

A.S.D.Government Degree college for women Autonomous Kakinada
Department of English - Annual Academic Plan
Semester -I
2021-2022

Month	Paper=I- A course in communication and soft skills
November 2021	I-Unit Listening Skills 1. Importance of Listening 2. Types of Listening 3. Barriers to Listening 4. Effective Listening
December 2021	II-Unit Speaking Skills 1. Sounds of English: Vowels and Cosants 2. Accent 3. Intonation III-Unit Grammar a. Concord b. Modals c. Tenses d. Articles
January 2022	e. Prepositions f. Question Tags g. Sentence Formation h. Error Correction IV-Unit Writing 1. Punctuation 2. Spelling 3. Paragraph Writing
February 2022	V-Unit: Soft Skills 1. SWOC 2. Attitude 3. Emotional Intelligence
March 2022	4. Telephone Etiquette 5. Interpersonal Skills

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Semester –II
2021-2022

Month	Paper-II Reading and Writing Skills	Business Communication
May 2022	Introduction to Syllabus and Model Question Papers	Introduction to course and Objectives
June 2022	I. UNIT Prose : 1. How to Avoid Foolish Opinions Bertrand Russell Skills : 2. Vocabulary: Conversion of Words 3. One Word Substitutes 4. Collocations	UNIT I: Introduction and Importance of communication an overview - meaning and process of communication - organizational communication and its barriers.
July 2022	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	UNIT II: Types of Business Communications – Categories, methods and formats – Business vocabulary - Business idioms and collocations
August 2022	III. UNIT Prose : 1. The Night Train at Deoli Ruskin Bond Poetry 2. Upagupta Rabindranath Tagore Skills : 3. Reading Comprehension 4. Note Making/Taking	UNIT II: Organisational Hierarchy - Various levels of communication in an organization – Top-down, Bottom-up and Horizontal-Business reports, presentations– Online communications.
September 2022	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	. UNIT III: 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

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Department of English - Annual Academic Plan
Semester –III
2021-2022

Month	General English Paper -III
November 2021	Unit - I Speech :1. Tryist with Destiny Jawaharlal Nehru Skills: 2.Greetings 3.Introductions
December 2021	Unit – III 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. Request
January 2022	Unit – III Interview : 1. Nelson Mandela's Interview With Larry King Skills : 2. Asking and Giving Information : 3. Agreeing and Disagreeing
February 2022	Unit – IV Interview : 1. JRD Tata's Interview With T.N.Ninan Skills : 2. Dialogue Building : 3. Giving Instructions/Directions
March 2022	Unit – V Speech : 1. You've Got to Find What You Love Steve Jobs Skills : 2. Debates : 3. Descriptions : 4. Role Play

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