

**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 & COMMUNICATION AND SOFT SKILLS (CSS)**

**SYLLABUS AND MODEL PAPERS FOR  
THE ACADEMIC YEAR 2020-21  
(ODD SEMESTERS)**

# 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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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.       | e. Do you play cricket?                  |
| b. When did you move to Vizag? | f. I want to go home.                    |
| c. What a pleasant surprise!   | g. Please open the door for the guests.  |
| d. Where is your bike?         | 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 :  $\frac{1}{2} \times 2 = 1M$ 
  - a. Each of the sisters (**is / are**) clever.
  - b. The quality of the mangoes (**were / was**) not good.
  - c. The man, unlike the woman (**is / are**) here tonight.
  - d. Neither Hari nor Ravi (**have / has**) come.
2. Select any TWO of the modal forms from the options that best completes the sentence.  $\frac{1}{2} \times 2 = 1M$ 
  - a. Ted's flight from Amsterdam took more than 11 hours. He **can/must** be exhausted after such a long flight.
  - b. Susan **might not/could not** hear the speaker because the crowd was cheering so loudly.
  - c. The passengers **must/could** wear their seat belts at all times.
  - d. I **can/may** play guitar very well.
3. Choose an appropriate article given in brackets to complete the sentences:  $\frac{1}{2} \times 3 = 1\frac{1}{2}M$ 
  - a. \_\_\_\_ (An/a) apple a day keeps the doctor away.
  - b. \_\_\_\_ (The/An) ink in my pen is red.
  - c. \_\_\_\_ (The/An) church on the corner is progressive.
4. Select the correct preposition to complete the sentences.  $\frac{1}{2} \times 3 = 1\frac{1}{2}M$ 
  - a. We cried to the man on the ladder, "Hang \_\_\_\_!".(on /out)
  - b. His performance has been \_\_\_\_ (under / below) average this year.
  - c. There are cherry trees all \_\_\_\_ (along / aside) the road.
5. Fill in any FIVE of the blanks with suitable verb forms given in brackets.  $5 \times 1 = 5M$ 
  - a. The train \_\_\_\_ (leave) the station, before I reached there.
  - b. English \_\_\_\_ (speak) all over the world.
  - c. If he \_\_\_\_ (work) hard, he would have passed in first division.
  - d. Don't disturb me, I \_\_\_\_ ( do ) my homework.
  - e. Leela as well as Radha \_\_\_\_ (be) here.
  - f. Pooja \_\_\_\_ (sing) when I visited her.
  - g. My mother always \_\_\_\_ (cook) food.
  - h. If you go now you \_\_\_\_ (catch) the train.
6. Add Question Tags to any FIVE of the following sentences.  $5 \times 1 = 5M$ 
  - a. She draws a beautiful picture, \_\_\_\_\_?
  - b. We came home late last night, \_\_\_\_\_?
  - c. No one will hear us, \_\_\_\_\_?
  - d. Your uncle goes jogging every day, \_\_\_\_\_?
  - e. The authorities will see to the problem, \_\_\_\_\_?
  - f. You came by train, \_\_\_\_\_?
  - g. He never drinks alcohol, \_\_\_\_\_?
7. Convert any THREE of the following sentences into passive voice.  $3 \times 1 = 3M$ 
  - a. My sister will cook dinner tonight.
  - b. Give him some money
  - c. The doctor asked us many questions
  - d. Did you understand the lesson?
  - e. They called off the meeting.
8. Rewrite any THREE of the following sentences in indirect speech.  $3 \times 1 = 3M$ 
  - a. You said to me, 'You must give me your email id'.
  - b. Sudha said to us, 'Let us go to the Upstate emporium today'.
  - c. Mohan said to me, 'Don't put your things here'.
  - d. I said to her, 'Will you teach me knitting?'
  - e. 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 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.

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 (CBCS)

PAPER – II

<u>Year-II</u>	<u>Semester-III</u>	<u>Subject: General English</u>	<u>Year 2020-21</u>
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**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 Appa 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.

Dr. Subhash R.  
S. D. R.



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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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**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.**

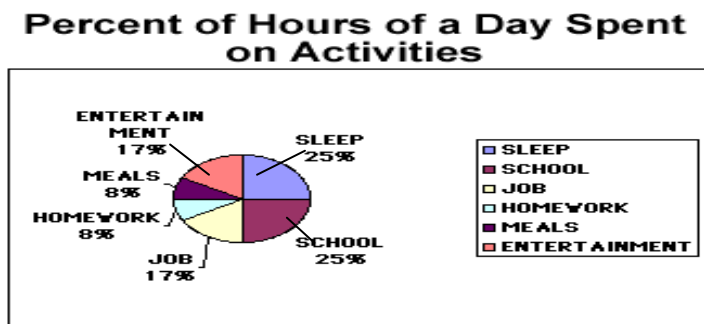
**2x5= 10M**

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 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.

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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. Reddy*

*Megha G. M.*

*S. D. S.*

*M. V. S. Paul*

<b>CSS</b>	<b>CSS 301C</b>	<b>2020-2021</b>	<b>B.A,B.Com &amp; B.Sc</b>
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Time: 2 hours

MaxMarks: 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?

- a. 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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