



DEPARTMENT OF ENGLISH



SYLLABUS

ANDHRAPRADESH STATE COUNCIL OF HIGHER EDUCATION

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

COURSE1:ACOURSEINCOMMUNICATIONANDSOFTSKILLS

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 skill so for 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. SoftSkills, Dr.Alex (NewDelhi:S.Chand&CompanyLtd)2009.
2. InterpersonalSkillsTraining,PhilipBurnard(NewDelhi:VivaBooksPrivate Ltd)
3. SoftSkillsforEveryone,JeffButterfield(NewDelhi:CengageLearningIndiaPvtLtd) 2012
4. Emotional Intelligence,DanielGoleman(London:BloomsburyPublishing)1996
5. ATextBookofEnglishPhoneticsforIndianStudents,Balasubramanian
6. AHandbookfor English LanguageLabor,E.SureshKumar,P.Sreehari
7. CommunicationSkills(2ndEdition),SanjayKumar&PushpLata,OxfordUniversityPress, 2016.

Activities:

Make the students listen to news excerpts.

WatchinterviewsandspeechesonYouTube.

Roleplaysonformaland informalconversations.

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 positron of active vocabulary.
- Own writing start elision academic skills.
- Enable writing skills for future purposes.
- Enhance communicative competent see-through Reading and Writings skills acquired.

I. UNIT

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

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

III. UNIT

Prose	: 1. The Night Train at Deoli	Ruskin Bond
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 Skills	: 1. Night of the Scorpion : 2. Expansion of Ideas : 3. Notices, Agendas and Minutes	Nissim Ezekiel
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V. UNIT

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

1. Communication Skills (2nd Edition), Sanjay Kumar & Pushp Lata, 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 prepare a model résumé.

Quiz on one word substitutes.

Collocation pair activity.

Asking the students to read news clippings and make notes.