



ADIKAVI NANNAYA UNIVERSITY: RAJMAHENDRAVARAM
General English Syllabus (w.e.f:2023-24A.B)

Single Major

GENERAL ENGLISH

(1 Semesters) w.e.f. AY 2023-24

COURSE STRUCTURE

Semester	Course Number	Course Name	No. of Hrs/Week	No. of Credits
Semester-I	1	A Course in Communication and Soft Skills	4	3



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SEMESTER-I

COURSE 1: A COURSE IN COMMUNICATION AND SOFT SKILLS

Theory

Credits: 3

4 hrs/week

Objectives & Outcomes

By the end of the course the learner will be able to:

- Understand the importance of listening and practice effective listening.
- Use grammar effectively for accuracy in writing and speaking.
- Use relevant vocabulary in everyday communication.
- Acquire ability to use Soft Skills in professional and daily life.
- Confidently use the skills of communication.

I. UNIT: Listening Skills

- a. Importance of Listening
- b. Types of Listening
- c. Barriers to Listening
- d. Effective Listening

II. UNIT: Phonetics

- a. Sounds of English: Vowels and Consonants
- b. Syllable
- c. Word Stress
- d. Intonation

III. UNIT: Grammar

- a. Concord
- b. Articles
- c. Prepositions
- d. Tenses
- e. Question tags

IV. UNIT: Speaking Skills

- a. Greetings & Introduction
- b. Asking and Giving Information
- c. Yes, We Can Barack Obama
- d. Agreeing/ Disagreeing
- e. A Leader Should Know How to Manage Failure Dr. A.P.J. Abdul Kalam

V. UNIT: Soft Skills

- a. SWOC
- b. Attitude
- c. Emotional Intelligence
- d. Netiquette
- e. Interpersonal Skills



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References:

1. Soft Skills, Dr. Alex (New Delhi: S. Chand & Company Ltd) 2009.
2. Interpersonal Skills Training, Philip Burnard (New Delhi: Viva Books Private Ltd)
3. Soft Skills for Everyone, Jeff Butterfield (New Delhi: Cengage Learning India Pvt Ltd) 2012
4. Emotional Intelligence, Daniel Goleman (London: Bloomsbury Publishing) 1996
5. A Text Book of English Phonetics for Indian Students, Balasubramanian
6. A Handbook for English Language Labor, E. Suresh Kumar, P. Sreehari
7. Communication Skills (2nd Edition), Sanjay Kumar & PushpLata, Oxford University Press, 2016.

Activities:

Make the students listen to news excerpts.
Watch interviews and speeches on You Tube.
Role plays on formal and informal conversations.



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SEMESTER-I

Paper: A Course in Communication and Soft Skills

Time: 3 hours

Max Marks: 70

SECTION – A

Answer any 5 questions. Each question carries 5 marks

(5 X 4M = 20M)

1. Read the following sentences and mark them as True or False:

1. In critical thinking, you listen for selective information. ()
2. 'Biased information' is good for skimming and scanning ()
3. When you listen for information to make notes, it is called 'informational listening'. ()
4. 'Selected listening' is also called 'biased listening' ()

2. From the given transcription, write the words in normal spelling.

1. / æŋgrɪ/
2. /ɔ:kwəd/
3. /ti:tʃə/
4. /ɔ:θə/

3. Correct the following sentences:

- a. One of my friends have gone to France
- b. He restored sight to blind
- c. You may sit among Ravi and Krishna
- d. I have known him since five years

4. Fill in the blanks with suitable prepositions:

1. We have not seen him ---- Monday.
2. What are you looking ----?
3. The servant is accused---- stealing.
4. We all live----the same roof.

5. Apply your knowledge of syllable division by breaking down the following words into their respective syllables:

1. uniformity
2. ignorant
3. embarrass
4. dimension

6. Mark stress on the following words:

1. Appointment
2. Uniformity
3. Conducive
4. Embarrass

7. Fill in the blanks in the following sentences with suitable Form of the Verb given in the

- a) Eagles----very high (fly)
- b) Many of my teachers ---- in this college since 1995 (work)
- c) The seniors ---- the Freshers' Party yesterday (organize)
- d) Ravi ----homework now(do)



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8. Match the following sentences under Column “A” with their correct “Question Tags” under Column “B”

- | A | | B |
|----------------------------|-----|------------------|
| 1. He is not angry. | () | a) Aren't we ? |
| 2. We are friends | () | b) Can n't she?? |
| 3. She does not know Hindi | () | c) Is he? |
| 4. Rani can speak English | () | d) Will you |

SECTION – B

Answer all the questions. Each question carries 10 marks

5 x 10= 50M

9 a) How many types of listening are observed by experts and explain them in detail?

(OR)

b) Summarize the speech of Obama's “ Yes, We Can”

10.a) Drawing inspiration from Kalam's life and teachings elaborate on the key principles and strategies that a leader should embrace when confronted with failures.

(OR)

b) Why is SWOC useful for students?

11.a) Define positive thinking and write the advantages of it.

(OR)

b) Discuss the nature and functions of emotions?

12.a) How to enhance emotional intelligence?

(OR)

b) What do you mean by social media? What are the advantages and disadvantages of social media? Explain.

13.a) Explain the e-mail etiquette.

(OR)

b) What includes Interpersonal Skills?



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General English Syllabus (w.e.f:2023-24A.B)

Programme: GENERAL ENGLISH

(2 Semesters)

w.e.f. AY 2023-24

COURSE STRUCTURE

Semester	Course Number	Course Name	No. of Hrs/Week	No. of Credits
Semester-II	2	A Course in Reading & Writing Skills	4	3



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SEMESTER-II
COURSE 1: A COURSE IN READING & WRITING SKILLS

Theory

Credits: 3

4 hrs/week

Objectives & Outcomes

By the end of the course the learner will be able to:

- Use reading skills for effective comprehension.
- Build up a repository of active vocabulary.
- Own writing strategies in academic skills.
- Enable writing skills for future purposes.
- Enhance communicative competence through Reading and Writings skills acquired.

I. UNIT

Poetry	:1.Ulysses	Alfred Lord Tennyson
Skills	:2. Vocabulary: Conversion of Words	
	:3. One Word Substitutes	
	:4.Collocations	

II. UNIT

Prose	:1. The Best Investment I Ever Made	A.J.Cronin
Non-Detailed Text	:2.Florence Nightingale	Abrar Mohsin
Skills	: 3.Skimming and Scanning	

III. UNIT

Prose	:1.TheNight Train at Deoli	RuskinBond
Poetry	: 2. Stopping by Woods on a Snowy Evening	Robert Frost
Skills	:3. Reading Comprehension (TopDown, Bottom Up and Schema Theory)	
	:4. Note Making/ Taking	

IV.UNIT

Poetry	:1.Night of the Scorpion	Nissim Ezekiel
Skills	:2. Expansion of Ideas	
	:3.Notices, Agendas and Minutes	

V.UNIT

Non-Detailed Text	: 1.An Astrologer's Day	RK Narayan
Skills	:2. Curriculum Vitae and Resume	
	:3. Letters	
	:4.E-Correspondence	

References:

1. Communication Skills (2nd Edition), Sanjay Kumar &PushpLata, Oxford University Press, 2016.
2. The New Oxford Guide to Writing, Thomas. S. Kane,



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3. Reading Skills: How to Read Better and Faster- Speed Reading, Reading Comprehension & Accelerated Learning (2nd Edition), Nick Bell.
4. English Vocabulary in Use: Upper Intermediate, Cambridge University Press.

Activities:

Asking the students to prepare a model resume.

Quiz on one word substitutes.

Collocation pair activity.

Asking the students to read news clippings and make notes.

BLUE PRINT OF MODEL QUESTION PAPER (Sem-End. Examinations)

COURSE NAME

MODEL QUESTION PAPER - THEORY

Semester: ...

Paper:, Title of the paper

Time: 3 Hours.

Max Marks: 70

SECTION – A

Answer any 5 questions. Each question carries 4 marks (5 X 4 = 20M)
(Total 8 questions, questions 1-5 from Units 1-5 & questions 6-8 from any of the units)

1. Unit -I
2. Unit-II
3. Unit-III
4. Unit-IV
5. Unit-V
6. From any Unit
7. From any Unit
8. From any Unit

SECTION – B

Answer all the questions. Each question carries 10 marks. (5 X 10 = 50M)
(Each question (both 'A' or 'B') from each Unit.

9. from Unit I

(OR)

from Unit I

10. from Unit II

(OR)

from Unit II

11. from Unit III

(OR)

from Unit III

12. from Unit IV

(OR)

from Unit IV

13. from Unit V

(OR)

from Unit V