

HINDI MAHAVIDYALAYA

(AUTONOMOUS & NAAC REACCREDITED)

Nallakunta, Hyderabad-500 044

B.Vocational Courses DEPARTMENT OF ENGLISH

2015-2016

SEMESTER - II & IV

HINDI MAHAVIDYALAYA

(AUTONOMOUS & NAAC REACCREDITED)

Nallakunta, Hyderabad

B.Vocational Courses

DEPARTMENT OF ENGLISH


Minutes of First Meeting of Board of Studies held on 18/02/2016

Board of Studies meeting of the department of English was held on 18/02/2016 at 11.30a.m in the English Lab.

The following Members were present.


Chairperson

Dr. T. Raja Sekhar
Head-Department of English
Hindi Mahavidyalaya
Nallakunta, Hyderabad-44.
Mobile No: 9866128129


Head, Department of English
Hindi Mahavidyalaya
Nallakunta, Hyderabad-500 044.


University Nominee

Professor A.Karunakar,
Chairman-Board of Studies,
Department of English,
Arts College, Osmania University, Hyderabad-07
Mobile No: 9849302145

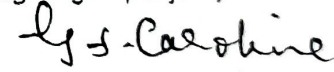

Chairperson
Board of Studies (UG & PG)
Department of English
Osmania University
HYDERABAD-500 007.

Members of BOS

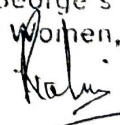
1) Smt. J.S Harinakshi,
Head-Department of English,
Dr. B.R.Ambedkar Degree College,
Baghlingampally, Chikkadpally, Hyderabad.
Mobile No: 9247503092


HOD, Dept. of English,
Dr. B. R. Ambedkar College,
Baghlingampally, Hyd.

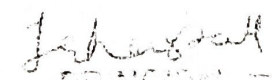
2) Smt. G.S. Caroline,
Head-Department of English,
St.George's Degree College for Women,
Abids, Hyderabad – 500 001
Mobile No: 9849385903


G.S. Caroline
HOD. Dept. of English
St. George's Degree College
for Women, Hyd-500 001.

3) Mrs. P. Nalini,
Sr.Lecturer, Dept of English,
Hindi Mahavidyalaya, Nallakunta, Hyderabad-44.
Mobile No: 9494439757


Nalini

It was resolved by the BOS Committee members to frame the syllabus for the second year Degree Vocational courses in "Tourism and Hospitality Administration" and "Banking and Insurance" (B.Voc) in a more skill based manner and out of the box.


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Adv. Grammar and Writing Tools are taught with emphasis on Communication and skill development. Apart from Prose and Poetry skill based components are included in the curriculum.

The syllabus is divided in to five units for Semester III and IV respectively.


Theory paper is for 40 Marks and Internals is for 10 marks. Two internals will be conducted in each Semester and the average of the two is taken into consideration.


The committee members are highly satisfied with the framed syllabus and approved the same.

The pattern of the question papers and the panel of examiners are approved.

1. Prof. A.Karunakar  Chairperson

Board of Studies (PG)
Department of English
St. George's Degree College
Nallakunta, Hyderabad-500 044.

2. Smt. J.S. Harinakshi 

3. Smt. G.S. Caroline 

G.S.


HOD. Dept. of Eng.

St. George's Degree College

4. Dr. T. Rajasekhar  Head, Department of English

Hindi Mahavidyalaya

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5. Smt. P. Nalini 



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HINDI MAHAVIDYALAYA

(AUTONOMOUS)

B. VOCATIONAL - II YEAR

Semester -III

Course Contents

201

SKILLS IN ENGLISH

No of Credits : 4

Hours : 60

Marks : 50

Theory : 40

Practicals : 10

Unit – I

Prose:

1. Satya Nadella
2. Martin Luther King
3. A.P.J. Abdul Kalam

Unit – II

Poetry:

1. Ode to the West Wind
P.B. Shelley
2. Because I Could Not Stop For Death.
Emily Dickinson
3. I Sit and Look Out.
Walt Whitman.

Unit – III

Listening Skills:

What is Listening?-Types of Listening-Objectives-Active

Listening-Purpose of Listening

Unit – IV


Grammar:

Types of Sentences - II (Synthesis of Sentences) Degrees of Comparison – Articles –
Question Tags – Direct and Indirect Speech


Unit – V

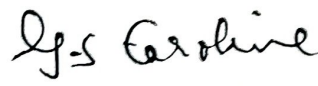
Comprehension Development(Seen and Unseen):

Passages from Prose and Poetry Text-Practice by Students.

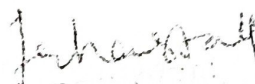

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J. S. Hanumanthulu
HOD, Dept. of English,
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Head, Department of English
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HINDI MAHAVIDYALAYA

(AUTONOMOUS)

B. VOCATIONAL - II YEAR

Semester - IV

Course Contents

202

SKILLS IN ENGLISH

No of Credits : 4

Hours : 60

Marks : 50

Theory : 40

Practicals : 10

Unit – I

Prose:

1. Civic Sense
2. The Hazards of Food Colouring
3. Uncle Podger Hangs a Picture
Jerome K. Jerome.

Unit – II

Poetry:

1. The Shield of Achilles
W.A. Auden
2. Piano
D.H. Lawrence
3. I'm Getting Old Now.
Robert Kroetsch.

Unit – III

Employment Related Communication

Job Application Letters and Resumes – Interview Letters – References – Letters of Appointment – Confirmation – Promotion – Resignation.

Unit – IV


Grammar:

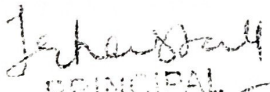
Word Stress – Prefixes – Suffixes – Collocations.

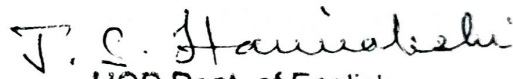
Unit – V


Comprehension Development(Seen and Unseen):


Passages from Prose and Poetry Text-Practice by Students.


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B.Vocational Courses – II year

DEPARTMENT OF ENGLISH

Prescribed/Suggested Reading :-

1. Advanced Skills in English

Edited by E. Suresh Kumar.

A. Karunaker and A.V. Suresh Kumar

(Orient Blackswan)

2. Starlight – An Anthology of Poetry

Edited by Guy Kenneth Dantes.

(Orient Blackswan)

3. Essentials of Business Communication.

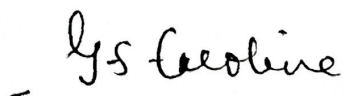
By Rajendra Pal and J.S. Korlahalli

4. Essentials of English Grammar and Composition.


By Rajendra Pal


5. Oxford Guide to Effective Writing and Speaking Skills

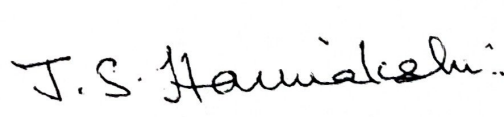
By John Sealy


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HINDI MAHAVIDYALAYA

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B. VOCATIONAL – II YEAR

Question Paper Pattern

III Semester

Theory

Time : 2 hrs.

Marks : 40m

Internals : 10m

The question paper will have five skill oriented questions from the units. There will be internal choice wherever necessary :

I Section A

Prose - 8 marks.

Paragraph questions - $2 \times 4 = 8 \text{ m}$

II Section B

Poetry - 8 marks.

Paragraph questions - $2 \times 4 = 8 \text{ m}$

III Section C

Listening Skills – 8 marks

Paragraph Questions - $2 \times 4 = 8 \text{ m}$.

IV Section D

Comprehension Passages - 8 marks

1. Passage from Prose - $1 \times 4 = 4 \text{ m}$

2. Passage from Poetry - $1 \times 4 = 4 \text{ m}$

IV Section E

Grammar - 8 marks

Articles - $4 \times 1 = 4 \text{ m}$.


Rewrite as directed - $4 \times 1 = 4 \text{ m}$.


Practicals / Internals


10 marks

(Average of 2)

- | | | | | | |
|-------------|---|-----|------------------|---|------|
| I Internal | - | (1) | Dialogue writing | - | 5 m |
| | | (2) | Essay writing | - | 5 m |
| II Internal | - | (1) | Note Making | - | 5 m |
| | | (2) | C. V Writing | - | 5 m. |


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B. VOCATIONAL – II YEAR

Question Paper Pattern

IV Semester

Theory

Time : 2 hrs.

Marks : 40m

Internals : 10m

The question paper will have five skill oriented questions from the units. There will be internal choice wherever necessary :

I Section A

Prose - 8 marks.

Paragraph questions - 2 x 4 = 8 m

II Section B

Poetry - 8 marks.

Paragraph questions - 2 x 4 = 8 m

III Section C

Employment Related Communication - 8 marks

Paragraph Questions - 2X 4 = 8 m.

IV Section D

Comprehension Passages - 8 marks

1. Passage from Prose - 1 x 4 = 4 m

2. Passage from Poetry - 1 x 4 = 4 m

IV Section E

Grammar -8 marks

Word Stress - 2 m.

Prefixes - 2 m.

Suffixes - 2 m.

Collocations - 2 m.


Practicals / Internals - 10 marks.


Internals : 2

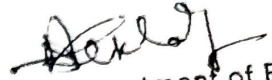
(Average of 2)

I Internal - C B T & Viva – Voce - 10 m.


II Internal - C B T & Viva – Voce - 10 m.



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B. VOCATIONAL – II YEAR

Model Question Paper

III Semester

Skills in English

Time : 2 hrs.

Marks : 40

Section A

I Answer any two of the following questions in about 100 words: (4 x 2 = 8M)

- 1) Write about Satya Nadella's childhood and education?
- 2) What similarities did Martin Luther King and Mahatma Gandhi share?
- 3) Write three statements or incidents which reveal that even as a child Kalam was a very spiritual person?

Section B

II Answer any two of the following questions in about 100 words: (4 x 2 = 8M)

- 1) How does the poet describe the west wind?
- 2) How does the poet describe her relationship with death?
- 3) What is the poet's attitude towards suffering?

Section C

III Answer any two of the following questions in about 100 words: (4 x 2 = 8 M)

- 1) What is listening? Write about the types of listening?
- 2) Write about the objectives of listening?
- 3) Effective listening is an attribute. Write about it?

Section D

IV Read the following passage and answer the questions that follow : (4 x 1 = 4M)

On 4 February 2014, Nadella was appointed CEO of Microsoft, a role earlier filled by Bill Gates and Steve Ballmer, two people Nadella had idolised. It was, for him, both a privilege and an honour. The boy from Hyderabad was the centre of a media frenzy. That day Nadella decided to write a letter to his employees, introducing himself. The letter is warm and friendly, but also hints at the passion and dedication that Nadella embodies. It is an inspirational call to his co-workers to do the best they can.

- 1) From which lesson is the passage taken ?
- 2) When was he appointed CEO of Microsoft ?
- 3) Who were the two persons Nadella idolized ?
- 4) What did the letter contain?

V) Read the following passage and answer the questions that follow : (4 x 1 = 4M)

Because I could not stop for Death,
He kindly stopped for me;
The carriage held but just ourselves
And Immortality.
We slowly drove, he knew no haste,
And I had put away
My labor, and my leisure too,
For his civility.

- 1) From which poem are the lines taken ?
- 2) Who is the poet?
- 3) Who kindly stopped for the poet?
- 4) What had the poet put away ?

Section E

VI) Fill in the blanks with suitable articles :

(4 x 1 = 4M)

- 1) Will you come back in _____ hour ?
- 2) Vijay is _____ oldest boy in the class.
- 3) May we have _____ pleasure of your company ?
- 4) Yesterday I bought _____ CD player .

VII) Rewrite as directed

(4 x 1 = 4M)

- 1) The students said, "Oil floats on water".
(change into indirect speech)
- 2) Australia is larger than Srilanka.
(change to Positive Degree)
- 3) He is poor. He is Honest.
(change into Compound Statement)
- 4) She is not a good girl, _____ ?
(Add a Question tag)

[Signature]
Board of Chairperson
Department of English
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J. S. Hanumanth
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Head, Department of English
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[Signature]
Kali

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(AUTONOMOUS)

B. VOCATIONAL – II YEAR

Model Question Paper

IV Semester

Skills in English

Time : 2 hrs.

Marks : 40

Section A

I Answer any two of the following questions in about 100 words: (4 x 2 = 8M)

- 1) What is civic sense?
- 2) What is food colouring ? Why do food producers and manufacturers add colour to food ?
- 3) What was Aunt Maria's reaction to all the commotion ?

Section B

II Answer any two of the following questions in about 100 words: (4 x 2 = 8M)

- 1) How does the poem contrast the ancient and the modern ?
- 2) What does the poet remember about his childhood ?
- 3) How does the poet remember the past?

Section C

III Answer any two of the following questions in about 100 words: (4 x 2 = 8M)

- 1) What is a biodata ? What details are usually included in the biodata ?
- 2) Draft an application for the post of Secretary for a large public limited Company ?
- 3) How can formal letters as appointment or termination of services be given a human touch ?

Section D

IV) Read the following passage and answer the questions that follow : (4 x 1 = 4 M)

I was about six year old when my father embarked on the project of building a wooden sailboat to take pilgrims from Rameswaram to Dhanuskodi, (also called Sethukkarai), and back. He worked at building the boat on the seashore, with the help of a relative , Ahmed Jallaluddin, who later married my sister, Zohara. I watched the boat take shape. The wooden hull and bulkheads were seasoned with heat from wood fires.

My father was doing good business with the boat when, one day, a cyclone bringing winds of over 100 miles per hour carried away our boat, along with some of the landmass of Sethukkarai. The Pamban Bridge collapsed with a train full of passengers on it. Until then, I had only seen the beauty of sea, now its uncontrollable energy came as a revelation to me.

- 1) From which lesson is the passage taken ?
- 2) When Kalam was six years what did his father do ?
- 3) Who helped his father?
- 4) What happened to the boat ?

V) Read the following passage and answer the questions that follow:(4 x 1 = 4 M)

She looked over his shoulder
For vines and olive trees,
Marble well-groomed cities
And ships upon untamed seas,
But there on the shining metal
His hands put instead
An artificial wilderness
And a sky like lead.

- 1) From which poem is the stanza taken ?
- 2) Who is the poet ?
- 3) What is the poem about ?
- 4) What did she see ?

vi)

Section E

(2 M)

1) Mark the stress on the given words :

- a) abstract
- b) insult

2) Make two words each with the given prefixes:

(2 M)

- a) anti ____
- b) un ____

3) Add the suffixes '-est' and '-ing' to the following words:

(2 M)

- a) try
- b) long
- c) fast
- d) amaze


4) Combine words from boxes A and B to form commonly used collocations. (2 M)

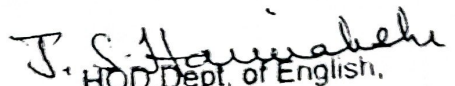
A

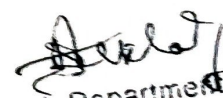
B

- a) fulfil
- b) dress
- c) foster
- d) heavy

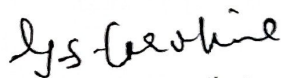
- parents
- traffic
- a dream
- code


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Nallakunta, Hyderabad

B.Vocational Courses

DEPARTMENT OF ENGLISH

Panel of Paper Setters and Valuers

Subject: Skills in English

Semester: III & IV

S.No	Name of the Paper Setters	Address List / Ref	Phone No.
1	Dr.B.Bhramananda Chary HOD & Reader in English	Vijaya nagar College of Commerce, Hyderabad	9949670954 23340129
2	Dr. Banala.Srinivasa Rao HOD & Reader in English	Viveka Vardhini College of Arts & Commerce & Science, Hyderabad	9849940460
3	T.Ebenazar Vice Principal & Sr.Lecturer in English	St. Mary's Degree College, Yusufguda, Hyderabad	9849354985
4	Dr. P. Subramanyam Principal & Sr.Lecturer in English	St. Patricks Degree College, Vidyanagar, Hyderabad	9848847270
5	Smt. J.S.Harinakshi HOD & Sr. Lecturer in English	Ambedkar Degree College, Baglingampally, Hyderabad.	9247503092
6	Ms Mamatha Vaidya Sr. Lecturer in English	Badruka College of Commerce, Kachiguda, Hyderabad.	9391307510
7	Smt. G.S Caroline HOD – English	St. George's Degree College for Women Abids, Hyderabad – 500 001	9849385903
8	Dr. Shailaja Radha Krishna HOD & Reader in English	Sardar Patel College, Padma Rao Nagar, Sec-bad	9885106051
9	Ms P.Rajya Laxmi Principal & HOD Department of English	Andhra Mahila Sabha, Art & Science College, O.U Campus, Hyderabad.	9000522870
10	B.John Kennedy Paul HOD & Sr. Lecturer in English	Wesley Degree College, Paradise, Sec-Bad	9866221543
11	Smt. Karunamai Sr.Lecturer in English	Kasturba Gandhi Degree & PG College for Women, West Mareedpally, Secunderabad – 500 026.	8125505775
12	Smt Mary Kiran HOD & Sr. Lecturer in English	Sujatha Degree College, Chapel Road, Nampally, Hyderabad.	8019467019

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Kali