



**ADIKAVI NANNAYA UNIVERSITY:: RAJAHMAHENDRAVARAM**  
B.Sc/B.A/B.Com/BCA/BBM,etc. ENGLISH Syllabus (w.e.f:2020-21 A.Y)

**UG PROGRAM (4 Year Honors)**  
**2020-21**

<b>B.Sc/B.A/B.Com/BCA/BBM,etc</b>
<b>ENGLISH</b>



**Syllabus and Model Question Papers**



**DETAILS OF COURSE TITLES & CREDITS**

<b>Sem</b>	<b>Course no.</b>	<b>Course Name</b>	<b>Course type (T/L/P)</b>	<b>Hrs./Week</b>	<b>Credits</b>	<b>Max.Marks Cont/Internal/Mid Assessment</b>	<b>Max. Marks Sem-end Exam</b>
<b>I</b>	1	A Course in Communication and Soft Skills	T	4	3	25	75
<b>II</b>	2	A Course in Reading & Writing Skills	T	4	3	25	75
<b>III</b>	3	A Course in Conventional Skills	T	4	3	25	75



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UG(English)	Semester - I	Credits: 03
Course - 1	A Course In Communication And Soft Skills	Hrs/Week: 04

**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

**UNIT I: Listening Skills**

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

**UNIT II: Speaking Skills**

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

**UNIT III: 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

**UNIT IV: Writing**

- v. Punctuation
- vi. Spelling
- vii. Paragraph Writing

**UNIT V: Soft Skills**

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



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UG(English)	Semester -II	Credits: 03
Course - 2	A Course In Reading & Writing Skills	Hrs/Week: 04

**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

**UNIT I:**

**Prose** : 1. How to Avoid Foolish Opinions Bertrand Russell

**Skills** : 2. Vocabulary: Conversion of Words

: 3. One Word Substitutes

: 4. Collocations

**UNIT II:**

**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

**UNIT III:**

**Prose** : 1. The Night Train at Deoli Ruskin

**Poetry** : 2. Upagupta Rabindranath

Tagore

**Skills** : 3. Reading Comprehension

: 4. Note Making/Taking

**UNIT IV**

**Poetry** : 1. Coromandel Fishers Sarojini Naidu

**Skills** : 2. Expansion of Ideas

: 3. Notices, Agendas and Minutes

**UNIT V:**

**Non-Detailed Text** : 1. An Astrologer's Day R K Narayan

**Skills** : 2. Curriculum Vitae and Resume

: 3. Letters

: 4. E-Correspondence



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UG(English)	Semester -III	Credits: 03
Course - 3	A Course In Conversational Skills	Hrs/Week: 04

**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

**UNIT I:**

**Speech** : 1. Tryst with Destiny Jawaharlal Nehru

**Skills** : 2. Greetings  
: 3. Introductions

**UNIT II:**

**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

**UNIT III:**

**Interview** : 1. Nelson Mandela's Interview With Larry King

**Skills** : 2. Asking and Giving Information  
: 3. Agreeing and Disagreeing

**UNIT IV:**

**Interview** : 1. JRD Tata's Interview With T.N.Ninan

**Skills** : 2. Dialogue Building  
: 3. Giving Instructions/Directions

**UNIT V:**

1. **Speech** : 1. You've Got to Find What You Love Steve Jobs

**Skills** : 2. Debates  
: 3. Descriptions  
: 4. Role Play



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UG- BLUE PRINT (2020-21 onwards)

MODEL QUESTION PAPER

UG EXAMINATIONS

Semester: I

Course 1: A Course in Communication and Soft Skills

Time: 3 hours

Max Marks: 75

SECTION – A

Answer any 5 questions. Each question carries 5 marks

(5 X 5M = 25M)

1. What is the importance of listening?
2. Write a note on accent in the connected speech.
3. Fill in the blanks with suitable prepositions:
  1. I came here\_train.
  2. John has been working in this office\_\_\_\_\_2005.
  3. What is so great\_\_\_the news.
  4. The teacher explained\_\_\_\_the students the value of time.
  5. It is important to make a distinction\_\_\_\_\_prose and poetry.
4. Insert punctuation marks in the given sentence wherever necessarythere was a villager. he didnt know how to read and write
5. What is positive thinking and its advantages?
6. What are the barriers to effective listening?
7. B) Match the following sentences under

Column “A” with their correct “Question Tags”under Column “B”

- | A                                |     | B              |
|----------------------------------|-----|----------------|
| 1. He is an engineer             | [ ] | a) Are you?    |
| 2. We are Indians                | [ ] | b) Will you?   |
| 3. She has been to London        | [ ] | c) Isn't he?   |
| 4. You are not paying attentions | [ ] | d) hasn't she? |
| 5. Don't waste your time         | [ ] | e) Aren't we?  |
8. Write a note on Telephone etiquette

SECTION – B

Answer all the questions. Each question carries 10 marks

(5 X 10M = 50M)

9. a) Write a note on the types of listening?  
(OR)  
b) List out various strategies we can adopt for effective listening?
10. a) Write an essay on sounds of English  
(OR)  
b) What is an intonation? Illustrate with suitable examples
11. a) A. Fill in the blanks in the following sentences with suitable Form of the Verb given in thebrackets.
- a) Dolphins\_\_(live) in water.
  - b) Srilatha\_\_(work) in Hyderabad Publin School for the last ten years.
  - c) The train\_\_(leave), when we reached the station yesterday.
  - d) The men\_\_\_\_(repair) the telephone cables. Do not disturb them.
  - e) Health\_(be) wealth.



**B. Correct the following sentences wherever necessary**

- a) I and Gopal went to the exhibition
- b) The population of Chennai is greater than Hyderabad.
- c) My uncle lives in United Kingdom
- d) Being a hot day, the old man did not go out.
- e) This book will not only be liked by men but also women

**(OR)**

**b). Change the following sentences as instructed**

- i) Children like chocolates (Change the voice)
- ii) Sasi is playing tennis (Change the voice)
- iii) Krupa wrote a novel (Change the voice)
- iv) Malli has bought a new car (Change the voice)
- v) He said "I am busy now" (Change into indirect speech)
- vi) She said to me "I will meet you tomorrow" (Change into indirect speech)
- vii) He said, "Do you speak English?" (Change into indirect speech)
- viii) Tea is as popular as coffee (Into Comparative Degree)
- ix) Imaginary fear is more dangerous the real experience (Into Positive Degree)
- x) Very few sights in nature are as beautiful as a rainbow (Into Superlative Degree)

**12. a) What are the features of a good paragraph? Mention different types of paragraphs**

**(OR)**

b)Correct the spelling in the following words

- 1) Tution 2) Commite 3) Athlet 4) Adventrous 5) Costli
- 6) Comunication 7) Planing 8) Reciept 9) Disire 10) Campain

**13. a)Discuss the importance of SWOT/SWOC analysis for individuals.**

**(OR)**

b) What is emotional intelligence and its importance?



MODEL QUESTION PAPER

UG EXAMINATIONS

Semester: II

Course 2: A Course in Reading & Writing Skills

Time: 3 hours

Max Marks: 75

SECTION – A

Answer any 5 questions. Each question carries 5 marks

(5 X 5M = 25M)

1. Write one word substitutes for the following
  1. The scientific study of skin diseases.
  2. One who collects stamps
  3. One who doesn't believe in the existence of God
  4. Speech given without any previous thought or preparation
  5. One who looks at the bright side of things

2. Write a note on skimming

3. Read the following paragraph and make notes on the topic and main ideas.

There are different forms of environmental pollution. Air pollution is caused by the burning of coal and oil. It can damage the earth's vegetation and cause respiratory problems in humans. A second type of pollution is noise pollution. It is the result of the noise of aircraft and heavy traffic. Further, loud music is also a cause of noise pollution, which has been seen to affect people's hearing and give them severe headaches and high blood pressure. Another source of pollution is radioactivity, which occurs when there is a leak from a nuclear power station. Radioactivity is a deadly pollutant, which kills and causes irreparable harm to those exposed to it. Land and water pollution is caused by the careless disposal of huge quantities of rubbish, sewage and chemical wastes. Pollution of rivers and seas kills fishes and other marine life and also becomes the cause of water-borne diseases. Land pollution, on the other hand, poisons the soil, making the food grown in it unfit for consumption.

4. Write a neat paragraph on 'Healthy Diet'

5. Write a note on E-Correspondence

6. Read the following passage and answer the questions that follow

The two dominant features of our age are science and democracy. They have come to stay. We cannot ask educated people to accept the deliverances of faith without rational evidence. Whatever we are called upon to accept must be justified and supported by reason. Otherwise our religious beliefs will be reduced to wishful thinking. Modern man must learn to live with a religion which commends itself to his intellectual and spiritual development of every human being irrespective of his caste, creed, community or race. Any religion which divides man from man or supports privileges, exploitation, wars, cannot commend itself to us today.

- a. In the passage it is said that democracy should.....
- b. The writer of the passage stresses the importance of.....
- c. What according to the writer is the role of religion in the present age?
- d. What according to the writer, a good religion should support.....
- e. Writer says that faith without \_\_\_ may not be accepted to the educated people.

7. Write a note on Florence Nightingale

8. Write a letter to the editor of a local newspaper, highlighting the sanitation problems of your area.

SECTION – B

Answer all the questions. Each question carries 10 marks (5 X 10M = 50M)

9. a). Bring out the message of the lesson "How to Avoid Foolish Opinions".

(OR)



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b).Write definition, meaning and types of collocations

**10.a).**What does Katherine Mansfield want to convey through the story ‘The Doll’s House?’

**(OR)**

b).Trace the evolution of thoughts in Shelley’s “Ode to the West Wind”

**11. a).**Summarize the essay ‘The Night Train at Deoli’ by Ruskin bond

**(OR)**

b).Write central idea of the poem ‘Upagupta’

**12.a).**Attempt a critical appreciation of the poem ‘Coromandel Fishers’

**(OR)**

b).Write a note on Agendas and Minutes

**13. a).**Retell the story ‘An Astrologer’s Day’ from the point of view of Guru Nayak

**(OR)**

b).A reputed cement factory requires a C.E.O. for their factory. Apply with a Curriculum Vitae to the address given below. Rajahmundry Cement Factory, Danavaipet, Rajahmundry, E.G.dt.



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MODEL QUESTION PAPER

UG EXAMINATIONS

Semester: III

## Course 3:A COURSE IN CONVERSATIONAL SKILLS

Time: 3hours

Max Marks: 75

### SECTION—A

Answer any FIVE Questions.

5x5=25 Marks

Each question carries 5 Marks

1. Write short note on Greetings.
2. Write a paragraph on how you introduce yourself in the interview?
3. Match the sentences in **Group A** with the correct responses in **Group B**.

**A**

**B**

- |                                     |     |   |
|-------------------------------------|-----|---|
| a) Can I have a glass of water?     | ( ) | 1) Well, all right, if it's a local call.               |
| b) Is it ok if make a phone call?   | ( ) | 2) Yes, sorry. I didn't realise you wanted to sit down. |
| c) Could you say that again please? | ( ) | 3) Oh Sure!The remote is on the table.                  |
| d) Do you mind if I turn the TV up? | ( ) | 4) Yes, of course! What about?                          |
| e) Could you move over please?      | ( ) | 5) Of course, there is a bottle in the fridge.          |
- 
4. A stranger meets you at the college gate. He wants to know a good hotel nearby. How do you direct him to Athidhi Hotel? (Giving information)
  5. Agree with your friend, Malli who is discussing the merits of Government Colleges.
  6. How do you build a dialogue between a teacher and student who wants your counselling? (5 Steps)
  7. How a Doctor instruct a patient on how to use an inhaler?
  8. Describe your favorite city in your own words highlighting your preferences?

### SECTION—B

Answer ALL the questions.

5x10=50 Marks

Each question carries 10 Marks

9. a) What is the central theme and the Unique Aspects of the Speech 'A Tryst with Destiny'?  
(Or)  
b) How does Obama warn those who tear the world down?
10. a) What are the leadership traits that Kalam talks about in his interview?  
(Or)  
b) Write a dialogue between two friends about their future plans (10 Steps)
11. a) What was the message given by Nelson Mandela as seen in the interview with Larry King?  
(Or)  
b) How do you direct your friend to reach your home from the Railway Station?
12. a) Analyze how JRD Tata explains the Voltas case?  
(Or)  
b) What are the important features and rules of the debate?
13. a) Why is Steve Jobs' advice "Love What You Do" essential to a meaningful Life?  
(Or)  
b) Krupa's grandfather died due to Covid complications. Sasi meets him and expresses his condolences (Role play).