

COMMUNICATION AND SOFT SKILLS

Course Code: CBCSS101A

Semester-I

Max Marks: 50

Course objective:

The aim of this course is to improve the grammatical competence in the learner-friendly material with task-based activities to enhance their communicative competence.

Objectives:

- Learn fundamentals of Parts of Speech and using the Dictionary.
- Detailed study of Spellings, Silent letters and Articles.
- Learn Auxilary verbs, Subject and Object and how to make Questions and Question tags.
- Addressing the Greetings and giving directions.
- Detailed study of Homophones.

Course Outcome:

Students can gain potential knowledge towards Grammatical and Communicative competence through the useful inputs and task-based activities. This enables them to build their confidence in using English language.

General Scheme of the Question Paper:

Sl.No	Questions based on Topics	Marks
1.	Parts of Speech	5*1=5M
2.	a. Misspelt Words b. Silent Letters c. Articles	7*1=7M 7*1=7M 6*1=6M
3.	a. Verb forms b. Question Tags c. Interrogative Sentences	5*1=5M 3*1=3M 2*1=2M
4.	a. Greetings b. Directions	2*5=10M
5.	Matching of Homophones	5*1=5M
	Total	50M

Andhra Pradesh Common Core Syllabus (Revised)

Syllabus Effective from 2015-2016

Communication and Soft Skills Syllabus

COMMON CORE PAPERS FOR UNDERGRADUATE COURSES

Foundation Course - 4

COMMUNICATION SKILLS AND SOFT SKILLS-1 (CSS -1) II Semester

COURSE CONTENT (24 hours)

Unit I:

1. Parts of Speech

Nouns

Pronouns

Verbs

Adverbs

Adjectives

Conjunctions

Prepositions

Interjections

2. Using the Dictionary

Unit II:

1. Spellings

2. Silent Letters

Unit III:

1. Primary Auxiliaries

2. Modal Auxiliaries

3. Subject and Object (Direct/Indirect)

4. A. Yes or No Questions

B. Wh-word Questions

C. Question Tags

Unit IV:

How to Greet

Introduce (Self and others)

Give Instructions

Give Directions

Unit V:

Homophones

COMMUNICATION AND SOFT SKILLS

Course Code: CBCSS201A

Semester-II

Max Marks: 50

Course objective:

The aim of this course is to introduce the basics of Grammar and Vocabulary as well as reading skills.

Objectives:

- To enhance the vocabulary-building, word formation, Synonyms & Antonyms, One-word substitutes and Phrasal verbs.
- To impart knowledge of Concord (subject-verb agreement) and classification of verbs.
- To enable students to learn Tense and aspect and Modal auxiliaries.
- To address listening skills, which are essential pre-requisite to learning.
- To focus on Reading skills needed in life.

Course Outcome:

By the end of the semester, the students can acquire linguistic competence to be able to compete with the globalised world and become successful in all the challenges that they face.

General Scheme of the Question Paper:

Sl.No	Questions based on Topics	Marks
1.	Prefix/suffix	5*1=5M
2.	One-word Substitutes	5*1=5M
3.	Synonyms/Antonyms	5*1=5M
4.	Phrasal Verbs	5*1=5M
5.	Verb forms	5*1=5M
6.	Tenses	5*1=5M
7.	Articles	5*1=5M
8.	Prepositions	5*1=5M
9.	Listening Skills	5*1=5M
10.	Comprehension	5*1=5M
	Total	50M

Number of hours required: 24

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Foundation Course - 4

COMMUNICATION SKILLS AND SOFT SKILLS-1 (CSS -1) II Semester

COURSE CONTENT (24 hours)

Unit I: Vocabulary Building

Analogy

One-Word Substitutes

Words often confused

Synonyms and Antonyms

Unit II: Grammar – 1

Types of Verbs

Subject- Verb Agreement

Unit III: Grammar – 2

Tense (present and past) and Aspect

The several possibilities for denoting future Time

Unit IV: Listening Skills

The Importance of Listening

Barriers/Obstacles to Effective Listening

Strategies for Effective Listening

Unit V: Reading Skills

Skimming

Scanning

Comprehension

COMMUNICATION AND SOFT SKILLS

Course Code: CBCSS301

Semester-III

Max Marks: 50

Course objective:

The aim of this course is to improve the speaking skills of the learners in regard to the sound-spelling relationship of the language appears anarchic. Another problem that many Indian languages face is English Word Accent.

Objectives:

- To acquire the knowledge of Phonetics and Phonemic sounds.
- To learn Word stress, Accent and Intonation.
- To study the techniques of day to day conversation and Group Discussions to strengthen the Learner's Speaking skills.
- To enhance the confidence levels by acquiring knowledge of Role-plays, Debates and Group Discussions.
- To present various aspects of writing by the means of Interpreting and Data Transformation.

Course Outcome:

The students, by the end of this course, are able to develop Linguistic competence and Communicative competence which helps them to develop "thinking" skill in English in addition to LSRW skills.

General Scheme of the Question Paper:

Sl.No	Questions based on Topics	Marks
1.	Transcription of the phonemic symbols to words	5*1=5M
2.	Transcription of the words to phonemic symbols	5*1=5M
3.	Stress	5*1=5M
4.	Intonation	5*1=5M
5.	Dialogue Writing	1*5=5M
6.	Paragraph Writing	1*5=5M
7.	a. Professions matching Or b. Debate Or c. Group Discussions	1*5=5M
8.	Punctuation	5*1=5M
9.	Data & Information Transfer	5*1=5M
	Total	50M

Number of hours required: 24

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Communication and Soft Skills Syllabus

COMMON CORE PAPERS FOR UNDERGRADUATE COURSES

Foundation Course - 6

COMMUNICATION SKILLS AND SOFT SKILLS-2 (CSS -2) III Semester

COURSE CONTENT (30 hours)

Unit I: Pronunciation - 1

The Sounds of English

Unit II: Pronunciation – 2

Word Accent

Intonation

Unit III: Speaking Skills -1

Conversation Skills

Interview Skills

Presentation Skills

Unit IV: Speaking Skills -2

Role Play

Group Discussion

Unit V: Writing Skills

Information Transfer

I. Pie Diagrams

II. Tree Diagrams

III. Flow Charts

IV. Tables

COMMUNICATION AND SOFT SKILLS

Course Code: CBCSS401

Semester-IV

Max Marks: 50

Course objective:

The aim of this course is to reinforce writing skills and soft skills. The students are able to explore various aspects of through life skills in addition to the Communication and Soft Skills.

Objectives:

- To introduce soft skills such as positive attitudes, emotional intelligence, analytical abilities and internet etiquette.
- To write coherent paragraphs with both explicit and implicit cohesive devices.
- To learn different techniques of paraphrasing.
- To learn writing formal and informal letters.
- To focus on writing in the context of job applications such as Curriculum Vitae and Resume.

Course Outcome:

This course enables the students to earn Socio-linguistic competence and discourse competence with the help of specially designed lessons. The students can hone their interpersonal and employability skills draw upon real-life situations and examples.

General Scheme of the Question Paper:

Sl.No	Questions based on Topics	Marks
1.	Answer any five out of eight questions	5*4=20 M
2.	a. Paragraph Writing	1*5=5M
	b. Jumbled Sentences	1*5=5M
3.	Summarizing the paragraph	1*5=5M
4.	Letter Writing or Email Writing	1*5=5M
5.	Curriculum Vitae or Resume	1*5=5M
	Total	50M

Number of hours required: 24

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Communication and Soft Skills Syllabus

COMMON CORE PAPERS FOR UNDERGRADUATE COURSES

Foundation Course -7

COMMUNICATION SKILLS AND SOFT SKILLS-3 (CSS -3) IV Semester

COURSE CONTENT (30 hours)

Unit I: Soft Skills

Positive Attitude

Body Language

SWOT/SWOC Analysis

Unit II: Paragraph Writing

Paragraph Structure

Principles of making paragraph

Unit III: Summarizing

What Makes a Good Summary?

Stages of Summarizing

Unit IV: Letter Writing

Letter Writing (Formal and Informal)

Unit V:

Resume

Cover Letter