GOVERNMENT COLLEGE Rajamahendravaram

Department of English

Board of Studies
Semesters I, III & V

2019-2020

Foreword.....

One cannot help experiencing the rapid socio, economic and political changes taking over the globe at an unimaginable pace. Language is one of the basic requirements of a growing community. In the global scenario today, English has acquired a unique place. It is the language of opportunities in academics and employment. Keeping this in mind, the Department of English has made every effort to update itself in terms of the syllabi, teaching methodology and pattern of evaluation.

A number of changes have been ushered in to make language learning, meaningful, creative, and purposeful to the growing demands of the market and industry. The English Language Text has become a spring board for imparting Listening, Speaking, Reading and Writing skills. The conventional teaching of prose, poetry, short story and drama has been totally revamped. The teacher centric lecture method has been replaced by student centric Communicative Language Teaching. Learner independence is ensured at every level by giving top priority to activities. Pedagogical methods are being applied for a multipronged approach to impart skills. Role Plays, Group Discussions, seminars, Debates and surveys are made essential part of teaching activities.

The Department has fully utilized Autonomy in modifying, adding or deleting the syllabil prescribed by the CBCS so as to match the learner standards and market needs. Apart from Clusters in VI Semester Foundation Courses in Communication Skills and Soft skills in three parts have been introduced at the end of the First, Third and Fourth Semesters respectively. A Practical examination is included in the second semester to practically test the student communication skills.

Changes have been affected in the evaluation pattern also. Testing pattern is designed to maximize the creativity and avoid readymade mugged up answers. The Essay type questions in 250 words carrying 10 – 12 marks have been replaced by short answer questions in 75 – 100 words carrying 4-8 marks. Multiple Choice Questions have been made compulsory in Special English both to cover syllabi and to ensure success in PG Entrance Examinations NET and SET. Certain modifications are made and more additional inputs are given to strengthen the curriculum. The SEE and IA ratio has been enhanced from 60:40 to 50:50 from 2019-20

3

Further, the course content for Special English is totally revamped both to provide a

background to the fresh undergraduates from various streams of intermediate and also

enriched certain language components considered essential for students of journalism.

The Department hopes these changes will certainly deliver the intended results and reward

the students with better learning experience, improved language skills and thereby

successful career in academics and employment.

Date: 22 .04.2019

Department of English

	Index				
SI No	ltem	Page No.			
1.	Foreword	2			
2.	Index	4			
3.	Proceedings of the Principal	5			
4.	Agenda	6			
5.	Resolutions of Board of Studies	7			
6.	Allocation of credits for various courses offered	8			
7.	Objectives and Outcomes	9-11			
8.	Additional Inputs/Modifications	12-13			
9.	List of Examiners and Paper Setters	14			
10.	Degree – I Semesters - General English Syllabus	15			
11.	Degree – I Semesters - General English Pattern of Question Paper	16			
12.	Degree – I Semesters - General English Model Question Paper	17-18			
13.	I Semester Foundation Course – Communication Course - 1	19			
14.	I Semester Foundation Course – Communication Course – Scheme of QP	20			
15.	I Semester Foundation Course – Communication Course – Model Question Paper	21-22			
16.	III Semesters - General English -Syllabus	23			
17.	O The state of the				
18.	III Semesters - General English Model Question Paper				
19.	,				
20.	III Semester Foundation Course – Communication Course – Scheme of QP	28 29-30			
21.					
22.	I Semester Special English Syllabus	31			
23.	I Semester Special English – Pattern of Question Paper	32 33-34			
24.	I Semester Special English – Model Question Paper				
25.	III Semester Special English Syllabus III Semester Special English – Pattern of Question Paper	35 36			
26.		37-38			
27. 28.	III Semester Special English – Model Question Paper V Semester Special English Syllabus (Indian English Lit.)	37-38			
29.	V Semester Special English – Pattern of Question Paper (Indian English Lit.)	40			
30.	V Semester Special English – Model Question Paper (Indian English Lit.)	41-42			
31.	V Semester Special English Syllabus (American English Lit.)	43			
32.	V Semester Special English – Pattern of Question Paper (American English Lit.)	44			
33.	V Semester Special English – Model Question Paper (American English Lit.)	45-46			
34.	Certificate Course in Functional English-Course Structure and Contents	47			
35.	Certificate Course in Functional English-Scheme	48			
36.	Certificate Course in Functional English Model Question Paper	49-50			
37.	Certificate Course in Functional English-Model Question Paper for Practical				
38.	Certificate Course Domestic B.P.O Syllabus	52			
39.	Certificate Course in BPO-Scheme 5				
40.	Certificate Course in BPO - Model Question Paper	54-55			
41.	Certificate Course in BPO-Model Question Paper for Practical	56			
42.	Department of English-Proposed Activities -2019-2020	57			
43.	Activities of in the classroom and in English Club	58			

Proceedings of the Principal, Government College [A], Rajamahendravaram Present: Dr. R. David Kumar Swamy, M.Sc, M.Phil.,Ph.D Rc. No:Spl./Acad.Cell-GC[A]-RJY/2018-1, Dated: 17April 2018

Sub:-Government College [A], Rajahmundry- **Boards of Studies (BOS)**-Nomination of Members-Orders Issued.

Ref:-UGC Autonomous Guidelines 2012-17.

ORDER:

The Principal, Government College [A], Rajamahendravaram is pleased to constitute **Boards** of Studies in ENGLISH for framing the syllabi in English subject for all semesters duly following the norms of the UGC Autonomous guidelines.

S.No.	Name	Designation		
1.	Sri P. SrisailaSastry,	Chairman		
	Lecturer In-ChargeDepartment of English, GC[A], Rajahmundry			
2.	U.Ramesh Babu, Lecturer in English	Member		
3.	Ch.Vennela, Lecturer in English	Member		
4.	Smt.A.DeepikaDevi, Lecturer in English	Member		
5.	Smt. S.Vijayalakshmi, Lecturer in English	Member		
6.	CH.N.Vinodh,Lecturer in English Member			
7.	T.Prasad, Lecturer in English	Member		
8.	K.Christiana Blessy, Lecturer in English	Member		
9.	Smt.B.Anuradha Surya Kumari, Lecturer In-Charge, Dept. of	Subject Expert		
	English, SKR(W) College, Rajamahendravaram			
10.	Sri. K.R.Krishna Kumar, Lecturer in English (Retd.), Rajahmundry	Subject Expert		
11.	Prof.K.S.Ramesh, HoD of English, AKNU, Rajahmundry	University Nominee		
12.	Sri N. Sudhir Babu, Manager, Dena Bank, Rajamahendravaram	Expert from Industry		
13.	Mr. Ch. Manikanta, M.A. (English), AKNU, Rajahmundry	Student Nominee		

The above members are requested attend the BOS meetings and share their valuable views, suggestions on the following functionaries:

- (a) Prepare syllabi for the subject keeping in view the objectives of the college, interest of the stake holders and national requirement for consideration and approval of the Academic Council.
- (b) Suggest methodologies for innovative teaching and evaluation techniques
- (c) Suggest panel of names to the Academic Council for appointment of examiners
- (d) Coordinate research, teaching, extension and other activities in the department of the college.

The term of the members will be two years from the date of the nominations. The Chairman of the BOS (HoD/Lecturer In-Charge of the department) is directed to coordinate with the principal of the college and conduct BOS meetings as and when necessary but at least once a year.

PRINCIPAL
GOVERNMENT COLLEGE [A]
Rajamahendravaram

GOVERNMENT COLLEGE (AUTONOMOUS) RAJAHMUNDRY BOARD OF STUDIES MEETING 2019-2020 DEPARTMENT OF ENGLISH AGENDA

The following proposals are submitted as a part of the agenda for the consideration and approval of the honorable members of Board of Studies, at the meeting held on 22nd April, 2019.

Syllabi and Question Paper Models:

- 1. To Consider and approve the additional inputs and minor modifications in all the papers.
- 2. Considered and approved the minor changes in the pattern of question papers for I, II and III years of General English and Special English.
- 3. To consider and approve the implementation of Pedagogy methods like Quiz, classroom seminar, Assignment or Case study, Test, puzzles, viva and few more innovative methods in classroom teaching as indicated in the curricular plans.
- 4. It is proposed to revamp the course content of I Semester Special English in such a way as to provide a brief background to British Literature while enriching the vocabulary of the students of journalism.
- 5. To Consider and approve the implementation of 50:50 ratio of evaluation of Semester End examination and Internal Assessment from 2019-20120
- 6. To consider and approve a National Seminar/Workshop on "English for Specific Purpose" during 2019-2020
- 7. To consider and approve to arrange Guest Lectures by Subject Experts @ 4 per Semester rounded up to 8 per academic year.
- 8. To consider and approve the minimum eligibility criterion for admission into I year Special English Group as 60% marks in General English at Plus Two Level.
- 9. To consider and approve the Proposed Activities of the Department of English for 2019-2020

1.	Sri P. SrisailaSastry, Lecturer in English,	Chairman	Signature
	HoD, English, GC[A], Rajamahendravaram		
2.	U.RameshBabu, Lecturer in English	Member	
3.	CH.Vennela,Lecturer in English	Member	
4.	Smt.A.DeeepikaDevi,Lecturer in English	Member	
5.	Smt. S.Vijayalakshmi,Lecturer in English	Member	
6.	CH.N.Vinodh,Lecturer in English	Member	
7.	T.Prasad,Lecturer in English	Member	
8.	K.ChristinaBlessy,Lecturer in English	Member	
9.	Smt.B.Anuradha Surya Kumari, Lecturer In-Charge,	Subject Expert	
	Dept. of English, SKR(W) College, Rajamahendravaram		
10.	SriK.R.Krishna Kumar,	Subject Expert	
	Lecturer in English (Retd)Rajamahendravaram		
11.	Prof.K.S.Ramesh,	University Nominee	
	HoD, Dept. of English, AKNU, RJY.		
12.	Sri N. SudhirBabu,	Expert from Industry	
	Manager, Dena Bank, Rajamahendravaram		
13.	Mr. Ch. Manikanta, M.A. (English),	Student Nominee	
	AdikaviNannaya University, Rajamahendravaram		

GOVERNMENT COLLEGE (AUTONOMOUS) RAJAHMUNDRY BOARD OF STUDIES MEETING 2019-2020 DEPARTMENT OF ENGLISH RESOLUTIONS

The following proposals are submitted as a part of the agenda for the consideration and approval of the honorable members of Board of Studies, at the meeting held on 22nd April, **2020**.

Syllabi and Question Paper Models:

- 1. Considered and approved the additional inputs and minor modifications in all the papers.
- 2. Considered and approved the minor changes in the pattern of question papers for I, II and III years of General English and Special English.
- 3. Considered and approved the implementation of Pedagogy methods like Quiz, classroom seminar, Assignment or Case study, Test, puzzles, viva and few more innovative methods in classroom teaching as indicated in the curricular plans.
- Considered and approved the course content of I Semester Special English in such a way as to
 provide a brief background to British Literature while enriching the vocabulary of the students of
 journalism.
- 5. Considered and approved the implementation of 50:50 ratio of evaluation of Semester End examination and Internal Assessment from 2019-20120
- 6. Considered and approved a National Seminar/Workshop on "English for Specific Purpose" during 2019-2020
- 7. Considered and approved to arrange Guest Lectures by Subject Experts @ 4 per Semester rounded up to 8 per academic year.
- 8. Considered and approved the minimum eligibility criterion for admission into I year Special English Group as 60% marks in General English at Plus Two Level.
- 9. Considered and approved the Proposed Activities of the Department of English for 2019-2020

1.	Sri P. SrisailaSastry, Lecturer in English,	Chairman	Signature
	HoD, English, GC[A], Rajamahendravaram		
2.	U.RameshBabu, Lecturer in English	Member	
3.	CH.Vennela,Lecturer in English	Member	
4.	Smt.A.DeeepikaDevi,Lecturer in English	Member	
5.	Smt. S.Vijayalakshmi,Lecturer in English	Member	
6.	CH.N.Vinodh,Lecturer in English	Member	
7.	T.Prasad,Lecturer in English	Member	
8.	K.ChristinaBlessy,Lecturer in English	Member	
9.	Smt.B.Anuradha Surya Kumari, Lecturer In-Charge,	Subject Expert	
	Dept. of English, SKR(W) College, Rajamahendravaram		
10.	SriK.R.Krishna Kumar,	Subject Expert	
	Lecturer in English (Retd)Rajamahendravaram		
11.	Prof.K.S.Ramesh,	University Nominee	
	HoD, Dept. of English, AKNU, RJY.		
12.	Sri N. SudhirBabu,	Expert from Industry	
	Manager, Dena Bank, Rajamahendravaram		
13.	Mr. Ch. Manikanta, M.A. (English),	Student Nominee	
	AdikaviNannaya University, Rajamahendravaram		

GOVERNMENT COLLEGE (A) RAJAMAHENDRAVARAM DEPARTMENT OF ENGLISH – 2019-2020 ALLOCATION OF CREDITS FOR VARIOUS COURSES OFFERED Program Objectives and Outcomes

SI No	Semester	Paper Code	Paper	Hrs. per Week	External	Internal	Credits
		GENERAL	ENGLISH AND FOUNDATION COURSE	S DURING	I AND II YEA	ARS	
1.	1	ENG 121	General English	5	50	50	3
2.	II	ENG 122	General English	5	50	50	3
3.	1	FC 110	Foundation Course (Communication and Soft skills)	3	50	-	2
4.	III	ENG 123	General English	5	50	50	3
5.	III	FC 113	Foundation Course (Communication and Soft skills)	3	50	-	2
6.	IV	FC 114	Foundation Course (Communication and Soft skills)		50	-	2
		SP	ECIAL ENGLISH (ENGLISH LANGUAGE	AND LITER	ATURE)		
7.	1	ENG 111	A Background Study of English Language and Literature	6	50	50	4
8.	II	ENG 107	History of English Lit. – Lit. Forms and Terms – Drama and Poetry	6	50	50	4
9.	III	ENG 108	History of English Literature - Lit. Forms and Terms, prose and Drama	6	50	50	4
10.	IV	ENG 109	History of English Literature - Lit. Forms and Terms, prose and Novel	6	50	50	4
11.	V	ENG 110	American Literature – Prose and Poetry	6	50	50	4
12.		ENG 112	American Literature – Drama and Fiction	6	50	40	4
13.	VI	ENG 126	Background to the Study of Indian English Literature	5	50	50	4
14.		ENG 130	Indian Writing in English – 1	5	50	50	4
15.		ENG 131	Indian Writing in English - 2	5	50	50	4
16.		ENG 132	Indian Writing in English - 3	5	50	50	4
17.		CC 101	Certificate Course in Functional English	60 (45+15)	50	50	3
18.		CC 118	Certificate Course in Domestic Business Process Outsourcing	60 (45+15)	50	50	3

Course Objectives and Outcomes General English

SI. No.	Subject	Semester/ Paper	Objectives	Outcomes
01.	General English	ı	 Ability to be comfortable with English in use while reading or listening. Ability to use receptive skills through reading and listening to acquire good exposure to language and literature. 	 Students read and understand the text listening to the inputs given by the teacher in the classroom. Students imbibe the rules of language unconsciously and tune to deducing language structure and usage
		III	 Ability to write and speak good English in all situations. Students should develop style in speech and writing and manipulate the tools of language for effective communication. 	 Students write paragraphs, essays and letters. Students decipher the mechanism of language and use it for success in competitive examinations and job related speaking and writing tasks.

Special English

SI. No.	Subject	Semester	Objectives	Outcomes
01.	A Background Study of English Language and Literature	_	 Ability to grasp the basic concept of English Language and Literature, and different phases of their development. Ability to understand the impact of the socio and economic conditions on Literature and the cosmopolitan vocabulary of English Language. 	 Students understand the relation between life and the evolution of Language and literature. Students study the techniques of word making and the process of change of meaning of words. Students trace the historical and sociological and political influences on language and literature.
	English Literature- 2	III	 Ability to comprehend the periods of Restoration, and Augustan Ages, their socio and economic background and impact on life and literature. Ability to assess the characteristics and major contributions of various writers of the age. 	 Students trace the evolution of various literary Political Movements like Restoration and Augustan ages and the gradual evolution of literature throughout. Students decipher the reflection of the age upon literature and life and connect the theme with the background of the age.

American English Prose and Poetry	V-A	1. Ability to understand the scope of American English literature and the development of prose and poetry. 2. Ability to understand some key concepts and the contribution of various writers to the development of American literature.	 Students trace the development of American English Literature. Students understand the development of prose and the major works and writers. Students trace the use of Linguistic devices in poetry and stylistic devices in prose.
American English Drama and Fiction	V-B	 Ability to form an idea on the early settlement of American Colonies and the uniformity of American English and the contribution of Noah Webster. Ability to understand the development of American novel, dram and short story. 	 Students mark the early British Settlements in America and the formation of various British Colonies. Students realize the various factors that contributed to the uniformity of American English. Students also study the evolution of American Drama, Novel and short story.

Foundation Courses and Certificate Course - 2019-20

SI. No.	Subject	Semester	Objectives	Outcomes
01.	Foundation Course in Comm. Skills-1	I	 Ability to grasp the basic concept of literature, various terms, phases of development of Language Ability to understand the cosmopolitan vocabulary and the impact of various languages on English and the techniques of word making. 	 4. Students understand the relation between life and the evolution of literature and literature and language 5. Students study the etymology of words and understand the meaning of a given word. 6. Students trace the historical and sociological and political influences
			a community of the comm	on language and literature
	on Course r Skills-3	III	Ability to trace the difference of pronunciation of words, their correct pronunciation, accent and intonation	Students refer to dictionary and study the correct stress, right accent and right intonation to ask questions, make requests or to command etc.
	Foundation C in Comm. Ski		Ability to use English correctly in speaking and writing skills	2. Students perform various speaking and writing tasks such as role plays, debates, group discussions apart from use of correct spelling, punctuation and the ability to transfer information in the writing tasks.

2.	Certificate Course in Functional English	12 Months Course from January 2019 till December 2019	 Ability to comprehend the basic concept of grammar such as tense, making of negatives and questions and the use of conjunctions and basic patterns in English. Ability to use survival expressions and participate in real life conversations and reading newspapers. 	 Students use the right tense for the right meaning make questions and negations properly. Students link sentences properly using the right conjunction in the right place. Student handle JAM topics, and decipher language from movies, advertisements etc. They follow newspapers and use English actively in GDs, Case studies, Seminars, Projects etc.
	Certificate Course in Domestic B.P.O	12 Months Course from January 2019 till December 2019	 Ability to process Business within the country. Ability to deal with the customers, to resolve issues face to face and on phone. Ability to listen to, read and respond accordingly in a professional and courteous manner. 	 To understand the business scenario and the needs of the clients. To assess the situation and manage complex situation. To be able to find solutions digitally using computers. To understand the need for health and safety.

TABLE SHOWING ADDITIONAL INPUTS/MODIFICATIONS IN THE SYLLABI For Semesters I, III and V 2019-2020

SI.	Subject	Semester	Additional input/Modification	Justification
No. 01.	General English	I	 A.P.J.AbdulKalam's "The Knowledge Society" was replaced by Sudha Murthy's "How I Taught My Grandmother to Read." William Wordsworth's "The Solitary Reaper" was replaced by John Keats" La Belle Dame Sans Mercy" 	To provide students with a fair understanding on Indian culture and life style and the enthusiasm necessary for one to learn something in spite of age. To introduce Keats in the place of Wordsworth and a topic more lively than just melancholic.
			3. Mulk Raj Anand's The Lost Child was replaced by George Orwell's "Shooting an Elephant"	Anand's Lost child read a bit tedious and uninteresting and hence replaced by a lesson carrying moral and concern for the wild animals.
			4. William Shakespeare's "The Merchant of Venice " was replaced by Julius Caesar (Court Scene Act III Sc II)	To provide students a taste of rhetoric and persuasive skills in arguments through Julius Caesar in the place of 'Merchant of Venice' which reads less interesting.
		III	Alexis Madrigal's "Why People really Love Technology?" was replaced by Internet Article Kandukuri Veeresalingam Pantulu. 2.H.V.Derozio's "The Harp of India "was replaced by J.H.Newman's 'Lead,Kindly,Light'	To enlighten students on the life and works of Sri. Kandukuri the local social reformer who deserves to be read more than Alexis Madrigal and the lesson on Science and technology was dealt with earlier. The Old poem, Derozio's Harp of India is presented with the backdrop of Indian Freedom Movement and the them is rather outdated compared to a prayer like poem by
			3. Shashi Deshpandey's "My Beloved Charioteer " was replaced by Leo Tolstoy's How much land does a man need? 2. Rabindranath Tagore's Sacrifice	Newman which is intended to inculcate values among the students. Tolstoy's short story is more relevant to the current society than a social dram by Shashi Deshpandey. Hence it is replaced. Sacrifice was already prescribed in
			was replaced by Anton Chekov's The Boor.	Intermediate and hence to provide them with an exposure to a new dramatist, Chekov was introduced.
03	Special English	I	The existing course "A History of English Language" was replaced by a new Course titled " A Background Study of English Language and Literature."	To provide an overall understanding which serves as a background to the study of English Language and Literature and their interrelationship.

Ш	1. Daniel Defoe's Robinson Crusoe	To provide a mature understanding
	was replaced by Jonathan Swift's	on Fiction of Augustan and
	"Gulliver's Travels ".	Restoration Periods
V (A)	The existing course of Indian English	Indian English Literature is dealt with
	Literature was replaced by American	at length under Cluster Papers.
	English Prose and Poetry.	Hence, there is a greater need to
		study American English Prose and
		Poetry instead of studying the same
		Indian English Literature.
ı	The following topic	s have been deleted
	1. Analogy	Found little to do with language and
		more with reasoning and hence
		removed.
	2. The Several Possibilities for	Found to be less useful and more
	Denoting Future Time	complex to the students
	3. Types of Listening	To modify the syllabus and make it
		more compact
	4. Intensive Reading and Extensive	Skimming and scanning are preferred
	Reading	to the other two types of reading.
111	Conversation Skills	It was found to be covered in Role
		Play and the marks are distributed to
		other aspects.

Note:

- 1. Autonomy has been exercised in designing the question papers in a communicative manner to help students use language effectively.
- 2. The syllabus for the Certificate Course titled "Functional English" has been designed by the Department of English and no other changes are found necessary.
- 3. The Syllabus for the Certificate Course titled "Domestic B.P.O" has been designed by the Department of English and no other changes are found necessary.

LIST OF EXAMINERS AND PAPER SETTERS

1. Dr. V. Srinivasa Rao,	Lecturer in English,	G.D.C, Ramachandrapuram
2. Sri N.Srinivas	Lecturer in English,	G.D.C, Alamur
3. Sri. G.Bhaskar Rao,	Lecturer in English,	G.D.C, Palkol
4. Smt. Chamundeswari	Lecturer in English,	SRR College, Vijayawada
5. Dr. I. Vijay Babu,	Lecturer in English,	G.D.C, Chodavaram
6. Dr. P.V.Krishna Rao,	Lecturer in English,	P.R.Govt. College, Kakinada
7. Dr.G.Rajasekhar,	Lecturer in English,	VS Krishna College, Vizag.
8. Smt. Sanjotha,	Lecturer in English,	ASDW College, Kakinada.
9. Smt. Lakshmi,	Lecturer in English,	GDC, Tuni
10. Smt. Sobha Rani,	Lecturer in English,	SRR College, Vijayawada.

GOVERNMENT COLLEGE (AUTONOMOUS) RAJAHMUNDRY SYLLABUS FOR I YEAR GENERAL ENGLISH PAPER –IA SEMESTER – I Paper Code ENG 121 2019-2020

Prescribed Text:

Unit – 1

Prose:

Sudha Murthy: How I Taught My Grandmother (modified)
 NgugiWaThiong'o: The Language of African Literature
 RK Narayan: The Astrologer's Day (Additional Input)

Unit – 2

Poetry:

Robert Frost: The Road Not Taken
 Nissim Ezekiel: Night of the Scorpion

3. John Keats: La belle Dame Sans Mercy (Addl. Input)

Unit - 3

Short Story:

1. George Orwell: Shooting an Elephant (Modified)

2. O' Henry: The Last Leaf

3. James Thurber: Snapshot of a Dog (Additional Input)

Unit – 4

One Act Play:

1. William Shakespeare: Julius Caesar (Court Scene – Act III Sc-2) - Modified

2. Fritz Karinthy: The Refund(Additional Input)

Unit - 5

Language Activity:

- 1. Spelling
- 2. Pronunciation
- 3. Meaning
- 4. Syntax

GOVERNMENT COLLEGE; RAJAMAHENDRAVARAM Department of English

Degree I Year General English 2019-2020

Semester I Paper Code: ENG 121 Pattern of Question Paper

Q. No.	Topic	Hrs. Allotted	No. of Qs to be given	No. of Qs. To be answered	Marks
I	Prose: 1. Sudha Murthy: How I taught my Grandmother to read (Modified) 2. NguiguiWaThiong 'o: The Language of African Literature 3. RK Narayan: The Astrologer's Day (Additional Input)	12 Hrs	05	03 75 words each	3X4=12
II	Poetry: 4. Robert Frost: The Road Not Taken 5. Nissim Ezekiel: Night of the Scorpion 6. John Keats :La belle Dame Sans Mercy (Additional Input)	12 Hrs	05	03 75 words each	3X4=12
III	Short Stories: 7. George Orwell: Shooting an Elephant 8.0' Henry: The Last Leaf 9.James Thurber: Snapshot of a Dog (Additional Input)	12 Hrs	03	02 75 words each	2X4=8
IV	One Act Plays: 10.Shakespeare: Julius Caesar (Court Scene – Act III Sc-2) - Modified 11.Fritz Karinthy: The Refund (Additional Input)	8 Hrs.	02	01 75 words	1X4=4
V	Language Activity: 1. Spelling	4 Hrs	06	06	6X ½=3
	2. Pronunciation	4 Hrs	06	06	6X ½=3
	3. Meaning (Synonyms)	4 Hrs	04	04	4X1=4
	4. Syntax (Scrambled Sentences)	4 Hrs	04	04	4X1=4
		60 Hrs.	35	25	50M

GOVERNMENT COLLEGE (AUTONOMOUS) RAJAHMUNDRY

I DEGREE (B.A./B.Sc./B.Com.): ENGLISH

SEMESTER-I Paper Code: ENG 121

2019-2020

Time: 3 Hrs Max. Marks: 50M

Part – A

Unit - I (Prose)

I. Answer any THREE questions in 75 words:

3X4=12 M

- 1. Describe the human centered stories Ngugi was told in his childhood.
- 2. Write a brief note on the character of Kishtakka.
- 3. How does the Astrologer save his life at the end?
- 4. How did Sudha Murthy help her grandmother to learn to read?
- 5. What difference does Ngugi point out about the use of English and Mother Tongue?

Unit - II (Poetry)

II. Answer any THREE questions in 75 words:

3X4=12 M

- 1. Narrate the story of La Belle Dame Sans Merci.
- 2. What is the challenge Robert Frost met with?
- 3. How does Ezekiel describe the village superstitions in Night of the Scorpion?
- 4. Bring out the symbolism in the poem "The Road Not Taken".
- 5. Explain how the feelings of a mother are presented in the poem (Night of the Scorpion)

Unit – III (Short Story)

III. Answer any TWO questions in 75 words:

2X4=8 M

- 1. What is Johnsy's obsession about?
- 2. How is Rex presented as an extraordinary dog?
- 3. Briefly narrate the story of shooting an Elephant.
- 4. Describe the last moments of Rex.

Unit - IV (One Act Play)

IV. Answer any ONE question in 75 words:

1X4=4M

- 1. Summarize the funeral speeches in Julius Caesar.
- 2. How did Wasserkopf justify his demand?

Part - B (Language Activity)

Answer the following questions:

14 M

a. Correct the underlined miss-spelt words in the passage given:

6X 1/2 = 3 M

The list of articles <u>last</u> by railway <u>travelers</u> and now on <u>sell</u> at a <u>grate</u> London station has been published, and many people who <u>red</u> it have been <u>astanished</u> at the <u>absentmindness</u> of their fellows.

b.	Choose	the odd m	odd man out from the rhyming sets:				
		Α	В	С	D		
	1.	Make	break	teak	fake	()
	2.	Curd	bird	fired	stirred	()
	3.	Axe	fax	fox	max	()
	4.	Fear	near	mere	bare	()
	5.	Meet	heat	hate	sheet	()
	6.	File	Nile	mile	bail	()

c. Replace the underlined words with their synonyms from the list: 4X 1 = 4 M

My parents were widely regarded as an ideal couple. My mother's lineage was the

More $\underline{\text{distinguished}}$, one other forebears having been bestowed the title of $\underline{\textbf{4}}$

'Bahadur' by the British.

Α	В	С	D
1.Popularly	notoriously	well	broadly
2.ldle	perfect	intimate	loving
3. Family	history	ancestry	old age
4.Rich	knowledgeable	strong	eminent

d. Arrange the scrambled words into meaningful sentences:

4X1=4 M

- 1. money be let in the bank the deposited
- 2. that me she she would out help said
- 3. young his the why man waste time does?
- 4. The words teacher read out the will.

GOVERNMENT COLLEGE; RAJAMAHENDRAVARAM DEPARTMENT OF ENGLISH 2019-2020 FOUNDATION COURSE – SEMESTER – I Paper Code: FC 110 COMMUNICATION SKILLS (30 hours) COURSE CONTENT

Unit - I

- 1. Prefixes and Suffixes
- 2. Conversion
- 3. Compounding
- 4. One-Word Substitutes
- 5. Words Often Confused
- 6. Synonyms and Antonyms
- 7. Phrasal Verbs (Keep, put, get, call, make, give, look)

Unit II- Grammar-1

- 1. Types of Verbs (Finite-Non-finite; Transitive-Intransitive and Action and Auxiliary;
- 2. Subject-Verb Agreement

Unit III: Grammar - 2

- 1. Meanings of Modals (Will-would; shall-should; can-could; may-might and must)
- 2. Tense (Present and Past) and Aspect
- 3. Articles and Prepositions

Unit IV: Listening Skills

- 1. The Importance of Listening
- 2. Barriers/Obstacles to Effective Listening
- 3. Strategies for Effective Listening

Unit V: Reading Skills

- 1. Skimming
- 2. Scanning
- 3. Comprehension (Unseen)

GOVERNMENT COLLEGE; RAJAMAHENDRAVARAM DEPARTMENT OF ENGLISH 2019-2020 FOUNDATION COURSE – SEMESTER – I COMMUNICATION SKILLS (30 hours)

Paper Code: FC 110 Scheme of the Question Paper

Q. No	Topic
I.	Based on Select Prefixes and Suffixes prescribed for the students
II.	Based on other forms of the word prescribed for the students
III.	Based on the prescribed list of compound nouns
IV.	Based on the prescribed list of animals – young ones – male and females
٧.	Based on the prescribed list of One word substitutes
VI.	Based on the prescribed list of words often confused
VII.	Based on the prescribed list of synonyms and Antonyms
VIII.	Based on the prescribed list of Phrasal Verbs
IX.	Based on the Examiners choice of verbs and tenses
х.	To be asked only sentences containing errors of Agreement
XI.	Based on the Examiners choice of Articles and Prepositions
XII.	To be asked on the use of will-would; shall-should; can-could; may-might; and must.
XIII.	An unseen passage to be given with 4 Questions
	a. Factual Question
	b. Inferential
	c. Vocabulary
	d. Experiential

GOVERNMENT COLLEGE; RAJAMAHENDRAVARAM DEPARTMENT OF ENGLISH - 2019-2020

FOUNDATION COURSE – SEMESTER – 1 Paper Code: FC 110 COMMUNICATION SKILLS (30 hours)

MODEL QUESTION PAPER

Time:	2 Hrs.							Max. Marks: 50 M
I. Giv	e an exar	nple for each pre	fix/suffi	x given	below:			1 X4=4M
1.	. anti-				3.	. –le	ess	
2.	. semi-				4.	. –t	ion	
:1	l 4la a 4 a la l	- C	-•		. 41 4 4 .		.h	4 7/4 484
II. FII	i the tabi	e Converting the	given w		tne parts of s		•	1 X4=4M
		Noun		Verb			Adjective	
		Decision		1?			2?	
		3?		Rebel			4?	
III M:	atch the f	following words t	o make	Compo	und Nouns			1 X4=4M
1111. 1410	aten the	onowing words		Vord-1	Word-2			1 14-4141
				ack	Arm		-	
			—	ook	rest		=	
				oot	Let		=	
			-	ire	ground		=	
			_ '	11 C	ground			
IV. Re	place the	underlined expr	essions	with on	e word substit	tutes	:	4x1=4M
	-	le is <u>one does no</u> t						
	•	oo innocent to be						
		he building wher			ed.			
4.	The ene	emy is <u>unconquer</u>	able.	•				
V. Ch	oose the	right word from	the opt	ions an	d fill in the bla	ank:		4X1=4M
1.	He gave	e me the best pied	ce of	(advise/advice)			
2.	The me	dicine has no		(affect/	effect) on my a	ailme	ent.	
3.	He earr	ed a lot on the		(diary/	'dairy)			
4.	Mahatn	na Gandhi is an	(ideal/idl	e) politician			
VI N	ote the u	inderlined words	and fill	in the h	lank with a svi	nonv	m/antonym	
	s require		and m	the B	idiik Witii d 5 y i	,	, acoy	4X1=4M
	-	v is <u>foolish</u> but his	hrothei	r is quite	1			17.2 -101
		should help						
		wyers try to prov	-	_	as innocent			
		olids melt into						
••	303 <u>5.</u>	<u> </u>						

VII.	Match the follow	wing Phra	asal Verbs with their meaning:	4X1=4M
1	Call on	()	A. Take care of	
2	Keep up	()	B. Visit	
3	.Give up	()	C. Maintain	
4	Look after	()	D. Leave	
VIII.	Use the verb	in the br	acket in its appropriate tense:	4X1=4M
1	She	(Sell) sea	shells on the sea shore.	
2	. See, the boys	((play) in the street	
3	. Mr. Rao	(recei	ve) doctorate recently.	
4	. It(r	ain) cont	inuously since morning.	
IX. C	Correct the agree	ment in t	he following sentences:	4X1=4M
			(is/are) on leave today.	
			children (have/has) broken the glass.	
3	. The CM with h	nis cabine	t (visit/visits) the temple shortly.	
4	. Cup and sauce	er	(is/was) the emblem of his party.	
5	. Time and tide.		(wait/waits) for none.	
X. F	ill in the blanks v	vith artic	les/prepositions as the case may be:	4X1=4M
	•		her parents for guidance.	
			but her husband is a German.	
			ithkeen eye.	
4	. He came	poor	family of agriculturists.	
			iliary verb from the choice supplied:	5X1=5M
	I c		• • •	
	•		(can't/mustn't) lift this suitcase.	
) you become when you grow up?	
			come to college punctually.	
5	5. I (shall,	/will) see	your end.	
XII.			ge and answer the questions that follow:	5X1=5M
			first institution to impose regularity on society, nekeeping. For as long as merchants have set out	

the importance of precise timekeeping. For as long as merchants have set out their wares at daybreak and communal festivities have been celebrated, people have been in rough agreement with their neighbors as to the time of day. The value of this tradition is today more apparent than ever. Were it not for public acceptance of a single yardstick of time, social life would be unbearably chaotic: the massive daily transfers of goods, services, and information would proceed in fits and starts; the very fabric of modern society would begin to unravel.

- 1. What is the main topic of the passage?
- 2. Why is tradition referred to in the passage?
- 3. Why is social life quite orderly?
- 4. What is the noun form of 'Chaotic'?
- 5. What does 'fabric of modern society' mean?

GOVERNMENT COLLEGE (AUTONOMOUS) RAJAHMUNDRY SYLLABUS FOR II YEAR GENERAL ENGLISH PAPER –II A SEMESTER – III Paper Code ENG 123 2019-2020

Prescribed Text:

Unit – I

Prose:

1. M.K. Gandhi: Shyness My Shield

2. Internet Article: Kandukuri Veeresalingam Pantulu

3. Genl. Seattle: Letter to the American President (Additional input)

Unit – II

Poetry:

Gabriel Okara: Once Upon A Time
 William Shakespeare: Quality of Mercy

3. JH Newman: Lead, Kindly Light (Additional input)

Unit - III

Short Story:

1. JhumpaLahiri: The Interpreter of Maladies

2. Leo Tolstoy : How Much Land Does a Man Need?3. Ruskin Bond: The Eyes are Not here (Additional input)

Unit – IV

One Act Play:

Gurajada Apparao, trans. N. Usha: Kanyasulkam (Acts 1 and 2)
 Anton Chekov: The Boor (Additional input)

Unit - 5

Language Activity:

- 1. Correction of Sentences
- 2. Linking Devices (Either-or, Neither-nor, To-too, So-that not, but, if, when, Since, unless, because)
- 3. Idioms & Phrases

GOVERNMENT COLLEGE; RAJAMAHENDRAVARAM

Department of English - Paper Code: ENG 123

Degree II Year General English - Semester III - 2019-2020 Pattern of Question Paper

Q. No.	Topic	Hrs. Allotted	No. of Qs to be given	No. of Qs. To be answered	Marks
I	Prose: 1. M.K. Gandhi: Shyness My Shield 2. Internet Article: Kandukuri Veeresalingam Pantulu 3. Genl. Seattle: Letter to the American President	12 Hrs.	05	03 75 words each	3X4=12
II	Poetry: 1. Gabriel Okara: Once Upon A Time 2. William Shakespeare: Quality of Mercy 3. J.H.Newman :Lead, Kindly Light (Additional Input)	12 Hrs.	05	03 75 words each	3X4=12
III	 Short Stories: Jhumpa Lahiri: The Interpreter of Maladies Leo Tolstoy: How much Land does a Man need? Ruskin Bond: The Eyes are Not here 	12 Hrs.	04	02 100 words each	2X6=12
IV	One Act Plays: 1. Gurajada Apparao, trans. N. Usha: Kanyasulkam (Acts 1 and 2) 2. Anton Chekov –The Boor (Additional Input)	8 Hrs.	04	02 75 words	2X4=8
V	Language Activity: 1. Correction of Sentences	4 Hrs.	06	06	1X6=6
	2. Linking Devices	4 Hrs.	05	05	1X5=5
	3. Idioms & Phrasal Verbs (Matching)	4 Hrs.	05	05	1X5=5
	Revision	4 Hrs.			
		60 Hrs.	34	26	60M

GOVERNMENT COLLEGE (AUTONOMOUS) RAJAHMUNDRY

II DEGREE (B.A./B.Sc./B.Com.): ENGLISH

SEMESTER-III Paper Code: ENG 123

2019-2020

Time: 3 Hrs Max. Marks: 60M

Part - A

Unit - I (Prose)

I. Answer any THREE questions in 75 words:

3X4=12M

- 1. What steps did Gandhi take to overcome his fear of public speaking?
- 2. Mention the social services of Kandukuri Veeresalingam Pantulu?
- 3. What are the views expressed by Genl. Seattle in his letter?
- 4. What are the advantages of shyness, according to Gandhi?
- 5. Write a brief note on Veeresalingam's services to community.

Unit - II (Poetry)

II. Answer any THREE questions in 75 words:

3X4=12 M

- 1. What are some of the things Okara has learned as he grew older?
- 2. Summarize the central idea of the poem Lead, Kindly Light.
- 3. 'Mercy is the mightiest in the mightiest' explain.
- 4. How is Okara different from his son? How does this express the theme of regret?
- 5. How does mercy benefit the giver as well as the receiver?

Unit – III (Short Story)

III. Answer any TWO questions in 100 words:

2X6=12

- 1. Describe the physical appearance of the Das family
- 2. Write a character sketch of Mr. Kapasi.
- 3. Bring out the message of Tolstoy's How Much Land Does a Man Need?
- 4. Summarize the story 'The Eyes are not here".

Unit - IV (One Act Play)

IV. Answer any TWO questions in 75 words:

2X4=8 M

- 1. How is Madhuravani's integrity revealed in the scene she appears in?
- 2. Summarize the play "The Boor" by Chekov.
- 3. Describe the character of Girisam.
- 4. How did Mr. Smirnov fall in love with Mrs. Popov?

Part – B (Grammar & Language Activity)

٧.	Correct	the following sentences:				1X6=6 M
	1.	The scissor is blunt.				
	2.	I found the movie enjoyin	g.			
	3.	She is working from this o	ffice	since	five years.	
	4.	I reached work lately.				
	5.	I consulted a doctor who	l met	in De	elhi.	
	6.	Make sure you drink plen	ty of	wate	rs.	
VI.	Combin	e the following using appro	priat	e ink	ing devices:	1X5 = 5 M
	1.	He is not a scholar. He is no	t a sa	int. (Neithernor).	
	2.	He can succeed. He works h	nard.	(If)		
	3.	He is poor. He is honest. (B	ut)			
	4.	Go fast. You will miss the tr	ain. (Unle:	ss)	
	5.	He is a weak. He cannot we	ork. (Гоо	to)	
VII.	Match t	he following Idioms & Phra	sal V	erbs	with their meanings:	1X5 = 5 M
	1.	to give up	()	a) to boast too much	
	2.	A bed of roses	()	b) an unworthy person	
	3.	to put up with	•		c) to get rid of	
	4.	Blow one's own trumpet	()	d) tolerate	
	5.	A Black sheep	()	e) in enmity	

GOVERNMENT COLLEGE; RAJAMAHENDRAVARAM DEPARTMENT OF ENGLISH 2019-2020 FOUNDATION COURSE – SEMESTER – 3 COMMUNICATION SKILLS Paper Code: FC 113 COURSE CONTENT (30 hours)

Unit I:

The Sounds of English

Unit II:

Speaking Skills -1

- 1. Interview Skills:
- 2. Presentation Skills
- 3. Public Speaking

Unit III:

Speaking Skills -2

- 1. Role Play
- 2. Debate
- 3. Group Discussion

Unit IV:

Writing Skills

- 1. Spelling
- 2. Punctuation

Unit V:

- 1. Information Transfer
 - a. Tables
 - b. Bar Diagrams
 - c. Line Graphs
 - d. Pie Diagrams
 - e. Flow Charts
 - f. Tree Diagrams
 - g. Pictures

GOVERNMENT COLLEGE; RAJAMAHENDRAVARAM DEPARTMENT OF ENGLISH 2019-2020 FOUNDATION COURSE – SEMESTER – 3 COMMUNICATION SKILLS Paper Code: FC 113 COURSE CONTENT (30 hours) Scheme of the Question Paper

Q. No	Торіс
ı.	a. Informal conversation
	b. Formal Conversation
II.	a. Interview question on one's personal information
	b. Interview question on professional aspects
III.	a. Informal address to friends
	b. Family and classmates
IV.	a. Public address on formal occasion
	b. Addressing select audience on formal occasion
v.	Formal/Informal Conversation with 5 blanks to fill in.
VI.	Debatable topics having both sides of the argument
VII.	a. Group Discussion – Theory based questions
	b. argument presented by one of the group to be supported/opposed
VIII.	a. Diagram to be changed into paragraph
	b. Picture to be described into a paragraph
IX.	Small Paragraph containing 8 spelling errors
х.	6 words with fixed stress marking out of prescribed list.

Small passage containing 06 punctuation errors.

XI.

GOVERNMENT COLLEGE; RAJAMAHENDRAVARAM DEPARTMENT OF ENGLISH 2019-2020 FOUNDATION COURSE – SEMESTER – 3 COMMUNICATION SKILLS -2 MODEL QUESTION PAPER

Paper Code: FC 113

Time: 2 Hrs. Max. Marks: 50 M

1.	Choose one of the following topics and write a conversation with 5 exchanges:	5M
	a. Between Rani and Rajini on the first day at college (Informal)	
	OR	
	b. Between a Customer and a Bank Manager on taking a personal loan. (Formal)	
2.	Answer any one of the following interview questions in 100 words:	5M
	a. What are your hobbies? (Personal)	
	OR	
	b. What are your short and long term goals? (Professional)	
3.	Write a speech on one of the following topics for presentation:	5M
	a. Address the class on the importance of giving a farewell to your seniors (Informal))
	OR	
	b. Address the class on the retirement of your favourite teacher. (Formal)	
4.	Prepare a brief speech for Public address:	5M
	a. Importance of Republic Day	
	OR	
	b. Need for Swacch Bharat	
5.	Fill in the blanks and run the conversation:	5M
	c. Hi,	
	d. Good morning?	
	e. Fine. What about you?	
	f. Fine?	
	g. Yesterday. How did you write the exam?	
	h. Very well. I a first class. What about you?	
	i. I am preparing for EAMCET.	
	j. What do you wish to become?	
	k. A	
	I. All the Best.	
	m. Thank you.	
6.	Choose ONE of the two and write 2 paragraph of 50 words each - one on the positive	
	and one on the negative side of the topics given below	5M
	a. Co-education	
	OR	
	b. Democracy	

7. Answer ONE of the following questions:

5M

- a. What are the do's and don'ts about Group Discussion?

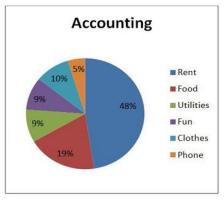
 OR
- b. Refute the following argument gently in 100 words

"I hate politics. Politics is the game of scoundrels. Politicians are corrupt, dishonest, and undependable. Students should better keep away from these dirty politics. "

8. Answer ONE of the following questions

5M

a. Convert the following diagram into a paragraph



b. Describe the picture in 100 words.



9. Identify the spelling errors in the following paragraph and correct them:

½ X8=4

English is the <u>langwage</u> of science, of <u>aveation</u>, computers, <u>diplamacy</u>, and <u>toorism</u>. Knowing English <u>increesesyour</u> chances of <u>geting</u> a good job in a <u>multynational</u> company within your home country or of finding work abrod.

10. Mark the Accent in the following words:

1/2 X6=3

a. Developed

b. Environment

c. Event

d. Success

e. genuine

f. photographic

11. Punctuate the following paragraph:

½ X6=3

david said i am not your servant to do what all you say. No said his sister youve lost the game as per the rules of the game you should obey my commands for 24 hours

GOVERNMENT COLLEGE (A) RAJAHMUNDRY I YEAR B.A., SPECIAL ENGLISH A BACKGROUND STUDY OF ENGLISH LANGUAGE AND LITERATURE SEMESTER – I 2019-2020

Paper Code: ENG 111
SYLLABUS

Prescribed Text:

Unit - I

History of English Literature: Ages

- 1. Study of Literature Uses
- 2. The old English [450AD -1066AD] Middle English [450 AD -1500AD]
- 3. The Renaissance period Elizabethan period[1500-1603]
- 4. The Jacobean period Caroline period[1603-1649]

Unit - II

History of English Literature: Ages

- 5. The Puritan period Restoration period Augustan period[1700-1785]
- 6. The Romantic period-Victorian period[1785 -1901]
- 7. The Modern period Inter- war period- Mid 20th century [1890– till date]

Unit - III

History of English Language

- 1. Definition of Language and Use of its study
- 2. The Old English (450 A.D-1066 A.D)
- 3. Scandinavian influence on English Language
- 4. Latin influence on English Language

Unit - IV

- 1. Greek Influence on English Language
- 2. French Influence on English Language
- 3. GRIMMS Law
- 4. Vernor's Law
- 5. The Great Vowel Shift
- 6. Word Making Semantics

Unit - V

English for Journalists by Wynford Hicks

- 1. What kind of English?
- 2. Grammar: the rules

Government College (A) Rajahmundry I YEAR B.A., SPECIAL ENGLISH2019-2020 SEMESTER – I (W.E.F 2019-20) Paper Code: ENG 111 Pattern of Question Paper

Q. No.	Topic	Hrs. Allotted	No. of Qs to be given	No. of Qs. To be answered	Marks
I	History of English Literature: Ages 1. Study of Literature – Uses 2. The old English [450AD -1066AD] - Middle English [450 AD -1500AD] 3. The Renaissance period - Elizabethan period[1500-1603] 4. The Jacobean period - Caroline period[1603-1649]	10	04	02 in 100 words each.	2X6=12
II	 History of English Literature: Ages 5. The Puritan period - Restoration period - Augustan period[1700-1785] 6. The Romantic period - Victorian period[1785 -1901] 7. The Modern period - Inter- war period - Mid 20th century [1890 - till date] 	10	04	02 in 75words each.	2X4=8
III	History of English Language 1. Definition of Language and Use of its study 2. The Old English (450 A.D-1066 A.D) 3 .Scandinavian influence on English Language 4 .Latin influence on English Language	10	04	02 in 100 words each	2X6=12
IV	 5. Greek Influence on English Language 6. French Influence on English Language 7. GRIMMS Law 8. Vernor's LAW 9. The Great Vowel Shift 10. Word Making - Semantics 	10	04	02 in 75 words each.	2X4=8
V	 What kind of English? Grammar: the rules 	10	06	02 in 50 words each.	2X3=6
VI	MCQ	10	8 Items	8 Items	1/2X8=4
	Total	60	30	19	50M

Government College (A) Rajahmundry I YEAR B.A., SPECIAL ENGLISH A BACKGROUND STUDY OF ENGLISH LITERATURE AND LANGUANGE SEMESTER – I Paper Code: ENG 111 2019-2020

Model Question Paper

Time: 3 Hrs Max. Marks: 50M

I. Answer any TWO of the following in 100 words each

2X6=12M

- a. Define Literature and explain the use of studying Literature.
- b. What are the various important ages and writers of English Literature?
- c. What is the contribution of Shakespeare to English Literature?
- d. What is Renaissance and its significance in English Literature?

II. Answer any TWO of the following in 75 words each

2X4=8M

- a. What is Restoration Age? Write a brief note on its characteristic features?
- b. Bring out the characteristic features of Victorian Age in English Literature.
- c. Comment on the modern English literature and its features.
- d. Write a note on the significance of puritanism in English literature.

III. Answer any TWO of the following in 100 words each

2X6=12M

- 1. Define Language and the use of study of language?
- 2. Comment on the features of Old English Language?
- 3. Trace the impact of French influence on English Language?
- 4. What is Grimm's Law and how was it corrected by Verner?

IV. Answer any TWO of the following in 75 words each

2X4=8M

- 1. Portmanteau Words
- 2. Generalization
- 3. Grammatical Gender
- 4. French words pertaining to medicine.

V. Answer any TWO of the following in 50 words each

2X3=6M

- 1. What does the author say about "Britishism"?
- 2. Comment on the author's views on "Americanisms"
- 3. What rules of parts of speech are considered important?
- 4. Elaborate the structure of clauses and phrases?

VI.	A. I		½ X8=4N				
	1.	'By' in Scandinavia		()		
		a. with	b. Town	c. Farm	d. house		
	2.	A sonnet is a poem		()		
		a. 12	b. 10	c. 14	d. 16		
	3.	The Possessive Cas	e expressed by '	Of' is a result of	Influence.	()
		a. Greek	b. Latin	c. French	d. Celtice. Scandinaviar	1	
	4.	The Period of Old E		()		
		a. 450-1100	d. 1600-1660				
	5.	Latin Influence was		()		
		a. Missionaries	b. Caesar	c. Jesus	d. Celtics		
	6.	Norman Conquest		()		
		a. Alfred	b. John	c. Augustus	d. Scandinavians		
	7.	Renaissance was re		()		
		a. London	b. Greece	c. Moscow	d. Constantinople		
	8.	Old English followe		()		
		a. Natural	b. Grammatica	l c. Mongrel	d. Unique		

GOVERNMENT COLLEGE; RAJAMAHENDRAVARAM

Department of English

II B.A Special English - Semester III Paper Code: ENG 108

Syllabus 2019-2020

UNIT I - History of English literature

- a. Restoration
 - Characteristic features
 - Major writers of diff. genres
- b. Augustan periods (17th & 18th c.)
 - Characteristic features
 - Major writers of diff. genres

UNIT II- Literary forms and terms

- a. Satire
- b. mock-epic
- c. heroic couplet
- d. epistle
- e. heroic tragedy
- f. comedy of manners
- g. sentimental comedy
- h. periodical essay
- i. picaresque novel
- j. epistolary novel

UNIT III- Poetry

a. Pope: extracts from The Rape of the Lock (Canto 1)

UNIT IV-Prose

a. Jonathan Swift: Gullivers Travels

UNIT V-Drama

a. Congreve: The Way of the World

GOVERNMENT COLLEGE; RAJAMAHENDRAVARAM

Department of English Paper Code: ENG 108

II B.A Special English - Semester III 2019-2020

Pattern of Question Paper

Q. No.	Topic	Hrs. Allotted	No. of Qs to be given	No. of Qs. To be answered	Marks
I	Restoration age and Augustan Age — Political and Socio-economic Situation — Characteristic Features - Major writers and works. —	10 Hrs.	04	02 100 words each	2X5=10
II	Literary Forms and Terms – definitions – examples	5 Hrs.	05	03 50 words each	3X4=12
III	Poetry – Alexander Pope's "Rape of the Lock" – background to the age – Theme - background of the poem	10 Hrs.	04	02 100 words each	2X5=10
	Character study – mock heroic element – supernatural machinery etc.				
IV	Prose–Gulliver's Travels- Jonathan Swift Theme – background major and minor characters – Progression of the novel – Important Episode	15 Hrs.	04	02 100 words each	2X5=10
V	Drama - Congreve's "The Way of the World" – social Background – Comedy of manners	15 Hrs.	04	02 100 words each	2X5=10
	Major and minor characters – Plot and Evolution – comparison and contrast of major characters in the drama				
VI	Multiple Choice Questions	5Hrs.	8	8	1X8= 8
	Total	60 Hrs.	30	19	60M

GOVERNMENT COLLEGE; RAJAMAHENDRAVARAM

Department of English Paper Code: ENG 108

B.A Special English - Semester III Model Question Paper 2019-2020

Time: 3 Hrs. Max. Marks: 60M

I. Answer	any Two of the following Questions in 100 words each:	2X5=10M
1.	Mention the characteristics of Restoration Age	
2.	Who are the literary contributors of the Restoration Age?	
3.	What are the features of the Augustan Age?	

II. Attempt any THREE of the following in 75 words each:

4. Discuss the major writers of the Augustan Age.

3X4=12M

- 1. Satire
- 2. mock-epic
- 3. comedy of manners
- 4. sentimental comedy
- 5. periodical essay

III. Answer any TWO of the following Questions in 100 words each:

2X5=10M

- 1. Discuss Rape of the Lock as a mock epic
- 2. Sketch the character of Belinda
- 3. Rape of the lock is a satire on the artificial social manners of the times. –Discuss
- 4. What is the family feud that serves as a background to Rape of the Lock?

IV. Answer any TWO of the following in 100 words each:

2X5=10M

- 1. Write a note on the Land, People and the King of Liliput.
- 2. Give an account on Gulliver's experiences on the Land of Liliput.
- 3. How was Gulliver received at Lagado?
- 4. Describe the ghostly countenance of the attendants at the island of Glubbdubdrib.

V. Answer any TWO of the following in 100 words each:

2X5=10M

- 1. Present "The Way of the world" as a comedy of humors.
- 2. Sketch the character of "Lady Wishfort".
- 3. Draw contrast between Mirabel and Fainfall.
- 4. How is the problem resolved at the end of the drama "The Way of the World?"

VI. Choose the right answer from the multiple choice questions:

1X8= 8 M

)

- 1. 18th English literature has not been called
 - a. Augustan Age

c. Age of Reason.

b.Neoclassical Age

d. Literary Age

2.	The Augustan Age' comes from Augustan writers su	ch a	as	()	
	a.Virgil and Horace	(С.	Pope and Dryden		
	b. Aristotle and Socrates	C	d.	Euripides and Sop	hocles	
3.	Augustan Age was the period after the Restoration	era	to	the death	()
	a. Alexander Pope		c.	Swift		
	b. Dryden		d.	Steele		
4.	This is not the major writers of the Restoration age				()
	a. Pope	c.	Jo	onathan Swift		
	b. John Dryden	d.	C	harles Lamb		
5.	forms the link between Restoration and Augusta	an li	tei	rature	()
	a. Dryden	c.	Ρ	ope		
	b. Swift	d.	A	ddison		
6.	Dryden's were highly admired				()
	a.Satires	c.	О	des		
	b.Lyrics	d.	S	onnets		
7.	Alexander Pope is associated with				()
	a.Sonnets	c.	Ν	lock epic		
	b.Epics	d.	D	rama		
8.	"Essay on criticism" is the work of				()
	a. Pope	c.	S	wift	•	,
	b.Dryden	d.	Α	.ddison		
	,					

GOVERNMENT COLLEGE (AUTONOMOUS) RAJAHMUNDRY V SEMESTER SYLLABUS 2019-2020

Paper Code: ENG 110 <u>DEGREE -III YEAR - ENGLISH LITERATURE</u> <u>AMERICAN ENGLISH - POETRY & PROSE</u> <u>Syllabus</u>

I. American Literature and Language

- a) Development of American Prose Literature
- b) Development of American Poetry
- c) The controversy over Americanisms The Purist attitude
- d) American words in General English
- e) English as an International Language (Extra syllabus)

II. American English Literature: Poetry (Detailed study)

- a) William Carlos Williams: The Yachts/
- b) Wallace Stevens: Of Modern Poetry
- c) Emily Dickinson: "Hope is the thing with Feathers"
- d) Robert Frost: "Stopping by the woods on a Snowy Evening"
- e) Archibald MacLeish: Not Marble nor the Gilded Monuments- for Adele.

III. American English Prose (Non-detailed study)

- a) Walden by H.D. Thoreau
- b) "The American Scholar" Emerson (Extra syllabus)

IV. Grammar & Composition

- c) Comprehension
- d) Books & Authors

GOVERNMENT COLLEGE (AUTONOMOUS) RAJAHMUNDRY DEPARTMENT OF ENGLISH 2019-2020 III B.A – SPECIAL ENGLISH - V SEMESTER Paper – V Paper Code: ENG 110 AMERICAN ENGLISH – DRAMA & FICTION Pattern of Question paper

Q. No.	Topic	Hrs. Allotted	No. of Qs to be given	No. of Qs. To be answered	Marks
I	American Literature a) Development of American Prose Literature b) Development of American Poetry	12 Hrs.	03	01 in 100 words each	1X6=6
II	 II. American English Language a) American words in General English b) The controversy over Americanisms – The Purist attitude c) English as an International Language (Extra syllabus) 	12 Hrs.	02	01 100 words each	1X6=6
III	 III. American English Literature: Poetry (Detailed study) a) William Carlos Williams: The Yachts b) Wallace Stevens: Of Modern Poetry c) Emily Dickinson: "Hope is the thing with Feathers" d) Robert Frost: "Stopping by the woods on a Snowy Evening" e) Archibald MacLeish: Not Marble nor the Gilded Monuments- for Adele. 	12 Hrs.	05	03 in 100 words each	3X6=18
IV	IV. American English Prose (Non-detailed study) a) Walden H.D. Thoreau b) "The American Scholar" Emerson (Extra syllabus)	12 Hrs.	04	02 in 100 words each	2X6=12
V	V. American Vocabulary and Books and Honours a) Books & Authors b) Authors and honours c) Multiple Choice Questions on American Fiction and Drama	05 Hrs.	10	5ltems 10 ltems	8X1=08 10X1=10
		60 Hrs.	29	22	60M

GOVERNMENT COLLEGE (AUTONOMOUS) RAJAHMUNDRY V SEMESTER 2019-2020 Paper Code: ENG 110

<u>DEGREE -III YEAR - ENGLISH LITERATURE</u> <u>AMERICAN ENGLISH - POETRY & PROSE</u> MODEL PAPER

Time: 3 Hrs. Max. Marks: 50 I. Answer any ONE of the following questions in about 100 words. 1X6 = 6 Ma. Write a note on American vocabulary. b. Write a note on Post-Colonial American Prose Literature. c. Write a note on the archaic features in American English. II. Answer any ONE of the following in about 100 words. 1X6 = 6Ma. What are the factors that contribute to the uniformity of American English? b. Write a brief note on the different dialects of America. III. Answer any THREE of the following questions in about 100 words. 3X6 = 18Ma. Examine the views of Wallace Stevens on Modern Poetry. b. Attempt a critical appreciation of "Hope" is thing with feathers. c. Comment on the thematic significance of the poem "Yachts" d. How does Frost strike a balance between duty and beauty in his poem? e. What is the central theme of Archibald MacLeish' Not Marble nor the Gilded" IV. Answer TWO of the following in about 100 words. 2X6= 12M a. Write a note on the structure of Walden. b. Write a note on Thoreau's philosophy. c. "The American Scholar" is an intellectual declaration of Independence – Discuss. d. How do books influence the American Scholar according to Emerson? V. A) Give the British English equivalents for the following American English Words 8X1=8 Marks 1) Conductor 2) Gasoline 3) Windshield 4) Truck 5) Hood 6) Bill board 7) solicitor 8) biscuit B) Fill in the blanks with correct options: 10X1=10 Walden emphasizes the value of ______ a. Money c. Solitude b. Materialism d. Physical Pleasures 2. Who was called "The Voice of America" by Robert Graves? a. Emily Dickinson c. Robert Frost b. Robinson Jeffers d. Thoreau 3. Who among the writers is not a new Englander? a. Emerson c. Long Fellow b. Thoreau d. Melville 4. Who is described as the quintessential California poet? a. Robinson Jeffers c. Robert Frost d. Wallace Stevens b. Emily Dickinson 5. In which year Robert Frost won the Pulitzer Prize? a. 1920 c. 1922 b. 1924 d. 1921 6. Moby Dick was written by a. Herman Melville b. Walt Whitman

	c.	Edgar Allan Poe	d.	Jonathan Swift
7.	The he	ro of American Civil Disobedience movement	t	
	a.	ML King	c.	Robert Frost
	b.	Tennessee Williams	d.	Wallace Stevens
8.	Leaves	of Grass was written by		
	a.	Walt Whitman	c.	Edgar Allan Poe
	b.	H.D.Thoreau	d.	R.W.Emerson
9.	Death o	of a Salesman is centered around		
	a.	American Dream	c.	Individualism
	b.	Capitalism	d.	Social Oppression
10.	The Ce	ntral Character of Hairy Ape is		
	a.	Yank	c.	Long
	b.	Steele	d.	Paddy

GOVERNMENT COLLEGE (AUTONOMOUS) RAJAHMUNDRY DEPARTMENT OF ENGLISH III B.A - V SEMESTER 2019-2020 AMERICAN ENGLISH – DRAMA & FICTION Paper – VI Paper Code: ENG 112 SYLLABUS

I. American Language and Literature

- a. The English Language in America Settlement
- b. The Uniformity of American Language
- c. The influence of Noah Webster
- d. American English Dialects

II. American English Novel - Detailed study

- a. Development of American Novel
- b. Tom Sawyer

III. (Additional syllabus) - American English Short story

a. Development of American Short story
 b. Luck Mark Twain
 c. The Tell-Tale Heart Edgar Allen Poe
 d. Jimmy Valentine O.Henry

IV. American Drama

- a. Development of American Drama
- b. Death of A Salesman Arthur Miller

V. Important concepts in American Literature

1. Potato crop failure

2. Boston Tea Party

3. New England Poets

4. Noah Webster

- 5. American Dream
- 6. American Renaissance
- 7. Realism
- 8. Transcendentalism

VI. Matching

VII. Multiple Choice Questions

GOVERNMENT COLLEGE (AUTONOMOUS) RAJAHMUNDRY DEPARTMENT OF ENGLISH 2019-2020 III B.A – SPECIAL ENGLISH - V SEMESTER Paper – VI PAPER CODE: ENG 112 AMERICAN ENGLISH – DRAMA & FICTION Pattern of Question paper

Q. No.	Topic	Hrs. Allotted	No. of Qs to be given	No. of Qs. To be answered	Marks
I	American Lang. & Lit. Background	12 Hrs.	03	01 in 100 words each	1X5=5
II	Background and Development of Novel Tom Sawyer – Theme and Characters	12 Hrs.	04	02 100 words each	2X5=10
III	Background and Development of Short story – 2 Questions Questions from Luck, Tell Tale Heart and Jimmy Valentine – 2 Questions	12 Hrs.	04	02 in 100 words each	2X5=10
IV	Background and Development of Drama —Plot and structure Death of a Salesman and Characterization — major themes — symbols etc.	12 Hrs.	04	02 in 100 words each	2X5=10
V	Potato crop failure; Boston Tea Party New England Poets; George Washington American Dream; American Renaissance Realism; Transcendentalism	05 Hrs.	05	03 in 50 words each	3X4=12
VI	Match the following	7	05	05	1X5=5
VII	Multiple Choice Questions on American Fiction and Drama		8	8	1X8=8
		60 Hrs.	33	23	60M

GOVERNMENT COLLEGE (AUTONOMOUS) RAJAHMUNDRY DEPARTMENT OF ENGLISH

III YEAR; V SEMESTER 2019-2020 Paper- VI PAPER CODE: ENG 112 AMERICAN ENGLISH – DRAMA & FICTION MODEL PAPER

	AWIERICAN	MODEL PAPER	
Time: 3	Hrs.		Max Marks: 60M
		 PART - A	
. Answe	r any ONE of the following que	estions in about 100 words each.	1X5=5 M
	Comment on the Uniformit		
b.	Trace the influence of Noa	h Webster on American English.	
		rican English Dialects present in the US?	
. Answe	er any TWO of the following qu	uestions in about 100 words each.	2X5=10M
a.	Trace the development of An	nerican novel.	
b.	Sketch the character of Injun	Joe.	
C.	How did Tom play the trick in	n white washing the fencing wall?	
d.	Role of Huck Finn.		
I. Answ	er TWO of the following in abo		2X5=10M
a.	_	d development of short story in American l	iterature.
	Element of psychology in "Te		
	Comment on irony in the sho	·	
d.	How does the character of Jir	nmy transform in the course of the story?	
	er TWO of the following in abo		2X5=10M
		in and development of drama in America.	
	Sketch the character of Willy		
	•	ion as a metaphor for his ambitions?	
d.	How are the explanations of	Billy and Biff different from each other's'?	
. Write	75 words on any THREE of the	following:	3X4=12M
a.	Boston Tea Party		
b.	American Dream		
c.	Transcendentalism		
d.	Potato Crop Failure		
e.	American Renaissance		
c.	7 merican Kenaissance		
'I. Matcl	n the writers on the left with i	nformation related to them on the right. B	1X5=5M
1.	Mark Twain (a. works of Horror and mystery	
2.	AE Poe () b. Scarlet Letter	
3.	O.Henry () c. Pulitzer Prize for Drama	

	4.	Arthur Miller	()	d. William S	ydn	ey Porter			
	5.	Hawthorne	()	e. Samuel L	angl	horne Clemens	5		
VII.	Δ	answer the following	choosing	the righ	nt answer.				:	1X8= 8 M
1.	a.	which century was Eng 17 th 16 th	glish brou	ught to A	America?	c. d.	15 th 18 th	()	
2.	a.	no used the term "Am John Witherspoon George Washington	ericanisn	n" for th	e first time?	c. d.	Amerigo Vesp Webster	(oucci)	
3.	a.	nat is the real name of Samuel Langhorne C HW Longfellow		vain?		c. d.	George Steve JB Heraldo	(nson)	
4.	a.	no is called the "Lincol Mark Twain Emily Dickinson	n of Liter	ature"?		c. d.	Thoreau WH Hudson	()	
5.	a.	no is the author of "Th AE Poe WJ Lang	e Purloir	ned Lette	er"?	c. d.	HW Longfello JB Priestly	(w)	
6.	a.	nat is the American of Gas Faucet	word for	· "Tap"?			Pump tube	()	
7.	a.	nat is the English equ Spring Summer	uivalent	of Ame	rican "Fall"	c.	Autumn winter	()	
8.	a.	nat is American word Hood Dashboard	d of Bon	net?		c. d.	Dicky Gear	()	

GOVERNMENT COLLEGE: RAJAMAHENDRAVARAM

Department of English

Certificate Course in Functional English

Paper Code: CC101
Purpose & Objective:

- 1. The purpose of the Certificate Course is to provide knowledge skills and aptitude for occupational employment in wage sector. This will also help in self-employment/self-entrepreneurship of the students.
- 2. The objective of the scheme is to introduce career and market oriented, skill enhancing courses that have utility for job, self-employment and empowerment of students. At the end of three years, the students will be equipped with a certificate/Diploma/Advanced diploma in specified course along with a conventional degree in Science/Arts/Commerce

Timeline:

1. The proposed course will commence from the next calendar year i.e. January 2018 to December 2018. The course should spread through two semesters in a calendar year.

Eligibility:

1. It is mandatory for I & II-year regular students of the college to join in any one of the certificate Courses proposed by the college depending on their interest.

Duration of the course and Credits:

SI. No	Credits	Hours (60 Hrs.)				
		Instructional component	Practical Component			
1.	4	45 Hrs. – 3 Credits	15 Hrs 1 Credit			

Examination:

- 1. On completion of the said course, a written examination for 2 Hrs. shall be conducted for 50 marks.
- 2. It is followed by a practical Examination with 50 oral components.
- 3. Minimum Eligibility for a pass is 50 in each of the components. (25 Marks in written + 25 Marks in Oral Examinations)

Note:

Student Activities like Practice, Analysis, Reviews, Seminars, Assignments, Group Discussions, Case studies, Fieldwork, Surveys, Study Projects, Models and Watching videos are Part of Curriculum for the Certificate Course. The teacher shall identify appropriate activities for each.

GOVERNMENT COLLEGE: RAJAMAHENDRAVARAM

Department of English

Certificate Course in Functional English

Paper Code: CC101

Course Structure and Contents

Unit	Contents	Hrs.
1.	Tense – Structure – Use – Adverbial Clues a. Pre. Cont - Past Cont Pre. Perf. Cont. Distinction b. Past Simple – Past Simple – Present Perfect - Past Perfect c. Futurity – will, present simple, have to, be+to+Inf. Pre. be+ing etc.	4
2.	Negatives & Interrogatives: Answering Questions Do, Does, Did, have, has Is, am, are, was, were, Will, would, Can, could, should, may	4
3.	Conjunctions: - If, when, As, Because, so, that, so that, or, but, too to; so that not. either or ,neither nor not only but also unless	2
4.	Basic Structures S+V+O - V+O - S+V+Adv S+V+ D.O+ Ind. Obj S+BE+N/ADJ/ComlS+V+toInf - S+V+O+to Inf.	4
5.	Basic Level Translation – (Tense Practice) a. Word level b. Sentence level	3
6.	Survival Expressions – Language Functions (Invitations- greetings – polite Requests – Granting and seeking permissions – complaining, suggesting, agreeing, disagreeing etc.)	3
7.	Formal – Informal Dialogue Writing	4
8.	JAM 2-3 topics each	4
9.	Language at use - Comprehension: Animation movies - Picture Description - Popular Interviews - Cartoon books - Ted Talks Listening to news bulletin - Regional Lang. Movies with subtitles - One Act Plays —Reading, translating and Enacting - E-books to supply on mobiles - Book Review of Children's books	15
10.	Skills: Newspapers – Reading – Vocabulary and style Dictionary Skills& Vocabulary	2
11.	Practical Component – Student Activities like Practice, Analysis, Reviews, Seminars, Assignments, Group Discussions, Case studies, Fieldwork, Surveys, Study Projects, Models and Watching videos are Part of Curriculum for the Certificate Course.	15
	Total:	60 Hrs.

GOVERNMENT COLLEGE: RAJAMAHENDRAVARAM

Department of English

Certificate Course in Functional English

Model Question Paper

Paper Code: 101

Time: 2 Hrs. Max. Marks: 50M 1. Write a brief paragraph of 50 words describing how you spent yesterday. **3M** 2. Ask questions to your friend to get the following information 3X1=3M a. Whether he eats meat or not. b. Whether he came to college yesterday. c. Whether he will go abroad or stay in India. 3. How would you answer the following questions? 3X1=3M a. What do you take at 8.00 am daily? b. When will you visit our home? c. What are you doing now? 4. Write an imaginary dialogue between the interviewer and a candidate 1X4=4M (Use 'will', 'can', 'should', 'may',) 5. Ask your friend TWO question using a w/h word for the following information: 2X1=2M a. The distance to his native place b. The brand of the mobile phone he has bought 6. Make TWO polite Requests using would/could for the following information: 2X1=2M a. To post a letter at the corner of the street b. To ask the time 7. Ask 2 open ended questions to a Kashmiri about the political situation of his state. 2X1=2M 8. Answer the following query in 50words politely? 2X1=2M a. I am a twenty-two-year-old boy. I have a lot of dandruff in my hair. Could you

- tell me how it can be cured? (Rajeev, Patna)

 9. Write a dialogue between Mohan and the Booking Clerk with 2 exchanges each. 2X1=2I
 - a. Mohan is working in a private company. He has been asked by his company to go to Chennai on some official work. On his way home he goes to the railway station to find out the train timings.
- 10. Imagine you are Rahul and write a short but polite message to Ramesh. 2X1=2M
 - a. Rahul has some urgent work with his friend Ramesh. He goes to his room but doesn't find him there. He leaves a message for him.
- 12. How do you take oral permission in the following situations: 2X1=2M
 - a. You want to take leave for ten days to go to your village. Before applying for leave, you want to take the permission of your officer. How will you ask him/her for permission?

13.		o you offer assistance in the following contexts: A patient came to a Corporate Hospital on a medical Complaint. You are at the help desk.	2X1=2M
14.	How w	ould you gently reject the following offer from your friend? Your friend: How about joining me for a movie tonight? You:	2X1=2M
15.	Write a	a conversation between the two.	2X1=2M
	b.	Sunil invited Hari to dinner but forgot to tell him his address. In the evening,	
		Hari phones Sunil to know the directions to Sunil's house.	
16.	Fill in t	he blanks in the argument to disagree with "A":	2X1=2M
		What do you think about learning English?	
	b.	Well, English is	
	a.	But there are some languages more difficult than English.	
	b.	As far as I am concerned English	
	a.	That's true but we need English to live in the modern world.	
17.	Write	2 sentences based on the given information using 'but' and 'because'	2X1=2M
	a.	I wanted to come at 8.00. I was held up due to rain.	
18.	Write	1 sentence each using the patterns provided.	3X1=3M
	a.	S+V+Adv,	
	b.	S+V+toInf	
	C.	Too –to	
19.	Transla	ate the following story into English	4 M
నాపే	ාරාరాజు.	మాదిరావులపాలెం. మాదిచిన్న కుటుంబం. మాఇంట్లోనలుగురుసభ్యులున్నారు. మాఅవ	ు్మ, మానాన్న,
మా	చెల్లెలువ	ురియుమాతమ్ముడు. మాదిసమిష్టికుటుంబం. మాఅమ్ముమ్మ, మాతాతయ్య కుడా మాశ	<u>ఇంట్లో</u>
ఉంక	ూరు. మే	ముఅందరమూరాత్రికలిసిభోజనంచేస్తాము. మాఇంటిముందుచిన్నపెరడుఉంది.	
20.	Disting	uish the pair with meaning and example	4M
	_	b. refuse: refuge	
21.		synonyms/antonyms to the following: Abduct = b. Restore X	2 M

GOVERNMENT COLLEGE(A), RAJAMAHENDRAVARAM Department of English

Certificate Course in Functional English Question Paper Pattern for Practical

Time: 10 Mts. each Max. Marks: 50M

SI.	Topic	Marks
No.		
1.	Self Introduction	5M
2.	Exchange of pleasantries	5M
3.	Jam Topics	5M
4.	Picture Description	5M
5.	Role Play	5M
6.	Interview skills	5M
7.	Conversation skills	5M
8.	Narrating a story/event	5M
9.	Reading a newspaper	5M
10.	Survival Expressions	5M
	Total	50M

DEPARTMENT OF ENGLISH 2019-2020 PAPER CODE : CC 118 CERTIFICATE COURSE IN B.P.O & CALL CENTRES SYLLABUS

1. Introduction to Call Centre : a. What is a Call Centre

2. Professionalism: a. Attitude

b. Appearance & Grooming

c. Attendance

d. Working as a Team

3. Customer Service: a. what is Customer Service?

b. Good vs. Poorc. Types of Serviced. Customer Needse. The Upset Customer

4. Telephone Skills: a. The Art of Listening

b. Telephone Etiquettec. Telephone Anxietyd. Opening a Calle. Logging a Callf. Closing a Callg. Call Monitoring

5. Computer Skills: a. Basic Hardware

b. Basic Softwarec. The Internetd. Email

6. Health & Safety: a. Laws & Legislation

b. Human Rightsc. Health Concernsd. Ergonomics

e. Workers Compensation

GOVERNMENT COLLEGE (A), RAJAMAHENDRAVARAM

Department of English

Certificate Course in Domestic B.P.O

Paper Code: CC118

Course Structure and Contents

Q. No.	Topic	Hrs. Allotted
I	Introduction to Call Centres Professionalism- a.Attitude b.Apperarance and Grooming c.Attendance d.Working as a Team	9Hrs
II	Customer Service- What is Customer Service?Good Vs Poor,Types of Service,Customer Needs,The Upset Customer	9Hrs
III	Telephone Skills – The Art of Listening, Telephone Etiquette, Telephone Anxiety, Opening a Call, Logging a Call, Closing a Call, Call Monitoring	9Hrs
IV	Computer Skills- Basic Hardware,Basic Software,The Internet,E-mail	9Hrs
V	Health and Safety-Laws and Legislations, Human Rights, Health Concerns, Ergonomics, Workers Compensation	9Hrs
VI	Practical Component – Project work,Role- Play,Seminar,Group Discussion	15 Hrs
	TOTAL	60 Hrs.

GOVERNMENT COLLEGE; RAJAMAHENDRAVARAM DEPARTMENT OF ENGLISH 2018-2019 CERTIFICATE COURSE IN B.P.O & CALL CENTRES MODEL QUESTION PAPER

Time: 2 Hrs. Max. Marks: 50M I. Answer any TWO of the following in 100 words. 2X5=10M 1. Why has customer service become extremely important? 2. How many kinds of confidences are there, explain them? 3. What is meant by team work and how is it done? 4. What are the parts of basic hardware? II. Answer any FIVE of the following in 75 words. 5X4=20M 1. Write a note on the types of keys on the key board. 2. How many types of call centers are there? What are they? 3. How do you create a good impression on your client? 4. Define creativity. 5. What is customer service? 6. List any 5 words and how they are used to offer good customer service? 7. Why are we afraid or anxious when using the phone? 8. How do you deal with an angry customer? 9. What are the steps to follow for closing a call? 10. What is virus and how does it spoil programs? III. Mark TRUE or FALSE in the brackets. 5X1=5M 1. You can change your attitude by changing the way you speak (T/F)(T/F) 2. Operating system software includes windows 3. Hospitality is not one of the customer services. (T/F) 4. Handle time is the actual time a call takes. (T/F) 5. Have a positive attitude is not a customer service professional. (T/F)10X1=10 IV. Choose the correct answers from the given choices. 1. Automatic call distribution is ------() a. prompts b. E –mail services c. Automatically dials number d. messages

2. Which job is	a call ce	ente	r mover title?	()
a. Inquiries clerks			b. E-mail services		
c. Massages			d. Google services		
3. Enthusiasm is	define	ed as	;	()
a. Rudeness			b. Curiosity		
c. politeness	5		d. Carelessness		
4. Which of the	followi	ing is	s not a basic need of a customer	()
a. Feel comf	ortable	9	b. understood		
c. be hostile			d. be lethargic		
5. The full form	of ATT	is		()
a. Average t			b. average technique time		
c. Automatio	talk ti	me	d. Anti-talk time		
6. External hardware component is)
a. Ram			b. Keypad		
c. Motherbo	ard		d. Mouse		
	-		act implies to	()
•			b. Abscond from duty		
c. Irregular	at work	<	d. sincere at duty		
		etwe	een a person and computer should be	- ()
			b. 60 – 80 C.M		
c. 40 – 60 C.	M		d. 20 -30 C.M		
		rrect	:ly, you may cost	()
a. The printer's			b. The money		
c. The furni	ture		d. The monitor		
	-		not the features.	()
a. The benefits b. C.D burners					
c. Giga bite	5		d. Mega bites		
I. Match the follow	ing.			5X1=5M	
1. Link	()	a. Long distance numbers that are free		
2. Inbound	()	b. Calls going out of a call centers		
3. Toll-free	()	c. Where you are born		
4. C.P.U	()	d. A connection		
5. Outbound	()	e. Calls coming into a call center		
			f. Internal hardware		

GOVERNMENT COLLEGE(A), RAJAMAHENDRAVARAM Department of English Certificate Course in Domestic B.P.O Question Paper Pattern for Practical

Time: 10 Mts. each Max. Marks: 50M

SI. No.	Торіс	Marks
1.	Project Work	20M
2.	Seminar	10M
3.	Group Discussion	10M
4.	Role- Play	10M
Total		

Government College; Rajamahendravaram Department of English Proposed Activities 2019-2020

Sl. No	Program	Number Proposed
1.	Guest Lectures from Experts	02 per semester
2.	Invited Talks by faculty	2 per Semester
3.	Mana TV Lectures by Faculty	02
4.	State Level Work shop on Listening and Speaking Skills	01
5.	Outreach programs to Schools/Teachers	02 per semester
6.	Seminar Papers presented by students	10 per semester
7.	Seminar Paper presentations by Faculty	2 per faculty per Sem.
8.	Remedial Coaching	15 days before semester
9.	Department magazine	01
10.	Certificate Course/Diploma Course	01
11.	Conducting English Club	Every Alternate Day
12.	Articles in International Journals	01 per faculty per
		Semester
13.	Special Coaching for PG Aspirants in Literature	15 days in April 2020.

REGULAR CLASSROOM ACTIVITIES

- 1. Elocution
- 2. Essay writing
- 3. Classroom seminars
- 4. Group discussions
- 5. Pair work (TPS)
- 6. Student projects (Group)
- 7. Quiz Competitions
- 8. Self -Introductions
- 9. Classroom Assignments (individual)
- 10. **JAM**

- 11. Role Plays
- 12. Dialogue writing
- 13. Reading Activities
- 14. Speaking Activities
- 15. Jigsaw Puzzles
- 16. Grammar Games
- 17. AV Activity
- 18. Interview skills
- 19. Translation
- 20. Anchoring

Activities of English Club

- 1. News reading
- 2. Role Plays
- 3. Listening to US Accent
- 4. Practising One-Act Plays
- 5. Conversation Practice
- 6. Anchoring Functions
- 7. Seminar Presentations
- 8. **GDs**
- 9. Interview Skills
- 10. Resume Preparation
- 11. Dialogue Writing
- 12. Essay/Paragraph Writing

- 13. Explaining a paragraph
- 14. Teaching a lesson
- 15. Visiting offices and interacting with officials
- 16. Interviewing
- 17. **Debating**
- 18. Project works
- 19. Guest lectures
- 20. Grammar practice
- 21. Competitive examination preparation
- 22. Language games