

✓ Sem - II

VSM COLLEGE (Autonomous)  
RAMACHANDRAPURAM  
BOARD OF STUDIES OF ENGLISH  
Foundation Course - 4  
*Communication and Soft Skills (CSS -1)*  
*Paper Code-1620204*  
*Syllabus*

**Unit I: Vocabulary Building**

- 1a. Prefixes and Suffixes
- 1b. Conversion
- 1c. Compounding
- 1d. Analogy
2. One-Word Substitutes
3. Words Often Confused
4. Synonyms and Antonyms
5. Phrasal Verbs

**Unit II: Grammar - 1**

1. Types of Verbs
2. Subject-Verb Agreement

**Unit III: Grammar - 2**

1. Meanings of Modals
2. Tense (Present and Past) and Aspect
3. The Several Possibilities for Denoting Future Time
4. Articles and Prepositions

**Unit IV: Listening Skills**

1. The Importance of Listening
2. Types of Listening
3. Barriers/Obstacles to Effective Listening
4. Strategies for Effective Listening

**Unit V: Reading Skills**

1. Skimming
2. Scanning
3. Intensive Reading and Extensive Reading
4. Comprehension

VSM COLLEGE (Autonomous)  
RAMACHNADRAPURAM  
SEMESTER- III

Communication and Soft Skills (CSS II)

Syllabus

Paper code: 1630206

**Unit I: Pronunciation - 1**

The Sounds of English

**Unit II: Pronunciation - 2**

1. Word Accent
2. Intonation

**Unit III: Speaking Skills -1**

1. Conversation Skills
2. Interview Skills
3. Presentation Skills
4. Public Speaking

**Unit IV: Speaking Skills -2**

1. Role Play
2. Debate
3. Group discussion


**Unit V: Writing skills**

1. Spelling
2. Punctuation
3. Information transfer
  - Tables
  - Bar diagrams
  - Line graphs
  - Pie diagrams
  - Flow charts
  - Tree Diagram
  - Pictures

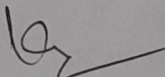
Skill Pro

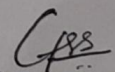
A course in Communication skill and Soft Skills  
- BMESCO

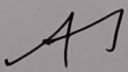
**APPROVED**

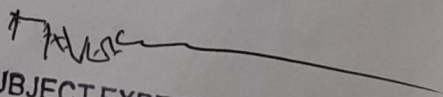
  
MEMBER

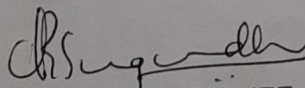
  
MEMBER

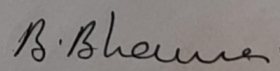
  
MEMBER

  
MEMBER

  
SUBJECT EXPERT

  
SUBJECT EXPERT

  
UNIVERSITY NOMINEE

  
CHAIRPERSON  
BOARD OF STUDIES

✓ **VSM COLLEGE (Autonomous)**  
**RAMACHNADRAPURAM**  
 IIYEAR DEGREE EXAMINATIONS  
 SEMESTER – IV - END – EXAMINATIONS  
**Communication and Soft Skills**  
 Blue Print

Time: 2 hours

Max.Marks:50

S.No	Type of questions	Given in the question paper			To be answered	
		No.of questions	Marks allocated to each question	Total marks	No. of questions to be answered	Total marks
1	Unit-I (Positive attitude & Body language)	2	10	20	05	50
2	Unit-II (Development of ideas)	1	10	10		
3	Unit-III (Summary )	1	10	10		
4	Unit-IV ( Letter writing & Ecorrespondence)	2	10	20		
5	Unit-V (Resume & Covering letter)	2	10	20		
	Total	08		80		50

Percentage of Choice given =  $\frac{(80-50) \times 100}{50} = 37.5$

**APPROVED**

*Am*  
MEMBER

*[Signature]*  
MEMBER

*[Signature]*  
MEMBER

*[Signature]*  
MEMBER

*[Signature]*  
SUBJECT EXPERT

*[Signature]*  
SUBJECT EXPERT

*[Signature]*  
UNIVERSITY NOMINEE

*[Signature]*  
CHAIRPERSON  
BOARD OF STUDIES

VSM COLLEGE (Autonomous)  
RAMACHNADRAPURAM  
SEMESTER- IV

*Communication and Soft Skills*

Semester IV  
Syllabus

Paper Code: 1640207

**Unit I: Soft Skills**

1. Positive Attitude
2. Body Language
3. SWOT/SWOC Analysis
4. Emotional Intelligence
5. Netiquette

**Unit II: Paragraph Writing**

1. Paragraph Structure
2. Development of Ideas

**Unit III: Paraphrasing and Summarizing**

1. Elements of Effective Paraphrasing
2. Techniques for Paraphrasing
3. What Makes a Good Summary?
4. Stages of Summarizing

**Unit IV: Letter Writing**

1. Letter Writing (Formal and Informal)
2. E-correspondence

**Unit V:**

1. Resume and CV
2. Cover Letter

APPROVED

*pen*  
MEMBER

*Sp*  
MEMBER

*Ur*  
MEMBER

*Gus*  
MEMBER

*AS*  
SUBJECT EXPERT

*Ma*  
SUBJECT EXPERT

*[Signature]*  
UNIVERSITY NOMINEE

*B. Bhane*  
CHAIRPERSON  
BOARD OF STUDIES

2013-18  
603

**VSM COLLEGE (Autonomous)**  
(Affiliated to Adikavi Nannaya University)  
**RAMACHANDRAPURAM**

I YEAR DEGREE EXAMINATIONS

(2016 – 2019 Batch)

I B.A., B.Sc., B.Com. Degree

**Semester I**

**Paper Code: 1610104**

GENERAL ENGLISH

**Syllabus**

**Hr/Week: 4**

**Unit – I (Prose)**

**Credits: 3**

1. A.P. J. Abdul Kalam: The Knowledge Society (from *Ignited Minds*)
2. Ngugi WaThiong'o: The Language of African Literature (from *Decolonizing the Mind*)

**Unit – II (Poetry)**

1. Robert Frost: The Road Not Taken
2. Nissim Ezekiel: Night of the Scorpion

**Unit – III (Short Story)**

1. Mulk Raj Anand : The Lost Child
2. Henry Lawson: The Loaded Dog

**Unit – IV (One Act Play)**

William Shakespeare: The Merchant of Venice (Court Scene – Act IV Scene -1)

**Unit – V (Language Activity)**

- 1 Classroom and Laboratory Activities.
  - i. Single Sentence Answer Questions on Vocabulary (spelling), sound(pronunciation), sense (meaning), and syntax (usage)
2. Classroom Activity.
  - i. Exercises in Articles and Prepositions
  - ii. Exercises in Tenses, Interrogatives and Question tags

**Reference Books**

1. English Vocabulary in use. - Cambridge University.
2. Grammar practice Activities – Cambridge Handbooks
3. English literature – Maxford books
4. A practical English Grammar – Oxford University Press
5. Five minute Activities – Cambridge University Books
6. English Portal- Ravindra Publishing House

2018-19  
5/6

**VSM COLLEGE (Autonomous)**  
(Affiliated to Adikavi Nannaya University)  
**RAMACHANDRAPURAM**  
I YEAR DEGREE EXAMINATIONS  
I Degree General English (Paper Code-1620104)  
(2016-2019 Batch)

**SEMESTER – II**

Hr/Week: 4

**Unit – I (Prose)**

Credits: 3

1. J. B.S Haldane: The Scientific Point of View
2. A.G. Gardiner : On Shaking Hands

**Unit – II (Poetry)**

1. John Keats: Ode to Autumn
2. KishwarNaheed : I am not that Woman (from *An Anthology of Commonwealth Poetry* edited by C.D. Narasimhaiah)

**Unit –III (Short Story)**

1. Ruskin Bond : The Boy Who Broke the Bank
2. R. K. Narayan : Half a Rupee Worth

**Unit – IV (One Act Play)**

Anton Chekhov: The Proposal

**Unit – V (Language Activity)**

1. Classroom and Laboratory Activities
  - i. Transformation of Sentences (Voice, Speech and Degrees)
  - ii. Dialogue Practice (Oral)
  - iii. Listening Comprehension
2. Classroom Activity
  - i. Guided Composition
  - ii. Dialogue Writing
  - iii. Reading Comprehension

**VSM COLLEGE (Autonomous)**  
(Affiliated to Adikavi Nannaya University)

**RAMACHANDRAPURAM**

II YEAR DEGREE EXAMINATIONS  
(2015 – 2018 Batch)

II B.A., B.Sc., B.Com. Degree

**Semester III**

SGENERAL ENGLISH (Paper Code-1630104)

**Syllabus**

**Hr/Week: 4**

**Unit – I (Prose)**

**Credits: 3**

1. M.K. Gandhi: Shyness My Shield (from *The Story of My Experiments with Truth*)
2. Alexis C. Madrigal: Why People Really Love Technology: An Interview with Genevieve Bell.

**Unit – II (Poetry)**

1. Gabriel Okara: Once upon a Time
2. Seamus Heaney: Digging

**Unit – III (Short Story)**

1. Shashi Deshpande: The Beloved Charioteer
2. Jhumpa Lahiri: Interpreter of Maladies

**Unit – IV (Play)**

GurajadaAppa Rao: *Kanyasulkam*, translated by C. Vijayasree & T. VijayaKumar  
(Acts I & II)

**Unit – V (Language Activity)**

1. Classroom and Laboratory Activities
  - i. JAM Sessions
  - ii. Note Taking
  - iii. Reporting for the Media
  - iv. Expansion of an idea
2. Classroom Activity
  - i. Transformation of sentences ( Simple-Complex-Compound Sentences)
  - ii. Note Making
  - iii. Report Writing
  - iv. Writing for the Media

## Reference Books

1. English Vocabulary in use. - Cambridge University.
2. Grammar practice Activities – Cambridge Handbooks
3. English literature – Maxford books
4. A practical English Grammar – Oxford University Press
5. Five minute Activities – Cambridge University Books
6. English for Cognitive and Communicative Skills-Maruthi Publications

### **VSM COLLEGE (Autonomous) RAMACHANDRAPURAM**

IIYEAR DEGREE EXAMINATIONS  
SEMESTER – III - END – EXAMINATIONS  
GENERAL ENGLISH (Paper Code-1630104)

Blue Print

Time: 3 hours

Max.Marks:75

S.No	Chapter name	Given in the question paper			To be answered	
1	Prose	3x5	2x10	35	5Q x5	25
2	Poetry	3x5	2x10	35		
3	Short stories	2x5	2x10	30		
4	One Act Play	-	1x10	10		
5	Language Activities	-	1x10	10	5Q x10	50
	Total	8	8	120	10	75

$$\text{Percentage of Choice given} = \frac{(120-75) \times 100}{120} = 37.5$$

**APPROVED**

*K. N. S.*  
**MEMBER**

*N. Vijayeshwari*  
**MEMBER**

*Sh. N. Reddy*  
**SUBJECT EXPERT**

*J. R.*  
**SUBJECT EXPERT**

*B. S. S. Reddy*  
**UNIVERSITY NOMINEE**

*B. Bhavani*  
**CHAIRPERSON  
BOARD OF STUDIES**