



Government of the People's Republic of Bangladesh
Ministry of Planning
National Academy for Planning and Development
3/A, Nilkhet, Dhaka-1205
www.napd.gov.bd



Record Number: 20.07.0000.006.001.20.35

Date: 19/12/2021

Subject:

Nomination for English Language Proficiency Course (41st Batch)

We have the honour to inform you that the “English Language Proficiency” course is scheduled to be held from 28.11.2021 – 09.03.2022 (41st Batch) but due to inevitable circumstances, the course is to be rescheduled & going to be held from 16.01.2022 – 27.04.2022 (41st Batch) on online. 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 participants who have already been nominated, there are not required to be nominated again. The course details are as follows:

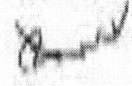
Name of the Course	: “English Language Proficiency” (41 st Batch)
Mode of Training	: Online (Evening)
Benefits of this Course	: <i>1. During the COVID-19 situation the participants need not come to campus to attend the training</i> <i>2. Training course fee is relatively very low.</i> <i>3. As the course will be conducted in the evening, so official duties & responsibilities will not be hampered.</i> <i>4. Skill development in English Proficiency will be achieved and the organization will definitely be benefited.</i> <i>5. This will help the Participants to interact & communicate with their foreign counterparts in terms of collaboration, cooperation and negotiation.</i>
Duration	: 16.01.2022 – 27.04.2022 (45 Working days)
Class Time	: 07:00-09:00 p.m. 2 sessions day, 3 days in a week (Sunday, Tuesday, Wednesday)
Designed for	: Officers of grade-9 and above of Govt./Semi-Govt. Agencies and private organizations are required to improve English Language Proficiency.
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.

প্রশাসন-৩ অধিশাখা
মৎস্য ও প্রাণিসম্পদ মন্ত্রণালয়
23 DEC 2021
ডায়েরী নং- ৬০৮

Course Contents	<p>Module – 1: Language and Basic Grammar</p> <ol style="list-style-type: none"> How to study How to develop the skills of English Tense Modals Conditionals Comparison Preposition Sentence Correction <p>Module – 2: Speaking skill</p> <ol style="list-style-type: none"> 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, Diphthongs, Checking words from the Dictionary with sounds, stress mark News Presentation <p>Module – 3: Writing skill</p> <ol style="list-style-type: none"> Basic Writing: Subject- Verb Agreement Writing Practice – on topic Writing Application Report Writing Report Writing Practice Official Writing <p>Module – 4: Listening skill</p> <ol style="list-style-type: none"> Movie Show Listening Practice (Beginner) Listening Practice (Intermediate) Listening Practice (Advance) <p>Module – 5: Reading skill</p> <ol style="list-style-type: none"> Reading Practice Reading Practice by solving comprehension (Beginner) Reading Practice by solving comprehension (Beginner) 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	<p>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. 32,000.00 (Thirty-two thousand only) per participant as a course fee for each participant. Noted that mentioned course fee 32,000/- excluding VAT & Tax.</p>

Nomination Deadline	: 10 January 2022
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We will appreciate it if you would kindly nominate one or more officers for the course and confirm us over Telephone No. 02-22365024 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 Md. Ramjan Ali, Instructor, NAPD and Course Coordinator (01816-264046) or E-mail: ramjan.napd@gmail.com)



19-12-2021

Mohammed Hasan Tarik
পরিচালক

Phone: 02-223360357

Fax: 0258615695

Email: dir.training@napd.gov.bd

Distribution :

- 1) সিনিয়র সচিব/সচিব (সকল)
- 2) বিভাগীয় কমিশনার (সকল)
- 3) জেলা প্রশাসক (সকল)
- 4) রেঞ্জার/মহাপরিচালক/চেয়ারম্যান/নির্বাহী পরিচালক/ব্যবস্থাপনা পরিচালক/প্রধান প্রকৌশলী/পরিচালক(সকল)/অধিদপ্তর/দপ্তর/সংস্থা
- 5) উপজেলা নির্বাহী অফিসার (সকল)
- 6) জেলা মৎস কর্মকর্তা (সকল জেলা)
- 7) উপপরিচালক, কৃষি সম্প্রসারণ অধিদপ্তর (সকল জেলা)
- 8) জেলা নির্বাচন কর্মকর্তা (সকল জেলা)
- 9) জেলা মহিলা বিষয়ক কর্মকর্তা (সকল জেলা)
- 10) জেলা তথ্য অফিসার (সকল জেলা)
- 11) জেলা কমান্ড্যান্ট, জেলা আনসার ও ভিডিপি (সকল জেলা)
- 12) সহকারী পরিচালক, জেলা কর্মসংস্থান ও জনশক্তি অফিস (সকল জেলা)

Record Number: 20.07.0000.006.02.001.20.35/1(36)

Date: 19/12/2021

Copy for Kind Information and Necessary Action,

- 1) কর্মকর্তা (সকল), এনএপিডি।
- 2) মহাপরিচালকের স্টাফ অফিসার (Additional), National Academy for Planning and Development (NAPD)
- 3) ব্যক্তিগত সহকারী, National Academy for Planning and Development (NAPD)



19-12-2021

Md. Ramjan Ali
প্রশিক্ষক-৩