

KAKATIYA UNIVERSITY - WARANGAL - TELANGANA  
DEPARTMENT OF ENGLISH

Under Graduate Courses (Under CBCS 2021-2022 onwards)

GENERAL ENGLISH III-YEAR, VI- SEMESTER

B.A., B.Com. B.Sc., B.B.A., B.A(L).

PAPER - VI : ENGLISH

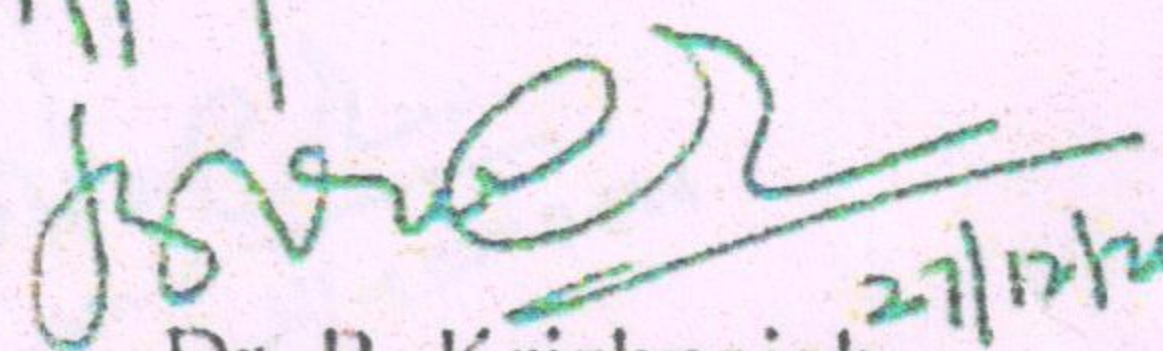
COMMUNICATION SKILLS  
English for Employability skills

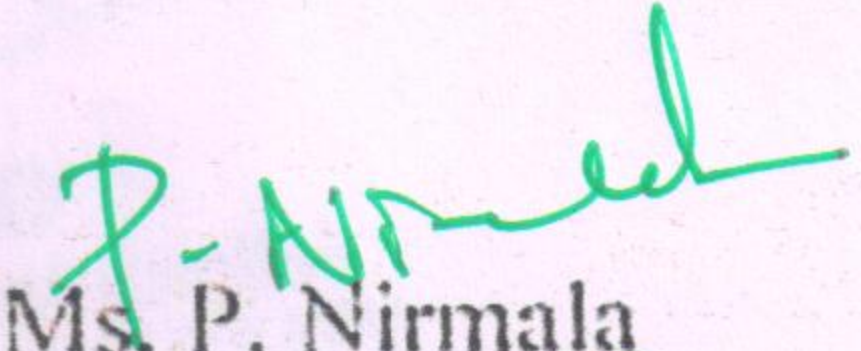
Theory: 3 Hours/Week: Credits: 3: Marks: 75 (Internal: 15; External: 60)

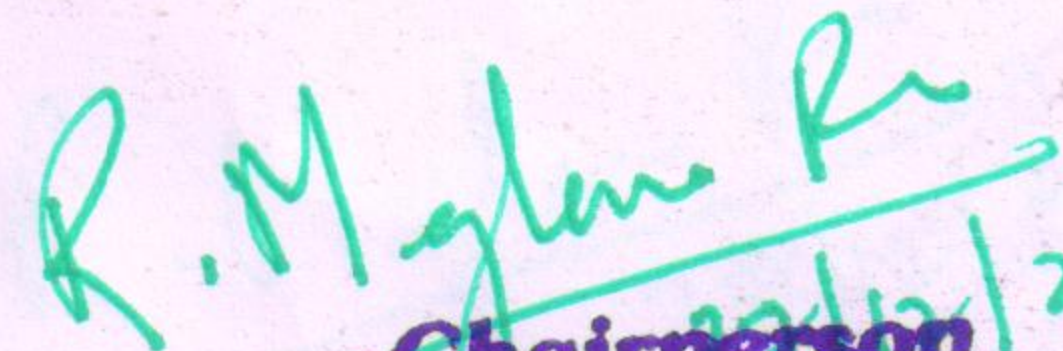
Unit 1	PROSE	Sreelakshmi Suresh
	POEM	For whom the Bell Tolls – John Donne
Unit 2	LANGUA GE	Official Letters
	PROSE	How Work can be Made Meaningful – Katie Bailey
	POEM	Teamwork – Edgar Albert Guest
Unit 3	LANGUA GE	Job Application Letters and Curriculum Vitae
	PROSE	How the Corona-virus Sparked a Wave of Innovation – Sreevas
	POEM	Sahasranamam
	POEM	See it through – Edgar Albert Guest
	LANGUA GE	Email etiquette

PRESCRIBED TEXTBOOK: *English for Careers: A Course book for Undergraduate Learners*

Eds. K. Purushotham, M. Rajeshwar and R. Meghana Rao. Published by Orient Blackswan, 2021.

Approved  
  
27/12/2021  
Dr. B. Krishnaiah  
Dr. B. KRISHNAIAH  
Assistant Professor  
Department of English  
Faculty of Humanities  
University of Hyderabad  
Hyderabad-500 046.

  
Ms. P. Nirmala  
HEAD  
Department of English  
KAKATIYA UNIVERSITY  
Warangal-506 009.  
27/12/2021

  
R. Meghana Rao  
Chairperson  
Board of Studies in English  
Kakatiya University  
WARANGAL-506 009.  
27/12/2021  
25/12/2021