## National Academy for Planning and Development Ministry of Planning

3-A, Nilkhet, Dhaka-1205 Website: www.napd.gov.bd

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Date: 04.10.2020

Nomination for English Language Proficiency Course (08.11.2020 – 23.02.2021)

We have the honor to inform you that the "English Language Proficiency" course is scheduled to be held from 08.11.2020 - 23.02.2021 (38th Batch). 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

এলজিইডি

"English Language Proficiency" (38th Batch)

Benefits of this Course

1. During the COVID-19 situation the participants need not come to campus to attend the training.

2. Training course fee is relatively very low.

3. As the course will be conducted through online, so official duties & responsibilities will not be hampered.

4. Skill development in English Proficiency will be achieved and

the organization will definitely be benefited.

5. This will help the Participants to interact & communicate with the foreign counter parts in terms of collaboration, cooperation and negotiation.

Duration

08.11.2020 - 23.02.2021

Class Time

07:30-09:00 p.m.

2 sessions day, 3 days in a week (Sunday, Tuesday, Wednesday)

Designed for

Objective

To improve the participant's English Language proficiency (listening, speaking, reading and writing) and to develop their competence in using English for both oral and written communication.

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

Tense

d. Modals

e. Conditionals

Comparison

g. Preposition

h. Sentence Correction

Module - 2: Speaking skill

a. Speaking about myself

b. Speaking on topic

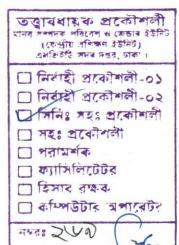
c. Speaking role playing

d. Speaking presentation

e. Developing Pronunciation- Right Pronunciation of Alphabets, 44 Phonemes/ sounds

f. Developing Pronunciation- Consonant sounds, Aspiration

g. Developing Pronunciation- Vowel sounds- Monophthongs,



Diphthongs, Checking words from the Dictionary with sounds, stress mark

h. News Presentation

## Module - 3: Writing skill

- a. Basic Writing: Subject- Verb Agreement
- b. Writing Practice on topic
- c. Writing Application
- d. Report Writing
- e. Report Writing Practice
- f. Official Writing

## Module - 4: Listening skill

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

## Module - 5: Reading skill

- a. Reading Practice
- b. Reading Practice by solving comprehension (Beginner)
- c. Reading Practice by solving comprehension (Beginner)
- d. 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. Tk. 32,000.00 (Thirty two thousand only) per participant as course fee for each participant. Noted that mentioned course fee 32,000/-

excluding VAT & Tax.

Nomination Deadline

01 November, 2020

We will appreciate if you would kindly nominate one or more officers for the course and confirm us over Telephone No. 02-58614705-6/266 or Fax No. 58615695. Participants can also register online (<a href="www.napd.gov.bd">www.napd.gov.bd</a>). For any query or further more information please contact the undersigned or Most. Abeda Sultana, Associate Instructor & Course Coordinator (Cell: 01816207201 & E-mail: abeda sultana\_sk@yahoo.com

Sincerely yours,

Md. Hasan Tarik

9-10-20

Director (Research & Publication) &

Course Director Phone: 02-9672357

Fax: 02-58615695

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

প্রাপক,
প্রধান প্রকৌশলী
স্থানীয় সরকার প্রকৌশল অধিদপ্তর
এল জি ই ডি ভবন
আগারগাঁও, শেরেবাংলা নগর, ঢাকা- ১২০৭।