

Andhra Pradesh Common Core Syllabus (Revised)

Syllabus Effective from 2015-2016

Communication and Soft Skills Syllabus

COMMON CORE PAPERS FOR UNDERGRADUATE COURSES

Semester-I: Fundamentals of Communication Skills

Unit- I Communication Skills

Definition, Process, Types, Barriers

Unit- II Oral Communication

English Sounds, Letters & Words

Unit-III Listening Skills

Types of Listening, Barriers to Effective Listening & Traits of a Good Listener

Unit- IV Stress & Intonation

Word Stress, Sentence Stress, Intonation Patterns

Unit –V Word Building

English & Latin Affixes and Suffixes, One word Substitutes

Semester-II (A): Building Vocabulary

Unit-I Vocabulary (with Exercises)

Foreign & English words and Phrases, Idioms, Words often confused

Unit-II Improving Vocabulary (with Exercises)

Homonyms, Homophones, Homographs, Synonyms, Antonyms,

Unit-III Correction of Common Errors (with Exercises)

Unit-IV Fun with Grammar (with Exercises)

Noun, Pronoun, Adjectives, Adverbs, Prepositions & Conjunctions

Unit-V Transformation of Sentences (with Exercises)

Types of Sentences- Structure and Meaning

Semester-II (B): Professional Life Skills - I

Unit-I Team Work Skills (Activity Oriented)

Unit- II Emotional Intelligence Skills

Unit-III Assertive Skills

Unit-IV Adaptability Skills

Unit-V Problem Solving Skills

For Semester I & II (A) & (B) - Prescribed Text Book: “Communication and Soft Skills” – Volume- 1” Published by Orient BlackSwan Private Limited

Semester-III: Communication Practice-I

Unit-I Listening & Learning Skills

Unit-II Oral Communication Practice-I

Greeting People, Taking Leave, Introducing, Requesting, Asking for Permission, Giving Directions and Thanking

Unit-III Oral Communication Practice-II

Asking for Clarifications, Inviting, Making Complaints, Congratulating and Expressing Sympathy, Apologizing, Advising, Suggesting, Expressing Opinions and Telephone Skills

Unit- IV Reading Skills

Purposes of Reading, Reading Strategies

Unit- V Developing Reading Skills (with Exercises)

Study Techniques, Techniques of Reading, Reading Comprehension

Semester- IV (A): Communication Practice-II

Unit-I Information Transfer (with Exercises)

Tables, Bar Charts, Line Graphs, Pie Charts, Flow Charts, Tree Diagram, Pictogram, Maps, Plans (with Exercises)

Unit-II Technology in Communication

Computer Application- MS Word, File Management

Unit- III Inter Personal Communication-I Interview Skills, Group Discussion, (with Exercises)

Unit- IV Inter Personal Communication-II Presentation Skills, Seminar Skills, Speech Making, Debates (with Exercises)

Unit-V Business Communication

Notices, Agenda and Minutes of the Meeting

Semester- IV (B): Professional Life Skills - II

Unit-I Self Development, Knowing Self, Maintaining a Healthy Body, Driving Oneself, Self & Society, Managing Relationships

UNIT-II Writing For Print Media: Functions of The Press- Reporting- Newspaper Writing- Editing- Interviewing

UNIT-III Writing For Electronic Media-I: TV & Radio-Types of Radio and TV Programs - Impact of Radio and TV-Film and Internet

UNIT-IV Writing For Electronic Media-II: Cinema - Advertisements-Advertising Concepts- Types- Formats - Structure – Design of an Advertisement

UNIT-V BPO English: Types of BPO Businesses- English Usage- Commonly Confused Words- Errors in using The Parts of Speech- Errors in Using Punctuation- Redundancies- Style

Semester-VI: Communication Practice-III (Writing Skills)

Unit-I Paragraph & Essay writing, Letter writing

Unit-II Report Writing, Note Making & Note Taking (with Exercises)

Unit-III Precise Writing, Summarizing (with Exercises)

Unit- IV Technical Writing

Unit-V Editing- Spelling & Punctuation, Use of Dictionary & Thesaurus

For Semester III & IV (A), (B) & VI Prescribed Text Book: “Communication and Soft Skills – Volume-2” Published by Orient BlackSwan Private Limited

