

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

**2021-2022**



*Convened on 13 September 2021*

**Department of English**

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

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

**DEPARTMENT OF ENGLISH**

**Constitution of the Board of Studies for the year 2021-2022**

Board of Studies in English is constituted for the academic year 2021-2022 as approved by the Executive Committee.

1. Ms. P. Sanjotha, - Chairperson  
Lecturer Incharge in English  
A.S.D.Govt Degree College for Women (A)  
Kakinada
2. Swarna Sri. Yadada - Member  
Lecturer in English  
A.S.D.Govt Degree College for Women (A)  
Kakinada
2. Dr.T.Ashok - University Nominee  
Professor in English  
Registrar  
AKNU, Rajamahendravaram  
East Godavari District
3. Mr. P.V. Krishna Rao - Subject Expert  
Lecturer in English,  
P.R.Govt College (A)  
Kakinada
4. Dr.M.Soma Raju - Subject Expert  
Lecturer of English  
Ideal College of Arts & Sciences  
Kakinada
5. S.SanthiRajasri - Alumni  
JL in English  
Govt. Junior College  
Pithapuram

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

**DEPARTMENT OF ENGLISH**

**VENUE: ONLINE GOOGLE MEET**

The Board of Studies meeting was held at 11:00 AM on 13-09-2021 through online from the Department of English, A.S.D. Govt. Degree College for Women (Autonomous), Kakinada for the Academic year 2021-2022.

Members Present

1. Ms. P.Sanjotha, - Chairperson  
Lecturer Incharge in English  
A.S.D.Govt Degree College for Women (A)  
Kakinada.
2. Ms. Swarna Sri. Yadada - Faculty Member  
Lecturer in English  
A.S.D.Govt Degree College for Women (A)  
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Pithapuram

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

**DEPARTMENT OF ENGLISH**

**Agenda for the Board of Studies Meeting 2021-2022**

- To discuss and approve the Syllabus and the proposed Question Papers for the students who are admitted into degree for I, II, and III semesters for the academic year 2021-2022 onwards basing on CBCS Pattern.
- To discuss and approve the division of marks between Internal Assessment and External Examination.
- To discuss and approve the syllabus of Skill Development course syllabus and pattern of evaluation for II Semester Students of UG courses.
- To discuss and approve the weightage of marks to be given to each paper.
- To suggest and approve the Departmental Activities for the academic year 2021-2022
- To introduce online/offline certificate courses in the academic year 2021-2022.
- Any other proposal/ item with the permission of the Chair.

- |                          |   |                    |
|--------------------------|---|--------------------|
| 1. Ms. P. Sanjotha       | - | Chairperson        |
| 2. Ms. Y. Swarna Sri     | - | Member             |
| 3. Dr.T.Ashok            | - | University Nominee |
| 4. Mr. P.V. Krishna Rao  | - | Subject Expert     |
| 5. Dr.M.Soma Raju        | - | Subject Expert     |
| 6. Ms. S. Santhi Rajasri | - | Alumni             |

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

**BCA/ BBA/ B.SC/ B.COM PROGRAMME**

**DEPARTMENT OF ENGLISH**

Course Structure and Scheme of Examination

As per the norms of Adikavi Nannaya University, the Department of English has resolved to follow the APSHE revised course structure and scheme of evaluation, w.e.f. 2020-21 batch. This system is applicable to all the streams.

**English**

**I & II - YEAR DEGREE**

SEM	Paper	Paper code	Title	/ Instruction Hrs/ Week	Credits	Exam Hours	Marks	TOTAL
							(Internal External )	
I	Paper-I	<b>2010104</b>	A Course In Communication And Soft Skills	4	3	3	25/75	100
II	Paper-II	<b>2010202</b>	A Course In Reading & Writing Skills	4	3	3	25/75	100
III	Paper-III	<b>2030104</b>	A Course In Conversational Skills	4	3	3	25/75	100

**Skill Development Course**

Semester	Course Title	Hrs./Week	Credits	Max. Marks Ext. Only
II	Skill Development Course Business Communication	2	2	50

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

**B.A. /B.Sc./B.Com/BCA/BBM,etc.**

**English Syllabus-Semester-I 2021-22**

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

**I. UNIT: Listening Skills**

- i. Importance of Listening
- ii. Types of Listening
- iii. Barriers to Listening
- iv. 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.GOV'T DEGREE COLLEGE FOR WOMEN (AUTONOMOUS) KAKINADA**  
**B.A. /B.Sc./B.Com/BCA/BBM,etc**  
**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

**Skills** : 2. Vocabulary: Conversion of Words

: 3. One Word Substitutes

: 4. Collocations

**II. UNIT**

**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

**III. UNIT**

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

**Poetry** 2. Upagupta 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 R K Narayan

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

: 3. Letters

: 4. E-Correspondence



**A.S.D.GOV'T DEGREE COLLEGE FOR WOMEN (AUTONOMOUS) KAKINADA**  
**B.A. /B.Sc./B.Com**  
**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 Jawaharlal Nehru

**Skills** : 2. Greetings

: 3. Introductions

**II. UNIT**

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

Interview : 2. A Leader Should Know How to Manage Failure Dr.A.P.J.Abdul Kalam/ 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**

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

**Skills** : 2. Debates

: 3. Descriptions

: 4. Role Play

**A.S.D.GOV'T DEGREE COLLEGE FOR WOMEN (AUTONOMOUS) KAKINADA**  
**B.A. /B.Sc./B.Com**  
**SEMESTER-I-END-EXAMINATIONS**  
**Blue Print**

**Time: 3 hours**

**Max.Marks:75**

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	5	10	5	05	25
	Unit - II	1	5	05			
	Unit - III	1	5	05			
	Unit - IV	3	5	15			
	Unit - V	1	5	05			
Section - B	Unit - I	3	5	15	5	10	50
	Unit - II	2	5	15			
	Unit - III	1	10	10			
	Unit - IV	1	10	10			
	Unit - V	3	10	30			
<b>Total</b>		18	65	120	10		75

Percentage of Choice given =  $\frac{(120-75)}{120} \times 100 = 37\%$

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

**B.A. /B.Sc./B.Com/BCA/BBM,etc**

**MODEL QUESTION PAPER**

**Semester: I**

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

**Time: 3 hours**

**Max Marks: 75**

**SECTION – A**

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

**(5 X 5M = 25M)**

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:**

1. I came here \_\_\_\_\_ train.

2. John has been working in this office \_\_\_\_\_ 2005.

3. What is so great \_\_\_\_\_ the news.

4. The teacher explained \_\_\_\_\_ the students the value of time.

5. It is important to make a distinction \_\_\_\_\_ prose and poetry.

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**

**B**

1. He is an engineer [ ]

a) Are you?

2. We are Indians [ ]

b) Will you?

3. She has been to London [ ]

c) Isn't he?

4. You are not paying attentions [ ]

d) hasn't she?

5. Don't waste your time [ ]

e) Aren't we?

8.Write a note on Telephone etiquette

**SECTION – B**

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

**(5 X 10M = 50M)**

9. Write a note on the types of listening?

**(OR)**

10. List out various strategies we can adopt for effective listening?

11. Write an essay on sounds of English

**(OR)**

12. What is an intonation? Illustrate with suitable examples

**13. A. Fill in the blanks in the following sentences with suitable Form of the Verb given in the brackets.**

- a) Dolphins\_\_\_\_\_ (live) in water.
- b) Srilatha\_\_\_\_\_ (work) in Hyderabad Publin School for the last ten years.
- c) The train\_\_\_\_\_ (leave), when we reached the station yesterday.
- d) The men\_\_\_\_\_ (repair) the telephone cables. Do not disturb them.
- e) Health\_\_\_\_\_ (be) 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)**

**14. 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)

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

**(OR)**

16. Correct the spelling in the following words

- 1) Tution 2) Commite 3) Athlet 4) Adventrous 5) Costli
- 6) Comunication 7) Planing 8) Reciept 9) Disire 10) Campain

17. Discus the importance of SWOT/SWOC analysis for individuals.

**(OR)**

18. What is emotional intelligence and its importance?

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

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

**SEMESTER- II-END-EXAMINATIONS**

**Blue Print**

**Time: 3hours**

**Max.Marks: 75**

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	5	10	5	5	25
	Poetry	2	5	10			
	Non-detailed	2	5	10			
	Grammar ( e-mail & Idea Expansion )	2	5	10			
Section - B	Prose	2	10	20	5	10	50
	Poetry	2	10	20			
	Non-detailed	2	10	20			
	Grammar ( One word substitutes, Right word, Compression & Letter Writing)	4	10	40			
	<b>Total</b>	18	60	140	10		75

Percentage of Choice given =  $\frac{(140 - 75) \times 100}{140} = 46\%$

140

**A.S.D. GOVT 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: 75**

**SECTION – A**

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

**5 X 5M = 25M**

**1. Write one word substitutes for the following**

1. The scientific study of skin diseases.
2. One who collects stamps
3. One who doesn't believe in the existence of God
4. Speech given without any previous thought or preparation
5. One who looks at the bright side of things

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. Air pollution is caused by the burning of coal and oil. 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, which has been seen to affect people's hearing and give 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, which kills and causes irreparable harm to those exposed to it. Land and water pollution is caused by the careless disposal of huge quantities of rubbish, sewage and chemical wastes. Pollution of rivers and seas kills fishes and other marine life and also becomes the cause of water-borne diseases. Land pollution, on the other hand, poisons the soil, making the food grown in it unfit for consumption.

4. Write a neat paragraph on 'Healthy Diet'

5. Write a note on E-Correspondence

**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 his 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, wars, cannot commend itself to us 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 the role of religion in the present age?
4. What according to the writer, a good religion should support.....
5. Writer says that faith without \_\_\_\_\_ may not be accepted to the 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 10 marks**

**5 X 10M = 50M**

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

**(OR)**

**10.** Write definition, meaning and types of collocations

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

**(OR)**

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

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

**(OR)**

**14.** Write central idea of the poem ‘Upagupta’

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

**(OR)**

**16.** Write a note on Agendas and Minutes

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

**(OR)**

**18.** A reputed cement factory requires a C.E.O. for their factory. Apply with a Curriculum Vitae to the address given below. Rajahmundry Cement Factory, Danavaipet, Rajahmundry, E.G.dt.

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

**Blue Print**

**Time: 3hours**

**Max.Marks:75**

	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	5	10	5	4	20
	Unit-II,III&IV	Interview	2	5	10			
	Unit-I,II&III	Skills	4	5	50			
Section - B	Unit-I,II&V	Speech	3	10	30	5	8	40
	Unit-II,III&IV	Interview	3	10	30			
	Unit-IV& V	Skills	4	10	40			
		<b>Total</b>	18	45		10		75

Percentage of Choice given =  $\frac{(112- 75) \times 100}{112} = 33 \%$



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

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

**MODEL QUESTION PAPER  
SEMESTER– III-END–EXAMINATIONS  
MODELQUESTIONPAPER**

**Time: 3Hrs.**

**Max.Marks: 75M**

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**SECTION -A**

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

**5 X 4= 20M**

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

**SECTION – B**

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

**5 X 10 = 50M**

**9. from Unit I**

(OR)

**10. from Unit I**

**11. from Unit II**

(OR)

**12. from Unit II**

**13. from Unit III**

(OR)

**14. from Unit III**

**15. from Unit IV**

(OR)

**16. from Unit IV**

**17. from Unit V**

(OR)

**18. from Unit V**

**A.S.D.GOV'T DEGREE COLLEGE FOR WOMEN (AUTONOMOUS) KAKINADA**  
**B.A. /B.Sc./B.Com**  
**DEPARTMENT OF ENGLISH**  
**Assessment Pattern for English**

Each course carries 100 marks of 25 marks in the form of Internal Assessment and the remaining 75 marks in the form of External Assessment as it has been prescribed by the University and APSCHE.

The Course has the following division in assessment.

**Total 100 Marks**

1. Internal Assessment - 25 Marks
2. External Assessment - 75 Marks with a passing minimum of 25 marks

**Internal Exams in each Semester 25 Marks**

- Part I -15 marks average of two descriptive Internal Exams  
(Descriptive exam for one hour)
- Part II -10 marks -Assignments, Seminars, Group Discussions, etc.

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

**DEPARTMENT OF ENGLISH**

**List of Question Paper Setters (2021-2022)**

<b>S.No</b>	<b>Name and Details</b>	<b>Contact. Number</b>
1	Dr.N.Lakshmi Lecturer in English GDC, Tuni, E.G.Dist	9133476125
2	Mr.V.Srinivas Rao Lecturer in English GDC, Ramachandrapuram,E.G.Dist	9440530079
3	Dr. G.Rajasekhar Lecturer in English Dr.V.S.Krishna Govt. Degree College Visakhapatnam	90000506595
4	Mr.Noogilla Srinivas Lecturer in English GDC, Alamuru, E.G.Dist	9440836041
5	Ms. A.Rajeswari Lecturer in English Govt. Degree College, Ravulapalem	9959372333
6	Mr. K.SidhardhaBabu Lecturer in English Ideal College of Arts & Commerce (A), Kakinada	9154012843
7	. Dr.K.Ramesh Lecturer in English Govt. Arts College RajamahendravaramE.G.Dist,	9949135863
8	Ms. P.Sobha Rani Lecturer in English SRR Residential Women's College -Kanchikacherla	9949084030

**Signatures:**

1. Ms. P. Sanjotha Chariperson
- 2.Ms.Y.Swarna Sri. Faculty Member
3. Dr.T.Ashok University Nominee
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**A.S.D.GOV'T DEGREE COLLEGE FOR WOMEN (AUTONOMOUS) KAKINADA**

**DEPARTMENT OF ENGLISH**

**Panel of Examiners (2021-2022)**

1. Dr.G.Seshu  
Lecturer in English  
GDC,(W),Bapatla  
9989544789
2. Mr. P.V. Krishna Rao, M.A., M.Phil  
Lecturer in English  
P.R. Govt. Degree College (A), Kakinada  
9948271991
3. Ms. M. Srilakshmi  
Lecturer in English  
GDC (W),Nidadavolu,W.G. Dist  
Ph: 9493848186
4. Mr.K.S.Ratna Kumar  
Lecturer in English  
GDC,(W), Nidadavolu–W.G.Dist  
9440303524
5. Mr.G. Tirupataiah  
Lecturer in English  
SRR,GDC, Vijayawada
6. Ms. R. Rani  
Lecturer in English  
GDC, Sabbavaram -Vishakaptnam  
Ph.8008276753

**Signatures:**

1. Ms. P. Sanjotha - Chariperson
2. Ms.Y.Swarnasri - Faculty Member
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**A.S.D.GOV'T DEGREE COLLEGE FOR WOMEN (AUTONOMOUS) KAKINADA**

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

**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 of various business reports and minutes and its analysis
4. Presentations of reports, charts etc.
5. Assignments, Group discussion, field visit 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 = 20M**

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=30M**

9. Explain organizational communication and its barriers.

OR

10. Give an overview regarding the importance of communication in your own words.
11. What are the categories, methods and formats in Business communication

OR

12. Explain various levels of communication in an organization.
13. What are the characteristics of a good business communication

OR

14. Write about presentations of communication using various method

**A. S. D. GOVERNMENT DEGREE COLLEGE FOR WOMEN (A), KAKINADA  
DEPARTMENT OF ENGLISH**

**Online/Offline Certificate Course (2021-2022)**

**Better Your English Communication**

**Syllabus**

The Course *Better Your English Communication* develops awareness of hindrances in using refined English language and provides methods for effective English language in academic, social and professional domains. It is accessible to the undergraduate students who want to improve their English communication.

**Week 1**

- Introduction
- Common Mistakes in Vocabulary
- Common Mistakes in Grammar
- Common Mistakes in Pronunciation
- Communication Techniques

**Week 2**

- Effective Writing Skills
- Mechanics of Writing
- Note Making and Précis Writing
- Writing Essays for Competitive Exams
- Letters/résumé/Short Reports

**Week 3**

- Spoken English
- Aspects of Formal Presentation: Grooming, Body Language, Voice Modulation, Pace/Tempo of Speech
- Appropriate Pauses and Rhythm
- Difficult sounds in English

**Week 4**

- Conversation Skills
- Presentation Skills
- Team/Group Skills
- Negotiation Skills and Persuasion Skills
- Conclusion

## **Course Certificate**

### **Exam Type and Certificate Format: Computer Based Exam**

- Need to appear for the exam in person.
- The questions include Multiple Choice Questions/ Fill in the Blanks/Check Boxes.

#### **Criteria to get a certificate:**

- Average assignment score = 25% of average of best 3 assignments out of the total 4 assignments given in the course.
- Exam score = 75% of the proctored certification exam score out of 100
- Final score = Average assignment score + Exam score

#### **Eligibility for a certificate is only if average assignment score $\geq 10/25$ and exam score $\geq 30/75$ .**

- If one of the 2 criteria is not met, candidate will not get the certificate even if the Final score  $\geq 40/100$ .
- Only the e-certificate will be made available.

The final score will determine the following

1. Final score  $< 40\%$  : **NO certificate.**
2. Final score between **40% -59%** : Certificate with tag "**B**" Grade printed on it.
3. Final score between **60% -74%** : Certificate with tag "**A**" Grade printed on it.
4. Final score between **75% -89%** : Certificate with tag "**A+**" Grade printed on it.
5. Final score of **90% and above** : Certificate with "**O**" Grade printed on it.



**A. S. D. GOVERNMENT DEGREE COLLEGE FOR WOMEN (A), KAKINADA**  
**Department of English**  
**Action Plan 2021-2022**

Month	Week	Activity	Class	Lecture who planned the activity
September 2021	I	Situational Dialogues	II BA, B. Com & B. Sc	P. Sanjotha, Y.Swarna Sri & D. Baby Javani
	II	Role Play	II BA, B. Com & B. Sc	P. Sanjotha, Y.Swarna Sri & D. Baby Javani
	III	JAM	I B.A, B. Com & B. Sc	P. Sanjotha, Y.Swarna Sri & D. Baby Javani
	IV	Reading Skills	I B.A, B. Com & B. Sc	P. Sanjotha, Y.Swarna Sri & D. Baby Javani
October 2021	I	Poetry Recitation	II & BA, B. Com & B.Sc	P. Sanjotha, Y.Swarna Sri & D. Baby Javani
	II	Group Discussion	II BA, B. Com & B. Sc	P. Sanjotha, Y.Swarna Sri & D. Baby Javani
	III	Story Telling.	I BA, B. Com & B. Sc	P. Sanjotha, Y.Swarna Sri & D. Baby Javani
November 2021	I	Literary Quiz on General English	II BA, B. Com & B. Sc	P. Sanjotha, Y.Swarna Sri & D. Baby Javani
	II	Study Projects	II BA, B. Com & B.Sc.	P. Sanjotha, Y.Swarna Sri & D. Baby Javani
	III	Guest Lecture I	I & II BA, B. Com & B.Sc.	P. Sanjotha, Y.Swarna Sri & D. Baby Javani
	IV	Seminars	II BA, B. Com & B.Sc.	P. Sanjotha, Y.Swarna Sri & D. Baby Javani
December 2021	I	Debate	II BA, B. Com & B.Sc.	P. Sanjotha, Y.Swarna Sri & D. Baby Javani
	I	Story Writing	I BA, B. Com & B.Sc.	P. Sanjotha, Y.Swarna Sri & D. Baby Javani
	II	Seminars	I BA, B. Com & B.Sc.	P. Sanjotha, Y.Swarna Sri & D. Baby Javani
	III	Field Trip	I BA, B. Com & B.Sc.	P. Sanjotha, Y.Swarna Sri & D. Baby Javani
	IV	Study Projects	I BA, B. Com & B.Sc.	P. Sanjotha, Y.Swarna Sri & D. Baby Javani

January 2022	I	Language Activity	I BA, B. Com & B.Sc.	P. Sanjotha, Y.Swarna Sri & D. Baby Javani
	II	Seminars	I BA, B. Com & B.Sc.	P. Sanjotha, Y.Swarna Sri & D. Baby Javani
February 2022	I	Literary Quiz	I BA, B. Com & B.Sc.	P. Sanjotha, Y.Swarna Sri & D. Baby Javani
	II	Guest Lecture on Gender Discrimination	I BA, B.Com & B.Sc.	P. Sanjotha, Y.Swarna Sri & D. Baby Javani
	III	Reading Skills	I BA, B.Com & B.Sc.	P. Sanjotha, Y.Swarna Sri & D. Baby Javani
	IV	Book Reviews	II BA,B.Com & B.Sc.	P. Sanjotha, Y.Swarna Sri & D. Baby Javani
March 2022	I	Writing Skills	II BA,B.Com & B.Sc.	P. Sanjotha, Y.Swarna Sri & D. Baby Javani
	II	Story Telling	I BA, B. Com & B.Sc.	P. Sanjotha, Y.Swarna Sri & D. Baby Javani
	III	Pair Work Activity	I BA, B. Com & B.Sc.	P. Sanjotha, Y.Swarna Sri & D. Baby Javani
	IV	Essay Writing	I BA, B. Com & B.Sc.	P. Sanjotha, Y.Swarna Sri & D. Baby Javani
April 2022	I	Translation of Short Stories from Telugu to English	II BA,B.Com & B.Sc.	P. Sanjotha, Y.Swarna Sri & D. Baby Javani
	II	Translation of Short Stories from Telugu to English	I BA,B.Com & B.Sc.	P. Sanjotha, Y.Swarna Sri & D. Baby Javani
	III	Group Discussion	I BA,B.Com & B.Sc.	P. Sanjotha, Y.Swarna Sri & D. Baby Javani
	IV	Conversation Skills	I BA,B.Com & B.Sc.	P. Sanjotha, Y.Swarna Sri & D. Baby Javani
May 2022	I	Mock Interview	II BA,B.Com & B.Sc.	P. Sanjotha, Y.Swarna Sri & D. Baby Javani
	II	Speaking Skills	I BA,B.Com & B.Sc	P. Sanjotha, Y.Swarna Sri & D. Baby Javani
	III	Language Puzzles	I BA,B.Com & B.Sc	P. Sanjotha, Y.Swarna Sri & D. Baby Javani
	IV	Team Work	I BA,B.Com & B.Sc	P. Sanjotha, Y.Swarna Sri & D. Baby Javani

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

**DEPARTMENT OF ENGLISH**

**BOS Resolutions (2021-2022)**

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

- It is proposed to continue Choice Based Credit System for the academic year 2021-2022 for I, II and III Semester students of all streams.
- It is resolved to adopt revised syllabus drawn as per APSHE model for I,II & III Semester curriculum for the Degree students as prescribed by the University.
- It is approved to conduct Skill Development Course for II-Semester with the paper titled Business Communication for UG students who opted it. Allotted hours are 2 hrs per week.
- It is resolved to introduce Online/Offline Certificate Course for a duration of 45 days in
- It is proposed and approved to conduct External Exams at the end of each Semester for 75 marks for a duration of 3hrs. Passing minimum for External Exam is 26.
- It is proposed and approved to conduct Internal Exams in each semester for 25 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 etc...
- 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 2021-2022.
- It is approved for upgradation of syllabus and making it skill-oriented with quantifiable outcomes.

**Signatures:**

1. Ms, P. Sanjotha	Chair Person
2. Ms. Y. Swarna Sri	Member
3. Dr.T.Ashok	University Nominee
4. Mr. P.V. Krishna Rao	Subject Expert
5. Dr.M.Soma Raju	Subject Expert
6. S. Santhi Rajasri	Alumni