

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

KAKINADA



Department of English

2025-2026

**Curriculum focuses on Skill,
Employability & Entrepreneurship**

Skill

Employability

Entrepreneurship

GENERAL ENGLISH IN THE ACADEMIC YEAR 2025-26**Name of the Department: - ENGLISH**

S.No	YEAR	Title of the course	Focus on employability/ entrepreneurship/ skill development
1	2025-26	English Bridge-I: Life Skills	The syllabus focuses on employability, entrepreneurship, and skill development. It trains students in resume writing, interviews, teamwork, problem-solving, and creative thinking, while also encouraging an entrepreneurial mindset for career growth.
2	2025-26	English Bridge-II: Communicate and Connect	The syllabus focuses on employability, entrepreneurship, and skill development through activities like group discussions, presentations, and professional writing. It also trains students in teamwork, leadership, problem-solving, and digital communication, helping them prepare for jobs, higher studies, or starting their own ventures.
3	2025-26	English Bridge-III: Global Future	The syllabus focuses on employability, entrepreneurship, and skill development by improving advanced communication, cross-cultural understanding, critical thinking, and leadership. It encourages creativity, innovation, and adaptability, helping learners succeed in careers or entrepreneurial paths in a global environment.
4	2025-26	Business writing	The syllabus highlights employability, entrepreneurship, and skill development through training in drafting emails, reports, proposals, resumes, and other business documents. It also develops clarity, accuracy, and professionalism in writing, helping students succeed in jobs, business ventures, and future careers.

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

DEPARTMENT OF ENGLISH

General English for B.A., B.Com & B.Sc Honors

SEMESTER – I (With effect from 2025-2026)

English Bridge-I: Life Skills

Syllabus

Unit I

- Poem: Coromandel Fishers – Sarojini Naidu
- Short Story: The Night Train at Deoli – Ruskin Bond
- **Parts of Speech**

Unit II

- Short Story: A Flowering Tree: A Woman's Tale - A. K. Ramanujan
- Prose: Letter to a Teacher – School of Barbiana
- **Articles and Prepositions**

Unit III

- Poem: Where the Mind is Without Fear – Rabindranath Tagore
- Speech: How Dare You – Greta Thunberg (Open Source)
- **Question tags.**

Unit IV

- Poem: Night of the Scorpion – Nissim Ezekiel
- One Act Play: Refund – Fritz Karinthy
- **Tenses**

Unit V

- Short Story: An Astrologer's Day – R. K. Narayan
- Essay: Thinking out of the Box
- **Phonetics: Basic Sounds and Word Stress**
- **Homophones**

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GENERAL ENGLISH FOR B.A.,B.Com.,B.Sc Honors : 2025-2026
SEMESTER -II (With effect from 2025-2026)
English Bridge-II: Communicate and Connect

Unit I

- Prose: “The Necklace” by Guy de Maupassant
- Short Story: “Half a Rupee Worth” – R.K. Narayan
- Conversion of Words.

Unit II

- Poem: “Once upon a Time” – Gabriel Okara
- Prose: “I Have a Dream” – Martin Luther King Jr.
- Skimming & Scanning

Unit III

- One-Act Play: “Never, Never Nest” – Cedric Mount
- Short Story: “The Gift of the Magi” – O. Henry
- Report Writing

Unit IV

- Short Story: “How I Taught My Grandmother to Read” – Sudha Murty
- Information Transfer: Pie Charts, tree diagram and flow chart.
- Note-making

Unit V

- Prose: “The Secret of Work” – Swami Vivekananda
- Notices, Agendas, and Minutes
- One-Word Substitutes

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SEMESTER -II (With effect from 2025-2026)
English Bridge-III: Global Future

Unit I

1. Poem: 'Where I live?' – Arundhati Subramaniam
2. Types of Listening & Barriers to listening
3. E-mail Writing

Unit II

1. Short Story: The First Day- Edward.P.Jones
2. Greetings and Introduction
3. Resume and Cover Letter

Unit III

1. Prose: After Twenty Years by O'Henry
2. Asking and Giving Information
3. Interview Skills{Types of interviews, do's and do not's of interviews and stages of interviews}

Unit IV

1. Prose: Principles of Good Writing – L.A. Hills
2. Paragraph Writing (Guided writing)
3. Principles of Translation (Translation from English to Telugu 150 words)

Unit V

1. Time Management
2. Attitude
3. Social Consciousness
4. Emotional Intelligence

PAPER CODE BW24201SC
A.S.D. GOVT DEGREE COLLEGE FOR WOMEN (AUTONOMOUS)
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Department of English
SKILL COURSE 2025-26
CBCS I YEAR UG HONOURS DEGREE PROGRAM
SEMESTER-II BUSINESS WRITING BW24201SC

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 business writing Activities:



V. NR. D.
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