

# English Syllabus-Semester-I

## English Praxis Course-I

### A Course in Communication and Soft Skills

#### Learning Outcomes

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

- Use grammar effectively in writing and speaking.
- Demonstrate the use of good vocabulary
- Demonstrate an understating of writing skills
- Acquire ability to use Soft Skills in professional and daily life.
- Confidently use the tools of communication skills

#### **I. UNIT: Listening Skills**

- i. Importance of Listening
- ii. Types of Listening
- iii. Barriers to Listening
- iv. Effective Listening

#### **II. UNIT: Speaking Skills**

- a. Sounds of English: Vowels and Consonants
- b. Word Accent
- c. Intonation

#### **III. UNIT: Grammar**

- a) Concord
- b) Modals
- c) Tenses (Present/Past/Future)
- d) Articles
- e) Prepositions
- f) Question Tags
- g) Sentence Transformation (Voice, Reported Speech & Degrees of Comparison)
- h) Error Correction

#### **IV. UNIT: Writing**

- i. Punctuation
- ii. Spelling
- iii. Paragraph Writing

#### **V. UNIT: Soft Skills**

- a. SWOC
- b. Attitude
- c. Emotional Intelligence
- d. Telephone Etiquette
- e. Interpersonal Skills

**ADIKAVI NANNAYA UNIVERSITY  
RAJAHMAHENDRAVARAM, A.P., INDIA  
UG- BLUE PRINT (2020-21 onwards)  
MODEL QUESTION PAPER**

**Semester: I**

**Paper: A Course in Communication and Soft Skills**

**Time: 3 hours**

**Max Marks: 75**

**SECTION – A**

**Answer any 5 questions. Each question carries 5 marks**

**(5 X 5M = 25M)**

1. What is the importance of listening?
2. Write a note on accent in the connected speech.
3. Fill in the blanks with suitable prepositions:
  1. I came here \_\_\_\_\_ train.
  2. John has been working in this office \_\_\_\_\_ 2005.
  3. What is so great \_\_\_\_\_ the news.
  4. The teacher explained \_\_\_\_\_ the students the value of time.
  5. It is important to make a distinction \_\_\_\_\_ prose and poetry.
4. Insert punctuation marks in the given sentence wherever necessary  
there was a villager. he didnt know how to read and write
5. What is positive thinking and its advantages?
6. What are the barriers to effective listening?
7. B) Match the following sentences under Column “A” with their correct “Question Tags”  
under Column “B”

A		B
1. He is an engineer	[   ]	a) Are you?
2. We are Indians	[   ]	b) Will you?
3. She has been to London	[   ]	c) Isn't he?
4. You are not paying attentions	[   ]	d) hasn't she?
5. Don't waste your time	[   ]	e) Aren't we?

8. Write a note on Telephone etiquette

**SECTION – B**

**Answer all the questions. Each question carries 10 marks**

**(5 X 10M = 50M)**

9. Write a note on the types of listening?  
(OR)
10. List out various strategies we can adopt for effective listening?
11. Write an essay on sounds of English  
(OR)
12. What is an intonation? Illustrate with suitable examples

13. A. Fill in the blanks in the following sentences with suitable Form of the Verb given in the brackets.

- a) Dolphins \_\_\_\_\_ (live) in water.
- b) Srilatha \_\_\_\_\_ (work) in Hyderabad Publin School for the last ten years.
- c) The train \_\_\_\_\_ (leave), when we reached the station yesterday.
- d) The men \_\_\_\_\_ (repair) the telephone cables. Do not disturb them.
- e) Health \_\_\_\_\_ (be) wealth.

B. Correct the following sentences wherever necessary

- a) I and Gopal went to the exhibition
- b) The population of Chennai is greater than Hyderabad.
- c) My uncle lives in United Kingdom
- d) Being a hot day, the old man did not go out.
- e) This book will not only be liked by men but also women

(OR)

14. Change the following sentences as instructed

- i) Children like chocolates (Change the voice)
- ii) Sasi is playing tennis (Change the voice)
- iii) Krupa wrote a novel (Change the voice)
- iv) Malli has bought a new car (Change the voice)
- v) He said "I am busy now" (Change into indirect speech)
- vi) She said to me "I will meet you tomorrow" (Change into indirect speech)
- vii) He said, "Do you speak English?" (Change into indirect speech)
- viii) Tea is as popular as coffee (Into Comparative Degree)
- ix) Imaginary fear is more dangerous the real experience (Into Positive Degree)
- x) Very few sights in nature are as beautiful as a rainbow (Into Superlative Degree)

15. What are the features of a good paragraph? Mention different types of paragraphs

(OR)

16. Correct the spelling in the following words

- 1) Tution 2) Commite 3) Athlet 4) Adventrous 5) Costli
- 6) Comunication 7) Planing 8) Reciept 9) Disire 10) Campain

17. Discus the importance of SWOT/SWOC analysis for individuals.

(OR)

18. What is emotional intelligence and its importance?

[21-B101]

AT THE END OF FIRST SEMESTER (CBCS PATTERN) DEGREE EXAMINATIONS  
ENGLISH-A COURSE IN COMMUNICATION AND SOFT SKILLS  
(COMMON FOR ALL DEGREE COURSES)  
(UG PROGRAM (4 YEARS HONORS)-- 11-08-2021  
(w.e.f. Admitted Batch 2020-21)

Time: 3 Hours

Maximum: 75 Marks

SECTION-A

Answer any Five questions. Each question carries 5 marks.

(5x5=25)

1. What are the types of listening?
2. Write a note on Intonation.
3. Fill in the blanks with suitable Prepositions.
  - a) I always sit \_\_\_\_\_ my close friend Anitha.
  - b) Mrs Lakshmi is senior \_\_\_\_\_ me.
  - c) He is good \_\_\_\_\_ English.
  - d) Let's congratulate her \_\_\_\_\_ her success.
  - e) Vijay came here \_\_\_\_\_ train.
4. Insert punctuation marks in the given sentence
  - a) We had a great time in France the kids really enjoyed it.
  - b) What are you doing next weekend?
5. Define about positive thinking and it's advantages.
6. Define the importance of listening.
7. Match the following sentences under Column- "A" with their correct "Question Tags" under Column-"B".

A

B

- |                       |     |                  |
|-----------------------|-----|------------------|
| 1. I am late,         | [ ] | a) isn't she?    |
| 2. He has written,    | [ ] | b) aren't you?   |
| 3. They have gone,    | [ ] | c) haven't they? |
| 4. You are impatient, | [ ] | d) hasn't he?    |
| 5. She is singing,    | [ ] | e) aren't I?     |

8. Write about Telephone etiquette.

SECTION B

(5x10=50)

9. a) Write about Barriers to Listening.  
(OR)  
b) Write a notes on Effective Listening.
10. a) Write a note on accent in the connected speech.  
(OR)  
b) Write an essay on sounds of English.

11. a) Fill in the blanks in the following sentences with suitable forms of the verb given in the brackets.

1. I \_\_\_\_\_ (go) to school daily.
2. Sunitha \_\_\_\_\_ (watch) television serials regularly.
3. He \_\_\_\_\_ (work) at a local bank.
4. People \_\_\_\_\_ (celebrate) Diwali with pomp and glory.
5. The sky \_\_\_\_\_ (is) cloudy today.

b) Correct the following sentences whenever necessary.

1. People is going to the theatre.
2. A cat and a mouse is never friendly.
3. Thirty years are too long a period.
4. My friend and partner always help me.
5. The crowd have gathered at the site.

(OR)

Change the following sentences as instructed.

1. Rakesh gave me a present (Passive voice)
2. They will look into your case (passive voice)
3. The Principal Presided over the meeting (Passive voice)
4. Pradeep was singing a song. (Passive voice)
5. The film was produced by Raju (Active voice)
6. The mother said, "Did you ever see such a naughty disobedient girl?"  
(Indirect speech)
7. He said, "I have passed the Examination" (Indirect speech)
8. He said to me, "I don't believe you".
9. He said to her, "What is your name?"
10. She said to him, "Are you coming home with me?"

12. a) Mention different types of paragraphs and about the features of a good paragraph.

(OR)

b) Correct the spelling in the following word

- |                |             |
|----------------|-------------|
| 12. a) Servise | b) tryed    |
| c) beging      | d) fallan   |
| e) wifes       | f) jewel    |
| g) woolen      | h) recieve  |
| i) hight       | j) convarse |

13. a) Define the emotional intelligence and it's importance.

(OR)

b) Write about SWOT/C analysis.