

**BOARD OF STUDIES OF ENGLISH  
SYLLABUS & MODEL PAPERS**

**2022-2023**



*Convened on 14 September 2022*

**Department of English**

**A.S.D. GOVT. DEGREE COLLEGE FOR WOMEN (A)  
KAKINADA, EAST GODAVARI, A.P.**

**A.S.D. GOVT DEGREE COLLEGE FOR WOMEN (AUTONOMOUS)**  
**KAKINADA**  
**English Syllabus-Semester-I 2022-23**  
**English Praxis Course-I**  
**A COURSE IN COMMUNICATION AND SOFT SKILL**

**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 the ability to use Soft Skills in professional and daily life.
- Confidently use the tools of communication skills

**I. UNIT: Listening Skills**

**Added topic: I. UNIT.**

- i. Communication
- ii. Importance of Listening
- iii. Types of Listening
- iv. Barriers to Listening
- v. 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) Tenses (Present/Past/Future)
- d) Articles
- e) Prepositions
- f) Question Tags
- g) Sentence Transformation (Voice, Reported Speech & Degrees of Comparison)
- h) Error Correction

**IV. UNIT: Writing**

- i. Punctuation
- ii. Spelling
- iii. Paragraph Writing

**V. UNIT: Soft Skills**

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

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

**KAKINADA**

**English Syllabus-Semester-II**

**English Praxis Course-II**

**A COURSE IN READING & WRITING SKILLS**

**Learning Outcomes**

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

- Use reading skills effectively
- Comprehend different texts
- Interpret different types of texts
- Analyse what is being read
- Build up a repository of active vocabulary
- Use good writing strategies
- Write well for any purpose
- Improve writing skills independently for future needs

**I. UNIT**

**Prose** : 1. How to Avoid Foolish Opinions Bertrand Russell

**Poetry**:2.The Road Not Taken

**Skills** : 3. Vocabulary: Conversion of Words

4. One Word Substitutes

5. Collocations

**II. UNIT**

**Prose** : 1. The Doll's House by Katherine Mansfield

**Poetry**: 2. Ode to the West Wind by P B Shelley

**Non-Detailed Text**: 3. Florence Nightingale by Abrar Mohsin

**Skills** 4. Skimming and Scanning

**III. UNIT**

**Prose** : 1. The Night Train at Deoli by Ruskin Bond

**Poetry** 2. Upagupta by Rabindranath Tagore

**Skills** : 3. Reading Comprehension

4. Note-Making/Taking

**IV. UNIT**

**Poetry** : 1. Coromandel Fishers Sarojini Naidu

**Skills** : 2. Expansion of Ideas

3. Notices, Agendas and Minutes

**V. UNIT**

**Non-Detailed Text**: 1. An Astrologer's Day by R K Narayan

**Skills**: 2. Curriculum Vitae and Resume

3. Letters

4. E-Correspondence

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

**English Syllabus-Semester-III  
English Praxis Course-III  
A COURSE IN CONVERSATIONAL SKILLS**

**Learning Outcomes**

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

- Speak fluently in English
- Participate confidently in any social interaction
- Face any professional discourse
- Demonstrate critical thinking
- Enhance conversational skills by observing the professional interviews

**I. UNIT**

**Speech :** 1. Tryst with Destiny by Jawaharlal Nehru

**Skills :** 2. Greetings  
3. Introductions

**II. UNIT**

**Speech :** 1. Yes, We Can by Barack Obama

**Interview:** 2. A Leader Should Know How to Manage Failure by Dr. A.P.J.Abdul Kalam's  
Interview with India Knowledge at Wharton

**Skills:** 3. Requests

**III. UNIT**

**Interview:** 1. Nelson Mandela's Interview with Larry King

**Skills:** 2. Asking and Giving Information  
3. Agreeing and Disagreeing

**IV. UNIT**

**Interview:** 1. JRD Tata's Interview with T.N.Ninan

**Skills:** 2. Dialogue Building  
3. Giving Instructions/Directions

**V. UNIT**

**Speech :** 1. You've Got to Find What You by Love Steve Jobs

**Interview:** Interview with Sudha Murthy

**Skills :** 2. Debates  
3. Descriptions  
4. Role Play

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

**SEMESTER-I-END-EXAMINATIONS for 2022 Admitted Batch**

**Blueprint**

**Time: 3 hours**

**Max.Marks:60**

Units	Type of questions	Given in the question paper			To be answered		
		No.of questions	Marks allocated to each question	Total marks	No.of questions	Marks allocated to each question	Total marks
Section - A	Unit - I	2	4	8	5	4	20
	Unit - II	1	4	4			
	Unit - III	2	4	8			
	Unit - IV	1	4	4			
	Unit - V	2	4	8			
Section - B	Unit - I	2	8	16	5	8	40
	Unit - II	2	8	16			
	Unit - III	2	8	16			
	Unit - IV	2	8	16			
	Unit - V	2	8	16			
<b>Total</b>		18	60	112	10		60

Percentage of Choice given =  $\frac{(112 - 60)}{112} \times 100 = 46.4\%$

**A.S.D.GOV'T DEGREE COLLEGE FOR WOMEN (AUTONOMOUS) KAKINADA**

**B.A. /B.Sc./B.Com.**

**MODEL QUESTION PAPER 2022-23**

**Semester: I**

**Paper: A Course in Communication and Soft Skills**

**Time: 3 hours**

**Max Marks: 60M**

**SECTION – A**

**Answer any 5 questions. Each question carries 4 marks**

**(5 X 4 = 20M)**

1. What is the importance of listening?

2. Write a note on accent in the connected speech.

**3. Fill in the blanks with suitable prepositions:**

a. I came here \_\_\_\_\_ train. (by/in)

b. John has been working in this office \_\_\_\_\_ 2005. (for/ since)

c. What is so great \_\_\_\_\_ the news? (of/about)

d. They built a bridge \_\_\_\_\_ the river. (across/along)

e. It is important to make a distinction \_\_\_\_\_ prose and poetry. (between/among)

4. Insert punctuation marks in the given sentence wherever necessary  
there was a villager he didnt know how to read and write

5. What is positive thinking and its advantages?

6. What are the barriers to effective listening?

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

**A**

1. He is an engineer

[     ]

2. We are Indians

[     ]

3. She has been to London

[     ]

4. You are not paying any attention

[     ]

5. Don't waste your time

[     ]

**B**

a) Are you?

b) Will you?

c) Isn't he?

d) hasn't she?

e) Aren't we?

8. Write a note on Telephone etiquette.

**SECTION – B**

**Answer all the questions. Each question carries 8 marks**

**(5 X 8 = 40M)**

9. Write a note on the types of listening?

**(OR)**

List out various strategies we can adopt for effective listening.

10. Write an essay on the sounds of English

(OR)

What is intonation? Illustrate with suitable examples

11. A. Fill in the blanks in the following sentences with the suitable form of the verb

- a) Dolphins \_\_\_\_\_ (live/lives) in water.
- b) Srilatha \_\_\_\_\_ (works/has been working) in Hyderabad Public School for the last ten years.
- c) The train \_\_\_\_\_ (leaves/ left) when we reached the station yesterday.
- d) The men \_\_\_\_\_ (repair/are repairing) the telephone cables. Do not disturb them.
- e) Health \_\_\_\_\_ (is/has) wealth.

B. Correct the following sentences wherever necessary

- a) I and Gopal went to the exhibition
- b) The population of Chennai is greater than Hyderabad.
- c) My uncle lives in United Kingdom.
- d) Being a hot day, the old man did not go out.
- e) This book will not only be liked by men but also women.

(OR)

Change the following sentences as instructed

- i) Children like chocolates (Change the voice)
- ii) Sasi is playing tennis (Change the voice)
- iii) Krupa wrote a novel (Change the voice)
- iv) Malli has bought a new car (Change the voice)
- v) He said, "I am busy now" (Change into indirect speech)
- vi) She said to me, "I will meet you tomorrow" (Change into indirect speech)
- vii) He said, "Do you speak English?" (Change into indirect speech)
- viii) Tea is as popular as coffee (Into Comparative Degree)
- ix) Imaginary fear is more dangerous the real experience (Into Positive Degree)
- x) Very few sights in nature are as beautiful as a rainbow (Into Superlative Degree)

12. What are the features of a good paragraph? Mention different types of paragraphs.

(OR)

Choose the correct spelling in the following words

- 1. tution, tuition, tuetion
- 2. commite, comite, committee
- 3. athlet, athelet, athlete
- 4. adventurous, adventrous, Advanturous,
- 5. costli, costlee, costly
- 6. Communication, Communication, Comunicasion
- 7. planing, pplaning, planning
- 8. receipt, receipt, receet
- 9. disire, desire, disere
- 10. campaign, campaign, campaien

13. Discuss the importance of SWOT/SWOC analysis for individuals.

(OR)

What is Emotional Intelligence, and what is its importance?

**A.S.D.GOV'T DEGREE COLLEGE FOR WOMEN (AUTONOMOUS) KAKINADA**

**B.A. /B.Sc./B.Com/  
SEMESTER- II-END-EXAMINATIONS**

**Blueprint**

**Time: 3hours**

**Max.Marks: 60**

Sections	Type of questions	Given in the question paper			To be answered		
		No.of questions	Marks allocated to each question	Total marks	No.of questions	Marks allocated to each question	Total marks
Section – A	Prose	2	4	8	5	4	20
	Poetry	2	4	8			
	Non-detailed	2	4	8			
	Grammar ( e-mail & Idea Expansion )	2	4	8			
Section – B	Prose	2	8	16	5	8	40
	Poetry	2	8	16			
	Non-detailed	2	8	16			
	Grammar ( One word substitutes, Right word, Compression & Letter Writing)	4	8	32			
	<b>Total</b>	<b>18</b>	<b>60</b>	<b>112</b>	<b>10</b>		<b>60</b>

Percentage of Choice given =  $\frac{(112 - 60) \times 100}{112} = 46.4\%$



**A.S.D.GOV'T DEGREE COLLEGE FOR WOMEN (AUTONOMOUS) KAKINADA**

**B.A. /B.Sc./B.Com/**

**MODEL QUESTION PAPER**

**Semester: II**

**A Course in Reading & Writing Skills**

**Time: 3 hours**

**Max Marks: 60**

**SECTION – A**

**Answer any 5 questions. Each question carries 4 marks**

**(5 X 4M = 20M)**

**1. Match the following one-word substitutes.**

- |   |                      |
|---|----------------------|
| 1. The scientific study of skin diseases.             | a) Extempore         |
| 2. One who collects stamps                            | b) Positive thinking |
| 3. One who doesn't believe in the existence of God    | c) Dermatologist     |
| 4. Speech without any previous thought or preparation | d) Philatelist       |
| 5. One who looks at the bright side of things         | e) Atheist           |

**2. Write a note on skimming.**

**3. Read the following paragraph and make notes on the topic and main ideas.**

There are different forms of environmental pollution. The burning of coal and oil causes air pollution. It can damage the earth's vegetation and cause respiratory problems in humans. A second type of pollution is noise pollution. It is the result of the noise of aircraft and heavy traffic. Further, loud music is also a cause of noise pollution, affecting people's hearing and giving them severe headaches and high blood pressure. Another source of pollution is radioactivity, which occurs when there is a leak from a nuclear power station. Radioactivity is a deadly pollutant that kills and causes irreparable harm to those exposed. The careless disposal of huge quantities of rubbish, sewage and chemical wastes causes land and water pollution. Pollution of rivers and seas kills fish and other marine life and also becomes the cause of water-borne diseases. On the other hand, land pollution poisons the soil, making the food grown in it unfit for consumption.

**4. Write a neat paragraph on 'Healthy Diet'.**

**5. A reputed cement factory requires a C.E.O. for their factory. Apply with a Resume to the address given below. Rajahmundry Cement Factory, Danavaipet, Rajahmundry, E.G.Dt.**

**6. Read the following passage and answer the questions that follow.**

The two dominant features of our age are science and democracy. They have come to stay. We cannot ask educated people to accept the deliverances of faith without rational evidence. Whatever we are called upon to accept must be justified and supported by reason. Otherwise, our religious beliefs will be reduced to wishful thinking. Modern man must learn to live with a religion which commends itself to the intellectual and spiritual development of every human being, irrespective of his caste, creed, community or race. Any religion which divides man from man or supports privileges, exploitation, and wars cannot commend itself as today.

1. In the passage, it is said that democracy should.....
2. The writer of the passage stresses the importance of.....
3. What, according to the writer, is religion's role in the present age?
4. What is, according to the writer, a good religion should support.....
5. Writer says that faith without \_\_\_\_\_ may not be accepted by educated people.

**7. Write a note on Florence Nightingale.**

**8. Write a letter to the editor of a local newspaper highlighting the sanitation problems of your area.**

**SECTION – B**

**Answer all the questions. Each question carries 8 marks**

**(5 X 8M = 40M)**

**9.** Bring out the message of the lesson “How to Avoid Foolish Opinions”.

**(OR)**

Write the definition, meaning and types of collocations.

**10.** What does Katherine Mansfield want to convey through the story ‘The Doll’s House?’

**(OR)**

Trace the evolution of thoughts in Shelley’s “Ode to the West Wind.”

**11.** Summarize the essay ‘The Night Train at Deoli’ by Ruskin bond.

**(OR)**

Write the central idea of the poem ‘Upagupta’.

**12.** Attempt a critical appreciation of the poem ‘Coromandel Fishers’.

**(OR)**

Write a note on Agendas and Minutes.

**13.** Retell the story ‘An Astrologer’s Day’ from the point of view of Guru Nayak.

**(OR)**

What is the theme of the poem ‘The Road not Taken’

**A.S.D. GOVT DEGREE COLLEGE FOR WOMEN (AUTONOMOUS) KAKINADA  
SEMESTER- III-END-EXAMINATIONS**

**Blueprint**

**Time: 3hours**

**Max.Marks:60**

	Unit		No.of questions	Marks allocated to each question	Total marks	No.of questions	Marks allocated to each question	Total marks
Section – A	Unit-I, II &V	Speech	2	4	8	5	4	20
	Unit-II, III & IV	Interview	2	4	8			
	Unit-I, II &III	Skills	4	4	16			
Section – B	Unit-I, II &V	Speech	3	8	24	5	8	40
	Unit-II, III & IV	Interview	3	8	24			
	Unit-IV& V	Skills	4	8	32			
		<b>Total</b>	18	36	112	10		60

Percentage of Choice given =  $\frac{(112- 60) \times 100}{112} = 46.4\%$

**B.A. /B.Sc./B.Com/  
MODEL QUESTION PAPER  
SEMESTER– III-END–EXAMINATIONS**

**Time: 3Hrs.**

**Max. Marks: 60**

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**SECTION -A**

**I. Answer any FIVE of the following questions**

**5X4=20M**

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.

**SECTION-B**

**II. Answer the following questions**

**5X8=40M**

9.

**OR**

10.

**OR**

11.

**OR**

12.

**OR**

13.

**OR**

**A.S.D.GOV'T DEGREE COLLEGE FOR WOMEN (AUTONOMOUS) KAKINADA**  
**Skill Development Course**  
**BUSINESS COMMUNICATION**  
(w.e.f. 2020-2021 A.Y.)  
**Semester II**

Semester	Course Code (SD)	Group 'A'	Course Title	Hrs/ Sem	Hrs/wk	Credits	Sem End Exam (2 Hrs)
II	Skill Development Course		Business Communication	30	2	2	50 Marks

**Learning Outcomes:**

After successful completion of this course, students will be able to;

- Understand the types of business communication and correspondence
- Comprehend the processes like receiving, filing and replying
- Acquire knowledge in preparing good business communications
- Acquaint with organizational communication requirements and presentations.

**UNIT I:(06hrs)**

Introduction and Importance of communication an overview - meaning and process of communication - organizational communication and its barriers.

**UNIT II:(10hrs)**

Types of Business Communications –Categories, methods and formats - Business vocabulary - Business idioms and collocations – Organisational Hierarchy - Various levels of communication in an organization – Top-down, Bottom-up and Horizontal- Business reports, presentations– Online communications.

**UNIT III:(10hrs)**

Receiving business communications -Filing and processing -Sending replies. Routine cycle of communications – Writing Communications - Characteristics of a good business communication - Preparation of business meeting agenda – agenda notes - minutes –circulation of minutes – Presentations of communication using various methods.

**Recommended Co-curricular Activities (04hrs):**

1. Collection of various model business letters
2. Invited lecture/field-level training by a local expert
3. Reading various business reports and minutes and their analysis
4. Presentations of reports, charts etc.
5. Assignments, Group discussions, field visits etc.

**Reference books:**

1. Chaturvedi. P.D.Chaturvedi.M - Business Communication concepts, Cases and applications- Pearsons Education.
2. Kaul Asha - Effective Business Communication - PHI Learning Pvt. Ltd.
3. www.swayam.gov.in
4. Websites on business communication

**A.S.D.GOV'T DEGREE COLLEGE FOR WOMEN (AUTONOMOUS) KAKINADA**  
**MODEL QUESTION PAPER**  
**SKILL DEVELOPMENT COURSE**  
**Semester: II- (Group A)**  
**BUSINESS COMMUNICATION**

**Time:2Hrs.**

**Max Marks: 50**

**SECTION-A**

Answer any **FOUR** questions. Each question carries 5 marks.

4 x 5 = 20 Marks

1. What is the meaning and process of communication?
2. Explain the types of Business communication
3. Write a brief note on organizational Hierarchy.
4. Write about online communications
5. Make a brief note on business idioms and collocations.
6. Write about 'Preparation of business meeting agenda'
7. Write a brief note on 'agenda notes'
8. Write about circulation of minutes.

**SECTION – B**

Answer **all** the questions. Each question carries 10 marks.

3 x 10=30 Marks

9. Explain organizational communication and its barriers.

OR

Give an overview regarding the importance of communication in your own words.

10. What are the categories, methods and formats in Business communication

OR

Explain various levels of communication in an organization.

11. What are the characteristics of a good business communication

OR

Write about presentations of communication using various method

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

**DEPARTMENT OF ENGLISH**

**Resolutions**

The following members of the Board of Studies in English resolved to approve the following:

- It is proposed to continue the Choice Based Credit System for the admitted batch 2022-2023 of all streams for their I,II and III Semesters.
- It is resolved to adopt the syllabus drawn as per the APSCHE model for the I, II & III Semester curriculum for the Degree students as prescribed by the University.
- It is approved to add a topic to the syllabus of each Semester. I Semester-Communication, II Semester-The Road not Taken poem by Ruskin Bond and in III Semester – An Interview with Sudha Murthy, Infosys CEO.
- It is resolved to conduct a Certificate Course on ‘**Better Your English**’, ‘**Professional Presentations**’ and ‘**Story Telling**’.
- It is proposed and approved to conduct External Exams at the end of each Semester for 60 marks for a duration of 3hrs. The minimum Pass Mark for External Exam is 21, and the Internal Evaluation for 40 Marks.
- It is proposed to assess internal marks in two parts.
  - Part I-15 marks average of two descriptive Internal (each descriptive exam- one hour)
  - Part II -10 marks assignments, seminars, Group Discussions, quizzes, etc...
- The BOS constitution body is accepted to put forth their proposal to bring changes in the examination pattern evaluation score (Internal 40 marks & External 60 marks) before the Academic Council.
- The Syllabus and Model Papers of I, II & III Semesters are approved by the Board members.

I MID	II MID	I MID brought down to	II MID brought down to	Total	Assignment	Seminar	Clean & Green	Total	Brought down to
30 M	30 M	20 M	15 M	35 M	05 M	05 M	05 M	50 M	40 M

- The Syllabus and Model Papers of I, II & III Semesters are approved by the Board members

- The Syllabus and Model Papers of II Semester Skill Development Course titled Business Communication is approved by the Board members
- The list of Subject Experts as examiners and paper setters are approved.
- It is approved to conduct Departmental Activities as per the Dept. Action Plan 2022-23.
- It is approved for upgradation of syllabus and making it skill-oriented with quantifiable outcomes.

Signatures:

1. Dr. P. Sanjotha - Chairperson
2. Ms. Y. Swarna Sri - Member
3. Dr. P. Shanthi - Member
4. Dr. S. Prasanthi Sri - University Nominee
5. Mr. P.V. Krishna Rao - Subject Expert
6. Dr. M. Soma Raju - Subject Expert
7. Ms. S. Santhi Rajasri - Alumni
8. N. Joshnavi - Student Representative
9. K. Renu Sri - Student Representative
10. Y. Abishikta Shifali - Student Representative