

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

(Under the jurisdiction of Adikavi Nannaya University)

Reaccredited by NAAC with B Grade (3rd Cycle)

DEPARTMENT OF ENGLISH

**1.1.3 Details of courses offered by the institution that focus on
employability/ entrepreneurship/ skill development during the year.**



Employability ■

Entrepreneurship ■

Skill Development ■

2020-21

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

I BA.,B.Sc.,& B.Com. Degree

Semester I

GENERAL ENGLISH

ENG 20101

Syllabus

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 Skill 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

UNIT IV: Writing Skills

- i. Punctuation
- ii. Spelling
- iii. Antonyms (additional input)
- iii. Paragraph Writing

UNIT V: Soft Skills

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

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w.e.f. 2015-16 (Revised in April, 2016)
ENG 20201

SEMESTER-II

I.UNIT Skill

Prose: 1. How to Avoid Foolish Opinions Bertrand Russell

Skills: 2. Vocabulary: Conversion of Words

3. One Word Substitutes

4. Collocations

II. UNIT Skill

Prose: 1. The Doll's House Katherine Mansfield

Poetry: 2. Ode to the West Wind PB Shelley

Non-Detailed Text: 3. Florence Nightingale Abrar Mohsin 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 - RK Narayan

2. God sees the truth but waits – Leo Tolstoy

(Additional Input)

Poetry: Night of the scorpion - Nissim Ezzekieli

Skills: 1. Curriculum Vitae and Resume

2. Letters

3. E- Correspondence

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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

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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

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

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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: EMPLOYABILITY

1. Resume and CV
2. Cover Letter




PRINCIPAL
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