

**SRI DURGA MALLESWARA SIDDHARTHA MAHILA KALASALA : VIJAYAWADA-10**

( An Autonomous college in the jurisdiction of Krishna University, Machilipatnam)

**DEPARTMENT OF ENGLISH**

<b>ENGLISH</b>	<b>ENGT11B</b>	<b>2020-21</b>	<b>All UG Programmes</b>
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**SEMESTER-I**

**Paper- I**

**No. of. Credits: 3**

**ENGLISH PRAXIS – I (NEW SYLLABUS)**

<b>I. UNIT: Listening Skills [ONLINE]</b>	<b>12 Hours</b>
i. Importance of Listening	
ii. Types of Listening	
iii. Barriers to Listening	
iv. Effective Listening	
<b>II. UNIT: Speaking Skills</b>	<b>10 Hours</b>
a. Sounds of English: Vowels and Consonants	
b. Word Accent	
c. Intonation	
<b>III. UNIT: Grammar</b>	<b>14 Hours</b>
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	
<b>IV. UNIT: Writing [ONLINE]</b>	<b>10 Hours</b>
i. Punctuation	
ii. Spelling	
iii. Paragraph Writing	
<b>V. UNIT: Soft Skills [ONLINE]</b>	<b>14 Hours</b>
a. SWOC	
b. Attitude	
c. Emotional Intelligence	
d. Telephone Etiquette	
e. Interpersonal Skills	

**TEXT BOOK:**

English Praxis Course-I

**SEMESTER-II**

Paper- II  
No. of. Credits: 3

**ENGLISH PRAXIS – II (NEW SYLLABUS)**

<b>UNIT- I</b>	<b>12 Hours</b>
<b>Prose</b> : 1. How to Avoid Foolish Opinions Bertrand Russell [ONLINE]	
<b>Skills</b> : 2. Vocabulary: Conversion of Words	
: 3. One Word Substitutes	
: 4. Collocations	
<b>UNIT – II</b>	<b>10 Hours</b>
<b>Prose</b> : 1. The Doll's House Katherine Mansfield [ONLINE]	
<b>Poetry</b> : 2. Ode to the West Wind P B Shelley [ONLINE]	
<b>Non-Detailed Text</b> : 3. Florence Nightingale Abrar Mohsin [ONLINE]	
<b>Skills</b> : 4. Skimming and Scanning	
<b>UNIT- III</b>	<b>14 Hours</b>
<b>Prose</b> : 1. The Night Train at Deoli Ruskin Bond [ONLINE]	
<b>Poetry</b> : 2. Upagupta Rabindranath Tagore [ONLINE]	
<b>Skills</b> : 3. Reading Comprehension	
: 4. Note Making/Taking	
<b>UNIT – IV</b>	<b>10 Hours</b>
<b>Poetry</b> : 1. Coromandel Fishers Sarojini Naidu [ONLINE]	
<b>Skills</b> : 2. Expansion of Ideas	
: 3. Notices, Agendas and Minutes	
<b>UNIT- V</b>	<b>14 Hours</b>
<b>Non-Detailed Text</b> : 1. An Astrologer's Day R K Narayan [ONLINE]	
<b>Skills</b> : 2. Curriculum Vitae and Resume	
: 3. Letters	
: 4. E-Correspondence	

**TEXT BOOK:**

English Praxis Course-I

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<b>English</b>	<b>Course Code: ENG T15</b>	<b>Course Type: Core (Theory)</b>	<b>Offered to whom: All B.com &amp; B.B.A</b>
<b>SEMESTER –I</b>	<b>Course No – I</b>	<b>Year of introduction: 2021-2022</b>	<b>Year of revision: ---</b>
<b>Percentage of Revision: --</b>	<b>No. of Hours: 60 hrs. Per Sem</b>	<b>No. of. Credits: 4</b>	<b>Time: 4 Hours/ week</b>

**BUSINESS ENGLISH-I**

**UNIT-I Nature of Communication P- 3-19 - 12 hours**

- Communication core
- Process of communication
- Types of communication
- Aspects – Global, Ethical and Legal
- Communication in organizations
- Review Questions/Exercises

**UNIT-II Non Verbal Communication P-28-52 - 14 hours**

- Importance-Means
- Kinesics
- Paralinguistics - Proxemics
- Chronemics - Haptics
- Review Questions/Exercises

**Barriers of Communication**

- Causes- Linguistic, Psychological
- Interpersonal- Cultural - Physical
- Organizational Barriers
- Reviews Questions/Exercises

**UNIT-III Principles of Letter Writing P-93-104 - 10 hours**

- Nature and function of Letters
- Principles / Review Questions/Exercises

**UNIT-IV Quotations, orders and tenders P-125-141 - 12 hours**

- Inviting quotations
- Sending quotations
- Placing orders
- Inviting tenders
- Review Questions/Exercises

**UNIT-V Claim and Adjustment Letters P-155-161 - 12 hours**

- Making claims
- Offering adjustments

<b>English</b>	<b>Course Code: ENG T25</b>	<b>Course Type: Core (Theory)</b>	<b>Offered to whom: All B.Com &amp; B.B.A</b>
<b>SEMESTER –II</b>	<b>Course No – II</b>	<b>Year of introduction: 2021-2022</b>	<b>Year of revision: ---</b>
<b>Percentage of Revision: --</b>	<b>No. of Hours: 60 hrs. Per Sem</b>	<b>No. of. Credits: 4</b>	<b>Time: 4 Hours/ week</b>

### **BUSINESS ENGLISH- II**

**UNIT – I SALES AND CIRCULAR LETTERS page no: 142 to 154      10hrs**

- Communication Core
- Writing a Sales Letter
- Circular Letters
- Review Questions
- Exercises

**UNIT – II CREDIT AND COLLECTION LETTERS page no: 163 to 171  
14hrs**

- Communication Core
- Nature of a Credit Letter
- Types of Credit Letters
- Collection Procedure
- Distinctive Features of Business Letters
- Review Questions
- Exercises

**UNIT – III BUSINESS AND TECHNICAL REPORTS page no: 211 to 221  
12hrs**

- Communication Core
- Characteristics
- Importance
- Types
- Routine Reports
- Review Questions
- Exercises

**UNIT – IV STRUCTURE AND LAYOUT OF REPORTS page no: 222 to 236  
14hrs**

- Communication Core
- Elements of Structure
- Front Matter
- Main Body
- Back Matter
- Review Questions
- Exercises

**UNIT – V PLANNING AND PREPARATION page no: 237 to 243      10hrs**

- Preparatory Steps
- Words Often Confused
- Punctuation and Capitalization

**REFERENCE BOOK:** Business Correspondence And Reporting 5 Th Edition