

**English- Annual Academic Plan**  
**Semester –I**  
**2020-2021**

<b>Month</b>	<b>Paper=I- A course in communication and soft skills</b>
February 2021	I-Unit Listening Skills <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>
March 2021	II-Unit Speaking Skills <ol style="list-style-type: none"> <li>1. Sounds of English: Vowels and Cosants</li> <li>2. Accent</li> <li>3. Intonation</li> </ol> III-Unit Grammar <ol style="list-style-type: none"> <li>a. Concord</li> <li>b. Modals</li> <li>c. Tenses</li> <li>d. Articles</li> </ol>
April 2021	<ol style="list-style-type: none"> <li>e. Prepositions</li> <li>f. Question Tags</li> <li>g. Sentence Formation</li> <li>h. Error Correction</li> </ol> IV-Unit Writing <ol style="list-style-type: none"> <li>1. Punctuation</li> <li>2. Spelling</li> <li>3. Paragraph Writing</li> </ol>
May 2021	V-Unit: Soft Skills <ol style="list-style-type: none"> <li>1. SWOC</li> <li>2. Attitude</li> <li>3. Emotional Intelligence</li> </ol>
June 2021	<ol style="list-style-type: none"> <li>4. Telephone Etiquette</li> <li>5. Interpersonal Skills</li> </ol>

**English- Annual Academic Plan**  
**Semester –II**  
**2020-2021**

<b>Month</b>	<b>Paper-II Reading and Writing Skills</b>	<b>Business Communication</b>
June 2021	<b>I. UNIT</b> Prose : 1. How to Avoid Foolish Opinions Bertrand Russell Skills : 2. Vocabulary: Conversion of Words 3. One Word Substitutes 4. Collocations	UNIT I: Introduction and Importance of communication an overview - meaning and process of communication - organizational communication and its barriers.
July 2021	<b>II. UNIT</b> Prose : 1. The Doll’s House Katherine Mansfield Poetry : 2. Ode to the West Wind P B Shelley Non-Detailed Text : 3. Florence Nightingale Abrar Moshin Skills 4. Skimming and Scanning	UNIT II: Types of Business Communications – Categories, methods and formats – Business vocabulary - Business idioms and collocations
August 2021	<b>III. UNIT</b> Prose : 1. The Night Train at Deoli Ruskin Bond Poetry 2. Upagupta Rabindranath Tagore Skills : 3. Reading Comprehension 4. Note Making/Taking	UNIT II: Organisational Hierarchy - Various levels of communication in an organization – Top-down, Bottom-up and Horizontal-Business reports, presentations– Online communications.
September 2021	<b>IV. UNIT</b> Poetry : 1. Coromandel Fishers Sarojini Naidu Skills : 2. Expansion of Ideas 3. Notices, Agendas and Minutes	. UNIT III: Receiving business communications - Filing and processing -Sending replies. Routine cycle of communications – Writing Communications - Characteristics of a good business communication
October 2021	<b>V. UNIT</b> Non-Detailed Text : 1. An Astrologer’s Day- R K Narayan Skills : 2. Curriculum Vitae and Resume : 3. Letters : 4. E-Correspondence	UNIT III Preparation of business meeting agenda – agenda notes - minutes –circulation of minutes – Presentations of communication using various methods

**English- Annual Academic Plan  
Semester –III  
2020-2021**

<b>Month</b>	<b>General English Paper -III</b>
<b>October 2020</b>	<b>Unit – I PROSE</b> 1. M.K. Gandhi: Shyness My Shield (from The Story of My Experiments with Truth) 2. Martin Luther King.Jr. I Have A Dream
<b>November 2020</b>	<b>Unit – II POETRY</b> 1. Gabriel Okara: Once upon a Time 2. Seamus Heaney : Digging by <b>Unit – III SHORT STORY</b> 1. JhumpaLahiri: The Interpreter of Maladies 2. Shashi Deshpande: The Beloved Charioteer
<b>December 2020</b>	<b>Unit – IV ONE ACT PLAY</b> GurajadaAppa Rao: Kanyasulkam, translated by C. Vijayasree& T. VijayaKumar (Acts I & II)
<b>January 2021</b>	<b>Unit – V LANGUAGE ACTIVITY</b> 1. Classroom and Laboratory Activities i. JAM Sessions ii. Note Taking iii. Reporting for the Media iv. Expansion of an idea
<b>February 2021</b>	2. Classroom Activity i. Transformation of sentences ( Simple-Complex-Compound Sentences) ii. Note Making iii. Report Writing iv. Writing for the Media

**CSS-3- Annual Academic Plan**  
**Semester –IV**  
**2020-2021**

<b>Month</b>	<b>CSS-3- A course in communication and soft skills</b>
April 2021	<b>Unit I: Soft Skills</b> 1. Positive Attitude 2. Body Language 3. SWOT/SWOC Analysis 4. Emotional Intelligence 5. Netiquette
May 2021	<b>Unit II: Paragraph Writing</b> 1. Paragraph Structure 2. Development of Ideas
June 2021	Unit III: Paraphrasing and Summarizing 1. Elements of Effective Paraphrasing 2. Techniques for Paraphrasing 3. What Makes a Good Summary? 4. Stages of Summarizing
July 2021	<b>Unit IV: Letter Writing</b> 1. Letter Writing (Formal and Informal) 2. E-correspondence
August 2021	<b>Unit V:</b> 1. Resume and CV 2. Cover Letter