

ANDHRA KESARI UNIVERSITY



Programme: GENERAL ENGLISH

(1 & 2 Semesters)

w.e.f. AY 2023-24

COURSE STRUCTURE

Semester	Course Number	Course Name	No. of Hrs/Week	No. of Credits
Semester-I	1	A Course in Communication and Soft Skills	4	3
Semester-II	2	A Course in Reading & Writing Skills	4	3

SEMESTER-I

COURSE 1: A COURSE IN COMMUNICATION AND SOFT SKILLS

Theory

Credits: 3

4 hrs/week

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

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 (2nd 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.

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

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

II. UNIT

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

III. UNIT

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

IV.UNIT

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

V.UNIT

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

References:

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

3. Reading Skills: How to Read Better and Faster- Speed Reading, Reading Comprehension & Accelerated Learning (2nd 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.

Andhra Kesari University
English -I
A Course in Communication and Soft Skills
Model Question Paper (w.e.f 2023-2024)
Semester-I

Max Marks: 75

Time: 3 hours

SECTION-A

I Answer any **TWO** of the following in about 50 words each:

2x5=10 M

1. Explain the difference between listening and hearing.
2. Why is listening important?
3. What are the barriers to effective listening?
4. How can you make your listening effective?

SECTION-B

II. Answer all the questions

1. Read the following transcriptions and write ANY FIVE in ordinary spelling:

5x1-5M

a./get/ b. fʊd c. /kri:m/ d./ə'gen/ e./ ðem/ f./meni/ g./ hɪə/ h./ bi'twi:n/

2. Mark **STRESS** on the following words:

5x1-5M

a. believe b. English c. vacation d. photograph e. possibility

3. Mark and name the **TONE** for the following sentences:

5x1-5M

- a. He comes to college every day.
- b. Amazing!
- c. I am so sorry.
- d. My mother works hard.
- e. Please open the window.

SECTION-C

III. Answer all the questions

1. Choose the **CORRECT FORM OF THE VERB** that agrees with the subject:

3x1-3M

- a. One of my brothers -----(has/have) gone to college.
- b. Either my teacher or my father -----(helps/help) me in my assignment.
- c. His knowledge of Indian languages -----(is/are) praiseworthy.

2. Fill in the blanks with **SUITABLE FORMS OF THE VERBS** given in the brackets:

5x1-5M

- a. Fortune -----(favour) the brave.
- b. If he ----- (work) hard, he will secure a decent job.
- c. It ----- (rain) since this morning.
- d. When I went to the station, the train ----- -(leave)
- e. My uncle----- (buy) me a shirt tomorrow.

3. Fill in the blanks with suitable **PREPOSITIONS**: 3x1-3M
- My friend is good ----- general awareness.
 - Many companies prefer soft skills ---- --hard skills.
 - My brother left ----- America.
4. Fill in the blanks with suitable **ARTICLES**: 3x1-3M
- Raju is ----- honest guy in our college.
 - poor suffered a lot during lockdown.
 - John is --- European.
5. Complete the sentences with correct **QUESTION TAGS**: 3x1-3M
- She has secured many prizes, -----?
 - My friend is good at heart, -----?
 - The leaves are falling, -----?
6. **CORRECT THE UNDERLINED PART** of the following sentences: 1x5=5M
- None can prevent you to reaching your goal.
 - I and he attended the interview.
 - Sitting on the gate, a scorpion stung him.
 - I am understanding the lesson quite well.
 - You shouldn't be angry on others.

SECTION-D

IV. Answer all the questions

1. Answer any one of the Following 1x5= 5M
- Write briefly the qualities of a Leader as discussed by Abdul Kalam?
- ~~(OR)~~
- What are the challenges that the Americans are expected to face?
- C) Describe the conditions in USA as explained by Obama in his speech.*
2. How do you introduce yourself to your newly admitted class? 3M
3. Imagine a situation of meeting a Film Star. Construct a dialogue of greeting each other? 3M
4. You missed a class as you are unwell. Request your friend to lend her notes for a day? 2M
5. Construct a Dialogue between two friends discussing their future educational plan? 5M

SECTION-E

- V. Answer any two of the following questions in about 50 words: 5x2=10M
- What are Interpersonal Skills?
 - Emotional intelligence assumes a great role in personal and professional lives. Explain.
 - You are preparing for a private/public job. Write a SWOT analysis in your own words.
 - How can a person develop positive attitude?

I. Singh

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