



**ANDHRA PRADESH STATE COUNCIL OF HIGHER EDUCATION**

**Programme: GENERAL ENGLISH**

(1 & 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-I</b>	1	A Course in Communication and Soft Skills	4	3
<b>Semester-II</b>	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

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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. WordStress
- 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 (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.

**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 (Top Down, 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,

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.