

Andhra Pradesh State Council of Higher Education  
Foundation Course - 6  
**COMMUNICATION SKILLS AND SOFT SKILLS-1 (CSSS-1)**  
Common for all Degree Programmes under CBCS  
Syllabus Effective from 2015-16 (Revised in April, 2016)

**II Year - III Semester**  
Course Duration (30 hours)

**Unit I: PRONUNCIATION – 1**

1. Introduction to Phonetics
2. Consonants
3. Vowels

**Unit II: PRONUNCIATION – 2**

1. Syllable Division
2. Word Accent or Stress
3. Intonation

**Unit III: SPEAKING SKILLS – 1**

1. Conversation Skills (Greetings, Asking/giving information/permission/directions)
2. Interview Skills
3. Presentation Skills
4. Public Speaking

**Unit IV: SPEAKING SKILLS – 2**

1. Role Play
2. Debate
3. Group Discussion

**Unit V: WRITING SKILLS**

1. Spelling
2. Punctuation
3. Information Transfer
  - Tables
  - Bar Diagrams
  - Line Graphs
  - Pie Diagrams
  - Flow Charts
  - Tree Diagrams
  - Pictures



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Andhra Pradesh State Council of Higher Education  
**Foundation Course – 7**  
**COMMUNICATION AND SOFT SKILLS-3 (CSSS-3)**  
Common for all Degree Programmes under CBCS  
*Syllabus Effective from 2015–16 (Revised in April, 2016)*

**II Year – IV Semester**  
**Course Duration (30 hours)**

**Unit I: SOFT SKILLS**

1. Positive Attitude
2. Body Language
3. SWOT/SWOC Analysis
4. Emotional Intelligence
5. Netiquette

**Unit II: PARAGRAPH WRITING**

1. Paragraph Structure
2. Development of Ideas

**Unit III: PARAPHRASING AND SUMMARIZING**

1. Elements of Effective Paraphrasing
2. Techniques for Paraphrasing
3. What Makes a Good Summary?
4. Stages of Summarizing

**Unit IV: LETTER WRITING**

1. Letter Writing (Formal and Informal)
2. E-correspondence

**Unit V: WRITING SKILLS**

1. Resume and CV
2. Cover Letter

