

SRR & CVR Government Degree College (A) :: Vijayawada

Language & Communication Skills Courses 2021-22

Syllabi

No. of Students Appeared/Enrolled & Passed

*Self
English*

SRR & CVR Government Degree College (Autonomous), Vijayawada - 4, A. P.

B. A., B. Com., B. Sc., U. G. General English Syllabus under CBCS

Part - I Paper - I Semester - I Year - I (English Praxis Course - I)

Title : A COURSE IN COMMUNICATION AND SOFT SKILLS

SYLLABUS for the A. Y. : 2021 to 2022

OBJECTIVES

1. To teach grammar in the application oriented manner.
2. Introducing lot of vocabulary.
3. Teaching writing skills and soft skills in order to use in daily life.

LEARNING OUTCOMES

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

1. Use grammar effectively in writing and speaking.
2. Demonstrate the use of good vocabulary
3. Demonstrate an understanding of writing skills.
4. Acquire ability to use Soft Skills in professional and daily life.
5. Confidently use the tools of communication skills.

SL NO	TOPIC	REFERENCE
UNIT I	Importance of listening Types of listening Barriers to listening Effective listening	Skill Pro A course in Communication Skills and Soft Skills - I
UNIT II	Sounds of English a)vowels b)consonants	Skill Pro A course in Communication Skills and Soft Skills - II Published by EMESCO Books 2016
UNIT III	Modals Tenses Articles Prepositions	Wren and Martin High School English Grammar revised by NDV Prasada Rao
UNIT IV	Spelling Paragraph Writing	Skill Pro A course in Communication Skills and Soft Skills - III
UNIT V	SWOC Attitude	Published by EMESCO Books 2016

S.R.R. & C.V.R. GOVT DEGREE COLLEGE (Autonomous), Vijayawada.
 B.Voc Programme : Revised CBCS : w.e.f 2020 - 21
 I Year : I Semester
 Paper: COMMUNICATION AND SOFT SKILLS
 SYLLABUS

PAPER TITLE	Syllabus	Reference Book
Communication and Soft Skills - I (Sem I)	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. Common Errors (Correction of Sentences) 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	English In Use - A Course In Communication Skills and Soft Skills -1 published by Orient Black Swan

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B.Voc Programme : Revised CBCS : w.e.f 2020 - 21

I Year: I Semester

**Paper: COMMUNICATION AND SOFT SKILLS
SYLLABUS**

Today's corporate culture needs human resource from any field to practically deal with the industry practices. The B.VOC program is designed with the aim and objective to drive the young minds towards excellence. The Department of Communication and Soft Skills seeks to foster the intellectual development by encouraging study of language and writing skills—whether creative, technical, or other professional writing. It involves students in face-to-face exchanges of ideas with faculty and peers. Communication and Soft Skills learners use the resources of the library.

B.VOC Communication and Soft Skills Program Structure

Semester I							Semester II						
	Program	Course Title	L	T	P	H	C	Program	Course Title	L	T	P	H
Year I	B. Voc	Communication and Soft Skills	2	0	0	2	2	B. Voc	Communication and Soft Skills	2	0	0	2

Legend: L - Lectures, T - Tutorials, P - Practicals/Practice, H - Contact Hours and C -Credits

PROGRAM OUTCOME: PO

The Program Outcomes of the UG courses of the college describe the knowledge, skills, and attitudes that students should have after successfully finishing their BSc/BCom/B. Voc/BA/BCA/BBM degree. These programs develop learners as socially responsible and globally-aware citizens, who value critical thought and ethical action. It provides students with the knowledge and skills that help make their lives meaningful and rewarding, and strengthen their contributions to society. These degrees are expected to prepare them for careers, or for further professional studies, whether at home or abroad. The quality of their educational credentials will be understood and valued by employers.

S. R. R.&C. V. R. Govt. Degree College (Autonomous), Vijayawada

II Year, Semester IV :: II B. A. / B. Com. / B. Sc. / B. B. A. / U. G.

COMMUNICATION SKILLS AND SOFT SKILLS (C. S. S.- 3)

FOUNDATION COURSE :: SYLLABUS

Time: 2 Hours.

Maximum Marks: 50 M

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: Job Application, CV and Dialogue Writing

1. Resume and CV
2. Dialogue Writing

Reference Book:

English in Use –A Course in Communication Skills and Soft Skills -3,
Published by Orient Black Swan.



Course Outcome:

The Department of English seeks to foster the intellectual development of its students encouraging study of language skills. The mission of the English Department is to develop the reading and writing skills, the interpretive ability, and the cultural awareness of students by maintaining and enhancing a tradition of strong teaching, good scholarship and vigorous support of creative literary activity.

Evaluation Scheme:

A comprehensive examination of **two hour-duration** is held at the end of the semester for 50 marks. Entire curriculum is covered in the comprehensive examination. General Structure of the Question Paper for the Comprehensive Examinations is provided below:

S. No.	Pattern	Marks
1.	Section A:	10
2.	Section B:	10
3	Section C:	10
4	Section D:	10
5	Section E:	10
	Total	50



S.R.R. & C.V.R. GOVT DEGREE COLLEGE (Autonomous), Vijayawada.
B.A., B.Com. & B.Sc. Programmes : : Revised CBCS : : w.e.f 2020 - 21
Skill Development Course : : I Year : : II Semester
Paper: BUSINESS COMMUNICATION
SYLLABUS

COURSE OBJECTIVES:

1. To provide an overview of prerequisites to business communication.
2. To provide an outline to effective organisational communication.
3. To impart the correct practices and strategies of effective business writing.

COURSE OUTCOMES:

1. To identify key principles in business communication.
2. Writing in business modules for specific purposes.
3. Communicating effectively using new tools.

PROGRAMME OUTCOMES:

B.A.:

1. Helps students acquire proficiency in LSRW skills.
2. Provides learners a platform for expression and promotes autonomy to think in the second language.
3. Develops confidence in communicating oneself spontaneously.

B.Com.:

1. The focus will be more on speaking skills. This helps students approach anybody confidently.
2. They can start their career in insurance companies. They can set up their own small scale industries.
3. They can write bank examinations
4. Can send emails with good etiquette.

B.Sc.:

1. This helps students acquire polite usage of english language.
2. Academic reading improves.
3. Formal writing like project works, research papers etc improves.
4. They learn communication etiquettes.

Unit	Topic	Reference Books
1.(06 Hrs.)	<ul style="list-style-type: none"> ● Introduction and importance of communication an overview ● Meaning and process of communication 	<ul style="list-style-type: none"> ● Chaturvedi.P.D.Chaturvedi.M - Business Communication Concepts, cases and applications - pearsons Education
2.(10Hrs.)	<ul style="list-style-type: none"> ● Types of business communications - categories, methods and formats ● Business vocabulary - Business idioms and collocations 	<ul style="list-style-type: none"> ● Kaul Asha - Effective Business Communication - PHI Learning Pvt Ltd
3.(10Hrs.)	<ul style="list-style-type: none"> ● Receiving business communications ● Writing communications ● Characteristics of a good business communications ● Preparation of business meeting agenda ● Agenda notes - minutes 	<ul style="list-style-type: none"> ● www.swayam.gov.in ● Websites on business communication

TOPICS FOR BRIDGE COURSE:

No. of Hours allotted : 05Hrs.

1. Importance of LSRW
2. Self introduction
3. Conversation practice
4. Reading skills
5. Pronunciation - importance of neutral accent

REFERENCE BOOKS:

1. Everyday conversations in english e - book www.learnerenglishteam.com
2. The science of effective communication : Improve your social skills and ... by Ian Tuhovsky, Kindle edition, published in 2017

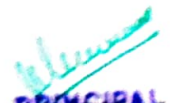
SRR & CVR GOVT. DEGREE COLLEGE (A) - VIJAYAWADA.

The following are the skill development papers chosen for various courses of

B.Com/BBA II Semester students

S.no	Course	Skill development		Name of the Faculty
		Paper -I	Paper -II	
1	B .VOC(Logistic Management)	-	-	
2	B.Com (GEN)	Business Communication	Logistics & Supply chain	G. Sailaja
3	B.Com (CA) Section-A	Business Communication	Logistics & Supply chain	K. Snehalatha
4	B.Com (CA) Section-B	Business Communication	Logistics & Supply chain	R. Prasanthi
5	B.Com (CA) Section - C	Business Communication	Logistics & Supply chain	G. Sailaja
6	B.Com (BISF)	Business Communication	Logistics & Supply chain	P. Keerthana
7	B.Com(A&T)	Business Communication	Logistics & Supply chain	R. Prasanthi
7	BBA(GEN/DM)	Business Communication	Logistics & Supply chain	R. Prasanthi

SRR & CVR GOVT. DEGREE COLLEGE (A) - VIJAYAWADA.


PRINCIPAL
SRR & CVR GOVT. DEGREE COLLEGE
(Autonomous)
Meecheveram, VIJAYAWADA-4.

**S.R.R. & C.V.R. GOVT.DEGREE COLLEGE(AUTONOMOUS) VIJAYAWADA-4**

NAAC B+(III CYCLE WITH CGPA:2.60)-ESTD:1937

Machavaram, Vijayawada -520004, Andhra Pradesh, India

APRIL-2022, Regular Paper wise Pass Percentage

THEORY

I Semester

Sl.No.	Subject Code	Paper Title	Regular		
			Tot Appeared	Tot Passed	%
1	ENG N-1001	A COURSE IN COMM. & SOFT SKILLS	789	632	80.10
	ENG V-1501	COMMUNICATION & SOFT SKILLS	7	7	100.00
2	COMP V-1502	BASIC COMPUTER APPLICATIONS	7	7	100.00
	HIN N-1004	GENERAL HINDI-1	91	69	75.82
	SAN N-1003	GENERAL SANSKRIT-1	224	147	65.63
	TEL N-1002	GENERAL TELUGU-1	441	351	79.59
	URD N-1005	GENERAL URDU-1	29	29	100.00
3	CHE V-1301	INORGANIC & PHYSICAL CHEMISTRY	7	3	42.86
	LS N-1010	HUMAN VALUES & PROFESSIONAL ETHICS	171	150	87.72
	LS N-1011	COMPUTER APPLICATIONS	280	259	92.50
	LS N-1012	ENTREPRENEURSHIP	328	256	78.05
4	SD N-1031	TOURISM GUIDENCE	172	134	77.91
	SD N-1033	ELECTRICAL APPLIANCES	199	174	87.44
	SD N-1034	PLANT NURSERY	79	78	98.73
	SD N-1036	INSURANCE PROMOTION	332	271	81.63
	ZOO V-1302	ANIMAL DIVERSITY-BIOLOGY OF NON CHORDATES	7	5	71.43
5	AQT V-1303	SKILL-1 (BIOLOGY OF FINFISH & SHELL FISH)	7	4	57.14
	BBA N-1271	PRINCIPLES OF MANAGEMENT	35	28	80.00
	BOT N-1321	FUNDAMENTALS OF MICROBES & NON VASCULAR PLANTS	40	31	77.50
	DMAT N-1351	MATHEMATICS FOR DATA SCIENCE	18	7	38.89
	FA N-1201	FUNDAMENTALS OF ACCOUNTING	281	222	79.00
	HIS N-1102	ANCIENT INDIAN HISTORY & CULTURE	125	67	53.60
	MAT N-1301	DIFFERENTIAL EQUATIONS	179	76	42.46
	MB N-1324	INTRO. TO MICROBIO. & MICROBIAL DIVERSITY	39	34	87.18
	PLY N-1108	INDIAN PHILOSOPHY-1	27	20	74.07
	PSY N-1105	GENERAL PSYCHOLOGY-1	20	16	80.00
6	AQT V-1304	SKILL-2 (BASIC PRINCIPLES OF AQUACULTURE)	7	5	71.43
	BBA N-1272	MANAGERIAL ECONOMICS	37	29	78.38
	BC N-1325	BIO MOLECULES	39	31	79.49
	BOM N-1202	BUSINESS ORGANIZATION & MANAGEMENT	282	212	75.18
	ECO N-1101	MICRO ECONOMIC ANALYSIS	87	59	67.82
	ELE N-1303	CIRCUIT THEORY & ELECTRONIC DEVICES	28	20	71.43
	HOR N-1329	FUNDAMENTALS OF HORTICULTURE	13	13	100.00
	JOU N-1106	HISTORY OF JOURNALISM & MASS MEDIA	10	10	100.00
	PHY N-1302	MECHANICS WAVES & OSCILLATIONS	95	52	54.74

**S.R.R. & C.V.R. GOVT.DEGREE COLLEGE(AUTONOMOUS) VIJAYAWADA-4**

NAAC B+(III CYCLE WITH CGPA:2.60)-ESTD:1937

Machavaram, Vijayawada -520004, Andhra Pradesh, India

SEPTEMBER-2022, Regular Paper wise Pass Percentage

THEORY

II Semester

Sl.No.	Subject Code	Paper Title	Regular		
			Tot Appeared	Tot Passed	%
1	ENG N-2001	A COURSE IN READING & WRITING SKILLS	734		
	ENG V-2503	COMMUNICATION & SOFT SKILLS-2	7		
2	COMP V-2504	INFORMATION & COMMUNICATION TECHNOLOGY	7		
	HIN N-2004	GENERAL HINDI-2	83		
	SAN N-2003	GENERAL SANSKRIT-2	206		
	TEL N-2002	GENERAL TELUGU-2	415		
	URD N-2005	GENERAL URDU-2	28		
3	CHE V-2307	ORGANIC & GENERAL CHEMISTRY	7		
	LS N-2014	INFORMATION & COMMUNICATION TECHNOLOGY	734		
4	SD N-2037	SURVEY & REPORTING	161		
	SD N-2040	SOLAR ENERGY	263		
	SD N-2043	BUSINESS COMMUNICATION	313		
	ZOO V-2308	ANIMAL DIVERSITY-BIOLOGY OF CHORDATES	7		
5	AQT V-2309	SKILL-1 (CAPTURE FISHERY)	7		
	SD N-2041	DAIRY TECHNOLOGY	267		
	SD N-2051	SOCIAL WORK METHODS	166		
	SD N-2054	LOGISTICS & SUPPLY CHAIN MANAGEMENT	322		
6	AQT V-2310	SKILL-2 (FISH NUTRITION & FEED TECHNOLOGY)	7		
	BBA N-2274	ACCOUNTING FOR MANAGERS	38		
	BOT N-2321	BASICS OF VASCULAR PLANTS & PHYTOGEOGRAPHY	38		
	DCSC N-2307	INTRODUCTION TO DATA SCIENCE WITH R	17		
	FA N-2204	FINANCIAL ACCOUNTING	284		
	HIS N-2102	MEDIEVAL INDIAN HISTORY & CULTURE (1206 AD - 1764 AD)	119		
	MAT N-2301	SOLID GEOMETRY	173		
	MB N-2324	MICROBIAL PHYSIOLOGY & BIOCHEMISTRY	39		
	PLY N-2108	INDIAN PHILOSOPHY-2	27		
	PSY N-2105	GENERAL PSYCHOLOGY-2	20		
7	AQT V-2311	SKILL-3 (FISH HEALTH MANAGEMENT)	7		
	BBA N-2275	FUNDAMENTALS OF MARKETING	24		
		FUNDAMENTALS OF MARKETING & DIGITAL MARKETING	14		
	BC N-2325	ANALYTICAL TECHNIQUES	39		
	BE N-2205	BUSINESS ECONOMICS	284		
	ECO N-2101	MACRO ECONOMIC ANALYSIS	100		
	ELE N-2303	DIGITAL ELECTRONICS	28		
	HOR N-2329	PLANT PROPAGATION & NURSERY MANAGEMENT	12		