

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

**2020-2021**



*Convened on 26<sup>th</sup> February 2019*

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 2020-2021**

Board of Studies in English is constituted for the academic year 2018-2019 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  
ANUR MSN PG Center  
Kakinada  
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: DEPARTMENT OF ENGLISH**

The Board of Studies meeting was held at 10:00 AM on 26-02-2019 in the Department of English, A.S.D. Govt. Degree College for Women (Autonomous), Kakinada for the Academic year 2019-20.

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  
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**DEPARTMENT OF ENGLISH**

Agenda for the Board of Studies Meeting 2019-2020

- 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 2019-20 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 Communication and Soft Skills (CSS) syllabus and pattern of evaluation for II, III and IV Semester Students of UG courses.
- To discuss and approve the weightage of marks to be given to each paper.
- To introduce certificate courses in the academic year 2019-20.
- 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.GOV'T DEGREE COLLEGE FOR WOMEN (AUTONOMOUS)  
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**DEPARTMENT OF ENGLISH**

Course Structure and Scheme of Examination

As per the orders of the Commissioner of Collegiate Education, A.S.D. Government Degree College for Women (Autonomous), has resolved to adopt the Choice Based Credit System from the Academic Year 2015-16.

As per the norms of Adi Kavi Nannaya University, the Department of English has resolved to follow the revised course structure and scheme of evaluation, w.e.f. 2015-16 batch. This system is applicable to all the streams.

English

Semester	Course Title	Hrs. per week	Credits	Max. Marks		
				Int.	Ext.	Total
III	Second Language: English	4	3	25	75	100

Communication and Soft Skills (CSS)

Semester	Course Title	Hrs./Week	Credits	Max. Marks
				Ext. Only
III	Foundation Course 6: CSS II	2	2	50
IV	Foundation Course 7: CSS III	2	2	50

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

**DEPARTMENT OF ENGLISH**

**GENERAL ENGLISH SYLLABUS FOR B.A/B.Com/B.Sc COURSES Under CBCS  
w.e.f. 2015-16 (Revised in April, 2016)**

**SEMESTER –III**

**Unit – I PROSE**

1. M.K. Gandhi: Shyness My Shield (from *The Story of My Experiments with Truth*)
2. Martin Luther King.Jr. I Have A Dream

**Unit – II POETRY**

1. Gabriel Okara: Once upon a Time
2. Seamus Heaney : Digging by

**Unit – III SHORT STORY**

1. JhumpaLahiri: The Interpreter of Maladies
2. Shashi Deshpande: The Beloved Charioteer

**Unit – IV ONE ACT PLAY**

GurajadaAppa Rao: *Kanyasulkam*, translated by C. Vijayasree& T. VijayaKumar (Acts I & II)

**Unit – V LANGUAGE ACTIVITY**

**1. Classroom and Laboratory Activities**

- i. JAM Sessions
- ii. Note Taking
- iii. Reporting for the Media
- iv. Expansion of an idea

**2. Classroom Activity**

- i. Transformation of sentences ( Simple-Complex-Compound Sentences)
- ii. Note Making
- iii. Report Writing
- iv. Writing for the Media

**Note:** *In classroom instruction it may be ensured that the theoretical and practical components of CSS-II complement the language activity in this semester.*

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

**DEPARTMENT OF ENGLISH**

**Foundation Courses under CBCS**

**For All Degree Programmes**

**w.e.f. 2015-16**

*Foundation courses 4, 6 & 7*

**COMMUNICATION SKILLS AND SOFT SKILLS**

(Three papers spread over three Semesters)

(Each Paper: Total 30 hours of Teaching Learning)

The course helps the student hone their four skills – listening, speaking, reading, and writing – and also initiates them into the fifth skill, "thinking," in English. The learner-friendly material and the task-based activities enhance their communicative competence. The course focuses on all the four areas of knowledge and skill that constitute Communicative Competence: Linguistic/Grammatical Competence, Sociolinguistic Competence, Discourse Competence, and Strategic Competence. It also aims at equipping the student with a wide range of sub-skills: understanding gist in listening; skimming and scanning in reading; pronunciation and intonation, fluency, accuracy, and appropriacy in speaking; and organizational and editing skills in writing. In addition, the course helps the student acquire knowledge of soft skills. Thus the three semester course helps the learner in their personal life as well as their professional life. The efficacy of the course largely depends on continuous and consistent practice by the students in and outside the classroom. Therefore, the designed content and the modules thereof provide ample scope for activity based learning. The teacher shall ensure the conduct of activity in the classroom meticulously as per the syllabus.

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

**DEPARTMENT OF ENGLISH**

*Foundation Course – 6*

**COMMUNICATION SKILLS AND SOFT SKILLS-2 (CSS -2)**

**COURSE CONTENT (30 hours)**

CSS 02 aims at improving the speaking skills of the learner. For many learners of English, the sound-spelling relationship of the language appears anarchic. Another problem many Indian learners face is English word accent. Unit I and Unit II help learners overcome these problems to a great extent. The remaining units are on the two productive skills, speaking and writing. The techniques of day-to-day conversations and the important characteristics of interviews and GDs presented in this course strengthen the learner's speaking skills. The last unit presents various aspects of presentation in writing.

**Unit I: Pronunciation - 1**

The Sounds of English

**Unit II: Pronunciation – 2**

1. Word Accent
2. Intonation

**Unit III: Speaking Skills -1**

1. Conversation Skills
2. Interview Skills
3. Presentation Skills
4. Public Speaking

**Unit IV: Speaking Skills -2**

1. Role Play
2. Debate
3. Group Discussion

**Unit V: Writing Skills**

1. Spelling
2. Punctuation
3. Information Transfer
  - Tables
  - Bar Diagrams
  - Line Graphs
  - Pie Diagrams
  - Flow Charts
  - Tree Diagrams
  - Pictures

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

**DEPARTMENT OF ENGLISH**

*Foundation Course -7*

**COMMUNICATION SKILLS AND SOFT SKILLS-3 (CSS -3)**

**COURSE CONTENT (30 hours)**

A current axiom is that hard skills will get a person an interview, but soft skills will get that person the job. Unit I of the course is on soft skills, which are absolutely necessary in the global job market. Writing is considered the most difficult of all the skills. Units II to V help the learner improve their writing skills, especially academic/formal writing.

**Unit I: Soft Skills**

1. Positive Attitude
2. Body Language
3. SWOT/SWOC Analysis
4. Emotional Intelligence
5. Netiquette

**Unit II: Paragraph Writing**

1. Paragraph Structure
2. Development of Ideas

**Unit III: Paraphrasing and Summarizing**

1. Elements of Effective Paraphrasing
2. Techniques for Paraphrasing
3. What Makes a Good Summary?
4. Stages of Summarizing

**Unit IV: Letter Writing**

1. Letter Writing (Formal and Informal)
2. E-correspondence

**Unit V:**

1. Resume and CV
2. Cover Letter

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KAKINADA**

**DEPARTMENT OF ENGLISH**

Assessment Pattern for English (Gen)

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 APSICHE.

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, Viva, etc.

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2. Ms.Y.Swarnasri. - Faculty Member
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KAKINADA**

**DEPARTMENT OF ENGLISH  
SEMESTER II**

**2020-21**

Evaluation Blueprint

Type of Question	Marks per Question	No. of Questions Given	Total Marks	No. of Questions to answer	Total Marks
Short Answer Question from Prose	5	5	25	3 x 5	15
Short Answer Question from Poetry	5	5	25	3 x 5	15
Short Answer Question from Short Stories	5	4	20	2 x 5	10
Short Answer Question One Act Play	5	4	20	2 x 5	10
Language Activity	5	5	25	5 x 5	25
<b>Total</b>		<b>23</b>	<b>115</b>	<b>14 / 15</b>	<b>75</b>

**A total choice of 60% is given to the student.**

**Signatures:**

1. Ms. P. Sanjotha - Chairperson
2. Ms.Y.Swarna Sri. - Faculty Member
3. Dr. T.Ashok - University Nominee
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**DEPARTMENT OF ENGLISH**

**SEMESTER III**

Question Paper Pattern

**Time: 3hrs**

**Marks: 75**

Section A (Prose)

- I. Answer any three of the following short answer questions** **3x5 = 15**

Section B (Poetry)

- II. Answer any three of the following short answer questions.** **3 x 5 = 15**

Section C (Short Stories)

- III. Answer any three of the following short answer questions.** **3 x 5 = 15**

Section D (One Act Play)

- IV. Answer any two of the following short answer questions.** **2 x 10 = 20**

Section E (Language Activity)

- V. Read the following passage carefully and answer the questions given below** **4 x 5 = 20**

**OR**

**Questions on Grammar**

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**DEPARTMENT OF ENGLISH**  
**SEMESTER III**  
Model Question Paper

Time: 3 Hrs

75 Marks

**SECTION A (Prose)**

- I. Answer any THREE of the following questions. 3 x 5 = 15
1. Why does Gandhi say that his shyness has been of no disadvantages for him?
  2. Comment on Gandhi's views on shyness.
  3. Describe the series of dreams envisioned by Martin Luther King?
  4. What were the problems faced by Negroes in America even after the emancipation proclamation had been signed?

**SECTION B (Prose)**

- II. Answer any THREE of the following questions. 3 x 5 = 15
1. What is the significance of the title "Once upon a Time"?
  2. How do the people use expressions to hide their hypocrisy in the poem "Once upon a Time"?
  3. What opinion does a poet have towards his own profession as a poet and the digging that goes on around him?
  4. How is potato-picking similar in some ways to poetry?

**SECTION C (Short Story)**

- III. Answer any THREE of the following questions. 3x5 = 15
1. Discuss the title of the story "The interpreter of the Maladies"
  2. What is the central idea of the short story "The Beloved Charioteer"?
  3. Portray the character and the role of the tourist guide in the Interpreter of Maladies.
  4. Why does the narrator feel that the child is her beloved charioteer?

**SECTION D (One Act Play)**

- IV. Answer any TWO of the following. 2x5 = 10
1. How is Kanyasulkam a critique of the society?
  2. How does the play Kanyasulkam make fun of the educational system of the times?
  3. Sketch the character of Girisham.

**SECTION E (Composition)**

- V. Expand any ONE of the following 1x5 = 5
- a) Honesty is the best policy.
  - b) Where there is a will, there is a way.
- VI. Write a report on your College Annual Day. 1x5 = 5  
(Write the details such as date, chief guest, presiding officer, events)

VII. Read the following paragraph and make notes on the topic with main ideas 1x5 = 5

Normally, an interview is a meeting between two people. They know about each other through questions and answers. The person who ask question is an interviewer. The person who responds is an interviewee. You must have watched and read some interviews of writers and films actors on the TV or in the newspapers. To select right person, employing organizations also conduct interviews. They look into the mind of eligible candidates to assess their strengths and weaknesses and recognize if the candidate is suitable for their organization. They assess our physical, mental and psychological attitudes. Every interview board consists of four to six members.

VIII. Transform the sentences 5x1=5

1. He confessed his crime. (into Complex)
2. A man who is dead needs no money. (Into Simple)
3. An industrious man is sure to get on. (Into Complex)
4. Having finished my dinner, I went for a walk (into Compound)
5. He was very tired but continued his work (into Complex)

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**DEPARTMENT OF ENGLISH**

**SEMESTER III**

CSS II - Model Question Paper

50 Marks

SEMESTER III

Answer all the questions.

1. a) Write a note on consonant and vowel sounds of English language. 10

OR

b) Write English spellings for the given words

- |      |       |
|------|-------|
| i.   | ii.   |
| iii. | iv.   |
| v.   | vi.   |
| vii. | viii. |
| ix.  | x.    |

2. a) Describe the Functional stress with examples. 10

OR

b) Mark the Stress (ˈ) for the given words.

- |                  |                  |
|------------------|------------------|
| i. Suggest       | ii. Honest       |
| iii. Grammatical | iv. Intelligence |
| v. Familiar      | vi. July         |
| vii. Again       | viii. Seventeen  |
| ix. Electricity  | x. aloud         |

3. a) What are the differences between debate and group discussion? 10

OR

b) What are presentation skills? What are the methods of presentation skills.

4. a) Write a dialogue between two students about exam preparation. 10

OR

b) What are interview skills? What is SWOT analysis?

5. Draw a flow chart for the passage given below.

Indian style of making tea is different from that of other countries. First, take a tea pot and pour one cup of water. Now pot is placed on the stove. Let the water boil till it reaches the boiling point. How do we know that it has reached boiling point? There are bubbles and the water looks as though it is cooking. At this point, tea leaves are added. If you want to cups of tea, add two table spoons of tea leaves. If you want stronger tea, then add another half a spoon of tea leaves. After that, the water with tea leaves reaches the boiling point, a cup of milk is added. Then this mixture is allowed to boil for few minutes. At this stage, a little cardamom powder and a bit of ginger is added for good flavour. Allow it to boil for few minutes. Put off the flame on the stove. Finally, a sieve is taken and tea is filter into cups.

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**DEPARTMENT OF ENGLISH**  
**SEMESTER IV**  
**CSS III - Model Question Paper**

Time: 2Hrs

50 Marks

SEMESTER IV

SECTION A

**Answer any ONE of the following**

1X10 =10

1. What is positive thinking and its advantages?
2. What are the various functions of body language?
3. What are the advantages of SWOT/ SWOC analysis for students?
4. What is emotional intelligence and its importance?

SECTION B

**Answer any ONE of the following**

1X10 =10

1. What is the paragraph and explain the features of a good paragraph?
2. Write a paragraph on "Should smoking be banned?"
3. Describe various types of paragraphs.
4. Write about the steps to form a mental picture.

SECTION C

**Answer any ONE of the following**

1X10=10

What are the language features of a paraphrase?

1. What are the stages in paraphrasing?
2. What are the features of a good summary?
3. Read the following passage and summarise it in your own words.

Subbaiah sold rice at the market gate. In his shop, we find, heaped in wicker baskets all varieties of rice, from pebbly coarse rice to Delhi Sambe, white as jasmine, slender as needle. His shop was stuffy and dark, but there was no place on earth like it for him. He loved every inch of it. He liked the smell of gunny sack, he liked the smell of rice and husk and he loved the warm fell of rice in his basket when it arrived fresh from the mill. Through good times and bad times he flourished.

There were days of drought when paddy did not come up and the rice mills silenced, when people looked hallow eyed and seemed at the point of falling dead on the road. But even then he did not close his shop. If he did not find the stuff for twenty baskets, he scoured the countryside and filled at least two baskets and sold them. There were times when the harvest was so that he could hardly accept a quarter of the grain that was offered, when it seemed a fool's business to be selling rice. If you sold rice all day and night, you could not hope for a profit of even Rs. 50 at the end of the month. They called it depression in the trade.

SECTION D

**Answer any ONE of the following**

1X10 =10

1. Write a letter to your father asking him to send you money for paying your examination fee.
2. Write a letter to the editor of a leading newspaper on the problem of eve-teasing in your city.
3. You have seen an ad of a mobile phone on a website. You like it. You want to buy it and so you want to have some details about it. Write an email to manager@bestbuy.com

SECTION E

**Answer any ONE of the following**

1X10 =10

1. Prepare a resume for the post of computer operator in a public school.
2. Prepare CV for the post of front office assistant – must be a graduate == fluency in English is must – knowledge of computers preferable – good communication skills
3. Write a covering letter in response to the following advertisement.  
Wanted B.Com graduate with experience in Accountancy and Book keeping for the post of Accountant, in a manufacturing firm. Apply to PB No. 346, The Hindu, Hyderabad 500004

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**DEPARTMENT OF ENGLISH**

List of Question Paper Setters (2020-2021)

<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	Mr.K.S.Ratna Kumar Lecturer in English GDC,(W), Nidadavolu–W.G.Dist.	9440303524
8	Ms. P.Sobha Rani Lecturer in English SRR Residential Women's College -Kanchikacherla	9949084030

**Signatures:**

1. Ms. P. Sanjotha                      Chariperson
- 2.Ms.Y.Swarnasri.                      Faculty 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.SanthiRajasri                    Alumni

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**DEPARTMENT OF ENGLISH**

Panel of Examiners (2019-2020)

1. 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.Ramesh  
Lecturer in English  
Govt. Arts College  
RajamahendravaramE.G.Dist,  
Ph: 9949135863Mr.
5. G. Tirupataiah  
Lecturer in English  
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
3. Dr.D.Jyothirmai - University Nominee
4. Mr. P.V. Krishna Rao - Subject Expert
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**DEPARTMENT OF ENGLISH**

**Resolutions**

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

- It is proposed to adopt and implement Choice Based Credit System from the academic year 2016-2017 for I, II and III Semester students of all streams.
- It is resolved to adopt revised syllabus drawn as per UGC model curriculum for the Degree students as prescribed by the University.
- It is proposed to make certain changes in the syllabus of Semester III of Unit I and resolved to introduce Martin Luther King, Jr. I Have A Dream in place of Alexis C. Madrigal: Why People Really Love Technology: An Interview with Genevieve Bell.
- It is resolved to introduce 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 III and IV Semesters are approved by the Board.
- The list of subject expert as examiners and paper setters are approved.
- 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. D. Jyothirmai	University Nominee
4. Mr. P.V. Krishna Rao	Subject Expert
5. Dr.M.Soma Raju	Subject Expert
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**DEPARTMENT OF ENGLISH**

Proposed Changes (2019-2020)

**Semester - I**

<b>Semester</b>	<b>Unit</b>	<b>Prescribed Topic</b>	<b>Proposed Change</b>
III	Unit I Prose	of Alexis C. Madrigal: Why People Really Love Technology: An Interview with Genevieve Bell	Martin Luther King. Jr. I Have A Dream

The prescribed lesson “Why People Really Love Technology” by Genevieve Bell is proposed to be replaced with the speech delivered by Martin Luther King Jr. namely “I Have a Dream”. This change is substantiated with the hope that it helps student community to get a glimpse of the need of civil rights in our contemporary society along with an exposure to good oratory skills and rich vocabulary.

**Signatures:**

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