**A.S.D.GOVT DEGREE COLLEGE FOR WOMEN (AUTONOMOUS) KAKINADA**

**DEPARTMENT OF ENGLISH**

**GENERAL ENGLISH SYLLABUSFOR B.A/B.Com/B.Sc Courses under CBCS**

**w.e.f. 2016-17**

**SEMESTER – I**

1. Every unit shall state the objectives and expected deliverables.
2. Every lesson shall have
3. Questions on subject comprehension, paragraph, short note, single sentence answer

types.

1. Exercises on vocabulary, syntax, and pronunciation\
2. Language exercises shall include exercises in paraphrasing, note-making and report

writing wherever possible.

1. Pre -reading and post- reading activities.

***Unit – I: ProsE***

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

***Unit – II Poetry***

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

***Unit – III Short Story***

1. Mulk Raj Anand : The Lost Child
2. P.Satyavathi: What is my Name?

***Unit – IV One - Act Play***

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

***Unit – V Language Activity***

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

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

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**w.e.f. 2015-16 (Revised in April, 2016)**

**SEMESTER – II**

**Unit – I Prose**

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

**Unit – II Poetry**

1. John Keats: Ode to Autumn
2. 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
2. Transformation of Sentences (Voice, Speech and Degrees)
3. Dialogue Practice (Oral)
4. Listening Comprehension
5. Classroom Activity
6. Guided Composition
7. Dialogue Writing
8. Reading Comprehension

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**w.e.f. 2015-16 (Revised in April, 2016)**

**SEMESTER –III**

**Unit – I Prose**

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

**Unit – II Poetry**

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

**Unit – III Short Story**

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

**Unit – IV One Act Play**

GurajadaAppa Rao: *Kanyasulkam,* translated by C. Vijayasree & T. VijayaKumar (Acts I & II)

**Unit – V Language Activity**

1. Classroom and Laboratory Activities
2. JAM Sessions
3. Note Taking
4. Reporting for the Media
5. Expansion of an idea
6. Classroom Activity
7. Transformation of sentences ( Simple-Complex-Compound Sentences)
8. Note Making
9. Report Writing
10. 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.***

**A.S.D.GOVT DEGREE COLLEGE FOR WOMEN (AUTONOMOUS) KAKINADA**

**DEPARTMENT OF ENGLISH**

**Foundation Courses under CBCS**

**For All Degree Programmes**

**w.e.f. 2015-16**

***Foundation courses 4, 6 & 7***

**COMMUNICATION SKILLS AND SOFT SKILLS**

(Three papers spread over three Semesters)

(Each Paper: Total 30 hours of Teaching Learning)

The course helps the student hone their four skills – listening, speaking, reading, and writing – and also initiates them into the fifth skill, "thinking," in English. The learner-friendly material and the task-based activities enhance their communicative competence. The course focuses on all the four areas of knowledge and skill that constitute Communicative Competence: Linguistic/Grammatical Competence, Sociolinguistic Competence, Discourse Competence, and Strategic Competence. It also aims at equipping the student with a wide range of sub-skills: understanding gist in listening; skimming and scanning in reading; pronunciation and intonation, fluency, accuracy, and appropriacy in speaking; and organizational and editing skills in writing. In addition, the course helps the student acquire knowledge of soft skills. Thus the three semester course helps the learner in their personal life as well as their professional life. The efficacy of the course largely depends on continuous and consistent practice by the students in and outside the classroom. Therefore, the designed content and the modules thereof provide ample scope for activity based learning. The teacher shall ensure the conduct of activity in the classroom meticulously as per the syllabus.

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**DEPARTMENT OF ENGLISH**

***Foundation Course - 4***

**COMMUNICATION SKILLS AND SOFT SKILLS-1 (CSS -1)**

COURSE CONTENT(30 hours)

Vocabulary is considered the key to communication and it plays a great role for learners in acquiring a language. The first unit, therefore, is on the different aspects of vocabulary. Since English is a predicate-oriented language, there are two units on grammar focusing on the verb phrase.Listening and speaking are the two receptive skills.

Listening is the basic skill of communication, and reading helps a person refine their writing skills. Unit IV and Unit V are on listening and reading respectively.

**Unit I: Vocabulary Building**

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. Tense (Present and Past) and Aspect

3. The Several Possibilities for Denoting Future Time

4. Articles and Prepositions

**Unit IV: Listening Skills**

1. The Importance of Listening

2. Types of Listening

3. Barriers/Obstacles to Effective Listening

4. Strategies for Effective Listening

**Unit V: Reading Skills**

1. Skimming

2. Scanning

3. Intensive Reading and Extensive Reading

4. Comprehension

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**DEPARTMENT OF ENGLISH**

***Foundation Course – 6***

**COMMUNICATION SKILLS AND SOFT SKILLS-2 (CSS -2)**

COURSE CONTENT (30 hours)

CSS 02 aims at improving the speaking skills of the learner. For many learners of English, the sound-spelling relationship of the language appears anarchic. Another problem many Indian learners face is English word accent. Unit I and Unit II help learners overcome these problems to a great extent. The remaining units are on the two productive skills, speaking and writing. The techniques of day-to-day conversations and the important characteristics of interviews and GDs presented in this course strengthen the learner's speaking skills. The last unit presents various aspects of presentation in writing.

**Unit I: Pronunciation - 1**

The Sounds of English

**Unit II: Pronunciation – 2**

1. Word Accent

2. Intonation

**Unit III: Speaking Skills -1**

1. Conversation Skills

2. Interview Skills

3. Presentation Skills

4. Public Speaking

 **Unit IV: Speaking Skills -2**

1. Role Play

2. Debate

3. Group Discussion

**Unit V: Writing Skills**

1. Spelling

2. Punctuation

3. Information Transfer

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

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***Foundation Course -7***

**COMMUNICATION SKILLS AND SOFT SKILLS-3 (CSS -3)**

COURSE CONTENT(30 hours)

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

**Unit I: Soft Skills**

1. Positive Attitude

2. Body Language

3. SWOT/SWOC Analysis

4. Emotional Intelligence

5. Netiquette

**Unit II: Paragraph Writing**

 1. Paragraph Structure

 2. Development of Ideas

**Unit III: Paraphrasing and Summarizing**

1. Elements of Effective Paraphrasing

2. Techniques for Paraphrasing

3. What Makes a Good Summary?

4. Stages of Summarizing

**Unit IV: Letter Writing**

1. Letter Writing (Formal and Informal)

2. E-correspondence

**Unit V:**

1. Resume and CV

2. Cover Letter