

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	Abraar 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?

P. Singh

D

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Andhra Kesari University
Semester-II
Course I: A Course in Reading & Writing Skills
Model Question Paper (WEF 2023-2024)

Max Marks: 75

Time: 3 hours

Section-A

I. Answer any TWO of the following in about 50 words each: 2x5=10M

1. What according to A J Cronin is the Best investment ever made? Explain.
2. Describe the incidents which brought the boy and the writer together?
3. How does Ruskin Bond bring out the narrator's meeting with the girl?
4. Write a short note on the theme of The Night Train at Deoli.

II. Answer any TWO of the following in about 50 words each: 2x5=10M

1. How does Robert Frost describe the woods?
2. What is the theme of the poem, "Ulysses"?
3. Summarize the poem "Night of the Scorpion" by Nissim Ezekiel.
4. How do the speaker, the owner of the woods and the horse react to the beauties of nature?

III. Answer any TWO of the following in about 50 words 2x5=10M

- 1) What is the irony of the story 'An Astrologer's Day'?
- 2) Sketch the character of the Astrologer.
- 3) Write a note on the important contributions of Florence Nightingale?
- 4) How did Florence Nightingale influence the Nursing profession?

Section - B

V. Read the following passage and answer the questions that follow. 1x5= 5M

A good way of ridding yourself of certain kinds of dogmatism is to become aware of opinions held in social circles different from your own. When I was young, I lived much outside my own country in France, Germany, Italy, and the United States. I found this very profitable in diminishing the intensity of insular prejudice. If you cannot travel, seek out people with whom you disagree, and read a newspaper belonging to a party that is not yours. If the people and the newspaper seem mad, perverse, and wicked, remind yourself that you seem so to them. In this opinion both parties may be right, but they cannot both be wrong. This reflection should generate a certain caution.

- 1) Who is the author of the above passage?
- 2) Which reflection should generate a caution?
- 3) Which word in the passage means 'bias'?
- 4) 'my own country', The country referred to here is...?
- 5) What helped the writer in diminishing the intensity of insular prejudice?

Section-C

VI. Read the instructions and answer the following questions:

A) Add a Prefix, Suffix or another word to form a meaningful word. 4x1= 4M

- 1) ---- ship 2) direct---- 3) extra----. 4) -----climax.

B) Match One Word Substitutes: 1x4=4M

A

B

- | | |
|--------------------------------------|----------------|
| 1) A handwriting that cannot be read | A. Gullible |
| 2) One who speaks less | B. Ornithology |
| 3) The study of birds | C. Illegible |
| 4) One who is easily deceived | D. Reticent |

C) Collocations

3x1= 3M

- 1) The internet added a new ----- to crime,
 - a) Area
 - b) Dimension
 - c) Zone
 - d) Criminality.

- 2) I was ----- disappointed when I failed my driving test.
 - a) Bitterly
 - b) Strongly
 - c) Forcefully
 - d) Largely.

- 3) There has been a dramatic ----- in the way we see modern society.
 - a) Alteration
 - b) Variation
 - c) Amendment
 - d) Shift

D) Make a Note of the given passage.

1x5= 5M

The functions of the Universities have steadily increased over the centuries and today they have to play a variety of roles. First, to foster the spirit of free inquiry, and promote independent and critical thinking; second, to be a repository of knowledge, responsible for its transmission through teaching and extra-mural activities; thirdly, to be the place for the pursuit, generation and application of new knowledge; fourthly, to be the training ground for through professionals, including doctors, engineers, business managers and administrators; fifthly, to render service to

society, anticipating its needs and assisting in the fulfillment of social and economic objectives; sixthly, to promote values and assist in the preservation of culture and traditions.

E) Expand any ONE of the following ideas. 1x4-4M

- 1) No pains, no gains.
- 2) All that glitters is not gold.

G) You are the Secretary of the Literary Club of your college. Prepare Minutes of the Meeting in which you have discussed the arrangements for the annual Literary Fest. 1x5-5M

H) You are applying for the post of Management Executive. The requisite qualifications are Graduate in Commerce, Computer knowledge, good communication skills. Candidates with experience will be given preference. Prepare Curriculum Vitae. 1x5=5M

I)

- 1) Write a letter your Father about your preparation for the exams and your future plans. 1x5=5M

(OR)

- 2) Write a letter to the Editor of a News paper on the poor sanitary conditions in your locality.

J) 1) Send an e-mail to the Manager of a publishing house requesting him to provide you with the details of the latest books for the preparation of the competitive examination you are appearing. 1x5=5M

(OR)

- 2) Write an email to the Hiring Manager of a famous IT company for the post of a Programmer.
