

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

(Under the jurisdiction of Adikavi Nannaya University)

Reaccredited by NAAC with B Grade (3<sup>rd</sup> 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 ■

**2021-22**

**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 ENG 20101**

**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 Skill**

- i. Importance of Listening
- ii. Types of Listening
- iii. Barriers to Listening
- iv. Effective Listening

**II. UNIT: Speaking Skills Skill**

- 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

**IV. UNIT: Writing Skill**

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

**V. UNIT: Soft Skills SWOC**

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

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**B.A. /B.Sc./B.Com/BCA/BBM,etc**  
**English Syllabus-Semester-II**  
**ENG 20201** English Praxis Course-II  
**A COURSE IN READING & WRITING SKILLS**

**I. UNIT**

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

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

: 3. One Word Substitutes

: 4. Collocations

**I. 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

**II. UNIT**

**III. 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 **ENG 20301**  
**A COURSE IN CONVERSATIONAL SKILLS**

**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/  
IndiaKnowledge 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



  
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