

**DEPARTMENT OF ENGLISH**  
**SATAVAHANA UNIVERSITY**  
**Textbook – English for Communication-3**  
**[Published by Cambridge University Press India Pvt. Ltd.]**  
**Author: Prof G. Damodar**

**Final Year from 2021-22 onwards, Semester – V (for 3 Credits)**

<b>Unit 13 (NON-FICTION)</b>	<b>TEXT (Biography, autobiography, speech, narration)</b>	<b>Swami Vivekananda's Speech, 11 September 1893, Chicago</b>
	Listening Tasks	Yoga and meditation
	Speaking Tasks	Hobbies and activities
	Reading Tasks	Vivekananda Memorial (for literal comprehension with five forms of questions)
	Technical Writing	Information transfer (of data, graphs, etc)
	Communication Skills	Picture Description
Content Developer	Dr E. Satyanarayana	Govt Degree College, Hanamkonda
<b>Unit 14 (NON-FICTION)</b>	<b>TEXT</b>	<b>Dr Kalam: 'My vision for India', IIT Hyderabad</b>
	Listening Tasks	Passages on Dr C. Narayan Reddy and Dr Naveen to be read out for note-making
	Speaking Tasks	Role-plays, Question tags in conversations
	Reading Tasks	Reading for prediction comprehension with five forms of questions
	Technical Writing	Resume-writing (with models of bio-data, one-page resume)
	Communication Skills	Topics of current happening, subject-oriented topics useful for competitive examinations
Content Developer	Dr S. Odelu Kumar	SRR Govt Degree & PG College, Karimnagar
<b>Unit 15 (NON-FICTION)</b>	<b>TEXT</b>	<b>First Woman Teacher of India: Savitribai Phule</b>
	Listening Tasks	Listening for information
	Speaking Tasks	Telephonic conversations
	Reading Tasks	Reading for inference, comprehension with five forms of questions
	Technical Writing	Letter-writing (formal letters, Statement of Purpose, etc.)
	Communication Skills	Questions in interviews, Tips on

		debates
Content Developer	Dr Ch. Joseleena leena_mnc@yahoo.com	SWRDC, Karimnagar
<b>Semester – VI (for Credits 3)</b>		
<b>Unit 16 (NON-FICTION)</b>	<b>TEXT (BIOGRAPHY, AUTOBIOGRAPHY, SPEECH, NARRATION)</b>	<b>Man is the Architect of his Own Future by G. Damodar</b>
	Listening Tasks	Listening for facts
	Speaking Tasks	Debates on current topics
	Reading Tasks	Reading for prediction comprehension with five forms of questions
	Technical Writing	Creating presentation slides
	Communication Skills	Seeking/Giving information
Content Developer	Dr B. Sudheer Kumar	KUWC, Warangal
<b>Unit 17(NON-FICTION)</b>	<b>TEXT</b>	<b>Mehta Gullie by Ved Prakash Mehta</b>
	Listening Tasks	Passage to be read out for opinions
	Speaking Tasks	Group discussion techniques
	Reading Tasks	Reading for evaluation, comprehension with five forms of questions
	Technical Writing	Letters of application
	Communication Skills	Inviting guests on to the dais
Content Developer	Dr K. Sudhaker	Dept of English, KU
<b>Unit 18 (NON-FICTION)</b>	<b>TEXT</b>	<b>PV Narasimha Rao: A Short Biography</b>
	Listening Tasks	Listening for theme
	Speaking Tasks	Mock interviews
	Reading Tasks	Reading for personal response comprehension with five forms of questions
	Technical Writing	Report writing, Organizing a meeting, Minutes of meeting
	Communication Skills	Proposing a Vote of Thanks
Content Developer	Ch. Maruthi	SRR Govt Degree & PG College, Karimnagar

**GRADED GRADUATE GRAMMAR**  
(Topics of Grammar and Vocabulary – Year III)

**Semester Five (Third Year) Objective: to train students in composition with imagination**

1. Description of a picture / Information transfer (of data, graphs, etc.), Presentation Skills

**(for internal assessment)**

2. Resume-writing (with models of bio-data, one-page resume, detailed CV, etc.)
3. Topics of current happening, subject-oriented topics useful for competitive examinations

**Semester Six (Third Year) Objective: to train students in official communication**

4. Letter-writing (personal, business, official, job applications, SOP, etc.)
5. Dialogue-writing (discussing questions in interviews, hobbies, current topics with proper and appropriate words, phrases, registers, etc.) Debates, GDs (**for internal assessment**)
6. Report Writing / Minutes of a meeting (covering title, when (date and time), where, members attended, agenda circulated, resolutions taken, signatures, etc.)