

Phone: 08819 – 246126 / 246926

Website: www.svkpandksrajucollege.edu.in



S.V.K.P & Dr. K.S. RAJU ARTS & SCIENCE COLLEGE

(Autonomous)

Recognised by UGC as “College with Potential for Excellence”

Accredited by NAAC with ‘A’ Grade

(Affiliated to ADIKAVI NANNAYA UNIVERSITY, Recognised by Govt. of Andhra Pradesh)

PENUGONDA – 534 320. West Godavari District, Andhra Pradesh

English Syllabus: Semester-I

ENGLISH (23ENG1)

A COURSE IN COMMUNICATION AND SOFT SKILLS

(Common for all UG Programmes)

(w.e.f. Admitted Batch 2023-2024)

(SINGLE MAJOR SYSTEM)

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. Syllables
- c. Word Accent
- d. Intonation

III. UNIT: Grammar

- a. Concord
- b. Articles
- c. Prepositions
- d. Tenses
- e. Question Tags

IV. UNIT: Speaking Skills

- a. Greetings and 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

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Skill Course (23SC11)

COMMUNICATION SKILLS (CS) SYLLABUS

(Common for all UG Programmes)

(w.e.f. Admitted Batch 2023-2024)

I SEMESTER

(SINGLE MAJOR SYSTEM)

UNIT-I: BASICS OF COMMUNICATION

1. Nature and importance of communication
2. Process of Communication
3. Principles of communication
4. Barriers to effective communication
5. Strategies for effective communication

UNIT-II: PRESENTATION SKILLS

1. Preparation of a good presentation
2. Verbal communication in presentation
3. Non-verbal communication in presentation
4. Visual aids/Materials in presentation
5. Analyzing audience and managing questions

UNIT-III: INTERVIEWS AND GROUP DISCUSSIONS

1. Interview and its types
2. Before, during and after an interview
3. Do's and Don'ts in an interview
4. Basic Interview questions
5. Structure and process of Group Discussions
6. Role functions, Do's and Don'ts

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PENUGONDA – 534 320. West Godavari District, Andhra Pradesh

English Syllabus: Semester-II

ENGLISH (23ENG2)

A COURSE IN READING AND WRITING SKILLS

(Common for all UG Programmes)

(w.e.f. Admitted Batch 2023-2024)

(SINGLE MAJOR SYSTEM)

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. The Night Train at Deoli---Ruskin Bond
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—R K Narayan
Skills :2. Curriculum Vitae and Resume
:3. Letters
:4. E-Correspondence

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Skill Course

BUSINESS WRITING SYLLABUS

(Common for all UG Programmes)

(w.e.f. Admitted Batch 2023-2024)

II SEMESTER

(SINGLE MAJOR SYSTEM)

Unit 1:

Introduction to Business Writing: Importance and purpose of effective business writing; Characteristics of good business writing; Common challenges and misconceptions. Writing Clear and Concise Emails: Appropriate email etiquette in the professional environment, organizing email content and using effective subject lines, Understanding tone and formality in email communication.

Unit 2:

Memos and Interoffice Communication: Formatting and structure of memos, Writing memos for various purposes like updates, announcements, requests. Ensuring clarity and coherence in inter office communication. Business Letters and Formal Correspondence: Structure and components of a business letter, writing persuasive and professional business letters, Responding to inquiries and complaints effectively.

Unit 3:

Business Proposals and Reports: Crafting business proposals for projects and initiatives, Formal report writing - format, sections, and organization, Analyzing data and presenting findings in reports. Writing for Digital Platforms: Business writing for websites, social media, and online communication, Leveraging technology for efficient and impactful business writing

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SPECIAL ENGLISH (MINOR)

Semester-II Syllabus

AN INTRODUCTION TO ENGLISH LITERATURE (600-1500)

(Common for all UG Programmes)

(w.e.f. Admitted Batch 2023-2024)

UNIT-I

History of English Literature-- Old English, Middle English, Renaissance period

UNIT-II

Literary Genres--Poetry, Drama, Ballad, Epic, Alliteration, Elegy, Sonnet, Mystery/Miracle Plays, Morality Play

UNIT-III

Poetry--- Geoffrey Chaucer: *Controlling the Tongue*
Edmund Spenser: Sonnet 73 (*Lyke as a Byrd*) from *Amoretti*

UNIT-IV

Drama--- Christopher Marlowe: *The Jew of Malta*

UNIT-V

Literary Criticism--- Philip Sydney: *An Apology for Poetry*