

**DEPARTMENT OF ENGLISH**  
**KAKATIYA UNIVERSITY**  
**ENGLISH TEXT BOOK (ENGLISH FOR ACCOMPLISHMENT) FOR**  
**B.A., B.Com., B.Sc., B.B.M. & B.C.A. III SEMESTER**

<b>UNIT ONE (SHORT FICTION)</b>	<b>TEXT</b>	<b>The Touch By Abburi Chayadevi</b>
	Grammar	Concord
	Etymology	Word Origin
	Reading Comprehension	P.V.Narasimha Rao
	Writing	Letter Writing
	Language Skills	Listening Skills: Types of Listening, Barriers to Effective Listening
	Communication & Soft Skills	Brain Storming
<b>UNIT TWO (PROSE)</b>	<b>Text</b>	<b>To Students by M K Gandhi</b>
	Grammar	Words and Their Forms
	Etymology	Fun with Words
	Reading Comprehension	Basara, Badradri
	Writing	Note-making / Note-taking
	Language Skills	Speaking Skills: Conversation Skills
	Communication & Soft Skills	JAM
<b>UNIT THREE (POETRY)</b>	<b>Text</b>	<b>The Bat Messenger by Jashuva</b>
	Grammar	Finding out correct option/ error
	Etymology	Loan Words
	Reading Comprehension	Perini
	Writing	Essay Writing
	Language Skills	Reading Skills: Skimming and Scanning
	Communication & Soft Skills	Oral Presentation
<b>UNIT FOUR (DRAMA)</b>	<b>Text</b>	<b>Ramanujan by Partap Sehgal</b>
	Grammar	Finding out correct order/ jumbled words
	Etymology	Derivations
	Reading Comprehension	Mimicry
	Writing	Expansion of Idea/ Proverb
	Language Skills	Writing Skills: Paragraph Writing
	Communication & Soft Skills	Dialogue Writing

  
**DEAN**  
Faculty of Arts  
Kakatiya University  
WARANGAL-506 009

  
Chairman  
Board of Studies in English  
Kakatiya University  
WARANGAL-506009 (TS)