

**A.G&S.G SIDDHARTHA DEGREE COLLEGE OF ARTS AND SCIENCE(AUTONOMOUS),
VUYYURU 521165, KRISHNA DISTRICT, ANDHRA PRADESH**

(An Autonomous College in the Jurisdiction of Krishna University, Machilipatnam.)

Accredited by NAAC with “A” Grade

ISO 9001:2015 Certified Institution



DEPARTMENT OF ENGLISH

GENERAL ENGLISH

**SYLLABUS AND MODEL PAPERS FOR
THE ACADEMIC YEAR 2021-22
(ODD SEMESTERS)**

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	Listening Skills 1. Importance of Listening 2. Types of Listening 3. Barriers to Listening 4. Effective Listening	10
II	Speaking Skills 1. Sounds of English: Vowels and Consonants 2. Word Accent 3. Intonation	10
III	Grammar 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	Writing 1. Punctuation 2. Spelling 3. Paragraph Writing	10
V	Soft Skills 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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ENGLISH	ENGT11B	2021-2022	B.A,B.Com & B.Sc
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Time: 3 hours

Subject Code : ENGT11B

Max Mark: 75

Pass Marks: 30

Semester – I
A COURSE IN COMMUNICATION AND SOFT SKILLS – I

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. dictionory
3. parlament
4. acknowldage

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.

III SEMESTER

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	Speech 1. Tryst with Destiny - Jawaharlal Nehru Skills 2. Greetings 3. Introductions	10
II	Speech 1. Yes, We Can Barack Obama Interview 2. A Leader Should Know How to Manage Failure Dr.A.P.J.Abdul Kalam/India Knowledge at Wharton Skills 3. Requests	10
III	Interview 1. Nelson Mandela's Interview With Larry King Skills 2. Asking and Giving Information 3. Agreeing and Disagreeing	15
IV	Interview 1. JRD Tata's Interview With T.N.Ninan Skills 2. Dialogue Building 3. Giving Instructions/Directions	10
V	Speech 1. You've Got to Find What You Love Steve Jobs Skills 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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ENGLISH	ENG 301C	2021-2022	B.A,B.Com & B.Sc
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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