



ANDHRA PRADESH STATE COUNCIL OF HIGHER EDUCATION

(A Statutory body of the Government of Andhra Pradesh)

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REVISED SYLLABUS OF ENGLISH under (Part – I) UNDER CBCS FRAMEWORK WITH EFFECT FROM 2020-21

PROGRAMME: THREE-YEAR B.A. /B.Sc./B.Com/BCA/BBM/BHM & CT, etc.

**Andhra Pradesh State Council of Higher Education, Mangalagiri,
Guntur District**

**Revised English Syllabus from 2020-21 Onwards
Under Choice Based Credit System**

Introduction

The turn of the twenty first century has made the English Language skills a passport to the job market to all job seekers. Ability to communicate well in English has become a hallmark of good educational foundation and a prerequisite for all graduates. The students are expected to possess a measurable knowledge and a set of skills in using English language in personal and professional life. The present course **English Praxis** in three parts offers suitable context to teach, learn and practise target language skills. Each part of the course aims at certain specified skills which are taught through various text-based classroom activities and the English Language Laboratory activities. The syllabus of the course offers an open platform to the teacher to facilitate active participatory learning to the students. Hence the whole course is offered in three semesters. The first part of the course offers fundamentals of the English language in five units: Listening, Speaking, Grammar, Writing and Soft Skills. These introductory units are developed into full length courses in the subsequent semesters in addition to Reading Skills so as to prepare the learner into a fully equipped individual.

In addition to the classroom interaction, the course also aims at language enhancement through various ICT based online and offline activities in the English Language Laboratory. Each Unit is reinforced with Laboratory activities. The College administration will bestow special attention to make the **English Praxis** course an activity oriented one. The innovative methods and creativity of the English faculty will enhance the learners' participation in teaching and learning.

Semester-I English Praxis Course-I : **A Course in Communication and Soft Skills**

Semester-II English Praxis Course -II : **A Course in Reading & Writing Skills**

Semester-III English Praxis Course -III: **A Course in Conversational Skills**

English Syllabus-Semester-I

English Praxis Course-I

A Course in Communication and Soft Skills

Learning Outcomes

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

- Use grammar effectively in writing and speaking.
- Demonstrate the use of good vocabulary
- Demonstrate an understating of writing skills
- Acquire ability to use Soft Skills in professional and daily life.
- Confidently use the tools of communication skills

I. UNIT: Listening Skills

- i. Importance of Listening
- ii. Types of Listening
- iii. Barriers to Listening
- iv. Effective Listening

II. UNIT: Speaking Skills

- a. Sounds of English: Vowels and Consonants
- b. Word Accent
- c. Intonation

III. UNIT: Grammar

- a) Concord
- b) Modals
- c) Tenses (Present/Past/Future)
- d) Articles
- e) Prepositions
- f) Question Tags
- g) Sentence Transformation (Voice, Reported Speech & Degrees of Comparison)
- h) Error Correction

IV. UNIT: Writing

- i. Punctuation
- ii. Spelling
- iii. Paragraph Writing

V. UNIT: Soft Skills

- a. SWOC
- b. Attitude
- c. Emotional Intelligence
- d. Telephone Etiquette
- e. Interpersonal Skills

English Syllabus-Semester-II

English Praxis Course-II

A Course in Reading & Writing Skills

Learning Outcomes

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

- Use reading skills effectively
- Comprehend different texts
- Interpret different types of texts
- Analyse what is being read
- Build up a repository of active vocabulary
- Use good writing strategies
- Write well for any purpose
- Improve writing skills independently for future needs

I. UNIT

Prose	: 1. How to Avoid Foolish Opinions	Bertrand Russell
Skills	: 2. Vocabulary: Conversion of Words	
	: 3. One Word Substitutes	
	: 4. Collocations	

II. UNIT

Prose	: 1. The Doll's House	Katherine Mansfield
Poetry	: 2. Ode to the West Wind	P B Shelley
Non-Detailed Text	: 3. Florence Nightingale	Abrar Mohsin
Skills	: 4. Skimming and Scanning	

III. UNIT

Prose	: 1. The Night Train at Deoli	Ruskin Bond
Poetry	: 2. Upagupta	Rabindranath Tagore
Skills	: 3. Reading Comprehension	
	: 4. Note Making/Taking	

IV. UNIT

Poetry	: 1. Coromandel Fishers	Sarojini Naidu
Skills	: 2. Expansion of Ideas	
	: 3. Notices, Agendas and Minutes	

V.UNIT

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

English Syllabus-Semester-III

English Praxis Course-III

A Course in Conversational Skills

Learning Outcomes

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

- Speak fluently in English
- Participate confidently in any social interaction
- Face any professional discourse
- Demonstrate critical thinking
- Enhance conversational skills by observing the professional interviews

I. UNIT

Speech	: 1. Tryst with Destiny	Jawaharlal Nehru
Skills	: 2. Greetings	
	: 3. Introductions	

II. UNIT

Speech	: 1. Yes, We Can	Barack Obama
Interview	: 2. A Leader Should Know How to Manage Failure	Dr.A.P.J.Abdul Kalam/ India Knowledge at Wharton
Skills	: 3. Requests	

III. UNIT

Interview	: 1. Nelson Mandela's Interview	With Larry King
Skills	: 2. Asking and Giving Information	
	: 3. Agreeing and Disagreeing	

IV. UNIT

Interview	: 1. JRD Tata's Interview	With T.N.Ninan
Skills	: 2. Dialogue Building	
	: 3. Giving Instructions/Directions	

V. UNIT

1. Speech	: 1. You've Got to Find What You Love	Steve Jobs
Skills	: 2. Debates	
	: 3. Descriptions	
	: 4. Role Play	

SUBJECT EXPERTS

Prof. K.Ratna Shiela Mani,
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Acharya Nagarjuna University,
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SYLLABUS VETTED BY

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Acharya Nagarjuna University
A Course in Communication and Soft Skills
Model Question Paper
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 **ANYFIVE** in ordinary spelling: **5x1=5M**

a./get/ b. /ʃud/ c. /kri:m/ d./ə'gen/ e./ ðem/ f./meni/ g./ hrə/ h./ br'twi:n/

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

5x1=5M

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

3. Mark and name the **TONE** for the following words (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 **MODAL VERBS**:

2x1=2M

- a. My grandfather is eighty-five, but he still read and write without glasses. (Ability)
- b. You ---- respect your parents. (responsibility)

3. 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 morning.
- d. When I went to the station, the train -----(leave)

e. My uncle----- (buy) me a shirt tomorrow.

4. Fill in the blanks with suitable **PREPOSITIONS**:

3x1=3M

- a. My friend is good ----- general awareness.
- b. Many companies prefer soft skills ---- --hard skills.
- c. My brother left ----- America.

5. Fill in the blanks with suitable **ARTICLES**:

3x1=3M

- a. Raju is ----- honest guy in our college.
- b. ----- poor suffered a lot during lockdown.
- c. I was ----- first to read the new novel.

6. Complete the sentences with correct **QUESTION TAGS**:

2x1=2M

- a. She has secured many prizes, -----?
- b. My friend is good at heart.-----?

7. Convert the following sentences into **PASSIVE VOICE**

2x1=2M

- a. Milton wrote the Paradise Lost.
- b. Someone has stolen my purse.

8. Rewrite the following sentences into **INDIRECT SPEECH**:

1x2=2M

- a. Rahul said, "I have sent the email".
- b. Shivaji said to me, "What is your name"?

9. Change the **Degree of comparison** without changing the meaning:

1x2=2M

- a. The Indian Ocean is one of the deepest oceans. (Rewrite using deeper)
- b. Abdul Kalam was more committed than all other scientists. (Rewrite using most)

10. **CORRECT THE UNDERLINED PART** of the following sentences:

1x5=5M

- a. None can prevent you to reaching your goal.
- b. I and he attended the interview.
- c. Sitting on the gate, a scorpion stung him.
- d. I am understanding the lesson quite well.
- e. You shouldn't be angry on others.

SECTION-D

IV. Answer all the questions

1. Rewrite the following words making corrections in **SPELLING**:

3x1=3M

- a. acheive
- b. accross
- c. recive

2. Use **PUNCTUATION** and capitals correctly in the following sentence:

3x1=3M

my teacher said to me "I am glad that you are improving your proficiency in life skills"

3. Write a paragraph of about **50 words** on any **ONE** of the following:

1x5=5M

- a. My Favourite Job b. Advantages and disadvantages of Social Media c. Pleasures of Reading.

SECTION-E

V. Answer any two of the following questions in about 50 words:

5x2=10M

1. Write a note on the aspects of etiquette?
2. Emotional intelligence assumes a great role in personal and professional lives. Explain.
3. You are preparing for a private/public job. Write a SWOT analysis in your own words.
4. How can a person develop positive attitude?

Acharya Nagarjuna University
A Course in Reading & Writing Skills
Model Question Paper
Semester-II

Max Marks: 75

Time: 3 hours

Section-A

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

1. What does Russell say when a person finds himself getting angry about a difference of opinion?
2. How can one guard oneself from a false sense of self-esteem, according to Russell?
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 Shelley address the West Wind?
2. What is the theme of the poem, *Ode to the West Wind*?
3. Summarize the poem "*Coromandel Fishers*" by Sarojini Naidu.
4. Sketch Upagupta's character.

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. 3x1= 3M

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

B) Write One Word Substitutes 3x1=3M

- 1) A person who is indifferent to the pains and pleasures of life
- 2) Study of origin of words
- 3) One who loves mankind

C) Supply the right collocation:

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) Use the following expressions in your own sentences. 3x1= 3M

- 1) a bone of contention 2) a lion's share 3) look after

E) Make a Note of the following 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.

F) 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.

1x4=4M

H) You are applying for the post of the Management Executive. The requisite qualification and skills needed are Graduate in Commerce, computer knowledge and 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 new 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 Programmer.

Acharya Nagarjuna University
English Praxis Course-III
ACourse in Conversational Skills
Model Question Paper

Time: 3Hrs

Max.Marks:75

- I. **Answer any Three of the following questions 3x5=15M**
- What was the pledge that Jawaharlal Nehru wanted every citizen of India to take?
 - What does Barack Obama say about his victory in the American presidential election?
 - How did Steve Jobs keep himself going after getting fired from Apple?
 - Why do you think did Jawaharlal Nehru describe the achievement of freedom as a fateful moment for India and for the world?
 - What was the message given by Steve Jobs in his speech
“You’ve Got to Find What You Love”
- II. **Answer any Three of the following questions 3x5=15M**
- What was the lesson about leadership that Abdul Kalam learnt from Prof. SatishDhawan?
 - Why did Nelson Mandela say that prison was not a waste and he used the time?
 - What were the major changes in Indian business that were noticed by J.R.D. Tata?
 - How does Dr. A.P.J. Abdul Kalam plan for an energy independent India?
 - What was J.R.D. Tata’s opinion about G.D. Birla?
- III. Imagine a situation where you have met a popular Sports Star. Construct a dialogue of greeting each other. **3M**
- IV. How do you introduce your best friend to your brother?(Write a dialogue) **2M**
- V. You have some difficulty with English grammar. Make a request to your English teacher asking him/her to help you.
(Use Polite forms to find his/her convenience of time and place)**5M**
- VI. Seek information from the Online Help Desk about the Academic programmes /courses offered in your college. Be sure to ask about the fee structure, hostel facility and scholarship.(Write FIVE questions) **5M**
- VII. Agree with your friend, Ashok who is discussing the merits of Government Colleges
Ashok: I think it’s good to join Degree in a Government College.
You : -----
Ashok: We can have highly qualified and experienced faculty there
You: -----
Ashok: Don’t you think we can have time for games and other hobbies?
You: -----

Ashok: What a pity! Parents are more interested in admitting their children in Corporate Colleges.

You: -----

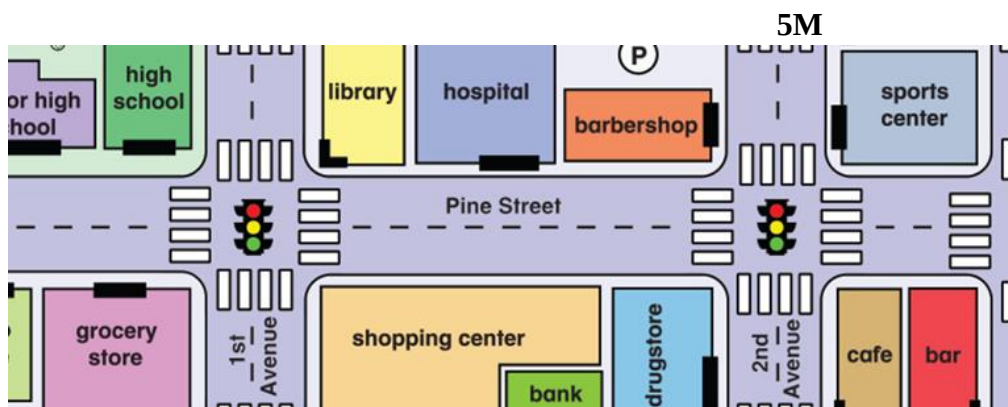
Shall we meet Principal of the Government College?

You: -----

5M

VIII. Construct a dialogue between two friends discussing their evening program.5M

IX. With the help of the diagram given below direct a foreigner who is at the grocery store to reach the 2nd Avenue.



X. List any **four Debate points** to support the topic given below
“**Plastic covers should be banned by the Government**”.

5M

XI. With the help of the hints given below, describe a family function you have attended.

5M

An important Occasion-meeting friends and relatives- great joy-decoration- putting on one's best clothes- dance-

XII. Plan a role-play between a Principal and a Parent asking him/her to take care of his child's attendance.

5M



ANDHRA PRADESH 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

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	Abrar 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.