

# **HINDI MAHAVIDYALAYA**

**(AUTONOMOUS & NAAC  
RE-ACCREDITED)**

**(Affiliated to Osmania University)  
Nallakunta, Hyderabad-44**



**B. Vocational  
SKILLS IN ENGLISH  
I YEAR SEMESTER I & II  
DEPARTMENT OF ENGLISH  
2020-2021**

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**HINDI MAHAVIDYALAYA, NALLAKUNTA, HYDERABAD**  
(AUTONOMOUS)

**BOARD OF STUDIES**  
**DEPARTMENT OF ENGLISH**

**Skills in English**

**Minutes of Board of Studies held on 28/09/2020**

The Board of Studies meeting of the Department of English was held on 28/09/2020 at 11:00 a.m. in the English lab.

The following members were present:

**Chairperson**

**Mrs. P. Nalini**

Head-Department of English

Hindi Mahavidyalaya

Nallakunta, Hyderabad-44.

Mobile No: 9494439757



**University Nominee**

**Dr. Y. L. Srinivas**

Chairman-Board of Studies,

Department of English,

Arts College, Osmania University

Hyderabad-07

Mobile No: 9440455888



**Members of BOS**

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

**Head, Department of English**  
**Dr. B.R. Ambedkar College**  
**Baghlingampally, Hyderabad**

2. **Mrs. Rajya Laxmi**,  
Head – Department of English,  
Andhra Mahila Sabha,  
O.U Road, Hyderabad.  
Mobile No: 9000522870.
3. **Mrs. K. Radha**,  
Lecturer, Dept. of English,  
Hindi Mahavidyalaya, Nallakunta, Hyderabad-44.  
Mobile No: 9676633803.
4. **Mrs. D. Bindu**,  
Lecturer, Dept of English,  
Hindi Mahavidyalaya, Nallakunta, Hyderabad-44.  
Mobile No: 9848824841.

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English ~~has become a~~ widely spoken and used language and hence there is a great desire to communicate effectively in English – both in speech and writing. English has become the language for opportunities and empowerment.

The emphasis of the syllabus is to meet a variety of real-life communication needs such as: to give and seek information, to express opinions and to convey ideas and feelings. The topics selected equip the students to engage with practical, emotional, intellectual and creative aspects of language by integrating knowledge and skills. Accordingly, it was resolved by the BOS committee members to frame the syllabus for Degree Vocational Courses in Tourism and Hospitality Administration and Banking and Insurance, in a more skill-based manner. *Practical Accounting and Taxation*

The syllabus is divided into three units for Semesters I, II, III & IV respectively. The emphasis is laid on communication and its importance with basic Grammar and Language Skills. The Internals includes comprehensive and grammar questions for the test. The committee members are highly satisfied with the framed syllabus and have approved the same.

The B. Vocational paper is named as 'Skills in English', which is for 50 marks. The theory paper is set for 35 marks, the Internal Assessment is for 15 marks. Each semester will have two internals and the average of the two will be taken into consideration. The pattern of the question and the panel of examiners has been approved.

1. Dr. Y.L. Srinivas.....
2. Mrs. J.S. Harinakshi .....
3. Ms. P. Rajya Laxmi.....
4. Mrs. P. Nalini ..... *Nalini*
5. Mrs. K. Radha ..... *Radha*
6. Mrs. D. Bindu..... *Bindu*

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Dr. B.R. Ambedkar College  
Baghlingampally, Hyderabad



**HINDI MAHAVIDYALAYA  
(AUTONOMOUS)**

**B. Vocational**

**Semester-I**

**SKILLS IN ENGLISH (101)**

4 Credits 4 Hrs of instruction per week

**Course Contents:**

<b><u>Unit – I :</u></b>	Basics of Communication: <ul style="list-style-type: none"><li>- Introduction.</li><li>- Meaning of communication.</li><li>- Definitions.</li><li>- 7 C's of communication</li><li>- Importance of communication</li><li>- Forms of communication.</li></ul>
<b><u>Unit – II :</u></b>	Listening Skills: <ul style="list-style-type: none"><li>- Importance of Listening</li><li>- Objectives</li><li>- Types of Listening</li><li>- Active Listening</li><li>- Purpose of Listening.</li></ul>
<b><u>Unit – III:</u></b>	Grammar: <ul style="list-style-type: none"><li>- The Sentence</li><li>- Kinds of Sentences</li><li>- Parts of speech</li><li>- Paragraph Writing</li></ul>

**Prescribed/Suggested Reading:**

1. Business Correspondence and Report Writing

*By Varinder Kumar and Bodh Raj.*

2. Essentials of Business Communication.

*By Rajendra Pal and J. S. Korlahalli*

3. Essentials of English Grammar and Composition.

*By Rajendra Pal*

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**B. Vocational  
Semester-I  
SKILLS IN ENGLISH (101)**

**Time: 1 ½ Hrs**

**Marks :35**

**Section A:**

1. Paragraph Questions

**2x2½= 5 Marks**

**Section B:**

2. Essay Questions

**2x10= 20 Marks**

**Section C:**

3. Grammar:

**10x1=10 Marks**

(a) Parts of Speech

**3x1=3 Marks**

(b) Kinds of sentences

**3x1=3 Marks**

(c) Verbs

**4x1=4 Marks**

**Internal Assessment**

**15 Marks**

I. Internal

**10 Marks**

(a) Comprehensive Questions

**5 Marks**

(b) Grammar (Kinds of Sentences)

**5 Marks**

II. Internal

**10 Marks**

(a) Comprehensive Questions

**5 Marks**


(b) Grammar (Verbs)

**5 Marks**


III. Assignment

**5 Marks**

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B. Vocational  
Semester-I  
MODEL QUESTION PAPER

SUBJECT: SKILLS IN ENGLISH

Time: 1 ½ Hrs

Marks :35

Section A:

I. Answer any two of the following questions: 2x2½= 5 Marks

1. What is meant by communication?
2. What is listening skill?
3. Write a paragraph on 'The importance of saving power consumption'

Section B:

II. Answer any two of the following questions: 2x10= 20 Marks

4. Differentiate between one way and two-way communications.
5. Write about the objectives of listening
6. Discuss the 7C's of communication.


Section C:

7. Identify the parts of speech of underlined words 3x1=3 Marks

- (a) We left for Delhi just before six in the morning
- (b) Meena had her breakfast at a café near the railway station
- (c) They helped him carry it.


8. Identify what type of sentences the following are: 3x1=3 Marks




- (a) Where do you think you are going?
- (b) Open the window
- (c) Do as you are told

  
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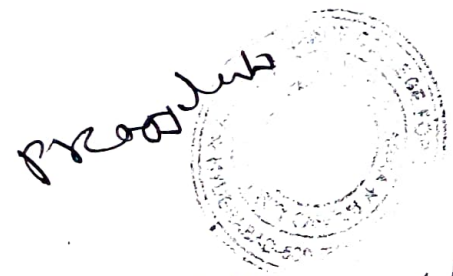
9. Fill in the blanks with the correct verbs:


4x1=4 Marks

- (a) She \_\_\_\_\_ the problem very clearly. (explain/taught)
- (b) Raju \_\_\_\_\_ a seminar. (organized/prepared)
- (c) We \_\_\_\_\_ until late at night. (read/slept)
- (d) Vasu \_\_\_\_\_ at my joke. (laughed/talked)

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**HINDI MAHAVIDYALAYA  
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**B. Vocational**

Semester-II

**SKILLS IN ENGLISH (102)**


4 Credits 4 Hrs of instruction per week


**Course Contents:**

<b><u>Unit – I :</u></b>	Objectives of Communication:  Information, Advice, Suggestion, Order, Motivation, Persuasion, Warning, Negotiation and Education
<b><u>Unit – II :</u></b>	Reading Skills: <ul style="list-style-type: none"><li>- Importance of Reading</li><li>- Definition of Reading</li><li>- Levels of Reading</li><li>- Types of Reading</li><li>- Techniques of Reading</li><li>- Exercises</li></ul>
<b><u>Unit – III:</u></b>	Grammar: <ul style="list-style-type: none"><li>- Articles</li><li>- Degrees of Comparison</li><li>- Question Tags</li><li>- Letter Writing</li></ul>

**Prescribed/Suggested Reading:**

1. Business Correspondence and Report Writing  
*By Varinder Kumar and Bodh Raj.*
2. Essentials of Business Communication.  
*By Rajendra Pal and J. S. Korlahalli*
3. Essentials of English Grammar and Composition.  
*By Rajendra Pal.*

  
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**B. Vocational**  
**Semester-II**  
**SKILLS IN ENGLISH (102)**

**Time: 1 ½ Hrs**

**Marks :35**

**Section A:**

1. Paragraph Questions

**2x2½= 5 Marks**

**Section B:**

2. Essay Questions

**2x10= 20 Marks**

**Section C:**

3. Grammar:

(a) Articles

(b) Question Tags

(c) Homophones, Homographs and Homonyms

**10x1=10 Marks**

3x1=3 Marks

3x1=3 Marks

4x1=4 Marks

**Internal Assessment**

**15 Marks**

I. Internal

10 Marks

(c) Comprehensive Questions

5 Marks

(d) Articles

5 Marks

II. Internal

10 Marks

(c) Comprehensive Questions

5 Marks


(d) Degrees of Comparison

5 Marks


III. Assignment

5 Marks

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B. Vocational  
Semester-II  
MODEL QUESTION PAPER

SUBJECT: SKILLS IN ENGLISH

Time: 1 ½ Hrs

Marks :35

Section A:

I. Answer any two of the following questions: 2x2½= 5 Marks

1. Write the difference between advice and counselling
2. Write a brief note on 'Techniques of reading'?
3. Write a letter to the editor of a local news paper complaining about the nuisance created by stray dogs in your locality.

Section B:

II. Answer any two of the following questions: 2x10= 20 Marks

4. What are the various objectives of communication? Explain them briefly.
5. What is the importance of Reading skill? Mention the different types and write about skimming.
6. What is conflict? How can conflict be resolved through communication?

Section C:

7. Fill in the blanks with suitable articles

3x1=3 Marks

- (a) Will you come back in \_\_\_\_\_ hour?
- (b) I was born in \_\_\_\_\_ village in Telangana.
- (c) Mt. Everest is in \_\_\_\_\_ Himalayas.

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
8. Fill in the blanks with the correct words given in the brackets  
4x1=4 Marks


- (a) He is the \_\_\_\_\_ man in town. (wealthiest/wealthy/wealthier)  
(b) The office is \_\_\_\_\_ than the office in Delhi.  
(good/better/best)  
(c) She is the \_\_\_\_\_ of the two. (tallest/tall/taller)  
(d) How is your father today? Is he feeling \_\_\_\_\_?  
(good/better/best)


9. Rewrite the sentences with suitable question tags 3x1=3 Marks

- (a) It is not dark.  
(b) The bus left at night.  
(c) You are trying to find someone.

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# HINDI MAHAVIDYALAYA

(AUTONOMOUS)


B. VOCATIONAL

DEPARTMENT OF ENGLISH


PANEL OF PAPER SETTERS AND VALUERS

SUBJECT: SKILLS IN ENGLISH

S.No	Name of the Paper Setters	Address List / Ref	Phone No.
1.	<b>Dr. Banala.Srinivasa Rao</b> HOD & Reader in English	Vivek Vardhini College of Arts, Commerce & Science, Hyderabad.	9849940460
2.	<b>Mr. T. Ebenezar</b> Vice Principal & Sr. Lecturer in English	St. Mary's Degree College, Yousufguda, Hyderabad.	9849354985
3.	<b>Mrs. J.S. Harinakshi</b> Head, Department of English	Ambedkar Degree College, Baghlingampally, Hyderabad.	9247503092
4.	<b>Mrs. G.S Caroline</b> Principal & Head Department of English	St. George's Degree College for Women Abids, Hyderabad – 500 001.	9849385903
5.	<b>Mrs. R.V Usha Bala Devi</b> Sr. Lecturer in English	Koti Women's College, Koti, Hyderabad.	9000256878
6.	<b>Ms P. Rajya Laxmi</b> Head, Department of English	Andhra Mahila Sabha, Art & Science College, O.U Campus, Hyderabad.	9000522870
7.	<b>Mrs. G. Persis Sunitha</b> Sr. Lecturer in English	A.V. Degree College, Domalguda, Hyderabad.	9290218484
8.	<b>Mrs. Karunamai</b> Sr. Lecturer in English	Kasturba Gandhi Degree & PG College for Women, West Mareedpally, Secunderabad – 500 026.	8125505775
9.	<b>Mrs Mary Kiran</b> Head, Department of English	Sujatha Degree College, Chapel Road, Nampally, Hyderabad.	8019467019
10.	<b>Mr. John Kennedy Paul</b> Head, Department of English	Wesley Degree College, Sindhi Colony, Secunderabad.	7801019535
11.	<b>Ms. Mamtha Vaidya</b> Sr, Lecturer in English	Badruka College of Commerce, Kachiguda, Hyderabad.	9391307510
12.	<b>Dr. P. Subramanyam</b> Principal & Sr. Lecturer in English	St. Patricks Degree College, Vidyanagar, Hyderabad.	9848847270

  
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