



K.S.N GOVT. DEGREE COLLEGE FOR WOMEN

An ISO Certified & Autonomous Institution

Affiliated to Sri Krishnadevaraya University - Ananthapuram - A.P - 515002



NAAC

(3,15/4,00)

3rd Cycle



Grade

DEPARTMENT OF ENGLISH

MINUTES OF BOARD OF STUDIES MEETING

(As per the new regulations of APSCHE w.e.f. 2023-2024)

Date: 10th October, 2023

BA, B.Sc, B.Com General English: Semesters I & II

BA Special English Major: Semester II

Special English Minor: Semester II (Optional Course)

BA, B.Sc, B.Com Communication Skills Semester I (Optional Course)

Curriculum and Question Paper Pattern





K.S.N GOVT. DEGREE COLLEGE FOR WOMEN

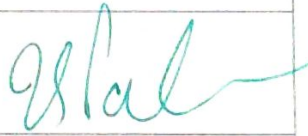
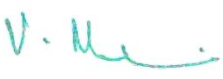



An ISO Certified & Autonomous Institution

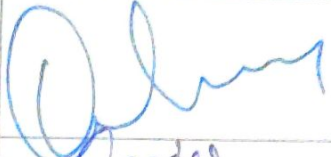
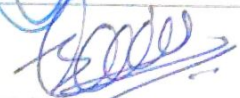
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AGENDA:

- To review the curriculum as prescribed by APSCHE with effect from Academic Year 2023-24
- To discuss whether changes are required in the curriculum
- To discuss and propose the criteria and pattern of internal assessment
- To discuss and propose the pattern of external assessment
- To offer value added Add On and Certificate Courses
- Any other subject with the permission of the Chairperson

Constitution of the Board of Studies in English

Sl.No	Name& Designation	Acted as	Signatures
1	J.Saiqua Parveen, HoD Dept of English, K.S.N Government Degree College Ananthapuramu	Chair Person	
2.	Dr. V. Madhavi Assistant Professor SK University, Ananthapuramu	University Nominee	
3	Dr. H. Akther Banu Lecturer in English Silver Jubilee College, Kurnool	Subject Expert	
4	Sri. N. Newton Raj Lecturer in English SML GDC, Yemmiganur, Kurnool Dt	Subject Expert	
5	Smt. B. Anuradha Lecturer in English KSN GDC for Women (A)	Member	
6.	Smt. M. Radha Lecturer in English, KSN GDC	Member	

7.	Sri. Y. Naveen Kumar Digi Brains Academy Ananthapuramu	Industrialist	
8.	Dr. Athher Saaima	Alumnae Member	







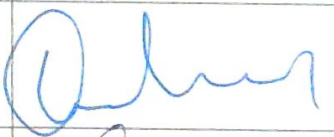
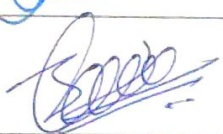
**KSN GOVERNMENT DEGREE COLLEGE FOR
WOMEN (A) ANANTHAPURAMU**
Board of Studies Meeting 2023-24
Department of English

Resolutions:

The members of BoS in English met on 10-10-2023 in the Department of English, KSN GDC for Women (A), under the chairmanship of Smt J. Saiqua Parveen, Chairperson of the BoS of English Department and discussed the proposals on the curriculum and examination pattern for the BA, B.Sc, B.Com General English Semesters I & II, BA Special English Major Course I and II Semester II, BA Special English Minor Course Semester II and Communication Skills Semester I The following proposals are submitted as a part of the agenda for the consideration and approval by the honorable members of Board of Studies.

1. Considered and approved the syllabus for BA, B.Sc, B.Com General English Semesters I & II, BA Special English Major Course I and II Semester II, BA Special English Minor Course I Semester II and Communication Skills Semester I along with the model paper proposed by the Department.
2. Considered and approved the syllabus and model paper for the Certificate Course titled Communication and Soft Skills
3. Considered and approved the question paper pattern for BA., B.Sc, B.Com General English Papers I & II, English Major and Minor in Semesters II, . It is approved that the external examination shall be for 60 Marks (Pass marks: 25), and weightage for the internal assessment is 40 marks(Pass Marks:15).
4. Considered and approved the decision to conduct as many student activities centric as possible.

5. Considered and approved all the Proposed Activities of the Department of English for 2023-24.

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6.	Smt. M. Radha Lecturer in English KSN GDC for Women (A)	Member	
7.	Sri. Y. Naveen Kumar Digi Brains Academy Ananthapuramu	Industrialist	
8.	Dr. Athher Saaima	Alumnae Member	

ALLOCATION OF CREDITS TO COURSES OFFERED
KSN GOVERNMENT DEGREE COLLEGE FOR WOMEN (A)
ANANTHAPURAMU
DEPARTMENT OF ENGLISH

Sl.No	Semester	Course	Title of the Course	Hours/week	Credits	IA	EA	Total
General English								
1	I	1	A Course in Communication and Soft Skills	4	3	40	60	100
2	II	2	A Course in Reading & Writing Skills	4	3	40	60	100
3	I	2	Communication Skills	2	2		50	50
Special English Major								
4	II	3	An introduction to English Literature(600-1500)	4	4	40	60	100
5	II	4	An Introduction to Elizabethan Literature(1558-1603)	4	4	40	60	100
Special English Minor(Optional)								
6	II	1	An introduction to English Literature(600-1500)	4	4	40	60	100


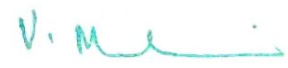

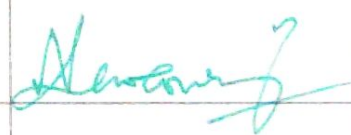


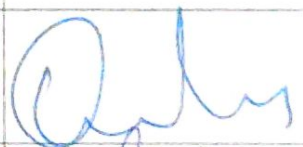

KSN GOVERNMENT DEGREE COLLEGE FOR WOMEN (A)
ANANTHAPURAMU

DEPARTMENT OF ENGLISH-2023-2024

Course Objectives and Outcomes

Sl.no	Cou rse	Title of the Course	Sem ester	Objectives & Outcomes
GENERAL ENGLISH				
1	1	A Course in Communication and Soft Skills	I	<ul style="list-style-type: none"> • 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
2	2	A Course in Reading & Writing Skills	II	<ul style="list-style-type: none"> • Use reading skills for effective comprehension. • Build up a repository of active vocabulary. • Own writing strategies in academic skills. • Enable writing skills for future purposes. • Enhance communicative competence through Reading and Writings skills acquired.
Skill Enhancement				
3	3	Communication Skills	I	<ul style="list-style-type: none"> • Understand the nature importance of communication. • Learn the process involved in communication. • Develop interview skills. • Acquire presentation skills. • Effectively play their roles in group discussions. • Enhance the skills of public speaking.
Special English(Major)				
4	4	An introduction to English Literature(600- 1500)	II	<ul style="list-style-type: none"> • Learn the features of Old English, Middle English and Renaissance Periods. • Review the aspects of literary genres, forms and terms of the period. • Identify the characteristics of poetry, drama and literary criticism. • Have a detailed understanding of the literary texts.

5	5	An Introduction to Elizabethan Literature(1558-1603)	II	<ul style="list-style-type: none"> • Learn the features of Elizabethan literature. • Review the aspects of literary genres, forms and terms of the period. • Identify the characteristics of poetry, drama and literary criticism • Have a detailed understanding of the literary texts.
Special English Minor(Optional)				
6	6	An introduction to English Literature(600-1500)	II	<ul style="list-style-type: none"> • Learn the features of Old English, Middle English and Renaissance Periods. • Review the aspects of literary genres, forms and terms of the period. • Identify the characteristics of poetry, drama and literary criticism. • Have a detailed understanding of the literary texts.

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7.	Sri. Y. Naveen Kumar Digi Brains Academy Ananthapuramu	Industrialist	
8.	Dr. Athher Saaima	Alumnae Member	

ANNEXURE –I

Recommended Question Paper Pattern
K.S.N Government Degree College for Women (A)
QUESTION PAPER PATTERN FOR SEM I (Major)

Time 2.5 Hrs

Marks: 60

Section I	Multiple Choice Questions	20x1 = 20 Marks
Section II	Fill in the Blanks	10x1 = 10 Marks
Section III	Very Short Questions	10x1= 10 Marks
Section IV	Match the following	10x1 = 10 Marks
Section V	True of False	10x1=10 Marks

Recommended Question Paper Pattern
K.S.N Government Degree College for Women (A)
QUESTION PAPER PATTERN FOR SEM II (Major and Minor)

Time: 2.5 Hrs

Max.Marks: 60

PART-A

Answer any five questions. Each question carries 4marks.

5X4 = 20M.

1. From UNIT-I
2. From UNIT-II
3. From UNIT-III
4. From UNIT-IV
5. From UNIT-V
6. From UNIT-I to V
7. From UNIT-I to V
8. From UNIT-I to V

(Two questions from each Unit I ,II, III and One from each unit IV &V)

PART-B

Answer ALL questions. Each question carries 8 Marks. 5X8 = 40M

9. (a)

(Or)

(b)

10. (a)

(Or)

(b)

11. (a)

(or)

(b)

12. (a)

(or)

(b)

13. (a)

(or)

(b)

(Set ONE question from each Unit-I, II, III, IV, V with internal Choice)

Recommended Question Paper Pattern
K.S.N Government Degree College for Women (A)
QUESTION PAPER PATTERN FOR SEM I General English

Time: 2.5 Hours

Marks: 60

Section A (15 Marks)

Answer any three questions out of five (From Unit I) 3x5=15

- 1.
- 2.
- 3.
- 4.
- 5.

Section B (10 Marks)

Answer all the questions 5X2 = 10

- | | |
|-------------------------------|---------|
| 6. Phonemic Transcription | 2 Marks |
| 7. Orthographic Transcription | 2 Marks |
| 8. Syllable Division | 2 Marks |
| 9. Stress | 2 Marks |
| 10. Intonation | 2 Marks |

Section C (10 Marks)

Answer all the questions. 5x2 = 10

- | | |
|------------------|-------------|
| 11. Concord | 2 Sentences |
| 12. Articles | 2 Sentences |
| 13. Prepositions | 2 Sentences |

14. Tenses 2 Sentences

15. Question Tags 2 Sentences

Section D (10 Marks)

16. Self Introduction and Greetings 1 question with internal choice 3 M

17. Asking and Giving Information 1 question 1 M

18. Paragraph Questions on Yes, We Can and Kalam's Interview 5 M
(with internal choice)

19. Agreeing & Disagreeing 1 question 1 M

Section E (15 Marks)

Answer any three questions out of five: From Unit V) 3x5=15

20.

21.

22.

23.

24.

Recommended Question Paper Pattern
K.S.N Government Degree College for Women (A)
QUESTION PAPER PATTERN FOR SEM II General English

Time: 2.5 Hours

Marks: 60

Section A (10 Marks)

Answer all the Questions

1. One question from Poem Ulysses with internal choice 5 Marks
2. Vocabulary: Conversion of Words 3 Marks
3. One Word Substitutes
or 2 Marks
4. Collocations
Section B (15 Marks)

Answer the following

3x5=15

5. The Best Investment I Ever Made (Internal Choice)
6. Florence Nightingale (Internal Choice)
7. Skimming and Scanning

Section C (20 Marks)

8. The Night Train at Deoli (Internal Choice) 5 Marks
9. Stopping by Woods on a Snowy Evening (Internal Choice) 5 Marks
10. Reading Comprehension 5 Marks
11. Note Making and Note Taking 5 Marks

Section D

Answer any one of the following

5 Marks

12. Night of the Scorpion (Internal Choice)
13. Expansion of Ideas (Internal Choice)
14. Notices, Agendas and Minutes

Section E (10 Marks)

15. An Astrologer's Day (Internal Choice) 5 Marks
16. Curriculum Vitaes and Resumes or 5 Marks
17. Letters or
18. E-Correspondence

Recommended Question Paper Pattern
K.S.N Government Degree College for Women (A)
QUESTION PAPER PATTERN FOR SEM I Communication Skills
(Optional Skill Course)

Time 2 Hours

50 Marks

Section A (20 Marks)

Answer any four questions out of eight $4 \times 5 = 20$ Marks

1.

2.

3.

4.

5.

6.

7.

8.

Section B (30 Marks)

Answer any three questions out of five $3 \times 10 = 30$ Marks

1.






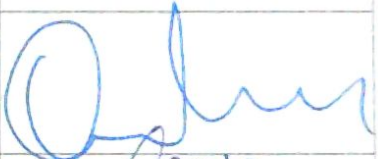

2.

3.

4.

5.

5.

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ANNEXURE - II

INTERNAL ASSESSMENT EXAM PATTERN (CIA)

1. There will be two internal assessment examinations of 20 and 15 marks each.
2. The Internal assessment in order to ensure the description of the abilities and other qualities a course seeks to develop will be tested in form of CIA.

S.No	Type of Assessment	Weightage Assigned
1	Assignments	5
2	Project-Work/Seminar/Group Discussion,/Role play /Quizzes/Presentations	5
3	Cleaning, Greening and Attendance	5
4	Testing of knowledge through Mid-term examinations (Mid -1 + Mid -2)	20+15
	Total	50

The marks Obtained by a Student for 50 Marks total of (Two Mid Exams for 35, Assignments 5, Class Room Activities 5, Clean & Green and Attendance 5) shall be Scale down to 40 Marks

MID TERM EXAMINATION – I : QUESTION PAPER FORMAT

The question paper consists of THREE sections. Total=20 Marks

Section-A

Essay Questions

Answer any one of the following questions. $1 \times 5 = 5M$

- 1.
- 2.
- 3.

Section-B

Short answer questions

Answer any five of the following questions. $2 \times 5 = 10M$

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.

Section-C

Answer the following objective questions. $10 \times \frac{1}{2} = 5 M$

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.

MIDTERM EXAMINATION – II : QUESTION PAPER FORMAT

The question paper consists of TWO Sections. Total=15 Marks

Section-A

Long answer questions

Answer any one of the following questions. $1 \times 5 = 5M$







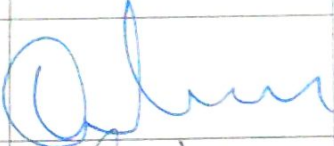

- 1.
- 2.
- 3.

Section-B

Short answer questions

Answer any five of the following questions. $2 \times 5 = 10M$

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.

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ANNEXURE – III
K.S.N Government Degree College for Women (A)
Prescribed Syllabus



ANDHRA PRADESH STATE COUNCIL OF HIGHER EDUCATION

Programme: GENERAL ENGLISH

(1 & 2 Semesters)

w.e.f. AY 2023-24

COURSE STRUCTURE

Semester	Course Number	Course Name	No. of Hrs/Week	No. of Credits
Semester-I	1	A Course in Communication and Soft Skills	4	3
Semester-II	2	A Course in Reading & Writing Skills	4	3

SEMESTER-I

COURSE 1: A COURSE IN COMMUNICATION AND SOFT SKILLS

Theory

Credits: 3

4 hrs/week

Objectives & 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.

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. Word Stress
- 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 Text Book 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 & PushpLata, 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.

SEMESTER-II
COURSE 1: A COURSE IN READING & WRITING SKILLS

Theory

Credits: 3

4 hrs/week

Objectives & Outcomes

By the end of the course the learner will be able to:

- Use reading skills for effective comprehension.
- Build up a repository of active vocabulary.
- Own writing strategies in academic skills.
- Enable writing skills for future purposes.
- Enhance communicative competence through Reading and Writings skills acquired.

I. UNIT

**Poetry
Skills**

- :1.Ulysses Alfred Lord Tennyson
- :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
Skills**

- :2.Florence Nightingale Abrar Mohsin
- : 3.Skimming and Scanning

III. UNIT

Prose

- :1.TheNight Train at Deoli RuskinBond

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
Skills**

- :1.Night of the Scorpion Nissim Ezekiel
- :2.Expansion of Ideas
- :3.Notices, Agendas and Minutes

V.UNIT

**Non-Detailed Text
Skills**

- : 1.An Astrologer's Day RK Narayan
- :2. Curriculum Vitae and Resume
- :3. Letters
- :4.E-Correspondence

References:

1. Communication Skills (2nd Edition), Sanjay Kumar &PushpLata, Oxford University Press, 2016.
2. The New Oxford Guide to Writing, Thomas. S. Kane,

2. *Reading Skills: How to Read Books and Notes: Speed Reading, Reading Comprehension & Memorization*, 1977, London, New York.
3. *English Literature & Film: Types, Interactions*, (Cambridge University Press).

APPENDIX

1. *Reading Skills: How to Read Books and Notes: Speed Reading, Reading Comprehension & Memorization*, 1977, London, New York.
2. *English Literature & Film: Types, Interactions*, (Cambridge University Press).

3. AN INTRODUCTION TO ENGLISH LITERATURE (600-1500)

Objectives & Outcomes:

After going through the course the learner would be able to

- Learn the features of Old English, Middle English and Renaissance Periods.
- Review the aspects of literary genres, forms and terms of the period.
- Identify the characteristics of poetry, drama and literary criticism.
- Have a detailed understanding of the literary texts.

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*

Reference:

- Daiches, David. 1979. *A Critical History of English Literature*. Bombay: Allied Publishers.
- Grierson, H.J.C. 2014. *A History of English Poetry*. CUP.
- Daiches, David. 2014 ed. *History of English Literature*. (4 Volumes). CUP.
- Eagleton, Terry. 2007. *How to Read a Poem*. Oxford: Blackwell.
- M.S.Naagarajan. 2006. *English Literary Criticism & Theory*.
- Barry, Peter. 2010. *Beginning Theory: An Introduction to Literary Theory and Cultural Theory*, Manchester University Press, Manchester.
- M H Abrams. 2015. *Glossary of Literary Terms*. Cengage learning
- Stephen. *Renaissance Self-Fashioning*. 1980. *From More to Shakespeare*. Chicago: University of Chicago Press.

Activities:

To prepare biographies of the authors prescribed for the study.

To prepare charts of authors with different literary genres.

Group discussion on characteristics of the literary period.

Seminar presentations on the literary texts prescribed.

Components of Evaluation:

Objectives	Marks (Maximum 100)
Unit – I	15
Unit – II	15
Unit – III	15
Unit – IV	15
Unit – V	15
Internal Marks	25

4. AN INTRODUCTION TO ELIZABETHAN LITERATURE (1558-1603)

Objectives & Outcomes:

After going through the course the learner would be able to

- Learn the features of Elizabethan literature.
- Review the aspects of literary genres, forms and terms of the period.
- Identify the characteristics of poetry, drama and literary criticism.
- Have a detailed understanding of the literary texts.

UNIT-I

History of Elizabethan Literature-- Literary Characteristics, Major Themes & Writers
Elizabethan Theatre

UNIT-II

Literary Genres--- Simile, Metaphor, Allegory, Personification, Tragedy, Comedy, Tragi-Comedy,
Chronicle Play, Three Unities, Masque

UNIT-III

Poetry--- William Shakespeare: Sonnet 116 (*Let me not to the Marriage of True Minds*),

All the world's a stage (Poetic excerpt from *As you Like It*)

UNIT-IV

Drama--- William Shakespeare: *Hamlet*

UNIT-V

Literary Criticism--- Aristotle: *Poetics* (Elements of Tragedy)

Reference:

- M.S.Naagarajan.2006. *English Literary Criticism & Theory*.
Barry, Peter. 2010. *Beginning Theory: An Introduction to Literary Theory and Cultural Theory*.
Manchester University Press, Manchester.
M H Abrams. 2015. *Glossary of Literary Terms*. Cengage learning
Chambers, E. K.1923, *The Elizabethan Stage*.4 Volumes, Oxford, Clarendon Press.

Activities:

- To list out major plays of Shakespeare.
- To prepare the biographies of the authors prescribed for the study.
- To prepare charts of authors with different literary genres.
- Group discussion on characteristics of the literary period.

Seminar presentations on the literary texts prescribed.
Enacting notable scenes/acts of the Elizabethan dramas.

Components of Evaluation:

Objectives	Marks (Maximum 100)
Unit – I	15
Unit – II	15
Unit – III	15
Unit – IV	15
Unit – V	15
Internal Marks	25



ANDHRA PRADESH STATE COUNCIL OF HIGHER EDUCATION
(w.e.f. Academic Year – 2023-24)

MINORS
SPECIAL ENGLISH

Semester	Papers	Hours	Credits
II	1. An Introduction to English Literature (600-1500)	4	4
III	2. An Introduction to Romantic Literature (1798-1837)	4	4
IV	3. An Introduction to Victorian Literature (1837-1900) 4. Glimpses of World Literature	4	4
V	5. Writing for Media 6. Creative Writing and Literary Appreciation	4	4

I. AN INTRODUCTION TO ENGLISH LITERATURE (600-1500)

Objectives & Outcomes:

After going through the course the learner would be able to

- Learn the features of Old English, Middle English and Renaissance Periods.
- Review the aspects of literary genres, forms and terms of the period.
- Identify the characteristics of poetry, drama and literary criticism.
- Have a detailed understanding of the literary texts.

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*

Reference:

- Daiches, David. 1979. *A Critical History of English Literature*. Bombay: Allied Publishers.
- Grierson, H.J.C. 2014. *A History of English Poetry*. CUP.
- Daiches, David. 2014 ed. *History of English Literature*. (4 Volumes). CUP.
- Eagleton, Terry. 2007. *How to Read a Poem*. Oxford: Blackwell.
- M.S.Naagarajan. 2006. *English Literary Criticism & Theory*. Manchester University Press, Manchester.
- Barry, Peter. 2010. *Beginning Theory: An Introduction to Literary Theory and Cultural Theory*. M H Abrams. 2015. *Glossary of Literary Terms*. Cengage learning
- Stephen. *Renaissance Self-Fashioning*. 1980. *From More to Shakespeare*. Chicago: University of Chicago Press.

Activities:

- To prepare biographies of the authors prescribed for the study.
- To prepare charts of authors with different literary genres.

discussion on characteristics of the literary period.
or presentations on the literary texts prescribed.

Components of Evaluation:	
Objectives	Marks (Maximum 100)
Unit – I	15
Unit – II	15
Unit – III	15
Unit – IV	15
Unit – V	15
Internal Marks	25

V. M. 10/10/23



ANDHRA PRADESH STATE COUNCIL OF HIGHER EDUCATION

SKILL COURSE

w.e.f. AY 2023-24

SEMESTER-I

COMMUNICATION SKILLS

Theory

Credits: 2

2 hrs/week

Course Objectives & Outcomes:

Upon the completion of the course the students will be able to:

- Understand the nature importance of communication.
- Learn the process involved in communication.
- Develop interview skills.
- Acquire presentation skills.
- Effectively play their roles in group discussions.
- Enhance the skills of public speaking.

Course Content:

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

Recommended Activities:

- Presenting seminar papers.
- Mock interviews.
- Using Power point presentations in seminars.

References:

- Working in English, Jones, Cambridge
- Business Communication, Raman -Prakash, Oxford
- Speaking Personally, Porter-Ladousse, Cambridge
- Speaking Effectively, Jermy Comfort, et.al, Cambridge
- Anjanee Sethi & Bhavana Adhikari, Business Communication, Tata McGraw Hill
- Jermy Comfort, Speaking Effectively, et.al, Cambridge

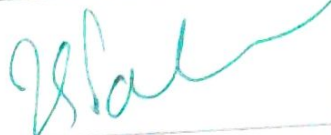


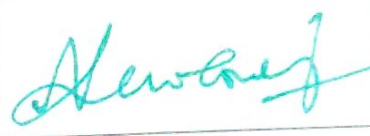

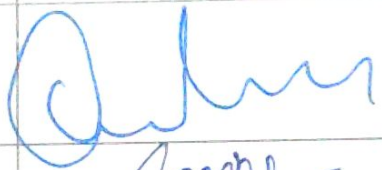

V. Me
10/10/23

ANNEXURE – IV

K.S.N Government Degree College for Women (A)

Proposed Panel of Examiners and Paper Setters

<p>T. Narayana, M.A.M.Ed, S.L.E.T GDC(A), Anantapur,9848630341 narayanatupakula@gmail.com</p>	<p>M.Gurudeva M.A., M.Phil GDC(A), Anantapur,9441823947 matamgurudeva@gmail.com</p>
<p>Dr. Talanki Jeevan Kumar M.A., Ph.D., GDC(A), Anantapur,9441388434 dr.tjeevan@gmail.com</p>	<p>S EHTHE SHAM AHMAD MA UGC Net (Ph.D) GDC(A), Anantapur,9573051515 ahmd.atp@gmail.com</p>
<p>NB SHAMA BHARATHI, MA,MEd,M.Phil,,Ph.D GDC(A), Anantapur,9440840328 nagshaman@gmail.com</p>	<p>B Yasoda Rani M.A, M.Phil., Ph.D PSGDC, Penukonda 9704575721 yashodhabolikonda@gmail.com</p>
<p>D. KAVITHA M.A B.Ed.APSET SVGM Gdc,Kalyandurg Contact number:9848914924 ugc.kavitha@gmail.com</p>	<p>Dr. Chandrasekhar Naik. V MA, Ph.D SYTR Government Degree College, Madakasira. Contact number: 9618015012 cv.sytrgdcmadakasira@gmail.com</p>
<p>PULINDRA SUJATHA M.A.,M.Ed SKR&SKR GDCW(A),KADAPA 9000115710 sujathapulindra@gmail.com</p>	<p>Mr.Dev Das Lecturer in English GDC Rayadurg 9493689627 dassb4u@gmail.com</p>

1	J.Saiqua Parveen, HoD Dept of English, K.S.N Government Degree College Ananthapuramu	Chair Person	
2.	Dr. V. Madhavi Assistant Professor SK University, Ananthapuramu	University Nominee	
3	Dr. H. Akther Banu Lecturer in English Silver Jubilee ^{GMC} College, Kurnool	Subject Expert	
4	Sri. N. Newton Raj Lecturer in English SML GDC, Yemmiganur, Kurnool Dt.	Subject Expert	
5	Smt. B. Anuradha Lecturer in English KSN GDC for Women (A)	Member	
6.	Smt. M. Radha Lecturer in English KSN GDC for Women (A)	Member	
7.	Sri. Y. Naveen Kumar Digi Brains Academy Ananthapuramu	Industrialist	
8.	Dr. Athher Saaima	Alumnae Member	



SKILL COURSE
w.e.f. AY 2023-24
SEMESTER-II
BUSINESS WRITING

Theory

Credits: 2

2 hrs/week

Course Outcomes:

By the end of this course, students will be able to:

1. Understand the fundamentals of business writing, including style, tone, and language.
2. Produce well-structured and concise business documents, such as emails, memos, and reports.
3. Apply principles of effective communication in business letters and interoffice correspondence.
4. Craft persuasive and well-organized business proposals and formal reports.
5. Cultivate a professional and ethical approach to business writing.

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 interoffice 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

Activities:

1. Writing Assignments: Regular business writing tasks covering different document types.
2. Business Proposal Project: Crafting a comprehensive business proposal for a hypothetical scenario.
3. Reports and Presentations: Preparing formal reports and presenting findings to the class.
4. Quizzes and Tests: Assessing understanding of business writing principles and grammar.
5. Class Participation: Active engagement in discussions, peer reviews, and activities.

Text Books:

1. Business Writing Basics by Jane Watson (Author) Publisher: Self Counsel Press Inc; 2nd edition (1 August 2002) ISBN-10: 1551803860 ISBN-13: 978-1551803869
2. Successful Business Writing - How to Write Business Letters, Emails, Reports, Minutes and for Social Media - Improve Your English Writing and Grammar: of Exercises and Free Downloadable Workbook by Heather Baker Publisher: Universe of Learning Ltd; Illustrated edition (1 March 2012) ISBN-10 : 1849370745 ISBN-13 : 978-1849370745
3. Business Correspondence and Report Writing, 6th Edition by R C Sharma, Krishna Mohan, Virendra Singh Nirban. Publisher: McGraw Hill Education (India) Private Limited. ISBN-10: 9390113008 ISBN-13 : 978-9390113002

Reference Books:

1. "The Essential Business Handbook: The Nuts & Bolts of Getting Up and Running Fast" by John Storey and Amelia Storey (Indian Edition)
2. "The AMA Handbook of Business Writing: The Ultimate Guide to Style, Grammar, Punctuation, Usage, Construction, and Formatting" by Kevin Wilson and Jennifer Wauson