



**PARVATHANENI BRAHMAYYA  
SIDDHARTHA COLLEGE OF ARTS & SCIENCE**

*Autonomous*

Siddhartha Nagar, Vijayawada-520010

*Re-accredited at 'A+' by the NAAC*

<b>Course Code</b>				<b>23 ENSDL201</b>			
<b>Title of the Course</b>				<b>COMMUNICATION SKILLS FOR EMPLOYABILITY-1</b>			
<b>Offered to: (Programme/s)</b>				B. Com Hons (General, TPP, BPM, Finance, Banking, Computer Applications), B.Sc. Hons (Physics, Chemistry, Mathematics, Statistics, Electronics,) & BA Hons (Economics)			
<b>L</b>	<b>2</b>	<b>T</b>	<b>0</b>	<b>P</b>	<b>0</b>	<b>C</b>	<b>2</b>
<b>Year of Introduction:</b>		2024-25		<b>Semester:</b>		3	
<b>Course Category:</b>		SDC		<b>Course Relates to:</b>		GLOBAL	
<b>Year of Revision:</b>		NA		<b>Percentage:</b>		NA	
<b>Type of the Course:</b>				Skill Development			
<b>Crosscutting Issues of the Course :</b>				Influence of vernacular language			
<b>Pre-requisites, if any</b>				ENGLISH-1			

**Course Description:**

Effective communication is an essential skill in both personal and professional life. It involves a combination of Listening, Speaking, Writing and Grammar skills. The course provides a comprehensive overview and tips for improving these critical facets of communication. The student can use simple and correct English, improve vocabulary, and develop their grammatical ability. Grammar is a fundamental aspect of language that plays a crucial role in effective communication, professionalism and the preservation of linguistic traditions. They can develop skills for a variety of careers. The activities and assignments planned can help them become autonomous in grasping the situations and overcome the constraints of daily life.

**Course Aims and Objectives:**

By the end of the course the learner will be able to:

<b>S.NO</b>	<b>COURSE OBJECTIVES</b>
<b>1</b>	Understand the importance of Language for effective communication.
<b>2</b>	Use grammar effectively for accuracy in writing and speaking.
<b>3</b>	Use relevant vocabulary in everyday communication.

4	Acquire ability to use language in professional and daily life.
5	Confidently use the skills of communication.

### Course Outcomes

At the end of the course, the student will be able to...

CO NO	COURSE OUTCOME	BTL	PO	PSO
CO1	provide a comprehensive overview and tips for improving the critical facts of communication.	K2	PO5	1
CO2	Ensures that writing or speech is clear and easily understandable. It helps to convey intended message effectively. Grammar lends credibility to communication.	K3	PO3	1
CO3	Provides structure for effective communication. Helps to build repository of active vocabulary skills and help the students work on their language skills through constant practice.	K4	PO1	1
CO4	Multiple forms of testing and exercising provides a student the much- needed opportunity to keep his grammar, vocabulary, spelling in good form.	K1	PO5	1
CO5	convey thoughts, ideas and emotions clearly and persuasively. Understanding grammar can bridge language barriers and facilitate.	K3	PO7	1

For BTL: K1: Remember; K2: Understand; K3: Apply; K4: Analyze; K5: Evaluate; K6: Create

CO-PO MATRIX									
CO NO	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PSO1	PSO2
CO1					3				
CO2			2					2	
CO3	3							2	
CO4					3				
CO5							2	3	

Use the codes 3,2,1 for High, Moderate and Low correlation Between CO-PO-PSO respectively

### Course Structure:

#### Unit – 1: Grammar – 1

10 hours

#### Content:

1. Types of Sentences
2. Modals
3. Conjunctions
4. Subject – Verb Agreement
5. Prefixes and Suffixes
6. Synonyms and Antonyms

#### Activity/Exercises:

1. Conversations can be built using Conjunctions and Modal Auxiliaries  
By framing the class in groups or pairs this can be done.
2. Cross word puzzles  
Basing on the vocabulary prescribed, this activity can be done in pairs.
3. How to ask questions (practice, recall and interpretation)  
Pair work- student can learn how to frame Wh-questions, Yes/No questions.

4. Taking a topic of general importance, prepare a power-point using vocabulary prescribed (synonyms and antonyms)

## **Unit – 2: Grammar – II**

**10 hours**

### **Content:**

1. Tenses
2. Question Tags
3. Sentence correction and completion
4. Contextual Vocabulary
5. Words often confused
6. Transformation of sentences (voice, speech, degrees)

### **Activity/Exercises:**

1. Prepare multiple choice questions on a topic to improve recall and response.
2. Describing a particular situation with specific vocabulary.  
Pair work- student can describe a festival using the vocabulary prescribed.
3. Make cross-examinations by allowing questions.  
Learn question tags. Students can learn how to frame questions on asking information, giving information, giving directions to a place and describing a process can be done.
4. Make it draw or Mime it. Pair work based on situations to encourage creative communication.

## **Unit – 3: Vocabulary**

**10 hours**

### **Content:**

1. Word Analogy
2. Para Completion
3. One word substitutes
4. Spelling Test
5. Idioms and Phrases
6. Joining sentences

### **Activity/Exercises:**

1. Pair work- one set of confusable words Pair with other set of words with in a second. The more each team answers will be declared as winner.
2. Phone a friend and describe event that happened in the locality. (joining sentences and para completion)
3. Picture Perfect- group work: One set of students describe situation, other group will draw a picture of the situation.
4. Relay runners- Sentences are split and written on two different sheets each time a student is called, they have to pair up corresponding sentence from search. (group work)

### **Text Books:**

1. Quirk, Randolph & Green Baum, Sidney. A University Grammar of English, Pearson Education: New Delhi 2004, ISBN: 81-7808-088-5.

2. Raymond Murphy's English Grammar 2004, Cambridge University Press ISBN 0 521 61662X
3. Martin Parrott Grammar for English Language Teachers 2004, Cambridge University Press ISBN 0 521 47797 2
4. David Green Contemporary English Grammar Structures and Composition Trinity Press 2019 ISBN: 978-93-5138-127-3

**References:**

1. Clappitt, P.G. and Girard, D. (1993) 'Communication satisfaction: A useful construct?', *New Jersey Journal of Communication*, vol 1, no. 2, pp. 84–102
2. Woods, D. (2010) 'Poor communication between managers and employees wastes time and impacts productivity',
3. Rogers, C.R. and Farson, R.E. (2015 reprint of 1957 edition) 'Section One: The meaning of active listening. p1', *Active Listening*, CT, USA, Martino Publishing.
4. <https://robert-murray.com/communication-among-different-generations/>
5. <https://speakingaboutpresenting.com/presentation-myths/mehrabian-nonverbal-communication-research/>

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**SEMESTER -END QUESTION PAPER STRUCTURE**

<b>Course Code &amp; Title of the Course:</b>	<b>23 ENSDL201 COMMUNICATION SKILLS FOR EMPLOYABILITY-1</b>
<b>Offered to:</b>	B. Com Hons (General, TPP, BPM, Finance, Banking, Computer Applications), B.Sc. Hons (Physics, Chemistry, Mathematics, Statistics, Electronics,) & BA Hons (Economics)
<b>Category: SDC</b>	<b>SEMESTER: 3</b>
<b>Max. Marks</b>	<b>35</b>
<b>Max.Time</b>	<b>2 Hrs</b>

Answer all the questions.

**UNIT -- I**

**(Directions: 1-4): In the following questions, select the type of sentence out of the four alternatives suggested. 4×1/2=2M**

**K1**

1. The Sun rises in the East. ( )  
a. Declarative b. Interrogative c. Imperative d. Exclamatory
2. Can you help me with my homework? ( )  
a. Declarative b. Interrogative c. Imperative d. Exclamatory
3. Please close the door. ( )  
a. Declarative b. Interrogative c. Imperative d. Exclamatory
4. Wow, what a beautiful sunset! ( )  
a. Declarative b. Interrogative c. Imperative d. Exclamatory

**(Directions: 5- 8): In the following questions fill in the blanks with correct modal auxiliary out of the four alternatives suggested. 4×1/2=2M**

**K1**

5. I \_\_\_ cook dinner for everyone tonight. ( )  
a. can b. could c. might d. have to
6. The boss \_\_\_ ask you to work overtime today. ( )  
a. might b. will c. can d. Should
7. Everyone \_\_\_ obey the law. ( )  
a. must b. shall c. can d. should
8. \_\_\_ we order pizza tonight? ( )  
a. shall b. will c. must d. may

**(Directions: 9-12): In the following questions choose the correct form of the verb in agreement with the subject out of the four alternatives suggested. 4×1/2=2M K3**

9. Everyone \_\_\_\_\_ finished reading the fairy tale. ( )  
a) have b) has c) had d) is
10. Nobody \_\_\_\_\_ come for the party yet. We're still waiting. ( )  
a) has b) have c) had d) were
11. Somebody \_\_\_\_\_ spilt tea on the table cloth. ( )  
a) had b) have c) has d) is
12. My glasses \_\_\_\_\_ on the table this morning. ( )  
a) was b) is c) been d) were

**(Directions: 13-16): In the following questions choose the correct prefixes/suffixes out of the four alternatives suggested. 4×1/2=2M K3**

13. Practice ( )  
a. mall b. mal c. right d. none of the above
14. Mountain ( )  
a. dew b. climb c. eer d. none of the above
15. Use ( )  
a. less b. more c. me d. none of the above
16. relation ( )  
a. add b. love c. ship d. none of the above

**(Directions: 17- 20): In the following question out of the four alternatives, choose the one which best suits the Synonym (similar meaning) of the given word. 4×1/2=2M K3**

17. create ( )  
a) generate b) destroy c) doubt d) dump
18. damage ( )  
a) repair b) harm c) pay d) decide
19. praise ( )  
a) scold b) raise c) glorify d) fool
20. advantage ( )  
a) disadvantage b) show off c) explain d) benefit

## UNIT –II

**(Directions: 21-24): In the following question out of the four alternatives, choose the correct (tense) verb form. 4×1/2=2M K2**

21. I \_\_\_\_\_ you, but you didn't ask me. ( )  
a. am helping b. must help c. would have helped d. none of the above
22. Soccer fans \_\_\_\_\_ to fill the stands an hour before the game. ( )  
a. began b. were beginning c. were not coming d. none of the above
23. Her greatest pleasure \_\_\_\_\_ movies. ( )  
a. is watch b. is watching c. will have been watching d. none of the above
24. Our mayor has not \_\_\_\_\_ any promises. ( )  
a. broken b. kept up c. filled with d. none of the above

**(Directions: 25- 28): In the following question out of the four alternatives, choose the best Question Tag that suits the given sentence. 4×1/2=2M K3**

25. You're addicted to shopping, \_\_\_\_\_? ( )  
 a. Is It ? b. aren't you c. why not? d. none of the above
26. They weren't part of the regular team, \_\_\_\_\_? ( )  
 a. were they? b. aren't they? c. do they? d. none of the above
27. You can't give it back to the owner, \_\_\_\_\_? ( )  
 a. could you? b. can't you? c. can you? d. none of the above
28. Let's take a day off tomorrow, \_\_\_\_\_? ( )  
 a. Shall we? b. don't we? c. aren't we? d. none of the above

**(Directions: 29 -30): In the following question out of the four alternatives, correct the sentence using the word for each underlined word that best fits the meaning of the sentence as a whole. 2×1/2=1M K2**

29. He has lived in Patna \_\_\_\_\_ four years. ( )  
 A. since B. before C. for D. after
30. I spoke to him \_\_\_\_\_ a lower tone. ( )  
 A. in B. on C. out of D. at

**(Directions: 31 -32): In the following question out of the four alternatives, use the correct conjunction. 2×1/2=1M K2**

31. I am good at English; ----- I am not going to help Ravi. ( )  
 A. because B. but C. or D. so
32. Mr. Suresh got good marks----- he worked hard. ( )  
 A. but B. so C. then D. because

**(Directions: 33-36): In the following question out of the four alternatives, select the word that best fits the context of the sentence as a whole. 4×1/2=2M K3**

33. Unlike his sister Cattie, who had a very calm and mellow *disposition*, John jumped on Sofas and ran through the house like an animal kingdom. In the sentence the word disposition means:  
 a. Understanding b. reaction c. temperament d. strength ( )
34. Stanley tried to determine the meaning of the vocabulary word, but there were so few clues in the sentence all he could do was hopelessly *conjecture* as to what the word might mean. Conjecture means?  
 a. Organize b. Thrash out c. a guess d. analyze ( )
35. If you go to the party wearing your best smile, laugh good naturedly, and try your dance steps out (even if you aren't the best dancer), you will attract attention with your *amiable* disposition. Amiable means...  
 a. Appreciated b. friendly, kind c. defied d. improved ( )
36. I wanted to just set the table and be done with it, but my mother *scrupulously* arranged each napkin, dish, and utensil until they were in perfect alignment. Scrupulously means...  
 With great attention to details b. with a speed c. not in a right order  
 d. alphabetical order ( )

**(Directions: 37 -40): In the following question the sentences have to be filled with one of the four alternatives of the Confusable words. 4×1/2=2M K2**

37. I always leave my car keys on the table \_\_\_\_\_ the front door. ( )  
 a. beside b. besides c. next side d. other side
38. Once you buy your ticket, you can \_\_\_\_\_ to the auditorium. ( )  
 a. precede b. proceed c. succeed d. recede
39. My neighbor's \_\_\_\_\_ from Venezuela. ( )  
 a. Emigrated b. Immigrated c. migrated d. regulated
40. I recognize her because we live in the same apartment complex, but we've never been \_\_\_\_\_ introduced. ( )  
 a. Firmly b. Formerly c. Formally d. formerly

**(Directions: 41-44): In the following questions, a sentence has been given in Active/Passive voice. Out of the four alternatives suggested, select the one which best expresses the same sentence in Passive /Active Voice. 4×1/2=2M K3**

41. They have made a film based on this novel. ( )  
 a) A film was based on this novel and made. b) A film have been made based on this novel  
 c) A film, based on this novel, has been made d) A film has been based and made on this novel
42. The news has been bought to us by him. ( )  
 a) He brought us the news b) He has brought us the news  
 c) He was brought the news to us d) we brought the news to him.
43. The girls ate a mango yesterday. ( )  
 a) A mango is being eaten by the girls yesterday. c) A mango is eaten by the girls yesterday  
 b) A mango has been eaten by the girls yesterday. d) A mango was eaten by the girls yesterday
44. The boys laughed at the old man. ( )  
 a) The old man was being laughed at by the boys. c) The old man was laughed by the boys.  
 b) The old man was laughed at by the boys. d) The old man was being laughed by the boys.

**(Directions: 45- 48): In the following questions, a sentence has been given in Direct/In direct speech. Out of the four alternative suggested, select the one which best expresses the same sentence in Direct/Indirect speech. 4×1/2=2M K3**

45. He said, "They will be using my car for the trip." ( )  
 a) He said that they would be using his car for the trip.  
 b) He said that we will be using his car for the trip.  
 c) He said that they will be using my car for the trip.  
 d) He said that they would be using my car for the trip.
46. He said to Raina, "I cannot marry you now but I shall surely do so next year." ( )  
 a) He told her that he could not marry Raina then but would surely marry her next year.  
 b) He told Raina that he could not marry her then but he would surely do so the following year.  
 c) He told Raina that he would not marry her then but would surely do so the next year.  
 d) He told Raina that he cannot marry her now but would surely do so the following year.
47. I said to you, "He should not be trusted." ( )  
 a) I told you that he cannot be trusted.  
 b) I told you he shall not be trusted.  
 c) I told you that he should not be trusted.  
 d) I said to you do not trust him
48. The lady asked me how my uncle was. ( )



- a) The lady said to me "How was your uncle ?"
- b) The lady asked me "How is your uncle doing?"
- c) The lady asked me "How has your uncle been ?"
- d) The lady said to me "How is your uncle ?"

**(Directions: 49- 52): Complete the following sentences using the appropriate form of the Adjective (Positive, Comparative, Superlative) out of the four alternatives suggested.**  
**4×1/2=2M** **K3**

49. Prevention is \_\_\_\_\_ than cure.  
 a. good    b. best    c. better    d. worse (    )
50. He is the \_\_\_\_\_ member of Rajya sabha.  
 a. young    b. older    c. old    d. oldest (    )
51. My father is 54 years old. My mother is 50 years old. So, my mother is \_\_\_\_\_ than my father.  
 a. Older    b. Younger    c. Stronger    d. Taller (    )
52. No other girl in the class is as \_\_\_\_\_ as she.  
 a. dullest    b. duller    c. dull    d. most dull (    )

### UNIT—III

**(Directions: 53- 56): In the following questions, Choose the pair of words that best express a relationship similar to that of the original pair out of the four alternative suggested.** **K2**

**4×1/2=2M**

- 53) DRY : MOISTURE (    )  
 A) light : height    B) cold : warmth    C) healthy : meat    D) happy : weakness
- 54) THEFT : CRIME (    )  
 A) winter : season    B) glass : window    C) chicken : beverage    D) air : cloud
- 55) MILK : WHITE (    )  
 A) traffic : heavy    B) science : boring    C) candy : good    D) honey : sticky
- 56) RAZOR : SHAVE (    )  
 A) hair : comb    B) knife : cut    C) boat : drive    D) fork : drink

**(Directions: 57-60): In each of the following questions a sentence is given with a blank. Select the best out of the four answer choices given to get the complete and coherent meaning.** **K2**

**4×1/2=2M**

57. The university has introduced a new course on entrepreneurship. \_\_\_\_\_. (    )  
 A) The course has received negative feedback from students and faculty.  
 B) The course has led to an increase in the number of student startups.  
 C) The course has been criticized for not being relevant to the students' majors.  
 D) The university has faced legal challenges from local businesses for offering the course.
58. The government has announced a new initiative to provide free healthcare to all citizens. \_\_\_\_\_. (    )  
 A) The initiative has led to an increase in taxes and government spending.  
 B) The initiative has been criticized for being too expensive and not sustainable.

- C) The initiative has been well-received by citizens and healthcare professionals.  
 D) The initiative has faced legal challenges from private healthcare providers.

59. The company has announced a new product launch scheduled for next month.

\_\_\_\_\_ ( )

- A) The product has been criticized for being too expensive and not innovative.  
 B) The company has seen a decline in its stock prices since the announcement.  
 C) The product has generated significant interest and pre-orders from customers.  
 D) The company has faced legal challenges from competitors for patent infringement.

60. The city has implemented a new bike-sharing program to reduce traffic congestion.

\_\_\_\_\_ ( )

- A) The program has been criticized for being too expensive and not accessible to all residents.  
 B) The program has led to a decrease in the number of cars on the road and improved air quality.  
 C) The program has faced legal challenges from local car dealerships for unfair competition.  
 D) The program has led to an increase in accidents and injuries involving cyclists.

**(Directions: 61- 64): In the following questions, out of the four alternatives, choose the one word substitute for the given sentence. The meaning, however, must remain the same with the replacement of the word.** K1

**4×1/2=2M**

61. A person who present radio or a television programme ( )

- a) Anchor b) speaker c) story teller d) programmer

62. A person who is trained to on a space craft ( )

- a) pilot b) astronaut c) commander d) scientist

63. One who supervises in the exam hall? ( )

- a) invigilator b) superior c) teacher d) assistant

64. One who compiles dictionaries ( )

- a) dictionary writer b) lexicographer c) author d) ornithologist

**(Directions: 65- 66): In the following questions, choose the correct spelling from the four Mis-spelt words.** 2×1/2=1M

**K1**

65. a. Reproach b. Miscelleneous c. Impreshan d. Compitition ( )

66. a. Franchize b. Frenzy c. Frend d. Fretricide ( )

**(Directions: 67-70): In the following questions, find the meaning of the Idiom underlined by selecting one out of the four alternatives suggested.** K2

**4×1/2=2M**

67. we should not pay a deaf ear to the advice of our elders ( )

- (a) to pay no attention (b) to hear properly  
 (c) to pay money (d) to pay for deaf

68. we must get rid of our bad habits ( )

- (a) to welcome (b) To avoid  
 (c) to like (d) to be smart

69. The boy grew up amidst his kith and kin ( )  
(a) enemies (b) school friends  
(c) close relatives (d) parents
70. Deepak left the house with bag and baggage. ( )  
(a) back pack (b) purse  
(c) wallet (d) with all belongings

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