

	Government College (Autonomous) Rajahmundry	Program & Semester Semester – II B.A.,B.Com.,B.Sc.,Bsc (Voc),B.Com (Voc)			
Course Code ENG	TITLE OF THE COURSE A Course in Reading and Writing Skills				
Teaching	Hours Allocated: 60 (Theory)	L	T	P	C
Pre-requisites:		3	1	-	3

Course Objectives

1. Will be able to use reading skills for effective comprehension
2. Will be able to build up a repository of active vocabulary.
3. Will be able to own writing strategies in academic skills.
4. Will be able to enhance writing skills for future purposes.
5. Will be able enhance communicative competence through Reading and Writingskills acquired.

Course Outcomes

On Completion of the course, the students	
CO1	Will use reading skills for effective comprehension
CO2	Will build up a repository of active vocabulary.
CO3	Will own writing strategies in academic skills.
CO4	Will enhance writing skills for future purposes.
CO5	Will enhance communicative competence through Reading and Writingskills acquired.

PAPER CODE -
GOVERNMENT COLLEGE (A), RAJAHMUNDRY
Department of English
GENERAL ENGLISH FOR B.A., B.Com., B.Sc, B.Sc (Voc). B.Com(Voc) : 2023-2024
SEMESTER –II (With effect from 2023-2024)
A COURSE IN READING AND WRITING SKILLS

Prose

1. The Best Investment I Ever Made
2. The Night Train at Deoli

A.J.Cronin
RuskinBond

Poetry

1. Night of the Scorpion
2. Ulysses
3. Mountain and the squirrel

Nissim Ezekiel
Alfred Lord Tennyson
RW Emerson

Non-Detailed Text

1. Secret of Work
2. Three Days to See

Vivekananda
Helen Keller

Academic Skills

1. Skimming and Scanning
2. Note Making
3. Conversion of Words
4. One Word Substitutes
5. Collocations

Professional Skills

1. Expansion of Ideas
2. Notices, Agendas and Minutes
3. Letters & E Correspondence
4. Curriculum Vitae and Resume

References:

1. Communication Skills (2nd Edition), Sanjay Kumar & PushpLata, OUP 2016.
2. The New Oxford Guide to Writing, Thomas. S. Kane,
3. Reading Skills: How to Read Better and Faster- Speed Reading, Reading
4. Comprehension & Accelerated Learning (2nd Edition), Nick Bell.
5. English Vocabulary in Use: Upper Intermediate, Cambridge University Press.
6. English Grammar & Composition- Wren & Martin
7. Advanced Grammar in Use- Martin Hewings
8. Business Vocabulary in Use- Bill Mascull

Activities:

1. Asking the students to prepare a model resume.
2. Quiz on one word substitutes.
3. Collocation pair activity.
4. Asking the students to read news clippings and make notes

Web Links:

1. <https://www.vedantu.com> › super speakers
2. <https://in.zapmetasearch.com> › English Training Course
3. <https://www.udemy.com> › English › Online-Course
4. <https://www.khanacademy.org> › prep › praxis-core
5. <https://www.ets.org> › praxis
6. <https://learnenglish.britishcouncil.org/general-english>

CO-PO Mapping:

(1: Slight [Low]; 2: Moderate [Medium]; 3: Substantial [High], '-': No Correlation)

	PO 1	PO 2	PO 3	PO 4	PO 5	PO 6	PO 7	PO 8	PO 9	PO 10	PO 11	PO 12	PO 13
CO1	3	3	2	2	2	3	3	3	3	2	3	3	2
CO2	2	3	3	2	2	2	3	3	3	3	2	3	3
CO3	3	2	3	3	3	3	2	3	3	3	3	2	3
CO4	3	3	2	3	3	2	3	2	2	3	2	3	2
CO5	3	2	2	2	2	2	3	2	3	2	3	2	3

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GOVERNMENT COLLEGE (A), RAJAHMUNDRY
 Department of English
 General English for B.A., B.Com, BBA and B.Sc (Voc.) & B.Com Voc 2023-2024
SEMESTER –II (with effect from 2023-2024)
A COURSE IN READING AND WRITING SKILLS
Pattern of Question Paper

Q. No	Topics	Hrs. Alloted	No. of Questions to be given	No. of Questions to be answered	Marks
I	Unit I : Prose 1. Best Investment I Ever Made –AJ Cronin 2. The Night Train at Deoli –Ruskin Bond	12 Hrs	3	2 in 75 words each	2X4=8
II	Unit II : Poetry 1. Night of the Scorpion - Nissim Ezekiel 2. Ulysses - Tennyson 3. Mountain and the Squirrel – RW Emerson	12 Hrs	3	2 in 75 words each	2X4=8
III	Unit III : Non-Detailed Text 1. The Secret of Work - Vivekananda 2. Three Days to See - Helen Keller	12 Hrs	4	2 in 100 words each	2X5=10
IV	UNIT- IV - Vocab & Comp. 1. Vocabulary: Conversion of Words 2. One Word Substitutes 3. Collocations 4. Note Making / Taking 5. Reading Comprehension (Top Down, Bottom Up - Schema – Skimming and Scanning)	12 Hrs	5	3	3X4=12
V	UNIT-V- Professional Skills 1. Expansion of Ideas 2. Notices, Agendas and Minutes 3. Letters 4. E-Correspondence 5. Curriculum Vitae and Resume	12 Hrs	5	3	3X4=12
	Total	60 Hrs	20	12	50 M

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Department of English
General English for B.A., B.Com., B.Sc., B.Sc (Voc.), B.Com (Voc): 2021-2022
SEMESTER –II (W.E.F 2023-24)
A Course in Reading & Writing Skills
Model Question Paper

Time: 2 ½ Hrs

Max. Marks: 50

SECTION – A (Knowledge & Understanding)

1. Answer any SIX of the following in one or two sentences. 6X1=6

- a. Recall how much amount was stolen in 'The Best Investment I Ever Made'.
- b. Where is the narrator travelling to in the *Night Train at Deoli*?
- c. Who was bitten by the scorpion?
- d. What is the claim of the mountain?
- e. Name the son of Ulysses.
- f. Who is greater between the mountain and the squirrel?
- g. What according to Vivekananda is the secret of work?
- h. Who woke up the narrator at midnight in *The Best Investment*.....?
- i. Who can perform work as love?
- j. What is *Three Days to See* about?

2. Answer any FOUR of the following in 50 words. 4X2=8

- a. Outline the job volunteered by the young couple in *The Best Investment*....
- b. Describe how the young man was disappointed in *The Night Train at Deoli*.
- c. Explain the message of the poem "The Mountain and the Squirrel."
- d. Demonstrate the significance of the mother's words in *Night of the Scorpion*.
- e. Summarize the qualities of Ulysses.
- f. Mention the way work should be done according to Swami Vivekananda?
- g. What does Mrs. Keller desire to see on the first day?

SECTION –B (Application & Analysis)

3. Convert the words in brackets into their suitable forms to match the context. 1X4=4

- a. We should live each day with _____ (gentle). (*Three Days to See*)
- b. Helping man (spiritual) is the highest help that can be given to him. (*Secret of Work*)
- c. The squirrel thinks it is not _____ (shame) to occupy its place. (*The Mountain and the Squirrel*)
- d. The Scorpion's (poisonous) moved in mother's blood... (*Night of the Scorpion*)

4. Substitute the underlined expressions with an appropriate words from choice. 1X4=4
(platform, darkness, complexion, hearth)

- a. The Youngman had a fair facial appearance. (*The Best Investment*....)
- b. Ulysses does not like sitting by the still fireplace. (*Ulysses*)
- c. Total absence of light makes us more appreciative of sight. (*Three Days to See*)
- d. Deoli had only one raised surface to board/alight from trains. (*Night Train*...)

5. Choose the right word that collocates with the underlined words. 1X4=4

- Ulysses claimed to have moved earth and (sky, clouds, heaven).
- At midnight my temporary from blindness would cease (view, respite, insight).
- We must all work (incessantly, hardly, rarely) according to Vivekananda.
- She was pleased that I..... (forget, memory, remembered) her.

Section – C (Evaluation & Creativity)

4X6=24

6. Answer any FOUR of the following
- Compile a note on the following passage. (unseen)

Technology has transformed every aspect of modern life, from how we communicate to how we work, learn, and interact with the world. The rise of the internet and mobile devices has made information accessible at the touch of a button, revolutionizing industries and creating new opportunities. However, with these advancements come challenges. Privacy concerns, cybersecurity threats, and the digital divide between those with access to technology and those without are significant issues that need to be addressed. As technology continues to evolve, there is a growing need for policies that protect individuals' rights and ensure equitable access to these innovations. Moreover, the rapid pace of technological change calls for education systems that can prepare future generations for jobs that may not even exist today.

- Choose appropriate answers to the questions from the passage below. (Text based)

Liberation means entire freedom — freedom from the bondage of good, as well as from the bondage of evil. A golden chain is as much a chain as an iron one. There is a thorn in my finger, and I use another to take the first one out; and when I have taken it out, I throw both of them aside; I have no necessity for keeping the second thorn, because both are thorns after all. So the bad tendencies are to be counteracted by the good ones, and the bad impressions on the mind should be removed by the fresh waves of good ones, until all that is evil almost disappears, or is subdued and held in control in a corner of the mind; but after that, the good tendencies have also to be conquered. Thus the “attached” becomes the “unattached”. Work, but let not the action or the thought produce a deep impression on the mind.

- What does liberation mean?
 - Identify the word which means ‘an opinion about something or someone’.
 - Write the antonym of ‘bondage’.
 - How are the bad tendencies counteracted?
 - Identify the writer of the above paragraph.
 - Write the message of the paragraph.
- Develop the idea “Everyone has unique strength and value.” (The Mountain and the Squirrel)
 - As a student representative, write a notice on “Teachers Day” celebrations.
 - Write a letter to the editor of *The Hindu* on the importance of wearing helmets.
 - Compose an e-mail demanding for immediate replacement of the mobile purchased.
 - Prepare a resume to the post advertised in the following notification.

A REPUTED BUSINESS GROUP URGENTLY REQUIRES
SALES ASSISTANTS

The right candidate should have:

- 2-3 years experience as Sales Assistant, preferably in Bookstores
- Graduate or minimum Secondary School
- Experience in sales, merchandising, customer service preferred
- Good written and spoken communication skills in English, knowledge of Arabic is an added advantage
- Knowledge of basic computer skills
- Ability to work well in a team
- Presentable, proactive and willing to accept shift duties.