

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



Department of English
2024-2025

Curriculum focuses on Skill, Employability & Entrepreneurship

Skill

Employability

Entrepreneurship

Paper Code: ENG 24101

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

III. UNIT: Grammar

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

IV. UNIT: Speaking Skills

- a. Greetings & Self Introduction
- b. Yes, We Can Barack Obama
- c. A Leader Should Know How to Manage Failure Dr. A.P.J. Abdul Kalam

V. UNIT: Soft Skills

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

PAPER CODE - ENG24201
A.S.D GOVERNMENT DEGREE COLLEGE FOR WOMEN (A), KAKINADA
Department of English
GENERAL ENGLISH FOR B.A.,B.Com.,B.Sc : 2024-2025
SEMESTER -II (With effect from 2023-2024)
A COURSE IN READING AND WRITING SKILLS

Unit -I

1. Daffodils – William Words Worth
2. Vocabulary: Conversion of Words
3. Marriage is a private affair – Chinua Achebe
4. One Word Substitutes

Unit - II

1. A Classical Student – Anton Chekov
2. Florence Nightingale - Non Detailed text
3. Skimming and Scanning

Unit - III

1. The Night Train at Deoli --- RuskinBond
2. Reading Comprehension (Top Down, Bottom Up and Schema Theory)
3. Stopping by Woods on a Snowy Evening Robert Frost
4. Note Making / Taking

Unit -IV

1. Night of the Scorpion Nissim Ezekiel
2. Expansion of Ideas
3. Notices, Agendas and Minutes

Unit -V

1. An Astrologer's Day RK Narayan Non Detailed Text
2. Curriculum Vitae and Resume
3. Letters
4. E-Correspondence

PAPER CODE BW24201SC
A.S.D. GOVT DEGREE COLLEGE FOR WOMEN (AUTONOMOUS)
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Department of English
SKILL COURSE w.e.f. AY 2024-25
CBCS I YEAR UG HONOURS DEGREE PROGRAM - 2023-2024
SEMESTER-II BUSINESS WRITING BW24201SC

Time: 2 hours

Max. marks: 40

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.




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