

মৎস্য ও প্রাণিসম্পদ মন্ত্রণালয়
গ্রহন ও প্রেরণ শাখা
ডায়েরী নং ২৪৬৪
তার ০৬/১০/২০২৩

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

No. 05.88.0000.006.08.215.13 (part-1)- ৫৪০

Date: 30.10.2023

Sub: Nomination for English Language Proficiency Course (22.11.2023 –10.03.2024)

We have the honor to inform you that the “English Language Proficiency” course is scheduled to be held from (22.10.2023 – 31.01.2024) (41th Batch). But due to inevitable circumstances the course is to be **rescheduled** & going to be held from (22.11.2023–10.03.2024) (41th 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” (41th Batch)
- Benefits of this Course** :
- Skill development in English Proficiency will be achieved and the organization will definitely be benefited.
 - This will help the Participants to interact & communicate with the foreign counter parts in terms of collaboration, cooperation and negotiation.
 - Training course fee is relatively very low.
- Duration** : (22.11.2023–10.03.2024) (45 Working days)
- Class Time** : 06:30-08:30 p.m.
- Designed for** : 2 sessions day, 3 days in a week (Sunday, Tuesday, Wednesday)
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.
- Objective** : Officers grade-10 and above from Govt./Semi-Govt. autonomous bodies, executives of private organizations and NGOs 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. Use of suffix and prefix;
 - i. Sentence correction.
- Module – 2: Listening skill**
- a. Developing listening skills;
 - b. Listening practice (Beginner);
 - c. Listening practice (Intermediate);
 - d. Listening practice (Advance);
 - e. Movie show.
- Module – 3: Speaking skill**
- a. Developing pronunciation- right pronunciation of alphabets; 44 phonemes/ sounds;
 - b. Developing pronunciation- consonant sounds, aspiration;
 - c. Developing pronunciation- vowel sounds Monophthongs, Diphthongs, checking words from the dictionary with sounds, stress mark;

- d. Speaking about myself;
- e. Speaking on topic;
- f. Speaking on role playing;
- g. Presentation on Speaking;
- h. News presentation;
- i. Debate competition.

Module – 4: Reading skill

- a. Developing reading skill;
- b. Reading practice;
- c. Reading practice by solving comprehension (Beginner);
- d. Reading practice by solving comprehension (Intermediate level);
- e. Reading practice solving by comprehension (Advance level).

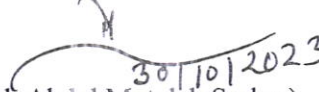
Module – 5: Writing skill

- a. Basic writing: subject- verb agreement;
- b. Writing practice on selected topic;
- c. Forms of Written Communication;
- d. Report writing;
- e. Academic writing.

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	:	15 November 2023

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. 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: abedasultana_sk@yahoo.com)

Sincerely yours,


(Md. Abdul Motaleb Sarkar)
Chief Instructor-1 (Joint Secretary)
&
Course Director
Phone: 02-58611261

প্রাপক,
সচিব
মৎস্য ও প্রাণী সম্পদ মন্ত্রণালয়
বাংলাদেশ সচিবালয়, ঢাকা।