



**ADIKAVI NANNAYA UNIVERSITY: RAJMAHENDRAVARAM**  
**General English Syllabus (w.e.f:2023-24A.B)**

**Single Major**

**GENERAL ENGLISH**

(1 Semesters) w.e.f. AY 2023-24

**COURSE STRUCTUR**

<b>Semester</b>	<b>Course Number</b>	<b>Course Name</b>	<b>No. of Hrs/Week</b>	<b>No. of Credits</b>
<b>Semester-I</b>	1	A Course in Communication and Soft Skills	4	3



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**General English Syllabus (w.e.f:2023-24A.B)**

**SEMESTER-I**

**COURSE 1: A COURSE IN COMMUNICATION AND SOFT SKILLS**

Theory

Credits: 3

4 hrs/week

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**Objectives & Outcomes**

By the end of the course the learner will be able to:

- Understand the importance of listening and practice effective listening.
- Use grammar effectively for accuracy in writing and speaking.
- Use relevant vocabulary in everyday communication.
- Acquire ability to use Soft Skills in professional and daily life.
- Confidently use the skills of communication.

**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. Concord
- 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 Barack Obama
- d. Agreeing/ Disagreeing
- 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



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**References:**

1. Soft Skills, Dr. Alex (New Delhi: S. Chand & Company Ltd) 2009.
2. Interpersonal Skills Training, Philip Burnard (New Delhi: Viva Books Private Ltd)
3. Soft Skills for Everyone, Jeff Butterfield (New Delhi: Cengage Learning India Pvt Ltd) 2012
4. Emotional Intelligence, Daniel Goleman (London: Bloomsbury Publishing) 1996
5. A Text Book of English Phonetics for Indian Students, Balasubramanian
6. A Handbook for English Language Labor, E. Suresh Kumar, P. Sreehari
7. Communication Skills (2<sup>nd</sup> Edition), Sanjay Kumar & PushpLata, Oxford University Press, 2016.

**Activities:**

- Make the students listen to news excerpts.
- Watch interviews and speeches on You Tube.
- Role plays on formal and informal conversations.



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General English Syllabus (w.e.f:2023-24A.B)

Single Major  
General English (w.e.f. AY 2023-24)  
SEMESTER-I  
Paper: A Course in Communication and Soft Skills

Time: 3 hours

Max Marks: 70

SECTION – A

Answer any 5 questions. Each question carries 5 marks

(5 X 4M = 20M)

1. Read the following sentences and mark them as True or False:

1. In critical thinking, you listen for selective information. ( )
2. 'Biases information' is good for skimming and scanning ( )
3. When you listen for information to make notes, it is called 'informational listening'. ( )
4. 'Selected listening' is also called 'biased listening' ( )

2. From the given transcription, write the words in normal spelling.

1. / æŋgrɪ/
2. /ɔ:kwəd/
3. /ti:tʃə/
4. /ɔ:θə/

3. Correct the following sentences:

- a. One of my friends have gone to France
- b. He restored sight to blind
- c. You may sit among Ravi and Krishna
- d. I have known him since five years

4. Fill in the blanks with suitable prepositions:

1. We have not seen him ---- Monday.
2. What are you looking ----?
3. The servant is accused---- stealing.
4. We all live----the same roof.

5. Apply your knowledge of syllable division by breaking down the following words into their respective syllables:

1. uniformity
2. ignorant
3. embarrass
4. dimension

6. Mark stress on the following words:

1. Appointment
2. Uniformity
3. Conducive
4. Embarrass

7. Fill in the blanks in the following sentences with suitable Form of the Verb given in the

- a) Eagles----very high (fly)
- b) Many of my teachers --- in this college since 1995 (work)
- c) The seniors ---- the Freshers' Party yesterday (organize)
- d) Ravi -----homework now(do)



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8. Match the following sentences under Column “A” with their correct “Question Tags” under Column “B”

A

1. He is not angry. ( )
2. We are friends ( )
3. She does not know Hindi ( )
4. Rani can speak English ( )

B

- a) Aren't we ?
- b) Can n't she??
- c) Is he?
- d) Will you

SECTION – B

Answer all the questions. Each question carries 10 marks

5 x 10= 50M

9 a) How many types of listening are observed by experts and explain them in detail?

(OR)

b) Summarize the speech of Obama's “ Yes, We Can”

10.a) Drawing inspiration from Kalam's life and teachings elaborate on the key principles and strategies that a leader should embrace when confronted with failures.

(OR)

b) Why is SWOC useful for students?

11.a) Define positive thinking and write the advantages of it.

(OR)

b) Discuss the nature and functions of emotions?

12.a) How to enhance emotional intelligence?

(OR)

b) What do you mean by social media? What are the advantages and disadvantages of social media? Explain.

13.a) Explain the e-mail etiquette.

(OR)

b) What includes Interpersonal Skills?



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**General English Syllabus (w.e.f:2023-24A.B)**

**Programme: GENERAL ENGLISH**

(2 Semesters)

**w.e.f. AY 2023-24**

**COURSE STRUCTURE**

<b>Semester</b>	<b>Course Number</b>	<b>Course Name</b>	<b>No. of Hrs/Week</b>	<b>No. of Credits</b>
<b>Semester-II</b>	2	A Course in Reading & Writing Skills	4	3



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General English Syllabus (w.e.f:2023-24A.B)

SEMESTER-II  
COURSE 1: A COURSE IN READING & WRITING SKILLS

Theory

Credits: 3

4 hrs/week

### Objectives & Outcomes

*By the end of the course the learner will be able to:*

- Use reading skills for effective comprehension.
- Build up a repository of active vocabulary.
- Own writing strategies in academic skills.
- Enable writing skills for future purposes.
- Enhance communicative competence through Reading and Writings skills acquired.

#### I. UNIT

<b>Poetry</b>	:1.Ulysses	Alfred Lord Tennyson
<b>Skills</b>	:2. Vocabulary: Conversion of Words	
	:3. One Word Substitutes	
	:4.Collocations	

#### II. UNIT

<b>Prose</b>	:1. The Best Investment I Ever Made	A.J.Cronin
<b>Non-Detailed Text</b>	:2.Florence Nightingale	Abrar Mohsin
<b>Skills</b>	: 3.Skimming and Scanning	

#### III. UNIT

<b>Prose</b>	:1.TheNight Train at Deoli	RuskinBond
<b>Poetry</b>	: 2. Stopping by Woods on a Snowy Evening	Robert Frost
<b>Skills</b>	:3. Reading Comprehension (TopDown, Bottom Up and Schema Theory)	
	:4. Note Making/ Taking	

#### IV.UNIT

<b>Poetry</b>	:1.Night of the Scorpion	Nissim Ezekiel
<b>Skills</b>	:2. Expansion of Ideas	
	:3.Notices, Agendas and Minutes	

#### V.UNIT

<b>Non-Detailed Text</b>	: 1.An Astrologer's Day	RK Narayan
<b>Skills</b>	:2. Curriculum Vitae and Resume	
	:3. Letters	
	:4.E-Correspondence	

#### References:

1. Communication Skills (2<sup>nd</sup> Edition), Sanjay Kumar &PushpLata, Oxford University Press, 2016.
2. The New Oxford Guide to Writing, Thomas. S. Kane,



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3. Reading Skills: How to Read Better and Faster- Speed Reading, Reading Comprehension & Accelerated Learning (2<sup>nd</sup> Edition), Nick Bell.
4. English Vocabulary in Use: Upper Intermediate, Cambridge University Press.

**Activities:**

Asking the students to prepare a model resume. Quiz on one word substitutes.

Collocation pair activity.

Asking the students to read news clippings and make notes.



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General English Syllabus (w.e.f:2023-24A.B)

**Model Paper**  
**General English (w.e.f. AY 2023-24)**

**SEMESTER-II**

**Paper: A Course in Reading and Writing Skills**

**Time: 3 hours**

**Marks: 70**

**SECTION – A**

**Answer any 5 questions. Each question carries 4 marks:**

**(4 X5 = 20M)**

1. Rewrite the following sentences while filling the blanks in the second sentence of each pair with an appropriate form of the word given in Italics in the first sentence:

1. You are a *responsible* officer.  
As an officer, you know your.....
2. Some people *smuggle* Swiss watches into India  
He is a ..... of watches.
3. He is a *sincere* person.  
He is known for his.....
4. Suresh is very *brilliant* in Mathematics.  
He is praised for his... .....in Mathematics.

**2. State whether the following statement is True or False:**

1. Skimming and Scanning are two different writing strategies used for different purposes. ( )
2. Skimming is very useful to get a preview of the text. ( )
3. Scanning is used to locate specific facts for information. ( )
4. Scanning is a speaking technique. ( )



**3. Read the following passage carefully and answer the following questions that follow:**

Infants who spend long periods in front of the television may be at greater risk of developing medical problems later in life. It includes premature puberty, sleep disturbances, and metabolic disorders, according to a recent report. The famous psychologist Aric Sigmen said many studies were beginning to emerge that suggest spending long periods in front of a TV. screen, whether a television or a computer, may have damaging physiological effects.

One study, by a team from Florence university, found that watching television and playing computer games lowered the amount of the sleep hormone, melatonin, children produced, an effect that could bring an earlier puberty. There may be attention deficit disorder, obesity, short sightedness and Alzheimer's disease. Children aged between 11 and 15 now spend 55 per cent of their waking lives in front of the screen amounting to 53 hours a week. More than half of three-year-olds now have a television set in their bedroom.

1. Mention three later ailments to be developed in infants which are due to spending long periods in front of the television?
2. What is the general pastime of children between 11 and 15 now?
3. What are the findings of a team from Florence University?
4. Children spend hours a week before the T.V. screen. Fill in the blank with the right answer.  
a) 54 b) 53 c) 52 d) 50

**4. Expand the following into a paragraph:**

A book cannot be judged by its cover.

**5. Write a letter to your friend, describing your pleasure trip to a place of your choice that you have visited recently.**

**6. Match the following :**

- | A  |     | B               |
|--|-----|-----------------|
| • One who is fluent in several languages                     | ( ) | a. Eavesdropper |
| • A study of derivation of words .                           | ( ) | b. Pessimist    |
| • One who secretly listens to the talk of others.            | ( ) | c. Ethnology    |
| • An optimist is one who looks the bright side of everything | ( ) | d. Polyglot     |



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**7. Fill in the blanks with suitable words from the given below to make acceptable collocations:**

equal, lie, story, fundamental, comfort, noble, danger, highly

- i. You have to come out of your .....zone if you really want to grow in your career
- ii. Don't tell a.....to win the game.
- iii. We demand .....rights.
- iv. The restaurant is... recommended for buffet lunch.

**8. Given below are a few sentences. State whether each of them is formal or informal.**

1. We are pleased to inform you that you have been shortlisted for the next stage of interview.
2. Hi, how are you?
3. Could you please let me know the time of your arrival ?
4. Give me an appointment to meet the Manager.

**SECTION – B**

**Answer all the questions. Each question carries 10 marks**

**(5X10=50M)**

9. A. Analyse how Tennyson's poem depicts Ulysses' heroism and what it implies for us now.  
OR  
B. Sketch the character of Telemachus.

10. A. Examine the significance of Johnny Lavery's influence on Dr. Manson's personal and professional development in "The Best Investment I Have Ever Made."

OR

- B. Explore how Florence Nightingale's services during the Crimean War revolutionized the field of nursing and impact healthcare practices?

11. A. Examine the theme of unfulfilled love in Ruskin Bond's "The Night Train at Deoli"  
OR

B. Discuss how the speaker's contemplation of the woods reflected his internal conflict between duty and desire?

12. A. How does the mother's reaction to the scorpion's sting represent the themes of endurance, love gratitude, selflessness, and human capacity to find meaning in adversity?

OR

- B. Outline the important rules for drafting meeting minutes, such as what material should be included and what format is preferred.



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13. A. Discuss the role played by irony and coincidence in R.K.Narayan's "An Astrologer's Day" with regard to the themes of fate and free will?

OR

- B. Prepare a Curriculum Vitae for the following advertisement:

Wanted a female faculty in English for a residential college for women. The candidate should be a post-graduate aged above thirty-five. Part time lecturers are also acceptable. The candidate should possess a pleasing personality with excellent communication skills. Previous experience is preferable -Apply to Post Box 116, c/o "The Hindu", Vijayawada.