

RAYALA SEEMA UNIVERSITY : KURNOOL
COMMON FOR B.A/B.Com/B.Sc/B.B.A COURSES UNDER CBCS
W.E.F 2020-2021

ENGLISH Syllabus-Semester-I
English Praxis Course-I

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

IV. UNIT: Writing

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

V. UNIT: Soft Skills

- a. SWOC
- b. Attitude

- c. Telephone Etiquette
- d. Interpersonal Skills

DR. V. KRISHNA MURTHY M.A,Ph,D
CHAIR PERSON,

B.O.S. in ENGLISH