

ACHARYA NAGARJUNA UNIVERSITY :: NAGARJUNANAGAR-522 510

Syllabus Effective from 2015-2016

Communication and Soft Skills Syllabus

COMMON CORE PAPERS FOR UNDERGRADUATE COURSES

Semester-I: Fundamentals of Communication Skills

Unit- I Communication Skills

Definition, Process, Types, Barriers

Unit- II Oral Communication

English Sounds, Letters & Words

Unit-III Listening Skills

Types of Listening, Barriers to Effective Listening & Traits of a Good Listener

Unit- IV Stress & Intonation

Word Stress, Sentence Stress, Intonation Patterns

Unit –V Word Building

English & Latin Affixes and Suffixes, One word Substitutes

Semester-II (A): Building Vocabulary

Unit-I Vocabulary (with Exercises)

Foreign & English words and Phrases, Idioms, Words often confused

Unit-II Improving Vocabulary (with Exercises)

Homonyms, Homophones, Homographs, Synonyms, Antonyms,

Unit-III Correction of Common Errors (with Exercises)

Unit-IV Fun with Grammar (with Exercises)

Noun, Pronoun, Adjectives, Adverbs, Prepositions & Conjunctions

Unit-V Transformation of Sentences (with Exercises)

Types of Sentences- Structure and Meaning

Semester-II (B): Professional Life Skills - I

Unit-I Team Work Skills (Activity Oriented)

Unit- II Emotional Intelligence Skills

Unit-III Assertive Skills

Unit-IV Adaptability Skills

Unit-V Problem Solving Skills

For Semester I & II (A) & (B) - Prescribed Text Book: “Communication and Soft Skills” – Volume- 1” Published by Orient BlackSwan Private Limited