



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 STRUCTUR

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. 'Biases 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?