

A.S.D. GOVT. DEGREE COLLEGE FOR WOMEN (A)
KAKINADA, KAKINADA DISTRICT, A.P.



***Cross Cutting Issues related to Human Values &
Professional Ethics Gender Sensitization***

Department of English

BOARD OF STUDIES

2023-2024

Paper Code: ENG 23101

A.S.D. GOVERNMENT COLLEGE FOR WOMEN (AUTONOMOUS)

KAKINADA

DEPARTMENT OF ENGLISH

General English for B.A., B.Com & B.Sc SEMESTER - I (With effect from 2023-2024)

A COURSE IN COMMUNICATION AND SOFT SKILLS

Syllabus

I. UNIT: Listening Skills

- a. Importance of Listening
- b. Types of Listening
- c. Barriers to Listening
- d. Effective Listening

II. UNIT: Phonetics

- a. Sounds of English: Vowels and Consonants
- b. Syllable
- c. Word Stress
- d. Intonation

III. UNIT: Grammar

- a. Words Often confused
- b. Articles
- c. Prepositions
- d. Tenses
- e. Question tags

IV. UNIT: Speaking Skills

- a. Greetings & Introduction
- b. Asking and Giving Information
- c. Yes, We Can
- d. Agreeing/ Disagreeing

Barack Obama

- e. A Leader Should Know How to Manage Failure Dr. A.P.J. Abdul Kalam

V. UNIT: Soft Skills

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

PAPER CODE - ENG23201

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

Department of English

GENERAL ENGLISH FOR B.A.,B.Com.,B.Sc : 2023-2024

SEMESTER -II (With effect from 2023-2024)

A COURSE IN READING AND WRITING SKILLS

Prose

1. The Last Leaf - O'Henry
2. The Night Train at Deoli --- RuskinBond
3. God sees the Truth but waits - Leo Tolstoy

Poetry

4. Night of the Scorpion Nissim Ezekiel
5. Ulysses Alfred Lord Tennyson
6. Stopping by Woods on a Snowy Evening Robert Frost

Non-Detailed Text

7. Florence Nightingale
8. An Astrologer's Day RK Narayan

Academic Skills

1. Skimming and Scanning
2. Note Making / Taking
3. Reading Comprehension (Top Down, Bottom Up and Schema Theory)
4. Expansion of Ideas
5. Vocabulary: Conversion of Words
6. One Word Substitutes

Professional Skills

7. Notices, Agendas and Minutes
8. Curriculum Vitae and Resume
9. Letters
10. E-Correspondence

PAPER CODE - ENG23301

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Department of English
GENERAL ENGLISH FOR B.A.,B.Com.,B.Sc : 2023-2024
SEMESTER -II (With effect from 2023-2024)
A COURSE IN READING AND WRITING SKILLS

I.UNIT

Speech: 1. Tryst with Destiny Jawaharlal Nehru

Skills: 2. Greetings

3. Introductions

II. UNIT

Speech: 1. I Have a dream

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

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REVISED UG SYLLABUS UNDER CBCS

(Implemented from the Academic Year - 2023-24)

SYLLABUS: 2023-2024

LIFE SKILLS COURSES

COMMUNICATION SKILLS

SEMESTER-I

Theory

Credits: 2

2 hrs/week

UNIT-I

BASICS OF COMMUNICATION

1. Nature and importance of communication
2. Process of Communication
3. Principles of communication
4. Barriers to effective communication
5. Strategies for effective communication

UNIT-II

PRESENTATION SKILLS

1. Preparation of a good presentation
2. Verbal communication in presentation
3. Non-verbal communication in presentation
4. Visual aids/Materials in presentation
5. Analyzing audience and managing questions

UNIT- III

INTERVIEWS AND GROUP DISCUSSIONS

1. Interview and its types
2. Before, during and after an interview
3. Do's and Don'ts in an interview
4. Basic Interview questions
5. Structure and process of Group Discussions
6. Role functions, Do's and Don'ts

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

Department of English
SKILL COURSE w.e.f. AY 2023-24
CBCS I YEAR UG HONOURS DEGREE PROGRAM - 2023-2024
SEMESTER-II BUSINESS WRITING

Time:2 hours

Max. marks: 40

Theory Credits: 2

2 hrs/week

Unit 1. Introduction to Business Writing: Importance and purpose of effective business writing; Characteristics of good business writing; Common challenges and misconceptions. Writing Clear and Concise Emails: Appropriate email etiquette in the professional environment, organizing email content and using effective subject lines, Understanding tone and formality in email communication.

Unit 2. Memos and Interoffice Communication: Formatting and structure of memos, Writing memos for various purposes like updates, announcements, requests. Ensuring clarity and coherence in interoffice communication. Business Letters and Formal Correspondence: Structure and components of a business letter, writing persuasive and professional business letters, Responding to inquiries and complaints effectively.

Unit 3: Business Proposals and Reports: Crafting business proposals for projects and initiatives, Formal report writing - format, sections, and organization, Analyzing data and presenting findings in reports. Writing for Digital Platforms: Business writing for websites, social media, and online communication, Leveraging technology for efficient and impactful



V. N. D.
PRINCIPAL
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