

National Academy for Planning and Development

Ministry of Planning

3-A, Nilkhet, Dhaka-1205

Website: www.napd.gov.bd

SE (Trg.)

প্রধান প্রকৌশলী
এনডিপি
পত্র নং
স্মারক: No. 20.07.0000.006.02.215.13(part-1)-378
তারিখ:

Date: 04.10.2020

Sub: 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 : “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.

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

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.

Course Contents : 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.

Module – 1: Language and Basic Grammar

- How to study
- How to develop the skills of English
- Tense
- Modals
- Conditionals
- Comparison
- Preposition
- Sentence Correction

Module – 2: Speaking skill

- Speaking about myself
- Speaking on topic
- Speaking role playing
- Speaking presentation
- Developing Pronunciation- Right Pronunciation of Alphabets, 44 Phonemes/ sounds
- Developing Pronunciation- Consonant sounds, Aspiration
- Developing Pronunciation- Vowel sounds- Monophthongs,

তত্ত্বাবধায়ক প্রকৌশলী
মানব সম্পদক পরিবেশ ও জেডার ইউনিট
(কেন্দ্রীয় প্রশিক্ষণ ইউনিট)
এনডিপি সদর দপ্তর, ঢাকা।

- নির্বাহী প্রকৌশলী-০১
- নির্বাহী প্রকৌশলী-০২
- সিনিয়র সহঃ প্রকৌশলী
- সহঃ প্রকৌশলী
- পরামর্শক
- ফ্যাসিলিটের
- হিসাব রক্ষক
- কম্পিউটার অপারেটর

নম্বর: ২৮০

তারিখ: ০৩/১০/২০

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 (www.napd.gov.bd). 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

Director (Research & Publication) &
Course Director

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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।