

PROF. K.SAYULU
REGISTRAR



KAKATIYA UNIVERSITY
VIDYARANYAPURI
WARANGAL - 506 009

No. ~~614~~ /B2/ACAD/KU/2014

Date: ~~04-07~~-2014

The Principals of University and
Affiliated Colleges offering UG (NP) courses
KAKATIYA UNIVERSITY

Sub:- SYLLABUS - Sending of approved syllabus of Communication Skills
(General English) Paper-II, along with the model question paper for
B.A., B.Com., B.Sc. and BBM II year courses effective from 2014-2015
- Regarding.

Ref:- Lr.No. 44/Eng/KU/2014, dated 21st June, 2014 of the Chairperson,
Board of Studies in English, KU.

Sir/Madam,

I am to inform you that the Chairperson, Board of Studies in English, KU has sent the syllabus of Communication Skills (General English) Paper-II along with the model question paper for B.A., B.Com., B.Sc. and BBM II year courses as recommended by the Board of Studies at its meeting held on 21st June, 2014 for implementation during the academic year 2014-2015 onwards. The Dean, Faculty of Arts, KU forwarded the minutes for implementation.

In view of urgency, the Vice-Chancellor, in anticipation of approval by the Standing Committee of the Academic Senate, has accorded approval for implementation of syllabus of Communication Skills (General English) Paper-II, along with the model question paper for B.A., B.Com., B.Sc. and BBM II year courses effective from 2014-2015, as recommended by the Board of Studies in English, KU.

A copy of the revised syllabus is enclosed herewith. Further, it is also available at the University Website www.kakatiya.ac.in. The same may be brought to the notice of the students and the staff concerned.

Yours faithfully,


REGISTRAR

Encl.: As stated.

Copy to:

1. The Dean, Faculty of Arts, KU
2. The Chairperson, Board of Studies in English, KU
3. The Controller/Addl. Controller of Examinations (UG/SDLCE/Confdl.), KU
4. The Director, Campus Network/Website, KU with a request to place the revised syllabi on the website.
5. The Secretary to the Vice-Chancellor, KU
6. The P.A. to Registrar, KU
7. The SF.

Paper I: COMMUNICATION SKILLS (for BA, B.Com, B.Sc, BBM Courses, I Year)
TEXTBOOK PRESCRIBED: *English for Fluency* by K. Purushotham, published by Orient BlackSwan, 2013

SYLLABUS						
	Reading	Writing	Listening	Speaking	Grammar	Vocabulary
1.	What Is My Name?: P. Sathyavathi	Paragraphs	Listening for sounds, stress and intonation	Greeting, taking leave and introducing oneself and others	Nouns	Homonyms
2.	Pochamma's Goddess: Radha D'Souza	Essays	Listening for theme	Making requests	Pronouns	Homophones
3.	The Woodrose: Abhuri Chaya Devi	Descriptive essays	Listening for theme	Asking for time and directions	Articles	Homographs
4.	The Kitchen: Vimala	Narrative essays	Listening for main ideas	Inviting	Adjectives	Synonyms
5.	Yanadi Kotadu: Sujatha Gidla	Expository essays	Listening for main ideas	Apologising	Kinds of verbs	Antonyms
6.	Adivasis: Kancha Ilaiah	Argumentative essays	Listening for details	Interrupting	Tenses	Prefixes
7.	For Vegetarians Only: Sky Baba	Formal letters	Listening for details	Asking for and giving opinions	Adverbs	Suffixes
8.	Hunger: Jayanta Mahapatra	Emails	Listening for information	Agreeing and disagreeing	Declarative, interrogative, imperative and exclamatory sentences	Compound words
9.	From Untouchable Spring: G. Kalyana Rao	Application letters and curricula vitae	Listening for information	Suggesting and advising	Simple, compound and complex sentences	Collocations
10.	Lawley Road: R. K.	Memorandums	Listening for facts	Giving instructions	Question tags	Phrasal verbs

	Narayan					
11.	Letter to My Daughter: Jawaharlal Nehru	Official reports	Listening for facts	Asking for clarifications and permission	Conjunctions	Idioms
12.	Leave This Chanting: Rabindranath Tagore	Note making	Listening for the gist	Making complaints	Prepositions	One-word substitutes
13.	The Man behind 'i' (Apple)	Summaries	Listening for the gist	Telephone skills	Genitives and possessive adjectives	Style and register
14.	The Bet: Anton Chekov	Paraphrases	Listening for opinions	Presentations	Subject-verb agreement	Commonly misspelt words
15.	The Gift of the Magi: O'Henry	Information transfer	Listening for opinions	Group discussions	Active and passive voice	Commonly confused words
16.	If: Rudyard Kipling	Punctuation	Listening for attitude	Interviews	Reported speech	Connotations

Kakatiya University, Warangal
FACULTY OF ARTS
Paper I: COMMUNICATION SKILLS (for BA, B Com, B Sc, BBM I Year)
Model Question Paper (w.e.f. 2013-14)

Time: 3 Hours

Max Marks: 80

NOTE: ANSWER THE FOLLOWING QUESTIONS IN THE SAME ORDER FROM 1 TO 10.

1. Answer any **FIVE** of the following in about 250 words each: (7X5)=35

- A. Why does the author forget her name in "What is my Name?"
- B. What does the narrator in "The Woodrose" think about old age and its problems?
- C. Why did the police harass the villagers in "Yanadi Kotadu?"
- D. Why doesn't the narrator get a house in "For Vegetarians Only?"
- E. Why was it a strange experience to Yellana? Why was he beaten?
- F. What is the essence of the story Nehru narrated to his daughter?
- G. Write briefly about Steve Jobs' childhood and education.
- H. What did Della do with her hair and why?
- I. In the poem "If," does the poet believe in patience?
- J. What is the moral of the poem, "Leave this Chanting"?

2. Read the following passage and answer the questions in complete sentences: (1X5)=5

There are many fruits eaten by *adivasi* communities that we will probably never eat in our lifetime. For instance, in Andhra Pradesh, *adivasi* communities such as the *Gonds* and the *Koyas* used the *Tuniki* fruit and *Elleru* root as a perennial food resource about which many people living in the plains do not know. The *adivasis* introduced most of the basic food items to the plains people. Not curd-rice or pizza but pineapple, jackfruit, mango, melons, custard apple (*sitaphal*) various types of bananas and scores of fruits were first discovered by the *adivasis*. They also discovered the sourness of wild lemons and used them as an additive to food. They were the first to gather wild honey that has medicinal properties. Most vegetables, fruits and flowers we cultivate today have their origins among the *adivasis*. They are, therefore, our first teachers. Given their close proximities to the forest—which many *adivasi* communities worship as sacred groves—they learnt how to dig edible roots and tubers. They ate some raw, they roasted some, and they boiled some. All the roots do not have the same taste. They also do not have the same nutritional value. In some cases the fruit may be nutritional but not the leaves. For instance, while tomatoes are edible the leaves of the plant are toxic. Similarly there are flowers that are edible and have curative properties. The *adivasis* adopted useful food items and rejected the harmful ones through trial and error, over thousands of years. They were thus responsible for deciding the taste factor in our food culture.

- A. Name the basic food items that the *adivasis* introduced.
- B. Why are the *adivasis* the 'first teachers'?
- C. What does 'trial and error method' mean?
- D. Who decided the taste factor in our food culture?
- E. What is the meaning of the word 'edible.'

3. Make notes on the above passage. (5)

4. Write a short paragraph based on the following graph. (5)

5. Write one-word substitutes to any FIVE of the following: (1X5)=5

- A) suitable for eating
- B) that which lasts forever
- C) the use of new idea
- D) a heart specialist
- E) that which cannot be believed
- F) that which is not in use

6. Choosing from the given list, fill in any FIVE of the following blanks to complete the idioms: (1X5)=5

- A. He can't understand the problem, he is a *green* ----
- B. The problem is easy to do. It's a ---- *walk* for him.

- C. The exams are drawing near. You have to *tighten your* -----
 D. You are lucky, this came as a *blessing in* -----
 E. We are already in trouble, don't *add fuel to the* -----
 F. I watch films *once in a blue* -----
 (*horn; fire; cake; disguise; belt; moon*)

7. Choosing from the given list, fill in any FIVE of the following blanks to complete the phrasal verbs: (1X5)=5

- A. Seema-Andhra employees *called* ----- the strike.
 B. Though difficult, I am able to carry ----- the task.
 C. We have to *get* ----- with every one.
 D. I *look forward* ----- meeting you.
 E Please *take* ----- your shoes when you step into the Lab.
 F. My father *gave*----- smoking.
 (*up; along; off; to; on; off*)

8. Fill in any FIVE of the blanks with suitable verb forms: (1X5)=5

- A. It _____ (rain) now outside.
 B. I _____ (complete) my intermediate in 2013.
 C. We _____ (live) in Hyderabad since 1980.
 D. I _____ (go) to Delhi tomorrow.
 E. The train _____ (arrive) just now.
 F. The sun _____ (rise) in the east.

9. Correct any FIVE of the following sentences in the underlined words: (1X5)=5

- A. I met my cousin brother in Bangalore.
 B. I bought new furnitures recently.
 C. We started to learning English.
 D. We have arrived in the city at 8. a.m.
 E. She did not came yesterday.
 F. Tell me what is your name?

10. Supply question tags to any FIVE of the following choosing from the given list: (1X5)=5

- A. It's raining, -----?
 B. Sita hasn't come today, -----?
 C. You are coming to my house tomorrow, -----?
 D. They didn't complete their dinner, -----?
 E. I am a student, -----?
 F. They have not completed their exams, -----?
 (*isn't it?; have they?; has she?; aren't I?; aren't you?; did they?*)

PATTERN OF PRACTICAL EXAMINATION (20 Marks)

- A. Lab: Speaking Test from 'Speaking' activities in the text 5 Marks
 B. Record: 15 Marks
 20 One-word substitutes
 20 Correct use of verb forms in sentences
 20 Correction of Sentences
 20 Question Tags
 Leave Letter; Application for Job; CV

	Selections	Reading: Sub-Skills	Corporate Communication	English for Competitive Examinations	Speaking
1.	Six Sigma: Dabbawala	Global Comprehension	Goal setting	Synonyms	Speech Sounds and Corresponding Phonetic Symbols
2.	Yet I am Not Defeated: Jyothi Reddy	Local comprehension	Time management	Antonyms	Word stress
3.	Thinking?: Walter D Wintle			Analogies	Mother Tongue Interference in English language Learning
4.	Toxicology: Qaamar Rahman	Making predictions & guessing	Personal appearance and Facial expressions	Syllogism	Commonly Mispronounced Words
5.	An Entrepreneur by Accident: Patricia Narayan	Understanding the Plan of the text	Confidence building		Using the Dictionary to learn the correct Pronunciation
6.	When I born I Black		Teamwork		Describing People, Places and Objects
7.	Satya Nadella: CEO of Microsoft	Guessing the Meanings of Unfamiliar words			Reporting what Others Said
8.	Chhavi Rajawat: Village Mayor of Soda	Skimming & scanning	Presentations	Commonly Misspelt Words	Talking about Future Plans
9.	The Ladder		Interpersonal	Correction	Asking and Answering

	of St Augustine: H.W. Longfellow		communication	of errors in Sentences	Questions
10.	Fluid Mechanics: Rama Govindarajan	Skimming: exercises	Problem solving	Correction of errors in Sentences	Talking about Purpose
11.	From Bhajhias to Reliance: Dhirubhai Ambani	Scanning: exercises	Project proposals : Practice Exercises	Word order within Sentences	Explaining and Giving Reasons
12.	Success: Bessei A Stanely		Convening official meetings and drawing up agendas	Sentence Completion	Making Comparisons
13.	Rendezvous with Indra Nooyi: Nandan Nilekani		Minutes of meetings	Paragraph Cloze Tests	Persuading
14.	Crossing Hurdles in Style: Sudha Chandran	Discourse markers	Writing show cause notices	Rearranging jumbled sentences in paragraphs	Expressing Certainty, Probability and Possibility

Time: 3 Hours

Max Marks: 80

NOTE: ANSWER THE FOLLOWING QUESTIONS IN THE SAME ORDER FROM 1 TO 10.

1. Answer any **FIVE** of the following in about 250 words each: (5X7)=35

- A) What is the secret behind the success of Dabbawalas' organization?
- B) What are the reminiscences that haunt the writer in "Yet I am Not Defeated"?
- C) What was the dream of the Qamar Rahman and how it was fulfilled?
- D) What was the turning point for Patricia Narayan in her life?
- E) What are the qualities that made Nadella a successful person in his life?
- F) Write about the services of Chhavi Rajawat as village mayor.
- G) What is the role of Prof Roddam Narsimha in Rama Govindarajan's life?
- H) Write briefly about Dhirubhai Ambani's growth as a successful business man.
- I) "Sudha Chandran is an example of one who has rewritten destiny with a positive initiative." Explain.
- J) What is the gist of the poem, "When I born I Black"?

2. Read the following passage and answer the questions that follow: 5

I was always interested in cooking and passionate about trying out new dishes. But, the thought of becoming a business woman never came to my mind at all as I do not come from a business family. Both my parents were government servants. But my marriage changed everything. Both the families opposed the marriage vehemently as my husband belonged to the Brahmin community; unfortunately my marriage did not work out as my husband was addicted to alcohol, drugs, etc. I could not bring him out of the addiction. As a young woman, I did not know how to cope with this and I was getting beaten up everyday. Though my father, a very conservative Christian never forgave me, he gave me refuge when I had nowhere to go. I was thrown out with two very small children. It was a question of survival for me. I knew I should either succumb to the burden or fight; I decided to fight my lonely battle. I did not want to be a burden on my parents. So, to be economically independent, I could only do what I knew and what I liked. I started making pickles, squashes and jams at home. I just took a couple of hundred rupees from my mother. I sold everything I made in one day and that gave me confidence. I earned a good income. I invested whatever I earned to make more pickles, squashes and jams. It was quite lucrative in the sense, even ten rupees was a blessing for me.

- A) Does the author come from a business family?
- B) Who helped the author in her troubled times?
- C) What did the author do to earn money?
- D) How did the author become confident of herself?
- E) Suggest a suitable title to the passage.

3. Read the following passage, and write one main point and four supporting points. 5

Sudha wanted to give just that one stage performance and prove her phony sympathisers wrong. But it didn't stop with one. She went on to become an acclaimed Bharathanatyam dancer and was hailed by the media as the "wonder girl of India". This caught the attention of the famous Telugu producer Ramoji Rao who wanted to make a film on her life. When Sudha was approached with this proposal she saw no reason to turn it down considering how it could be used to inspire others. "Initially they had plans to cast a top heroine and use me in the second half of the film just for the actual dance sequences. After the discussions, director Singeetam Srinivasa Rao wanted me to do the film saying that he found me to be a good actor. At first I refused as I had a wrong idea about the film industry; I thought educated people don't get into it. But the director met me personally and explained that it was not so. After reluctantly agreeing, I realised what he said was true. In fact, after months of shooting I didn't want to go back home," she recounts of her experience of shooting for the famous 1984 movie "Mayuri" ("Nach Mayuri" in Hindi) that won her the Special Jury Award at the National Film Awards.

4. Fill in the blanks choosing from the words that follow: (1x5) = 5

Communication skills is a (A)_____ element of soft skills. It does not simply refer to being able to speak a language clearly, though that too is important, but involves the ability to listen and to write (B) _____, use (C) _____ body language, and be able to effectively convey complex concepts in a manner understood by all. This is vital to securing a job, as interviewers are keen on finding out whether you are able to take all the technical knowledge you possess

