

**GOVERNMENT DEGREE COLLEGE, AVANIGADDA - 521121**

*(Affiliated to Krishna University, Machilipatnam.)*

**Accredited with “B” Grade by NAAC, Bengaluru**

**w.e.f Academic Year: 2023-24**

**THE DEPARTMENT OF ENGLISH**

**GENERAL ENGLISH – Semester – I**

**A COURSE IN COMMUNICATION AND SOFT SKILL**

<b>Course Code</b>	<b>ENG</b>	<b>Course Delivery Method</b>	<b>Class Room/ Blended Mode - Both</b>
<b>Credits</b>	<b>03</b>	<b>CIA Marks</b>	<b>30</b>
<b>No.of Lecture Hours / Week</b>	<b>04</b>	<b>Semester End Exam Marks</b>	<b>70</b>
<b>Total No.of Lecture Hours</b>	<b>60</b>	<b>Total Marks</b>	<b>100</b>
<b>Year of Introduction</b>	<b>2020-21</b>	<b>Year of Offering</b>	<b>2023-24</b>
<b>Year of Revision</b>	<b>2023-24</b>	<b>Percentage of Revision</b>	<b>0%</b>

**CLASS: I YEAR DEGREE (ALL COURSES)**

### **Course 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.**

# **English Syllabus-Semester-I**

**w.e.f Academic Year 2023-24**

## **A Course in Communication and Soft Skills**

### **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 Textbook 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 & Pushpalata, 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.**