

Government Degree College (A): Nagari
English Syllabus
Semester-I 2024-2025

Name of the course: A Course in Communication and Soft Skills Credits - 3

Course Code: Hours allotted: 60 Teaching hours per week - 4

Course Objectives:

- Enhance students' understanding of listening skills, types, barriers, and effective strategies.
- Provide thorough knowledge of English sounds for pronunciation and comprehension improvement.
- Improve grammatical accuracy through teaching articles, prepositions, tenses, and question tags.
- Develop speaking skills including greetings, expressions, and insights from APJ Abdul Kalam's interview.
- Equip students with soft skills like SWOC analysis, emotional intelligence, and interpersonal skills for success.

Learning Outcomes

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

- Understand the importance of listening, identify barriers and practice effective listening.
- Acquire mechanics of speaking skills.
- Construct grammatically accurate and coherent sentences using articles, prepositions, tenses etc.
- Acquire the ability to use suitable expressions to communicate confidently in professional and daily life.
- Develop soft skills like SWOC analysis, emotional intelligence and interpersonal skills which are essential for personal development and professional success.

UNIT I: Listening Skills

- a. Importance and Types of Listening
- b. Barriers to Listening
- c. Strategies for Effective Listening

UNIT II: Phonetics

- a. Sounds of English: Vowels and Consonants
- b. Syllable and Word Stress (Accent)
- c. Intonation

UNIT III: Grammar

- a) Articles and Prepositions
- b) Tenses
- c) Question Tags

UNIT IV: Speaking Skills

- a) Greetings & Introduction
- b) Expressions for Agreeing /Disagreeing, Asking and Giving Information,
- c) A Leader Should Know How to Manage Failure -- Dr. A.P.J. Abdul Kalam

UNIT V: Soft Skills

- a. SWOC Analysis
- b. Emotional Intelligence
- c. 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 Pvt Ltd)
3. Soft Skills for Everyone, Juff Butterfield (New Delhi: Cengage Learning India Pvt Ltd)
4. Emotional Intelligence, Daniel Goleman (London: Bloomsbury Publishing) 1996
5. A Textbook 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 & Pushp Lata, Oxford University Press, 2016.

GOVERNMENT DEGREE COLLEGE (Autonomous): NAGARI

Semester-II: GENERAL ENGLISH

English Praxis Course-II

A Course in Reading and Writing Skills w.e.f. 2024-25

Theory

Credits: 3

4 hrs/week

Course Objectives: skills to be developed

- Enhance poetry understanding with Kipling's "If" and build vocabulary through word conversion.
- Develop writing skills with L.A. Hill's "Principles of a Good Writing" and improve skimming and scanning techniques.
- Improve reading comprehension with works by Henry, and Frost.
- Master the creation and organization of official documents such as notices, agendas, and minutes
- Refine practical writing with resume and e-correspondence.

Learning Outcomes

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

- Understand poetry better with "If" poem by Kipling, "Stopping By Woods on Snowy Evening" and "The Night of the Scorpion".
- Learn new words through word conversion and collocations
- Interpret and analyse what is being read through skimming and scanning reading skills
- Improve reading comprehension skills by reading "The Principles of Good Reading", "Florence Nightingale", "The Last Leaf" and "An Astrologer's Day".
- Enable writing skills for future purposes.
- Enhance communicative competence through Reading and Writing skills acquired.

I. UNIT

Poetry: 1. If - Rudyard Kipling
Skills: 2. Vocabulary: Conversion of Words
3. Collocations

II. UNIT

Prose: 1. The Principles of a good writing - L.A.Hill
Non-Detailed Text: 2. Florence Nightingale - Abrar Mohsin
Skills: 3. Skimming and Scanning

III. UNIT

Prose: 1. The Last Leaf - O.Henry
Poetry: 2. Stopping By Woods on Snowy Evening – Robert Frost
Skills: 3. Reading Comprehension

IV. UNIT

Poetry: 1. Night of the Scorpion – Nissim Ezekiel
Skills: 2. Notices, Agendas
3. Minutes

V.UNIT

Non-Detailed Text: 1. An Astrologer's Day - R K Narayan
Skills: 2. Resume Writing
3. E-Correspondence

References:

1. Communication Skills (2nd Edition), Sanjay Kumar &Pushpalata, Oxford University Press, 2016.
2. The New Oxford Guide to Writing, Thomas. S. Kane,
3. Reading Skills: How to Read Better and Faster- Speed Reading, Reading Comprehension & Accelerated Learning (2nd Edition), Nick Bell.
4. English Vocabulary in Use: Upper Intermediate, Cambridge University Press.
5. Rudyard Kipling Poem “If” - <https://www.poetryfoundation.org/poems/46473/if--->
6. O.Henry’s “The Last Leaf” - https://americanenglish.state.gov/files/ae/resource_files/the-last-leaf.pdf