



# Andhra Loyola College (Autonomous)

VIJAYAWADA-520 008.

Accredited in III Cycle at A+ Grade with a CGPA of 3.66 / 4.00

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5.1.3 Following Capacity development and skills enhancement activities are organized for improving students capability

\* **Soft Skills**

\* **Language and communication skills**

\* **Life skills (Yoga, physical fitness, health and hygiene ,self-employment and entrepreneurial skills)**

## **SOFT SKILLS , LANGUAGE AND COMMUNICATION SKILLS**

The vision of Andhra Loyola College is to create an environment that supports the overall development of a learner to refine his deportment to succeed in his personal and professional life. Hard skills can be learnt through instruction, whereas soft skills are personal attributes. In the past when the joint family system was in existence, every individual in the family had an opportunity to experience the emotions and values. In nuclear families, where both parents are working, the children do not have ample opportunities to understand the value of teamwork, managerial skills and so on. Man is a social being; he is a part of the society. He should work with people who have more or less same attitude, emotions and excitements. To enable the students, understand the importance of soft skills, it was included in the syllabus.

A *Course in Communication and Soft Skills* for the first year Undergraduate students creates awareness on understanding and assessing the attitudes of different people, their emotional levels there by enabling the students to improve their emotional intelligence, learn how to handle different situations by using their managerial skills, how to cope with the different mindsets in their regular discourses, the general etiquettes to be followed and more importantly living according to the social standards improving their interpersonal skills. A Certificate Course on *English Enrichment and Career Development Skills* [EECDS] for the first year UG students concentrates on the soft skills needed at workplace.

For the Second Year UG students a Foundation Course, *Communication and Soft Skills-II* was introduced to develop a good personality, through a special focus on Personality

Development and Dimensions, Business Manners and Netiquette. This part helped the students to groom their individual personality and also learn about the etiquettes and netiquettes. For the same batch of students, to sharpen their soft skills, in the IV Semester, *Communication and Soft Skills -III [English for Empowerment]* covering different topics in soft skills were incorporated in their syllabus. Topics like Motivation, Self-Image, Goal Setting, Managing Changes, Time Management, Stress Management, Leadership Traits, Team Work, Life and Career Planning, Multiple Intelligence, Intercultural Communication, Creative and Critical Thinking, Learning Styles and Strategies helped them to analyse, assimilate and construe to live in a real world.

To communicate one should have proficiency in language. To acquire language, the role of conversational skills plays a vital role. Apart from the textual and grammar contents, topics like Conversational Skills, Group Discussions, Interview Skills, Talk Shows, Ted Talks, Pod casts, Watching Videos and so on will certainly improve the communication of the learner. They will also learn different accents of diverse countries. With this view, the II Year UG students were introduced the above topics to hone their communication skills in the IV Semester, *Communication and Soft Skills -III [English for Empowerment]*.

A Certificate Course on *English Enrichment and Career Development Skills* [EECDS] for the first year UG students is designed to address the concerns related to communication and job-oriented skills. Idioms, Phrasal Verbs, Business Grammar, One-word Substitutes help them to enrich their vocabulary and improve syntax formation. Another certificate course designed for the second semester focusses on Phonetics enabling the students to pronounce the sounds exactly and accurately. The Skill Development Course *Journalistic Reporting* improves the creative writing of the students along with a critical analysis the facts. Interviewing people, writing news articles, profiles, human interest features and so on improves their communicative and writing competencies. Another Skill Development Course *Business Communication* stresses the importance of business communication focusing on the types, categories, methods, formats and business vocabulary.

The Language Lab Syllabus for the first, second and final year Literature students is purely designed to improve their communication skills by using the recent softwares. The final year Core and Cluster Papers also cover *Language and Linguistics, English Language Teaching, Second Language Acquisition and An Introduction to Sociolinguistics* which not only help the students to acquire good communication but also helps them to clear competitive exams for

their PG Entrance Examinations. They also set a platform for the students to choose their research topics in Language and Linguistics. A part from the above the department organize Workshops, Seminars and Conferences on themes related to language, literature, job skills, career development and communication to encourage, engage and empower the students to speak a foreign language with ease and enthusiasm.

## COURSES

### ANDHRA LOYOLA COLLEGE (AUTONOMOUS): VIJAYAWADA DEPARTMENT OF ENGLISH

**SEMESTER I & II**

**COURSE CODE: FOU111CSS**

**COURSE TITLE: COMMUNICATION AND SOFT SKILLS -I**

**Total Hrs/ Semester: 45**

**Max Marks:100**

**Hrs/Week: 3**

**Credits: 2**

<b>Course Outcomes:</b> <i>On successful completion of the course, students will be able to:</i>	
<ul style="list-style-type: none"> <li>• <i>Distinguish and enunciate voiced and voiceless sounds with increasing intelligibility</i></li> <li>• <i>Develop an individual pronunciation style using appropriate stress, rhythm and intonation</i></li> <li>• <i>Recognize the correspondence between English spelling and pronunciation</i></li> <li>• <i>Use the appropriate paralinguistic cues of communication</i></li> <li>• <i>Develop coherence, cohesion and competence in oral discourse</i></li> <li>• <i>Communicate fluently and present effective presentations</i></li> <li>• <i>Understand and draw inferences relying on the context</i></li> </ul>	
<b>SYLLABUS</b>	
<b>UNIT 1 COMMUNICATION SKILLS</b>	<b>5 Hours</b>
<ol style="list-style-type: none"> <li>1. Meaning of Communication</li> <li>2. Defining Communication</li> <li>3. Process of Communication</li> <li>4. Types of Communication</li> <li>5. Barriers to Communication</li> <li>6. Tips for Effective Communication</li> </ol>	Skill Development
<b>UNIT 2: LISTENING SKILLS</b>	<b>5 Hours</b>
<ol style="list-style-type: none"> <li>1. The Listening Process</li> <li>2. Types of Listening</li> <li>3. Barriers to effective Listening</li> <li>4. Traits of a good Listener</li> </ol>	Skill Development
<b>UNIT 3: ORAL COMMUNICATION</b>	<b>5 Hours</b>
<ol style="list-style-type: none"> <li>1. Importance of Oral Communication</li> <li>2. Basics of Spoken English</li> </ol>	Skill Development
<b>UNIT 4: STRESS AND INTONATION</b>	<b>5 Hours</b>
<ol style="list-style-type: none"> <li>1. Word Stress</li> <li>2. Rules for marking stress</li> <li>3. Sentences Stress and Intonation</li> <li>4. Intonation</li> </ol>	Skill Development

5. Exercises	
<b>UNIT 5: WORD BUILDING &amp; VOCABULARY</b>	<b>5 Hours</b>
1. Affixes 2. One-word Substitutes 3. Foreign Languages and their influence of English 4. Idioms and Phrases 5. Words often confused 6. Homonyms, Homophones and Homographs 7. Synonyms and Antonyms 8. Exercises	Skill Development
<b>REFERENCE BOOKS:</b>	
1. <i>Soft Skills</i> , Dr. Alex (New Delhi: S.Chand&Company Ltd) 2009. 2. <i>Interpersonal Skills Training</i> , Philip Burnard (New Delhi: Viva Books Private Ltd) 3. <i>Soft Skills for Everyone</i> , Jeff Butterfield (New Delhi: Cengage Learning India Pvt Ltd) 2012 4. <i>Emotional Intelligence</i> , Daniel Goleman (London: Bloomsbury Publishing) 1996 5. <i>A Text Book of English Phonetics for Indian Students</i> , T.Balasubramanian 6. <i>A Handbook for English Language Labor</i> , E.Suresh Kumar, P.Sreehari 7. <i>Objective General English</i> , Dr. R.S. Agrawal, VikasAgrawal 8. <i>Objective English</i> , Edgar Thorpe, Showick Thorpe 9. <i>Objective English for Competitive Examinations</i> , Hari Mohan Prasad, Uma Rani Sinha 10. Heta A, Murphy <i>Effective Business Communication</i> (McGraw Hill, 2000), E.Suresh Kumar, P.Sreehari	
<b>WEB RESOURCES:</b>	
<a href="https://www.englishclub.com/pronunciation/phonemic-chart.htm">https://www.englishclub.com/pronunciation/phonemic-chart.htm</a> <a href="https://www.learning-english-online.net/pronunciation/stress-and-intonation/">https://www.learning-english-online.net/pronunciation/stress-and-intonation/</a> <a href="https://www.thebalancecareers.com/communication-skills-list-2063779">https://www.thebalancecareers.com/communication-skills-list-2063779</a> <a href="https://www.thebalancecareers.com/types-of-listening-skills-with-examples-2063759">https://www.thebalancecareers.com/types-of-listening-skills-with-examples-2063759</a> <a href="https://www.dictionary.com/e/borrowed-words/">https://www.dictionary.com/e/borrowed-words/</a>	

**ANDHRA LOYOLA COLLEGE (AUTONOMOUS): VIJAYAWADA**

**DEPARTMENT OF ENGLISH**

**B. A, B.SC, B.COM- SEMESTER III & IV**

**COURSE CODE: FOU244CSS2**

**COURSE TITLE: FOUNDATION COURSE- COMMUNICATION & SOFT SKILLS  
[CSS-2]**

**Total Hrs/ Semester: 45**

**Max Marks:100**

**Hrs/Week: 3**

**Credits: 3**

**Course Outcomes:** On successful completion of the course, students will be able to:

- Understand the differences between spoken and written English
- Understand the factors that influence use of grammar and vocabulary in speech and

<i>writing</i> <ul style="list-style-type: none"> <li>• <i>Improve their speaking ability in English both in terms of fluency and writing</i></li> <li>• <i>Increase their reading and writing speed of academic articles, essays and summaries</i></li> <li>• <i>produce small articles and analysis as critical readers</i></li> </ul>	
<b>SYLLABUS</b>	
<b>UNIT 1:</b>	<b>7 Hours</b>
<ol style="list-style-type: none"> <li>1. Basic Grammar Terminology</li> <li>2. Analysis and Synthesis of Sentences [ like Simple, Compound and Complex sentences]</li> <li>3. Transformation of Sentences [ Affirmative, Negative, Interrogative and Interrogative Sentences]</li> </ol>	Skill Development
<b>UNIT 2:</b>	<b>7 Hours</b>
<ol style="list-style-type: none"> <li>1. Verbs</li> <li>2. Strong Verbs and Weak Verbs</li> <li>3. Auxiliaries [Primary and Secondary Auxiliary Verbs]</li> <li>4. Punctuation</li> </ol>	Skill Development
<b>UNIT 3:</b>	<b>7 Hours</b>
<ol style="list-style-type: none"> <li>1. Formal and Informal Letters</li> <li>2. E-correspondence</li> </ol>	Skill Development
<b>UNIT 4:</b>	<b>7 Hours</b>
<ol style="list-style-type: none"> <li>1. Personality Development and Dimensions</li> </ol>	Employability
<b>UNIT 5:</b>	<b>7 Hours</b>
<ol style="list-style-type: none"> <li>1. Business Manners</li> <li>2. Netiquette</li> </ol>	Employability
<b>CO-CURRICULAR ACTIVITIES SUGGESTED:</b>	<b>7 Hours</b>
<ol style="list-style-type: none"> <li>1. Collection of various model formal and informal letters</li> <li>2. Invited lecture/field level training by a local expert</li> <li>3. Observing various personalities and analysing the manners</li> <li>4. Gathering information related to Netiquettes</li> </ol>	Skill Development
<b>REFERENCE BOOKS:</b>	
<ol style="list-style-type: none"> <li>1. <i>Broaden Your Language Horizons</i>, Ed. By Department of English, Andhra Loyola College, Vijayawada</li> <li>2. W.W.S. Bhasker&amp; N.S Prabhu <i>English through Reading</i>, Macmillan Publishers India Limited</li> <li>3. T.M. Farhathullah, <i>Communication Skills for Technical Students</i>, Orient Blackswan, Hyderabad</li> <li>4. <i>A Spectrum of Language Skills</i>, Ed. Prof. K. Venkata Reddy, Maruthi Publications, Guntur</li> </ol>	
<b>WEB RESOURCES:</b>	
<ul style="list-style-type: none"> <li>• <a href="https://www.grammarly.com/blog/category/handbook/dictionary.cambridge.org">https://www.grammarly.com/blog/category/handbook/dictionary.cambridge.org</a></li> <li>• <a href="https://www.kaspersky.com/resource-center/preemptive-safety/what-is-netiquette">https://www.kaspersky.com/resource-center/preemptive-safety/what-is-netiquette</a></li> <li>• <a href="https://www.smartcompany.com.au/people-human-resources/business-etique">https://www.smartcompany.com.au/people-human-resources/business-etique</a></li> <li>• <a href="https://www.youtube.com/watch?v=962eYqe--Yc&amp;ab_channel=Motivation2Study">https://www.youtube.com/watch?v=962eYqe--Yc&amp;ab_channel=Motivation2Study</a></li> </ul>	
<b>MODEL QUESTION PAPER FORMAT</b>	
Time: 3 Hours Marks:100 Marks Descriptive 60M	

## **DEPARTEMENT OF MCA**

### **SOFTSKLLSSYLLABUS**

#### **ENGLISH**

The emphasis on English Language is enormously increasing as an effective medium of communication in all sectors the \X/orldover. As a consequence of this, the acquisition of effective communication s~lls in English has become most important to the students to flourish in their careers. In this connection there is a need to train the students to equip themselves with the necessary skills required for effective communication in English thereby enabling them to get a good placement immediately after the completion of their undergraduate courses. To meet the objectives of developing proficiency in English communication skills and developing Listening, Speaking, Reading and Writing (LSRW) skills. The following curriculum is designed.

#### **CURRICULUM : THEORY AND RACTICE (LANGUAGE LAB)**

##### **1. A TEXT WITH FOCUS ON SKILLS APPRQACH**

Intended to develop the language skills of Listening. Speaking, Reading and Writing.

##### **2. VOCABULARY:**

- a) One - Word Substitutes.
- b) Words often Confused - Pairs of Words.
- c) Synonyms and Antonyms.
- d) Foreign Phrases .
- e) Phrasal verbs derived from the following dynamic verbs

\_\_\_ Go, Get, Run, Take, Look, Hold, Put, Stand Etc.

- f) Idioms and phrases.

##### **3. GRAMMAR:**

- a) Error AIalysis

- Correction of Errors in a given sentence - errors in the use of words

- errors of indianisms - use of slang - errors in punctuation

b) Concord

c) Articles, Prepositions and words followed by prepositions.

d) Tenses.

#### **4. Writing skills:**

1. Precis writing

2. Note Making

3. Letter writing.

4. Technical Report Writing.

5. Preparation of C.V and Resume writing.

6. Reading Comprehension.

7. Memo.

8. Notices/Circulars Agenda and Minutes of a Meeting.

9. E-Mail etiquette

10. Essay writing.

#### **Text Book Prescribed :**

In order to improve the proficiency of the student in the acquisition of the above mention skills, the following texts and course content is prescribed

**LEARNING ENGLISH: A Communicative Approach, Hyderabad: Orient**

Long man. (selected lessons)

The following lessons are proscribed from above text :

I. Astronomy (1)

II. Travel and Transport (3)

III. Humour (4)

IV. Environment (6)

V. Inspiration (7)

VI. Human Interest (8)

## Reference Books Prescribed:

1. Sharma, G.V.L.N., English for Engineering Students.
2. Margaret M Maison, Examine your English, Orient Longman
3. Krishnaswami, N and Sriraman, T., Current English for Colleges, Macmillan.
4. Krishnaswami, N. and Sriraman, T., Creative English for Communication, Macmillan.
5. Rizvi, M Ashraf. Effective Technical Communication. McGraw - Hill.
6. English for Technical Communication K.R Lakshminarayana, SCITECH

## RELATED ACTIVITIES

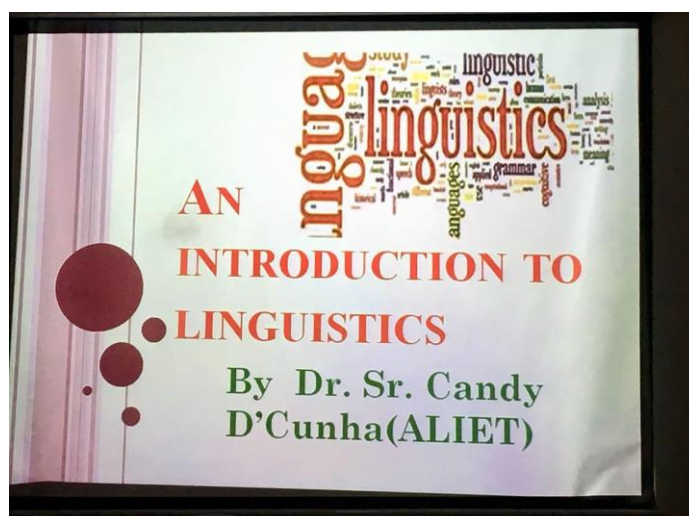
\*The Department of English organized a Guest Lecture on “Career Guidance” on 28<sup>th</sup> June 2018 with Dr.T. Sri Kumar, Dept. of Physics, ALC, as the Resource Person.



\*The Department of English organized a Guest Lecture on “Introduction to Linguistics” on 21<sup>st</sup> July 2018 with Dr.Sr. Candy D’Cunha, Assistant Professor of English, A.L.I.E.T.



Vijayawada as the resource person.



\*The Department of English organized a one-day Seminar on “English for Specific Purposes” on 3<sup>rd</sup> July 2018 with Rev Fr.Dr.Rex Angelo, SJ, Director, ELT Centre, ALC and



Mr.T.Sudheer, Assistant Professor of IIIT, Srikakulam, as the Resource Persons. The first session of the seminar focused on training the students on the impromptu speaking of English Language, Debates and Mock Interviews. The second session focused on the specific use of English on several platforms. The seminar acted as a catalyst to enrich the future prospects



for the students of English Literature.

**\*Loyola English Club:** The Department of English launched “Loyola English Club” on 10<sup>th</sup> July 2018.



**\*Elocution Competition:** Loyola English Club organized an Elocution Competition on two topics namely “Cultural Misunderstanding” and “Unequal Educational Opportunities” on 25<sup>th</sup>



August 2018.

**\*Global English Fest:** The Department of English organized ‘Global English Fest’ on 6<sup>th</sup>



December, 2018.

### **Life skills (Yoga, physical fitness, health and hygiene ,self-employment and entrepreneurial skills)**

A college is a home away from home. Much of the time is spent at college. So, the management of Andhra Loyola College had concentrated on providing a healthy diet for the needy children, yoga for balancing their mind and body, physical fitness for a healthy body and hygiene for sustaining in a healthy environment. The International Yoga Day was celebrated with a vision of promoting the importance of yoga and meditation. The students who were good at yoga were asked to train their peers and were also paid for it. Yoga classes brought a lot of change in the physical and psychological state of the students. During pandemic, the students who were in regular practice of yoga and meditation were free from the traumas of the virus. Workshops were organized to create awareness on eating healthy food including millets, cereals, pulses, fruits and vegetables.

Many other workshops and Seminars were organized to sensitize the students on sensitive issues. A Dispensary was opened on 01.08.2014 with a doctor and nurse to provide medical care at free of cost for all the students and staff. The dispensary is continuing its services from 9 AM to 5 PM on all working days. The Women Cell also organizes workshops and seminars on health and hygiene for the girl students. Gynecologists visit the campus and explain the importance of nutritious diet, consciousness and cleanliness for many women issues. The Women Cell Coordinator along with some women faculty organize meetings every fortnight and address the various issues related to their health. Mega Vaccination drives were conducted for the staff, students and civilians.

\*The Departments of Biotechnology and Microbiology, conducted a two-day

**DBT sponsored Regional Workshop** on “Advanced Techniques in Microbial

Identification” in collaboration with Biomerieux Industrial Microbiology Labs on 31<sup>st</sup> August and 1<sup>st</sup> September 2018.



\*The Dept. of Biotechnology and ALANA organized a **one day DBT Sponsored Hands On Training Workshop** for the public on “Mushroom Cultivation” on 15<sup>th</sup> December 2018.



\*The Dept. of Biotechnology, Botany in association with **ALANA** conducted a **one day DBT Sponsored Workshop** on Mushroom Cultivation on **23<sup>rd</sup> October 2018** at Ilaprolu Village, IbrahimpatnamMandal, for the members of Loyola Self-Help Groups and General public.



\*The Department of Environmental Science and Biotechnology organized an **UGC-sponsored National Seminar on ‘Emerging Biotechnological Techniques in**

**Environmental Sustainability” on 6<sup>th</sup> and 7<sup>th</sup> March 2019.**



\*The Department of Botany (PG and UG) organized a Guest Lecture on “Sustainable Waste Management” on 1<sup>st</sup> December 2018

\*The Department of Microbiology, NGC and Eco Club organized a Guest Lecture on Ozone Layer Protection on 16<sup>th</sup> September 2018 in connection with the



"International Ozone Day"

\*The Department of Microbiology, organized a Guest Lecture on



“Immunological Techniques” on 30<sup>th</sup> November 2018

\*The Department of Biotechnology and Microbiology organized a DBT sponsored Guest



Lecture on Stem Cells & their importance on 24.08.2018

\*The Department of Zoology and Paramedical & Hospital Administration organized a Guest

Lecture on “Genetics in Medicine” in connection with the Mendel’s Day on 20<sup>th</sup> July 2018



\*The Department of Zoology and Paramedical & Hospital Administration organized a Guest Lecture to create awareness on Lung Cancer and Its Consequences in Human



Healthon 20<sup>th</sup> November 2018

\*The Departments of Microbiology and Biotechnology, in association with ALANA, conducted a one-day DBT-sponsored Regional Workshop on "Mushroom Cultivation" in collaboration with Tanusree Mushrooms, Vijayawada, on 18<sup>th</sup> September 2018,



\***Eye Check-up Camp:** The Department of Mathematics organized a free Eye Check-up Camp on 21.07.2018.

\***Health Awareness Programme to Mark World Diabetes Day:** A DBT-sponsored One Day Health Awareness Programme on “Embracing Millets for our own Benefit” in collaboration with Jeevamrutham, ALANA (ALC), and ETV (Telugu) was organized on 14<sup>th</sup> November 2018.

**\*International Yoga Day:** International Yoga Day was celebrated on 21<sup>st</sup> June 2018. A few of our senior students already trained in Yoga presented important Yoga Asanas on this occasion and explained the importance of Yoga in day-to-day life. All the NSS Volunteers led by Programme Officers of six units participated in the programme.



**Blood Donation Camps:** Our NSS Units conducted Blood Donation Camps in association with Indian Red Cross Society, Vijayawada, on 30<sup>th</sup> July 2018 and 7<sup>th</sup> December 2018. One hundred and fifty students donated blood on this occasion.



**World AIDS Day:** In connection with the World AIDS Day, our NSS units organized a rally on 1<sup>st</sup> December 2018 to create public awareness about AIDS. 250 Volunteers participated in the rally and distributed pamphlets on prophylactic measures of AIDS.



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