100
Year of Introduction:	Year of Offering: 2022-23	Year of Revision: -----	Percentage of Revision: 0%
CLASS:	II YEAR DEGREE (ALL COURSES)		

**COURSE OBJECTIVE:**

The main objective of this course is to enrich student’s abilities to speak fluently, participate confidently in any social interaction, face any professional discourse, demonstrate critical thinking and enhance conversational skills by deservng the professional interviews.

**COURSE OUTCOMES:**

**At the end of the course the learners will be able to:**

- CO1.** Analyze interpret, appreciate and comprehend the specified text and the contexts in terms of their content, purpose and form. **PO1**
- CO2.** Comprehend effectively for a variety of professional and social settings, adapting other writer’s ideas as they explore and develop their own. **PO2**
- CO3.** Engage in simple, common and basic social and academic conversations, demonstrating the ability to open and close a conversation and to ask for clarification, information or assistance, as well as agreeing/disagreeing and giving examples. **PO3**
- CO4.** Convey their own interpretations by building dialogues and developing the learner’s performance level in spoken English through the activities. **PO4**
- CO5.** Acquaint the learner with the skills to debate, describe and role play. **PO5**

**Academic Year 2022-23**  
**Changes made in the syllabus**  
**Semester-III General English**

Course content suggested by APSCHE	Additions	Deletion
<p><b>UNIT-I</b>  <b>Speech</b>            1. Tryst with Destiny - Jawaharlal Nehru  <b>Skills</b>            2. Greetings            3. Introductions</p> <p><b>UNIT-II</b>  <b>Speech</b>            1. Yes, We Can                Barack Obama  <b>Interview</b>            2. A Leader Should Know How to Manage Failure Dr.A.P.J.Abdul Kalam/India Knowledge at Wharton  <b>Skills</b>            3. Requests</p> <p><b>UNIT-III</b>  <b>Interview</b>            1. Nelson Mandela's Interview                With Larry King  <b>Skills</b>            2. Asking and Giving Information            3. Agreeing and Disagreeing</p> <p><b>UNIT-IV</b>  <b>Interview</b>            1. JRD Tata's Interview      With T.N.Ninan  <b>Skills</b>            2. Dialogue Building            3. Giving Instructions/Directions</p> <p><b>UNIT-V</b>  <b>Speech</b>            1. You've Got to Find What You Love                Steve Jobs  <b>Skills</b>            2. Debates            3. Descriptions            4. Role Play</p>	<p>Nil</p>	<p>Nil</p>

## 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

## SYLLABUS

Unit	Learning Units	Lecture Hours
I	<b>Speech</b> 1. Tryst with Destiny - Jawaharlal Nehru <b>Skills</b> 2. Greetings 3. Introductions	10
II	<b>Speech</b> 1. Yes, We Can Barack Obama <b>Interview</b> 2. A Leader Should Know How to Manage Failure Dr.A.P.J.Abdul Kalam/India Knowledge at Wharton <b>Skills</b> 3. Requests	10
III	<b>Interview</b> 1. Nelson Mandela's Interview With Larry King <b>Skills</b> 2. Asking and Giving Information 3. Agreeing and Disagreeing	15
IV	<b>Interview</b> 1. JRD Tata's Interview With T.N.Ninan <b>Skills</b> 2. Dialogue Building 3. Giving Instructions/Directions	10
V	<b>Speech</b> 1. You've Got to Find What You Love Steve Jobs <b>Skills</b> 2. Debates 3. Descriptions 4. Role Play	15

## REFERENCES:

1. ENGLISH PRAXIS III – A Course in Conversational Skills by S.B.Fatima Mary, VIVANTA PRESS -2021.
2. ENGLISH PRAXIS III – A Course in Conversational Skills by Himalaya Publishers – 2021.

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521165**

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<b>ENGLISH</b>	<b>ENG T01A</b>	<b>2022-2023</b>	<b>B.A,B.Com &amp; B.Sc</b>
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**The Pattern of the Question Paper for Semester – III: ENG T01A**

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**Section - A**

**I. Answer any FIVE of the following questions.** **5x5=25M**  
(Any Six essay questions should be given from all speeches and interviews in the given syllabus)

**Section – B**

**II. Answer any FIVE of the following questions.** **5x2=10M**  
(Any Six short answer questions should be given from all speeches and interviews in the given syllabus)

**Section – C**

- III. GREETINGS** **1x4=4 Marks**  
(This question should be given from the prescribed text book, page no's 08-17)
- IV. INTRODUCTIONS** **1x4=4 Marks**  
(This question should be given from the prescribed text book, page no's 17-26).
- V. V. REQUESTS** **1x4=4 Marks**  
(This question should be given from the prescribed text book, page no's 40-46)
- VI. ASKING AND GIVING INFORMATION** **1x4=4 Marks**  
(This question should be given from the prescribed text book, page no's 58-63)  
(OR)
- VII. AGREEING DISAGREEING**  
(This question should be given from the prescribed text book, page no's 63-72)
- VIII. DIALOGUE BUILDING** **1x4=4 Marks**  
(This question should be given from the prescribed text book, page no's 78-85)
- IX. GIVING INSTRUCTIONS / DIRECTIONS** **1x4=4 Marks**  
(This question should be given from the prescribed text book, page no's 86-97)
- X. DEBATES** **1x4=4 Marks**  
(This question should be given from the prescribed text book, page no's 105-112)
- XI. DESCRIPTIONS** **1x4=4 Marks**  
(This question should be given from the prescribed text book, page no's 113-120)
- XII. ROLE-PLAY** **1x3=3 Marks**  
(This questions should be given from the prescribed text book, page no's 121-124)

**A.G & S.G SIDDHARTHA DEGREE COLLEGE OF ARTS AND SCIENCE, VUYYURU -  
521165**

*(An Autonomous College in the Jurisdiction of Krishna University, Machilipatnam.)*

Accredited at 'A' Grade by NAAC

<b>ENGLISH</b>	<b>ENG T01A</b>	<b>2022-2023</b>	<b>B.A,B.Com &amp; B.Sc</b>
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**Time: 3 hours**

**Max Mark: 75**

**Question Paper Model**

**SECTION-A**

**I. Answer any FIVE of the following questions. 5x6=30M**

1. What was the pledge that Jawaharlal Nehru wanted every citizen of India to take?  
CO 1 L2
2. What does Barack Obama in his speech say that change has come to America? CO4  
L4
3. What are the challenges that the Americans are expected to face? CO1 L3
4. What are the six leadership traits that Kalam talks about? CO1 L2
5. Why did Nelson Mandela say that he never got angry? CO3 L2
6. What are the major changes in Indian business that were noticed by J.R.D.Tata? CO2  
L4

**SECTION-B**

**II. Answer any FIVE of the following questions. 5x2=10M**

1. Why did Steve Jobs become interested in Calligraphy? CO4 L4
2. Who is Ann Nixon Cooper? What does Obama say about her? CO1 L1
3. How does Dr. A.P.J. Abdul Kalam describe his spirituality? CO3 L2
4. How does Tata describe Birla? CO3 L2
5. What does freedom and power bring? CO2 L4
6. What was the ambition of the greatest man of our generation? CO1 L4

**SECTION-C (35 M)**

**III. Mr Krishna meets Ms Bhaskar, his son's teacher, at the school. Write a dialogue between them.**

**CO2. L2**

**1x4=4M**

**IV. Jagadish from Tiruamla Technologies, Tirupathi, goes to the office at Hyderabad to meet the Company's Finance Manager, on his prior appointment. Jagadish introduces himself to the Finance Manager's secretary, explaining who he is, where he is from, and why he is there. CO3. L1**

**1x4=4M**

**V. List any five debate points on Impact of Social Media on Youth. CO4. L4**

**1x4=4M**

**VI. Build up a conversation based on the hints given below.**

Good morning – new to this place – in the Air Force – what do you do? – How fortunate! Need to enroll my daughter in a school – tell me about good schools in Vishakapatnam – thank you.

**CO. L3**

**1x4=4M**

- VII.** Rahul is a new student in the college. He asks Bharat for directions to the library. Give some directions. **CO3. L3** **1x4=4M**
- VIII.** Anu asks her friend Rajesh to get her college admission form from the college. Write a dialogue of request. **CO4. L2** **1x4=4M**
- IX.** Construct a dialogue between the customer and a shop keeper seeking information about the price of the groceries. **CO4. L1** **1x4=4M**
- X.** Your parents insist that you should cut down your extra-curricular activities in order to focus on your studies. Construct a dialogue either agreeing or disagreeing with your parent. **CO4. L1** **1x4=4M**
- XI.** Plan a role play between the principal and a parent asking him/her to take care of his/her child's attendance. **CO5. L2** **1x3=3M**

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**A.G&S.G SIDDHARTHA DEGREE COLLEGE OF ARTS AND  
SCIENCE(AUTONOMOUS), VUYYURU**



**DEPARTMENT OF ENGLISH  
BOARD OF STUDIES  
MEETING**

**GENERAL ENGLISH**

VENUE

**ENGLISH LANGUAGE LABORATORY**






DATE

**3<sup>rd</sup> April, 2023**

**Minutes of the meeting of Board of Studies in General English for the Autonomous Courses of AG & SG Siddhartha Degree College of Arts & Science, Vuyyuru, held on 03-04 -2023 through online at 11:00 am.**

**B.Bulli Babu** ... Presiding

**Members Present:**

- 1).....  
(**B.BULLI BABU**) ..... Chairman Head, Department of English  
AG & SG S Degree College  
Vuyyuru-521165
- 2).....  
(**Dr.M.KOTESWARA RAO**) ..... University Professor,  
Nominee Department of English  
Krishna University,  
Machilipatnam.
- 3).....  
(**Dr.G.SRILATHA**) ..... Academic Council Lecturer,  
Nominee Department of English  
P.B.Siddhartha College,  
Vijayawada.
- 4).....  
(**G.SONI**) ..... Academic Council Head,  
Nominee Department of English  
GDS,  
Ravulapalem.
- 5).....  
(**R.V.V.APARNA**) ..... Member Lecturer in English  
AG & SG S Degree College,  
Vuyyuru-521165

**Agenda for B.O.S Meeting of General English for II SEMESTER**  
**for the Academic Year 2022-23**

1. To recommend syllabi for 2<sup>nd</sup> semester of I Degree students of all disciplines for the Academic Year 2022-23.
2. To recommend the Model Question Paper of 2<sup>nd</sup> semester of I Degree of all disciplines for the Academic Year 2022-23.
3. To recommend the Guidelines to be followed by the question paper setters in General English for the 2<sup>nd</sup> semester-end exams of I Year students of all disciplines
4. To recommend the teaching and evaluation methods to be followed under Autonomous status.
5. Any suggestions regarding Certificate/Add-on Courses, Seminars, Workshops, Guest Lectures and student competitions to be organized.
6. Any other matter.

## RESOLUTIONS

- The following is the gist of discussion took place among the members BOS – English.
1. The Curricula has to be made relevant to the local, regional, national and global developmental needs. To facilitate this exercise, an addition to the syllabus or deviation from the syllabus can be opted for. In the process of making the syllabus suitable, by means of addition and / or deviation, the structured feedback (to review and design the syllabus) has to be procured from students, teachers, employers and Alumni by IQAC and Academic coordinator. Basing on the feedback taken from these four stakeholders, the Endeavour of addition and / or deviation has to be made. As per the procedure, necessary changes are already being made in the syllabus of course II of General English (II semester) up to 20%.
  2. Since the **APSCHE** has revised the syllabus under **CBCS** framework with effect from **2020-2021**, the same syllabus for General English of Semester-II (**English Praxis Course- II**) titled ‘**A Course in Reading & Writing Skills**’ shall be implemented for the admitted batch of the first year for this academic year 2022-23 without any changes.
  3. Discussed and recommended the Question paper pattern for the 2<sup>nd</sup> Semester of I Year students of all disciplines for the approval of the Academic Council.
  4. Discussed and recommended the guidelines to be followed by the question paper setters of General English for 2<sup>nd</sup> semester of first degree students of all disciplines for the approval of the Academic Council.
  5. Discussed and recommended the following teaching and evaluation methods for approval of Academic Council.

### Teaching methods:

Besides the conventional methods of teaching, we use modern technology i.e. using of an LCD projector, display on U boards etc, for better understanding of concepts.

There are two components in the Valuation and Assessment of a student – Internal Assessment (IA) and Semester Examinations (SE).

### **Internal Assessment (IA)**

- The maximum mark for IA is 30 and SE is 70 for theory. Out of these 30 marks, 20 marks are allocated for announced tests.
- Each IA written examination is of 1½ hour duration for 30 marks. The tests will be conducted centrally. The average of two such IA is calculated for 20 marks.
- Other Innovative Components will be for 5 Marks for General English. The innovative component is conducted during the class hours by the staff member/ in charge of the subject, in the form of assignments/ quiz/ seminars /presentations/Online/Open Book/Viva Voce/ Group work/ Mini Project/ Exhibition, etc. The topic and time for submission/ presentation will be announced by the staff member/ in charge of the subject in advance. Each student should explain and defend his/her presentation. For attendance 5 Marks are allotted.
- There is no passing minimum for IA.

### **Semester Examinations (SE)**

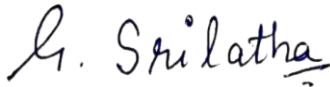
- A student should register himself/herself to appear for the Semester Examinations by payment of the prescribed fee.
- The Semester Examinations will be in the form of a comprehensive examination covering the entire syllabus in each subject. It will be of 3 hours duration, with maximum 70 marks, irrespective of the number of credits allotted to it.
- Even though the candidate is absent for two IA exams/obtain zero marks, the external marks are considered (if he/she gets 40/70) and the result shall be declared as ‘PASS’.

- The pass mark shall be 28 out of 70 in the Semester end examination.
  - The maximum marks for each Paper shall be 100.
6. Considered and approved the implementation of Pedagogy methods like Quiz, classroom seminar, Assignment or Case study, Test, puzzles, viva and few more innovative methods in classroom teaching as indicated in the curricular plans.
  7. Discussed and recommended for organizing Seminars, Guest lectures, Workshops to enhance the knowledge of students besides conducting Certificate Courses on Spoken English, Soft Skills and Competitive English. It has been suggested that the Certificate Courses may be feasible to the students (interested students) of all disciplines of II years and the resource person may be a Guest Faculty to handle the classes regularly beyond the curriculum. All these recommendations are forwarded for the approval of the Academic Council.
  8. Nil.

**Signatures of the BOS Members:**



**Dr.M.KOTESWARA RAO**  
(University Nominee)



**Dr.G.SRILATHA**  
(Academic Council Nominee)



**(G.SONI)**  
(Academic Council Nominee)



**R.V.V.APARNA**  
(Member)



**Chairman**

**A.G & S.G SIDDHARTHA DEGREE COLLEGE OF ARTS AND SCIENCE,  
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Accredited with “A” Grade by NAAC, Bengaluru  
Semester - II

ENGLISH PRAXIS COURSE-II  
A COURSE IN READING AND WRITING SKILLS  
Course Structure and Syllabi under CBCS

<b>Course Code</b>	<b>ENGT21B</b>	<b>Course Delivery Method</b>	<b>Class Room/ Blended Mode - Both</b>
<b>Credits</b>	<b>03</b>	<b>CIA Marks</b>	<b>30</b>
<b>No.of Lecture Hours / Week</b>	<b>4</b>	<b>Semester End Exam Marks</b>	<b>70</b>
<b>Total No.of Lecture Hours</b>	<b>60</b>	<b>Total Marks</b>	<b>100</b>
<b>Year of Introduction: 2020-21</b>	<b>Year of Offering: 2022-23</b>	<b>Year of Revision: -----</b>	<b>Percentage of Revision: 0%</b>
<b>CLASS:</b>	<b>I YEAR DEGREE (ALL COURSES)</b>		

**OBJECTIVE:** The main objective of this course is to facilitate the learners to acquire the linguistic competence essentially required in a variety of life situations and develop their intellectual, personal and professional abilities.

**COURSE OUT COMES:** At the end of the course the learners will be able to:

**CO1:** Acquaint the learner with some widely used words which appear to be similar but are semantically different and also help them to realize the importance of meanings, and understand the grammatical structures in writing. **PO7**

**CO 2:** Speak clearly, effectively and appropriately with correct pronunciation, pause and articulation of voice for a variety of audiences and purposes. **PO2**

**CO 3:** Analyze, interpret, appreciate and comprehend the specified text and the contexts in terms of their content, purpose, and form. **PO1**

**CO 4:** Think critically; convey their own interpretations, perspectives, producing new creative and artistic works following grammatical structures in oral and written assignment. **PO7**

**CO 5:** Write effectively for a variety of professional and social settings adapting other writer’s ideas as they explore and develop their own. **PO3**

Academic Year 2022-23  
**Changes made in the syllabus**  
 Semester-II General English

Course content suggested by APSCHE	Additions	Deletion
<p><b>I. UNIT</b>  <b>Prose:</b>            1. How to Avoid Foolish Opinions  <b>Skills:</b>            2. Vocabulary: Conversion of Words            3. One Word Substitutes            4. Collocations  <b>II. UNIT</b>  <b>Prose:</b>            1. The Doll's House  <b>Poetry:</b>            2. Ode to the West Wind  <b>Non-Detailed Text:</b>            3. Florence Nightingale  <b>Skill:</b>            4. Skimming and Scanning  <b>III. UNIT</b>  <b>Prose :</b>            1. The Night Train at Deoli  <b>Poetry:</b>            2. Upagupta  <b>Skill:</b>            3. Reading Comprehension            4. Note Making/Taking  <b>IV. UNIT</b>  <b>Poetry:</b>            1. Coromandel Fishers  <b>Skill:</b>            2. Expansion of Ideas            3. Notices, Agendas and Minutes  <b>V.UNIT</b>  <b>Non-Detailed Text:</b>            1. An Astrologer's Day  <b>Skills:</b>            2. Curriculum Vitae and Resume            3. Letters            4. E-Correspondence</p>	Nil	Nil



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ENGLISH	ENGT21B	2022-2023	B.A,B.Com & B.Sc
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**ENGLISH PRAXIS- II**  
**A COURSE IN READING AND WRITING SKILLS**

**SYLLABUS**

**I. UNIT**

<b>Prose:</b> 1. How to Avoid Foolish Opinions	Bertrand Russell	12
<b>Skills:</b> 2. Vocabulary: Conversion of Words		
3. One Word Substitutes		
4. Collocations		

**II. UNIT**

<b>Prose:</b> 1. The Doll's House	Katherine Mansfield	
<b>Poetry:</b> 2. Ode to the West Wind	P B Shelley	
<b>Non-Detailed Text:</b> 3. Florence Nightingale	Abrar Mohsin	12
<b>Skill:</b> 4. Skimming and Scanning		

**III. UNIT**

<b>Prose :</b> 1. The Night Train at Deoli	Ruskin Bond	
<b>Poetry:</b> 2. Upagupta	Rabindranath Tagore	12
<b>Skill:</b> 3. Reading Comprehension		
4. Note Making/Taking		

**IV. UNIT**

<b>Poetry:</b> 1. Coromandel Fishers	Sarojini Naidu	12
<b>Skill:</b> 2. Expansion of Ideas		
3. Notices, Agendas and Minutes		

**V.UNIT**

<b>Non-Detailed Text:</b> 1. An Astrologer's Day	R K Narayan	12
<b>Skills:</b> 2. Curriculum Vitae and Resume		
3. Letters		
4. E-Correspondence		

**A.G & S.G SIDDHARTHA DEGREE COLLEGE OF ARTS AND SCIENCE,  
VUYYURU - 521165  
DEPARTMENT OF ENGLISH**

**Title of the Paper: English Praxis –II**  
**Course Code: ENG T21B**

**Max. Marks: 70**  
**Time: 03 Hours**

**QUESTION PAPER PATTERN**

**SECTION – A, 40 MARKS**

- I. ANSWER THE FOLLOWING QUESTIONS.** 2x5=10M  
(Any FOUR short answer questions should be given from prose lessons in the given syllabus)
- II. ANSWER THE FOLLOWING QUESTIONS.** 2x5=10M  
(Any FOUR short answer questions should be given from poetry in the given syllabus)
- III. ANSWER THE FOLLOWING QUESTIONS.** 2x10=20M  
(Any FOUR essay questions should be given from non-detailed text in the given syllabus)

**SECTION – B, 30 Marks**

- IV.A. Change the following sentences as directed without changing their sense. L1 CO1** 2x1=2M  
(Any TWO words should be given from the given syllabus)
- B. Choose the right meaningful substitute word for the following statements. L5 CO1** 2x1=2M  
(Any TWO words should be given from the given syllabus)
- C. Complete the following collocations using the words given in the brackets.L1CO3** 2x1=2M  
(Any TWO words should be given from the given syllabus)
- V. Read the following passage and make notes. L3 CO3** 1x4=4M  
(Any passage should be given from the given syllabus)
- VI. Prepare curriculum vitae in response to the following advertisement. L3 CO5** 1x4=4M  
(Any question should be given from the given syllabus)
- VII. LETTER WRITING.** 1x4=4M
- OR
- E - CORRESPONDENCE**  
(Any question should be given from the given syllabus)
- VIII. Expand any ONE of the following proverb. L4 CO5** 1x4=4M  
(Any question should be given from the given syllabus)
- IX. Read the following passage and answer the following questions. L2 CO5** 5x1=5M  
(Any passage should be given from the given syllabus)
- XII. NOTICES, AGENDAS AND MINUTES.** 1x3=3M  
(Any passage should be given from the given syllabus)

**A.G & S.G SIDDHARTHA DEGREE COLLEGE OF ARTS AND SCIENCE,  
VUYYURU - 521165  
DEPARTMENT OF ENGLISH**

**Title of the Paper: English Praxis –II  
Course Code: ENG T21B**

**Max. Marks: 70  
Time: 03 Hours**

**MODEL PAPER**

**SECTION-A**

**I. Answer the following questions:**

**2x5=10 M**

1. (a) What are the ways in which you can make yourself aware of your own biases?

**OR**

(b) What was the main attraction of the doll's house for Kezia? Why?

2. (a) What happened when the train stopped at the Deoli station?

**OR**

(b) According to the author Bertrand Russell, what are the methods by which one can get rid of dogmatism?

**II. Answer the following questions:**

**2x5=10 M**

1. (a) What are the qualities of the West Wind that the poet admires?

**OR**

(b) Why was the dance girl driven out of the town?

2. (a) How does Sarojini Naidu describe a day in the lives of the fishermen?

**OR**

(b) How did Upagupta treat the suffering dancing girl?

**SECTION -B**

**III. Answer the following questions:**

**2x10=20 M**

1. (a) How does Florence Nightingale describe the hospital in Scutari in one of her letters to her friend?

**OR**

(b) Why was Florence Nightingale called as 'The Lady with the Lamp'?

2. (a) Retell the story 'An Astrologer's day' from the point of view of Guru Nayak.

**OR**

(b) Attempt a character sketch of the astrologer.

**SECTION – C**

**IV.A. Change the following sentences as directed without changing their sense. L1 CO1**

**2x1=2M**

1. The audience listened to the leader with 'patience'. (Use adverb of patience)

2. At last he was successful in his venture. (Use verb of successful)

**B. Choose the right meaningful substitute word for the following statements. L5 CO1**

**2x1 =2M**

1. One who looks at the bright side of things.-----
2. One believes in God.\_\_\_\_\_

**C. Complete the following collocations using the words given in the brackets.L1CO3**

**(get, come, make)**

**2x1=2M**

1. \_\_\_\_\_ a home
2. \_\_\_\_\_ a trouble

**V. Read the following passage and make notes. L3 CO3**

**1 x4 =4M**

There are different forms of environmental pollution. Air pollution is caused by the burning of coal and oil. It can damage the earth's vegetation and cause respiratory problems in humans. A second type of pollution is noise pollution. It is the result of the noise aircrafts and heavy traffic. Further loud music

Is also a cause if noise pollution which has been seen to effect peoples hearing and give them severe headache and high blood pressure. Another source of pollution is radio activity which occurs when there is a leak from a nuclear power station. It kills and causes irreparable harm to those exposed to it.

**VI. Prepare curriculum vitae in response to the following advertisement. L3 CO5 1x4=4M**

M. Suman Karthik -aged 28 years -MA(English) BEd, -good communication and problem solving skills. -MA from S V University, Tirupati, 72% marks. BA (Adv English) from Govt Degree College, Ananthapuram, 76% marks. BEd, S K University, Ananathapuram – intermediate (HEC), Govt Jr College, Ananthapuram –worked as a teacher in English for three years. Apply for the post of junior lecturer in English in St Joseph Jr. College, Ongole.

**VII. Write a letter to the principal of your college requesting to organize a study hour.**

**L3 CO5**

**1x4=4M**

**VIII. Expand any ONE of the following proverb.**

**L4 CO5**

**1x4=4M**

1. Honesty is the best policy.
2. Where there is a will there is a way.

**IX. Read the following passage and answer the following questions. L2 CO5**

**5x1=5M**

In every country people imagine that they are the best and the cleverest and the others are not so good as they are. The English man thinks that he and his country are the best; the French man is very proud of France. The Germans and the Italians think no less of their countries and many Indians imagine that India is in many ways the greatest country in the world. This is wrong. Everybody wants to think well of himself and his country. But really there is no person who has

not got some good and some bad qualities. In the same way, there is no country which is not partly good and partly bad. We must take the good wherever we find it and try to remove the bad wherever it may be. We are off course, most concerned with our own country, India. Unhappily it is in a bad way today. Most of our people are and unhappy. They have no joy in their lives. We have to find out how we can make them happier. We have to see what is good in our ways and customs try to keep it, and whatever is bad we have to throw away. If we find anything good in other countries, we should certainly take it.

**Answer the following questions.**

1. What do people think in every country?
2. What must we do?
3. What should be our attitude towards other countries?
4. Write the antonym for the following word.

Worst

5. Write the synonym for the following word.

Sorrow

**X. You are the secretary of Good Habits Club. Write an agenda for the meeting on the activities to be conducted on the eve of Independence day, using proper format. L3 CO4**

**1x3=3M**