



Department of English
Mahatma Gandhi University
ADD ON PAPER

(The from the academic year 2023-24)
Scheme of Instructions and Examinations

COMMUNICATIVE ENGLISH & SOFT SKILLS

SYLLABUS

2 Credits/ 2 hrs. of Instructions

Unit I

1. Interpersonal Communication-Verbal and Nonverbal etiquette.
2. Etiquette- types of Etiquette (Social, Telephone, Eating, Bathroom Etiquette)
3. Sentence Writing and Paragraph writing; use of linkers and appropriate vocabulary
4. Letter Writing – Basics of Letter writing, Formal and Informal Letter writing, E-Mail writing)
5. Resume or CV Writing.
6. Interview Skills-Types of Interviews, Do's and Don'ts in an Interview.

Unit II

1. Presentation skills –kinesis
2. Stress management
3. Time Management.
4. Problem Solving Mechanism.
5. Critical thinking
6. Teamwork.

Renu
CHAIRMAN
BOARD OF STUDIES
Department of English
M.G. University, NALGONDA-508 254.(T.S.)

Examination Pattern:
(For 2 credit courses)

(a) Section wise and question wise marks allocation for External Exam **35 Marks**,

Section A

Answer any two out of four questions

2 x 5 =10Marks

- 1.
- 2.
- 3.
- 4.

Section B

Answer all the questions

25Marks

5. (a) or (b)
6. (a) or (b)

Out of two questions, one question carries 12Marks and another question carries 13Marks each.

Internal Examinations

For the Internal Examinations **15Marks**, the marks allocation should be as follows:

- **10Marks** internal examinations with five multiple choice questions and five fill in the Blanks. Each question carries 1Marks each.

- **5 Marks** for Assignment.

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