

ADIKAVI NANNAYA UNIVERSITY

RAJAMAHENDRAVARAM

CBCS / Semester System

(From 2015-16 Admitted Batch)

III Semester Syllabus

COMMUNICATION AND SOFT SKILLS -2

(Course Content(30 hours))

(Common for All UG Programs)

CSS - 2 aims at improving the speaking skills of the learner. For many learners of English, the sound-spelling relationship of the language appears anarchic. Another problem many Indian learners face is English word accent. Unit I and Unit II help learners overcome these problems to a great extent. The remaining units are on the two productive skills, speaking and writing. The techniques of day-to-day conversations and the important characteristics of interviews and GDs presented in this course strengthen the learner's speaking skills. The last unit presents various aspects of presentation in writing.

Unit I: Pronunciation - 1

The Sounds of English

Unit II: Pronunciation – 2

1. Word Accent
2. Intonation

Unit III: Speaking Skills -1

1. Conversation Skills
2. Interview Skills
3. Presentation Skills
4. Public Speaking

Unit IV: Speaking Skills -2

1. Role Play
2. Debate
3. Group Discussion

Unit V: Writing Skills

1. Spelling
2. Punctuation
3. Information Transfer
 - Tables
 - Bar Diagrams
 - Line Graphs
 - Pie Diagrams
 - Flow Charts
 - Tree Diagrams
 - Pictures