

# **HINDI MAHAVIDYALAYA**

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

**(Affiliated to Osmania University)**

**Nallakunta, Hyderabad-44**



**B. Vocational**

**ADVANCED SKILLS IN ENGLISH**

**II YEAR SEMESTER III & IV**

**DEPARTMENT OF ENGLISH**

**2021-2022**

**(AUTONOMOUS)**

## DEPARTMENT OF ENGLISH

## Minutes of Board of Studies held on 03/11/2021

The Board of studies meeting of the department of English was held on 03/11/2021 at 11:00am in the English lab.

**The following members were present.**

P. Saadalevi

Chairperson  
English  
(UG & PG)

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English is not simply a language, it has become a lifestyle. Learning to communicate in English effectively is crucial in our day to day lives. Hence the emphasis of the syllabus is to have sound understanding of the basic terminology and concepts relevant to the study of language. It improves basic skills in written expressions and critical analysis.

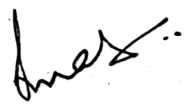
It was resolved by the BOS committee members to frame the syllabus for Degree Vocational Courses in Tourism and Hospitality Administration and Banking and Insurance in a more skill based manner. The syllabus is divided into semester I,II,III & IV having two units for each semester respectively. The emphasis is laid on communication skills, soft skills with basic Grammar and Vocabulary . The internals include vocabulary and grammar questions for the test.


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

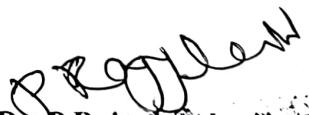
The B. vocational paper named as 'Advanced Skills in English' for semester III & IV is for 50 marks- 35 marks is theory paper and 15 marks for internal assessment. Each semester will have one internal for 10 mark . Assignment will be given for 5 marks.


The pattern of the question paper and the panel of examiners has been approved.

  
(Dr. C. Murali Krishna)  
Chairperson  
Board of Studies (UG & PG)  
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(Dr. J. Savithri)  
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(Dr. B. Suehita Singh)  
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(Dr. P. Rajalakshmi)  
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Andhra Mahila Sabha  
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(Mrs. P. Saradadevi)

  
(Mrs. D. Bindu)

  
(Mr. Y. Suresh)

# HINDI MAHAVIDYALAYA

(AUTONOMOUS)

ENGLISH

B.Vocational - II Year

Semester - III & IV

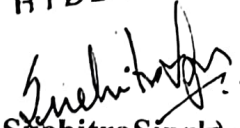
Instructional Hours – 2hours per week	2 credits
Marks for Semester Examination	50 marks
Marks for External Examination	35 marks
Duration of External Examination	1½ hrs
Marks for Internal Assessment	15 marks
MCQs Internal 1	10 marks
Assignment	5 marks
Duration of Internal Assessment	20 mins

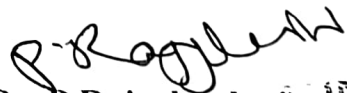
  
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(Dr. B. Suchitra Singh)  
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(Dr. P. Rajyalakshmi)  
Assoc. Prof. & Head  
HEAD, Dept. of English  
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(Mrs. P. Saradadevi)

  
(Mrs. D. Bindu)

  
(Mr. Y. Suresh)

# HINDI MAHAVIDYALAYA, NALLAKUNTA, HYDERABAD

(AUTONOMOUS)

B – Vocational

II year Semester – III

Course contents

103

Advanced Skills In English

No. of credit – 2

Marks :50

Theory:35

Internals : 15

<b>Unit – I :</b>	<b><u>Speaking:</u></b> Intonation – types of intonation Fluency – tips to improve fluency  <b><u>Soft Skills:</u></b> Motivation Creativity
<b>Unit – II :</b>	<b><u>Vocabulary:</u></b>  Commonly confused words One word substitutes  <b><u>Grammar:</u></b> Verbs Tenses

## Prescribed/Suggested Reading :

1. Dr. Janagani Madhavi (2021), *Communication Skills*, Divya Lakshmi Publishers & Distributors, Meerut(UP)
2. Rajendra Pal (reprint 2018) *English Grammar and Composition*, Sultan Chand & Sons, New Delhi
3. Prof. C. Muralikrishna, Prof. Y.L.Srinivas(2022) *The English Turf*, Oriental Black Swan Pvt. Ltd, Hyderabad, Telangana

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(Mrs. D. Bindu)

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# HINDI MAHAVIDYALAYA

( Autonomous )

B. VOC.

II year III - semester

Question paper pattern

Advanced Skills in English

## Theory

Time :1 ½ Hrs.

Marks :35

### Section - A

Paragraph Questions

3x5=15

### Section - B

Commonly confused words

5x1=5

One word substitutes

5x1=5

Verbs

5x1=5

Tenses

5x1=5

### Internals :

I Internal Assessment MCQs

10 Marks

Vocabulary

5 Marks

Grammar

5 Marks

III

Assignment

5 Marks

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# HINDI MAHAVIDYALAYA

(AUTONOMOUS)

B. VOCATIONAL

II YEAR Semester - III

Model Question Paper

SUBJECT: ADVANCED SKILLS IN ENGLISH

Time : 1 ½ Hrs.

Marks : 35

## Section - A

Answer any three of the following questions :-

3x5=15

1. What is Intonation? Explain its types.
2. What is fluency? Discuss various tips to enhance fluency.
3. Define 'Motivation'. Write about its role in building one's personality.
4. 'Creativity is the kind of thinking that leads to new insights'.

Discuss.

## Section - B

5. Fill in the blanks with correct alternative.

- a) The sun \_\_\_\_\_ (rises/raises) in the east.
- b) What is the \_\_\_\_\_ (principal/principle) objective of your research.
- c) Most drugs have side \_\_\_\_\_ (affects/effects)
- d) Every student should have \_\_\_\_\_ (axis/access) to a good library.
- e) Practice well so that you don't \_\_\_\_\_ (loose/lose) the match.

6. Give one word for the following:

- a) Speaking one's thoughts aloud to oneself.
- b) A person who expects the worst.
- c) Not fit or qualified.
- d) A person who pretends to be what he/she is not.
- e) A person who supports women's rights.

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7.. Fill In the blanks with the correct auxillary verbs from the given choices.

- a) Where \_\_\_\_ your friends going yesterday? (are /were)
- b) That car \_\_\_\_ always been my favourite.(has/have)
- c) Where \_\_\_\_you see my phone?(have/did)
- d) Gayathri \_\_\_\_ enjoy the movie. It wasn't interesting.(didn't/ did)
- e) My aunt \_\_\_\_ yet lost a match.(has/hasn't)

8. Fill in the blanks with the correct form of the verb in brackets.

- a) How have you been \_\_\_\_? (do)
- b) Were you \_\_\_\_ (pay) attention to what was being said?
- c) Suraj \_\_\_\_ (love) going to parties with his friends.
- d) Keep \_\_\_\_ (guess) the answers till you get them right.
- e) The last candidate interviewed \_\_\_\_ (score) much better than the rest.

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(AUTONOMOUS)

B - Vocational

I year Semester - IV

Course contents

104

Advanced Skills In English

No. of credit - 2

Marks :50

Theory : 35

Internals : 15

Unit - I :	<p><u>Writing :</u></p> <p>Writing - types of writing Letterwriting-formal and Informal</p> <p><u>Soft skills:</u></p> <p>Decision making Ethical behaviour</p>
Unit - II :	<p><u>Vocabulary</u></p> <p>Portmanteau words Palindromes</p> <p><u>Grammar:</u></p> <p>Direct and Indirect speech Active and Passive voice</p>

## Prescribed / Suggested Reading :

1. 'Communication Skills' by Dr. Janagani Madhavi
2. 'Essentials of English Grammar and Composition' by Rajendra Pal

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# HINDI MAHAVIDYALAYA, NALLAKUNTA, HYDERABAD

B. VOC.

I year II - semester

Question paper pattern

Skills In English

## Theory

Time : 1 ½ Hrs.

Marks :35

- |     |  |   |
|-----|--|---|
| I.  | <u>Section - A.</u><br>Paragraph Question  | 3x5=15                                      |
| II. | <u>Section - B</u><br>Portmanteau words<br>Palindromes<br>Direct and Indirect speech<br>Active and passive voice | 20Marks<br>5x1=5<br>5x1=5<br>5x1=5<br>5x1=5 |

### Internals :

- |    |                     |      |          |
|----|---------------------|------|----------|
| I  | Internal Assessment | MCQs | 10 Marks |
|    | Vocabulary          |      | 5 Marks  |
|    | Grammar             |      | 5 Marks  |
| II | Assignment          |      | 5 Marks  |

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# HINDI MAHAVIDYALAYA

(AUTONOMOUS)

B. VOCATIONAL

II YEAR Semester - IV

Model Question Paper

SUBJECT: ADVANCED SKILLS IN ENGLISH

Time : 1 ½ Hrs.

Marks :35

## Section – A

Answer any three of the following questions: 3x5=15

1. Define writing. Give an account on different types of writing.
2. Write a letter to the Principal of your college requesting him to issue Bonafide and transfer certificates
3. Discuss 'Decision Making' as one of the important leadership qualities.
4. 'Ethical Behaviour is a crucial base for personality development' Explain.

## Section – B

5. Identify the portmanteau words created from the combinations given below.

- a) jeans + leggings
- b) biography + picture
- c) motor + hotel
- d) web + log
- e) multiple + complex

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*Prof. S.*  
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*P. Saradad*

6. Write palindromes based on the given clue.

- a) A part of the body
- b) A female member of the family
- c) When both hands of a clock are on 12 and the Sun is overhead
- d) The smallest palindromic number greater than 9
- e) The next palindromic number after 11

7. Change the following sentences from direct to indirect / indirect to direct.

- a) They said, "Dogs are fun to play with."
- b) She said, "Do you live near the college."
- c) Elisa said to me, "How old are you?"
- d) The doctor advised me to take rest and eat nutritious food.
- e) Dad ordered me to finish my homework.

8. Convert the following sentences from the active voice into passive voice / passive voice to active voice.

- a) Hari ate six puris at dinner.
- b) The Indian team will play the game tomorrow.
- c) Americans prefer "toasted English".
- d) An application for the new job was sent by her.
- e) By whom were you asked to write?

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# HINDI MAHAVIDYALAYA

(AUTONOMOUS)

## B. VOCATIONAL

### DEPARTMENT OF ENGLISH

#### PANEL OF PAPER SETTERS AND VALUERS

#### SUBJECT: ADVANCED SKILLS IN ENGLISH

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1	<b>Dr.Bhagavathi</b> Assistant Professor in English	RBGRR Women's college, Narayanaguda,, Hyderabad	9010149726
2	<b>Mr. T.Ebenazar</b> Vice Principal &Sr.Lecturer in English	St. Mary's Degree College. Yusufguda,Hyderabad	9849354985
3	<b>Mrs. J.S.Harinakshi</b> Department of English	Pragathi Mahavidyalaya, Hanuman tekdi, 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, WestMarceedpally, Secunderabad – 500 026.	8125505775
9	<b>Mrs. Kshatri Ahalya Singh</b> Head, Department of English	Ideal Degree College for Women Dilsukhnagar,, Hyderabad.	8008550357
10	<b>Mr. John Kennedy Paul</b> Head, Department of English	Wesley Degree College, Sindhi Colony, Secunderabad	7801019535
11	<b>Ms. Mamtha Valdyia</b> Sr, Lecturer in English	Badruka College of Commerce, Kachiguda, Hyderabad	9391307510
12	<b>Dr. B. Suchitra Singh</b> Assistant Professor of English	Vivekananda Government Degree College, Vidyanagar, Hyderabad	9849621736

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