



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

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

5. Exercises	
UNIT 5: WORD BUILDING & VOCABULARY	5
Hours	
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
REFERENCE BOOKS:	
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	
WEB RESOURCES:	
https://www.englishclub.com/pronunciation/phonemic-chart.htm https://www.learning-english-online.net/pronunciation/stress-and-intonation/ https://www.thebalancecareers.com/communication-skills-list-2063779 https://www.thebalancecareers.com/types-of-listening-skills-with-examples-2063759 https://www.dictionary.com/e/borrowed-words/	

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

DEPARTEMENT OF MCA

SOFTSKILLS

SYLLABUS

The emphasis on English Language is enormously increasing as an effective medium of communication in all sectors the world over. As a consequence of this, the acquisition of effective communication skills 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 PRACTICE (LANGUAGE LAB)

1. A TEXT WITH FOCUS ON SKILLS APPROACH

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 Analysis

- 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, MAshraf. Effective Technical Communication. McGraw - Hill.
6. English for Technical Communication K.R Lakshminarayana, SCITECH

RELATED ACTIVITIES

*The Department of English organized a two-day National Seminar on “The Role of Language, Literature and Culture in Nation- building” on 14th & 15th February 2020.

*The Department of English and ELT Centre organized a Workshop on ‘Career Development Skills – Need of the Hour’ on 18th July 2019

***Loyola English Club:** Loyola English Club conducted different activities for the enrichment of students’ skills during this academic year.

*The members of the English Language Club organized a programme on 22nd June 2019 on ‘Drafting Advertisements using Creative Contemplation and Functional English’. More than 65 students from various disciplines actively participated in this activity and brought their vibrant ideas on designing advertisements on various topics like 1. Exhibition on Canvass Paintings, 2. A Course offered in Creative Writing, 3. A Newly Opened Air Restaurant, 4. ‘Art of Living’ – Pandit Ravi Shankar. 5. Food and Nutrition for Different Ages and 6. IIT Academy. The students designed lively captions for their creations. All the members of the department congratulated the students for their creative talents.



*The English Language Club organized a programme on 18th July 2019 on “Giving a different ending to the existing tales”. About fifty students participated in this activity and have given a creative ending to the given stories. They have chosen four different stories and were innovative in sharing their ingenious thoughts to their peers.



*The English Language Club conducted a debate on 31.08.2019 for all the three-year undergraduate students on various topics like “ICT Learning Vs Traditional Learning”, “Money is everything in Life” and “A Woman should not take up a Job”. The students were divided into groups, they used soft words and hard arguments to present their views on the selected topics. The presentation was lively and grabbed the attention of the spectators.



*The English Language Club conducted ‘Just a Minute’ programme on various current and funny topics on 14.09.2019. Students from all the streams participated in the JAM session and explored their creative thoughts for the topics like ‘What it would be like if man has a tail?’, ‘Mother – the symbol of true love’, ‘My favourite food items’, ‘If you get a chance to have lunch at Singapore with three people whom would you select?’, ‘Hard work is a key to success’ and so on.



*The English Language Club organized a programme on “Creative Writing – Making Short Stories and Poetry” on 28th November 2019. Around 50 students participated in the club activity and had created many stories and poems on the themes like ‘Nature’, ‘Beauty’, ‘Mother’s Love’ and ‘God’ and the themes for short stories included ‘Honest Thief’, ‘Foolish Monkey’, ‘Story with a Suspense’, ‘Mysterious Lady’, ‘Simple Husband and Sophisticated Wife’ and ‘An Intelligent Child’.



*The English Language Club organized a programme on ‘Theatre Art’ on 4th December 2019. The students enacted a real play to pay tribute to the tragic demise of the Disha’s entitled ‘Real men don’t Rape’. The students have brought out the true picture of how a woman was molested and brutally sentenced to death. The other group enacted a play ‘The Lost Child’ which depicts the true world of a small child torn between two extremes. May be the drama and trauma of the relationship you have when you’re 16 can mirror the one you have when you’re 26. Life repeats itself. The stage art has reminded the dramatic forms and creative talents of artists.



Life skills(Yoga,Physicalfitness,health and hygiene,self employment and entrepreneurial skills)

*The Department of Botany organized in collaboration with RNTCP, New GGH, Vijayawada, a Guest Lecture on Tuberculosis (TB) on 25th January 2020.

*The Department of Commerce and Employability Skills Centre organized a Guest Lecture on “Skills for Success in the World of Banking” on 26th August 2019

*The Department of Commerce organized a Guest Lecture on Career Guidance on 13th November 2019.

*The Department of Commerce organized a Guest Lecture on Career Guidance on 13th November 2019

*The Department of Commerce organized a Guest Lecture on Career Guidance on 11th December 2019

*The Department of Commerce organized a Guest Lecture on Career Guidance on 6th January 2020

*The JKC Cell organized a Guest Lecture on “Employability Skills and Interview Etiquette” on 8th August 2019

*The Department of BBA organized a Guest Lecture on “Recent trends in Business and Employment” on 30th August 2019

*The Department of BBA in collaboration with Time Institute organised a Guest Lecture on Career Guidance on 25th November 2019.

*The Department of BBA organized a Motivational Talk on Entrepreneurship Skills with Dr.Arul Raj, renowned motivational speaker from St. Joseph's College, Bangalore, as the Resource Person, on 14th September 2019.

*The Department of BBA conducted a Guest Lecture on “Career Development” on 6th January 2020

*The Department of BBA organized a Guest Lecture on “Investments in Mutual Funds” on 28th January 2020

*The Department of Microbiology organized a Guest Lecture on “Food Safety Management and their prospects in different MNCs” on 7th November 2019

*The Department of Microbiology organized a Guest Lecture on “Global opportunities in Biological Sciences” on 22nd January 2020

*The Department of Microbiology organized a Guest Lecture on Global Placements in German Education on 28th January 2020



*The Department of Microbiology organized a Guest Lecture on “Water Resources and Conservation” on 31st January 2020

*The Department of Biotechnology organized a Guest Lecture on “Stem Cells - A tool for Regenerative Medicine”

* The Department of MBA organised a Guest Lecture on “Contemporary Practices of HR” on 31st August 2019.



*The Department of MBA organised a Guest Lecture on “Neuro linguistic Programming” and “Entrepreneurship” on 13th September 2019



*The Department of MBA organised a Guest Lecture on “Emotional Intelligence and Employability Skills” on 11th October 2019



*The Department of MBA conducted a guest lecture on “Awareness Of Capital Markets” on 14th February 2020



*The Department of Biotechnology organized a Guest Lecture on “Career Opportunities after B.Sc., Biotechnology” on 2nd December 2019

*The Department of Zoology organized a Guest Lecture on “Dairy Breeds And Housing Management Systems” on 25th July 2019

*The Women’s Cell conducted a Guest Lecture on Equality and Empowerment of Women on 13th September 2019.

*The Women’s Cell organized a Guest Lecture on Gynic Problems on 14th September 2019

*Our College in collaboration with The Hindu BL Future India Club organized a Guest Lecture on ‘Careers in Management Sector’ on 12th December 2019

*The Department of MBA conducted a workshop on “Current Trends In Hr Practices With Relation To Employment” on 1st February 2020



***Women's Day Celebrations 2020:** Women's Cell organised **Women's Day Celebrations 2020** on 9th March 2020.

***International Yoga Day:** International Yoga Day was observed on 21st June 2019. A few of our senior students trained in Yoga presented important Yoga Asanas on this occasion and explained the importance of Yoga in day-to-day life. About 250 students led by Programme



Officers of six units participated in the programme. **Blood Donation Camps:** Our NSS Units conducted Blood Donation Camp on 31st July 2019. Twenty four students and four faculty members donated blood on this occasion.



***Eye Check-up Camp:** On the eve of the Feast of Saint Ignatius, our NSS Units Conducted Eye Check-up camp on 30th July 2019 in collaboration with Sky Eye Health Foundation Vijayawada. Nearly 240 students availed the services in eye check camp.

***World AIDS Day:** In connection with the World AIDS Day, our NSS units organized a Rally on 1st December 2019 to create public awareness about AIDS. 200 Volunteers participated in the rally and distributed pamphlets on prophylactic measures of AIDS. On this occasion, the NSS units organized a Special Lecture on “Prophylaxis measures of venereal diseases” by Dr.T.Sri Kumar, Dean of Sciences, ALC.



***Clean and Green:** NSS Units organized Clean and Green programme on 22nd August 2019 on the college premises.




PRINCIPAL
ANDHRA LOYOLA COLLEGE
VIJAYAWADA-8.