



**Adusumilli Gopalakrishnaiah & Sugarcane Growers
Siddhartha Degree College of Arts & Science**

Vuyyuru-521165, Krishna District, Andhra Pradesh

(Managed by Siddhartha Academy of General & Technical Education, Vijayawada)

An Autonomous Institution under the jurisdiction of Krishna University

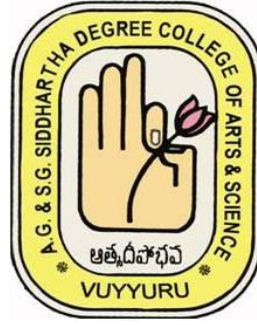
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An ISO 9001:2015 Certified Institution



Soft Skills 2019-20

**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


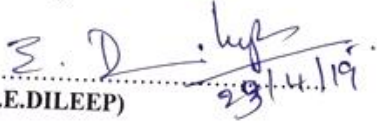




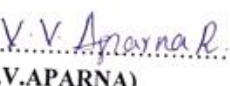

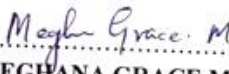
DATE

23rd 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 Lecturer in English
A.G & S.G.S Degree College,
Vuyyuru-521165
- 6).....  Member Lecturer in English
A.G & S.G.S Degree College,
Vuyyuru-521165
- 7).....  Member Lecturer in English
A.G & S.G.S Degree College,
Vuyyuru - 521165
- 8).....  Member Assistant Professor,
Department of English,
SRM University,
Amaravati - A.P.
- 9).....  Member 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 3rd semester of II Degree students of all disciplines for the Academic Year 2019-20.
2. To recommend the Model Question Paper of CSS for 3rd 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 3rd 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 3rd 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 3rd 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 3rd 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 APSCHE 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/APSCHE, 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

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

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CSS	CSS 301C	2019-2020	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

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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.



DEPARTMENT OF ENGLISH

Name of the Event: Guest lecture cum Interactive Discourse

Topic: “Career Building and its importance”

Date : 3rd December, 2022.

Resource person: Sri Devineni Madhusudhana Rao, FCA, Tenneru

Report on Guest lecture

The Department of English in association with IQAC arranged a Guest lecture cum Interactive Discourse on “**Career Building and its importance**” by **Sri Devineni Madhusudhana Rao, FCA, Tenneru** for all the 1st year students on 3rd December, 2022.

Objectives

1. To create awareness on identifying positive characteristics of the employees.
2. To develop awareness about each employee’s uniqueness.
3. To create awareness on how to respect feelings of other employees.

Notes on lecture

Career is a very important thing in one’s life. Whatever career path you choose to follow, it will impact your life greatly. Your career will define your status in a society in addition to your lifestyle. In other words, your career will determine your social circle and relationships. Therefore, it is extremely important to choose the correct career path. From a very young age, we aspire to be something or the other. While someone aims to be a doctor, some wish to become a painter. Our career choices depend on a lot of things. Thus, it is important to consider all factors before choosing a career path.

Outcome

This particular guest lecture enabled the students in enriching the latest updates regarding avenues for higher studies and jobs as well as the need of the industry. While handling the real modern life challenges one must need the best academician with leadership quality and knowledge about soft skills. The fascinating lecture on given topic boosted the confidence of new aspirants as the lecture ended with motivating question and answer session.



Sri Devineni Madhusudhana Rao addressing the students

B. Pal

Head,
Department of English



DEPARTMENT OF ENGLISH

Name of the Event: **GUEST LECTURE**

Topic: **PRONUNCIATION – SPEAK ENGLISH LIKE NATIVE**

Date: **23rd November, 2019**

Resource Person : **Sri M.Vincent Paul**, Head, Department of English, Sir C.R.Reddy College, Eluru.

Report on the guest lecturer:

- The Department of English in association with IQAC arranged a Guest Lecture on “**PRONUNCIATION – SPEAK ENGLISH LIKE NATIVE**” by Sri M.Vincent Paul, Head, Department of English, Sir C.R.Reddy College, Eluru on 23rd November, 2019. The Department organized “**A Certificate Course in Competitive English**” during the Even Semester for the Academic Year 2018-19 and the certificates have been distributed to 37 students by the Resource Person.

Objective

To figure out how to speak like native English speakers.

Notes on lecture

The way a person makes these speech sounds and articulates words is shaped, literally; by the way he or she uses her mouth. Therefore, you can improve your ability to speak English like a native speaker by **studying mouth movements**. Speaking is a skill like swimming, driving or riding a bike. The only way one can be proficient in speaking English is to actually keep talking! It is said that the best method to become a good writer is to keep writing. Similarly, the ideal way to speak English or speak like a native speaker is to keep speaking with the correct accent and grammar.

Outcome


- Students were able to understand and can use idiomatic phrases and phrasal verbs;
- Students are capable of spontaneous discussions in English-speaking contexts;
- Can use English tenses and sentence structures effortlessly and in the correct context;
- Can understand the subtle differences in tone and pitch.



Guest lecture Banner



Sri Vincent Paul addressing the students


Signature of the H.O.D
Head of the Department
of English
A. G. & S. G. Siddhartha College
VUYYURU