



## **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 four 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 four 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

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

#### II. UNIT

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

#### III. UNIT

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

#### IV. UNIT

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

#### V.UNIT

<b>Non-Detailed Text</b>	: 1. An Astrologer's Day	R K Narayan
<b>Skills</b>	: 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 Skills** : 1. Tryst with Destiny Jawaharlal Nehru  
: 2. Greetings  
: 3. Introductions

#### II. UNIT

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

#### III. UNIT

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

#### IV. UNIT

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

#### V. UNIT

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

## **SUBJECT EXPERTS**

*Prof. K.Ratna Shiela Mani,*  
Department of English,  
Acharya Nagarjuna University,  
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## **SYLLABUS VETTED BY**

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# **MODEL FORMAT FOR QUESTION PAPER RECOMMENDATIONS TO THE PAPER SETTERS**

1. The paper setter may him/herself prepare a blue print assigning appropriate weightage to all learning outcomes as per Blooms Taxonomy and specified in the syllabus (if no design is prescribed)
2. All units may be fairly covered and even the learning outcomes may be fairly distributed.
3. Action verbs specific to the learning outcome to be tested may be used.
4. There may be no ambiguity in the question. The wording may be carefully framed.
5. Weightage to the difficulty level may also be determined in such a way that neither the paper is too difficult nor too easy. Even an average learner shall be able to pass the examination with minimum marks.

SECTION - A Write Short Answer for any FIVE of the following Each question carries 5 marks (5 x 5 – 25 Marks)

<b>1</b>	
<b>2</b>	
<b>3</b>	
<b>4</b>	
<b>5</b>	
<b>6</b>	
<b>7</b>	
<b>8</b>	

**(Total 8 Questions in Section A)**

SECTION – B Answer the following questions Each question carries 10 marks (5 x 10 – 50 Marks)

<b>9</b>	<b>A or B</b>
<b>10</b>	<b>A or B</b>
<b>11</b>	<b>A or B</b>
<b>12</b>	<b>A or B</b>
<b>13</b>	<b>A or B</b>

(Total 10 Questions in Section–B. Internal choice for all questions from 9 to 13 (Two questions given under choice shall be from the same unit))

Krishna University, Machilipatnam

BA/BSc/ B Com/ BBA/ BCA Degree 2020 – 21

SEMESTER I

Paper I: English Praxis Course I

A Course in Communication & Soft Skills

Time: 3 Hrs

Model Question Paper

Max Marks: 75

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**SECTION A**

Write short answers for any Five of the following. Each question carries 5 marks.

5x5 = 25 marks

1. What is the difference between active listening and passive listening? Give examples.
2. What are voiced sounds? How are they produced?
3. **Write a paragraph on One of the topics:**
  - a. Misuse of mobile phones
  - b. My village
4. **Fill in the blanks with modals:**
  - a. \_\_\_\_\_ I borrow your pencil, please?
  - b. There \_\_\_\_\_ a number of people at the airport today.
  - c. I \_\_\_\_\_ reach the restaurant in five minutes.
  - d. \_\_\_\_\_ we postpone the picnic to next week?
5. Visitors \_\_\_\_\_ not carry eatables to the hotel.
6. **Fill in the blanks with suitable articles:**
  - a. The world is ..... happy place.
  - b. She is ..... accomplished dancer.
  - c. Where is ..... hat that I brought from London?
  - d. Aluminum is ..... useful metal.
  - e. He returned after ..... hour.
7. **Choose the right concord in the following sentences:**
  - a. The players, as well as the captain, (want, wants) to win.



- b. Either answer (is, are) acceptable.
  - c. Every one of those books (is, are) fiction.
  - d. Nobody (know, knows) the trouble I've seen.
  - e. (Is, Are) the news on at five or six?
8. What are the ways to develop Emotional Intelligence?

### SECTION B

Answer the following questions. Each question carries 10 marks:      5x10 = 50 marks

9. A. What are the do's and don'ts of telephone etiquette?

**OR**

B. Make a SWOT analysis of your college.

10. Transform the following sentences given below:

- a. They have written letters appealing to the district administration for help.(Passive Voice)
- b. The ship was set on fire and abandoned by the crew.(Active Voice)
- c. My teacher often says to me that if I don't work hard I shall fail. (Direct Speech)
- d. She said, "we have been watching the cricket match for two hours".(Indirect Speech)
- e. The Indus Valley Civilization is one of the best civilizations in the world (Comparative degree)

**OR**

Fill in the right tense of the verbs given in brackets.

- a. When I opened my eyes, I \_\_\_\_\_(see/saw) a strange sight.
- b. Every morning she \_\_\_\_\_ (get/gets) up early and gets ready for work.
- c. The headmaster \_\_\_\_\_ (want/wants) to talk to you.
- d. Jane \_\_\_\_\_ (live/lives) with her parents.
- e. I ----- (watered/have watered) the plants just now.
- f. It \_\_\_\_\_ (rain) all day.
- g. Where \_\_\_\_\_ you \_\_\_\_\_ (go) last summer?
- h. She \_\_\_\_\_ (go) to Mumbai two years ago.
- i. The \_\_\_\_\_ (cry) all night.
- j. My friend \_\_\_\_\_ (visit) me tomorrow.

11. What are the objectives of the Four Branch Model of Emotional Intelligence?

**OR**

Describe the barriers to Listening and give a few tips on effective listening.

12. Explain the different types of interpersonal skills.

OR

Write a note on Attitude and its types.

**13. Correct the Spelling in the following words:**

anser, parmanent, biscet, attendance, marrage, develope, sory, travell, perticuler, troble.

OR

**Correct the Errors in the underlined words:**

On a cold, wet morning, my class was filled with excitement. Someone have discover that the next day was our teachers birthday. Our teacher was the kinder person that ever existed. Thus it is no surprise she was favourite teacher. So everyone want to get her a present. I, very much wanted to shown my appreciation too. That afternoon, I spends the whole afternoon shop for a present. After a long search, I finally made my mind. The next day I gave her bouquet of beautiful roses and she was very happy.



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