



# VAGDEVI DEGREE COLLEGE

(Affiliated to Acharya Nagarjuna University)

(College Code : 116)

Ravipadu Road, Narasaraopet, Palnadu Dt, A.P., Ph : 9247025166

## Teaching Plan

Name of the Course with code : A COURSE IN COMMUNICATION & SOFT SKILLS  
Class & Semester / Academic Year : BSC , BCA & BCOM – SEM - I/ 2023-24  
Name of the faculty Member : N.GAYATHRI DEVI

SNO	Topic	No. of periods required	Book(s) followed
<b>I. UNIT: Listening Skills</b>			
1	Importance of Listening	1	T.B
2	Types of Listening	1	T.B
3	Barriers to Listening	1	T.B
4	Effective Listening	1	T.B
5	Practice/Revision	2	-
Total No. of periods required:		<b>6hrs</b>	
<b>II. UNIT: Phonetics</b>			
1	Sounds of English: Vowels and Consonants	2	T.B
2	Syllable	1	T.B
3	Word Stress	2	R.B
4	Intonation	1	R.B
5	Practice/Revision	3	-
Total No. of periods required:		<b>9hrs</b>	
<b>III. UNIT: Grammar</b>			
1	Concord	4	R.B
2	Articles	1	R.B
3	Prepositions	2	R.B
4	Tenses	10	R.B
5	Question tags	1	R.B
6	Practice/Revision	10	-
Total No. of periods required:		<b>28hrs</b>	

<b>IV. UNIT: Speaking Skills</b>			
1	Greetings & Introduction	2	R.B
2	Asking and Giving Information	2	R.B
3	Yes, We Can - Barack Obama	2	T.B
4	Agreeing/ Disagreeing	1	T.B
5	A Leader Should Know How to Manage Failure Dr. A.P.J. Abdul Kalam	3	R.B
6	Activities/Revision	4	-
Total No. of periods required:		<b>14hrs</b>	
<b>V. UNIT: Soft Skills</b>			
1	SWOC	2	R.B
2	Attitude	1	R.B
3	Emotional Intelligence	1	R.B
4	Netiquette	1	R.B
5	Interpersonal Skills	2	R.B
6	Activities/Practice	5	-
Total No. of periods required:		<b>12hrs</b>	
<b>Remedial Classes</b>		<b>5</b>	
<b>Revision Classes</b>		<b>5</b>	
Total No. of periods required		<b>10</b>	
<b>Grand Total No. of periods required:</b>		<b>79hrs</b>	

**Text Book:**

T1: A Text Book of English Phonetics for Indian Students, Balasubramanian

T2: A Handbook for English Language Labor, E. Suresh Kumar, P. Sreehari

**Reference Books:**

R1: Soft Skills, Dr. Alex (New Delhi: S. Chand & Company Ltd) 2009

R2: Interpersonal Skills Training, Philip Burnard (New Delhi: Viva Books Private Ltd)



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## Teaching Plan

Name of the Course with code : A COURSE IN CONVERSATION SKILLS  
Class & Semester / Academic Year : BSC & BCOM – SEM - III/ 2023-24  
Name of the faculty Member : N. GAYATHRI DEVI

SNO	Topic	No. of periods required	Book(s) followed
<b>I. UNIT</b>			
	Speech:		
1	Tryst with Destiny - Jawaharlal Nehru	3	T.B
	Skills:		
2	Greetings	2	R.B
3	Introductions	2	R.B
	Activities/Practice/Revision	2	
Total No. of periods required:		<b>9hrs</b>	
<b>II. UNIT</b>			
	Speech:		
1	1. Yes, We Can -Barack Obama	4	T.B
	Interview:		
2	2. A Leader Should Know How to Manage Failure - Dr.A.P.J .Abdul Kalam/ India Knowledge at Wharton	4	T.B
	Skills:		-
3	Requests	2	R.B
	Activities/Practice/Revision	2	
		<b>12hrs</b>	
<b>III. UNIT</b>			
	Interview:		
1	Nelson Mandela's Interview With Larry King	4	T.B
	Skills:		
2	Asking and Giving Information	2	R.B

3	Agreeing and Disagreeing	2	R.B
	Activities/Practice/Revision	2	
			-
	Total No. of periods required:	<b>10hrs</b>	
<b>IV. UNIT</b>			
	Interview:		
1	JRD Tata's Interview With T.N. Ninan	4	T.B
	Skills:		
2	Dialogue Building	2	R.B
3	Giving Instructions/Directions	2	R.B
	Activities/Practice/Revision	2	
	Total No. of periods required:	<b>10hrs</b>	
<b>V. UNIT</b>			
	Speech:		
1	You've Got to Find What You Love -Steve Jobs	4	T.B
	Skills:		
2	Debates	2	R.B
3	Descriptions	2	R.B
4	Role Play	2	R.B
	Activities/Practice/Revision	2	
	Total No. of periods required:	<b>12hrs</b>	
	<b>Remedial Classes</b>	<b>5</b>	
	<b>Revision Classes</b>	<b>5</b>	
	Total No. of periods required	<b>10hrs</b>	
	<b>Grand Total No. of periods required:</b>	<b>63Hrs</b>	

**Text Book:**

T1: Maruthi Publications

T2: Himalaya Publications

**Reference Books:**

R1: Soft Skills, Dr. Alex (New Delhi: S. Chand &Company Ltd) 2009

R2: Interpersonal Skills Training, Philip Burnard (New Delhi: Viva Books Private Ltd)