

National Academy for Planning and Development
Ministry of Planning
 3-A, Nilkhet, Dhaka-1205
 Website: www.napd.gov.bd

No. 20.07.0000.006.02.215.13(part-1)-677

Date: 13.11.2018

Sub: Nomination for English Language Proficiency Course (06.01.2019 – 17.04.2019)

Dear Sir,

We have the honour to inform you that the “English Language Proficiency” course is scheduled to be held from 06.01.2019 – 17.04.2019 (34th Batch) as per NAPD’s Annual Training Calendar 2018-2019. The Academy has been conducting this course regularly since 1998. The course will refresh the participant’s basic knowledge of grammar and improve their writing & speaking skills. Most importantly, it will also help the participants to improve their proficiency in English through applying the techniques learnt from this training course. In this connection please note that we have a very rich modern language laboratory. The course details are as follows:

Name of the Course	:	“English Language Proficiency”
Duration	:	06.01.2019 – 17.04.2019 (34 th Batch)
Class Time	:	06:00-08:30 p.m. 2 sessions a day, 3 days in a week (Sunday, Tuesday, Wednesday)
Designed for	:	To improve the participants' English Language proficiency (listening, speaking, reading and writing) and to develop their competence in using English for both oral and written communication.
Objective	:	Officers not below grade-9 of Govt./Semi-Govt. Agencies and private organizations who are required to use English for their efficiency in their job offices.
Course Contents	:	Module – 1: Language and Basic Grammar a. How to study b. How to develop the skills of English c. Tense d. Modals e. Conditionals f. Comparison g. Preposition h. Sentence Correction

অতিরিক্ত সচিব (প্রঃ ও অঃ) এর দপ্তর	
<input type="checkbox"/> সচিব (উন্নয়ন)	<input type="checkbox"/> যুগ্ম-সচিব (প্রশাসন/বাজেট)
<input type="checkbox"/> সচিব (বিশ্ববিদ্যালয়)	<input type="checkbox"/> যুগ্ম-সচিব (মাধ্যমিক-১/২)
<input type="checkbox"/> অতিরিক্ত সচিব (কলেজ/মাধ্যমিক)	<input type="checkbox"/> সিনিয়র সহকারী সচিব (সমন্বয়)
<input type="checkbox"/> যুগ্ম-সচিব (কলেজ)	<input type="checkbox"/> উপ-সচিব (প্রশিক্ষণ)
<input type="checkbox"/> যুগ্ম-সচিব (অডিট ও আইন)	<input type="checkbox"/> সিনিয়র সিস্টেম এনালিস্ট
<input type="checkbox"/> যুগ্ম-প্রধান (পরিচালনা)	<input type="checkbox"/> লাইব্রেরী
<input type="checkbox"/> সিনিয়র সহকারী সচিব (প্রশাসন-১)	<input type="checkbox"/> ব্যক্তিগত কর্মকর্তা
<input type="checkbox"/> সহকারী সচিব সেবা	
অতিরিক্ত সচিব (প্রঃ ও অঃ)	

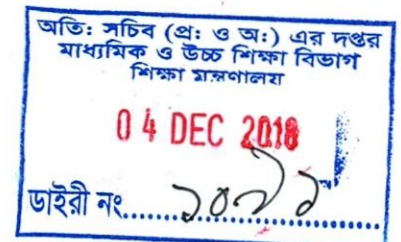
Module – 2: Speaking skill

- Speaking about myself
- Speaking on topic
- Speaking role playing
- Speaking presentation
- Speaking on topic
- Developing Pronunciation- Right Pronunciation of Alphabets, 44 Phonemes/ sounds
- Developing Pronunciation- Consonant sounds, Aspiration
- Developing Pronunciation- Vowel sounds- Monophthongs, Diphthongs, Checking words from the Dictionary with sounds, stress mark
- News Presentation

Module – 3: Writing skill

- Basic Writing: Subject- Verb Agreement
- Writing Practice – on topic
- Writing Application
- Report Writing
- Report Writing Practice
- Official Writing

অতিরিক্ত সচিব (প্রঃ ও অঃ) এর দপ্তর	
তারিখ:	তারিখ:
<input type="checkbox"/> অতিরিক্ত সচিব (প্রঃ ও অঃ)	<input type="checkbox"/> অতিরিক্ত সচিব (উন্নয়ন)
<input type="checkbox"/> অতিরিক্ত সচিব (বিশ্ববিদ্যালয়)	<input type="checkbox"/> অতিরিক্ত সচিব (সরকারি মাধ্যমিক)
<input type="checkbox"/> অতিরিক্ত সচিব (কলেজ)	<input type="checkbox"/> অতিরিক্ত সচিব (সরকারি মাধ্যমিক)
<input type="checkbox"/> যুগ্ম-সচিব (অডিট ও আইন)	<input type="checkbox"/> যুগ্ম-প্রধান পরিচালনা



Module – 4: Listening skill

- a. Movie Show
- b. Listening Practice (Beginner)
- c. Listening Practice (Intermediate)
- d. Listening Practice (Advance)
- e. Listening Practice (Advance)

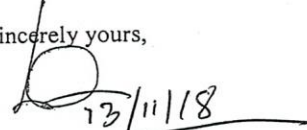
Module – 5: Reading skill

- i. Reading Practice
- j. Reading Practice by solving comprehension (intermediate level)
- k. Reading Practice by solving comprehension (intermediate level)
- l. Reading Practice solving comprehension (Advance level)
- m. Reading Practice solving comprehension (Advance level)

Methodology	:	Each lesson will be presented through a participatory approach, i.e. individual & group oral participation, writing exercises and assignments.
Evaluation System	:	Assignments, Tests, Class Attendance, Class Participation & Overall Performance
Admission Process & Course Fee	:	Nominations should be sent to the Director General, National Academy for Planning and Development, 3/A, Nilkhet, Dhaka-1205 or the undersigned along with Cash or Pay Order of Tk. 25,000/- (Tk. Twenty five thousand only) as course fee for each participant. Noted that mentioned course fee 25,000/- excluding VAT & Tax.
Nomination Deadline	:	30 December, 2018

We will appreciate if you would kindly nominate one or more officers for the course and confirm us over Telephone No. 02-58614705-6/267 or Fax No. 58615695. Participants can also register online (www.napd.gov.bd). For any query or further more information please contact the undersigned or Mohammad Anwar Hossain, Instructor & Course Coordinator (Cell: 01716-399063 & E-mail: instructor1@napd.gov.bd).

Sincerely yours,



Dr. Md. Nuruzzaman
Director (Training)
&

Course Director

Phone: 02-58611259

Cell: 01730-092179

Fax: 02-58615695

E-mail: dir.training@napd.gov.bd

প্রাপকঃ

সচিব

শিক্ষা মন্ত্রণালয়

বাংলাদেশ সচিবালয়, ঢাকা।