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)- 141 Date: 13.10.2019

Sub: Nomination for **English Language Proficiency** Course (01.12.2019 – 20.02.2020)

Dear Sir,

We have the honour to inform you that the **"English Language Proficiency"** course is scheduled to be held from **01.12.2019 – 20.02.2020 (36th 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"**
Duration	:	**01.12.2019 – 20.02.2020 (36th 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 **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. 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	:	23 November, 2019

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,

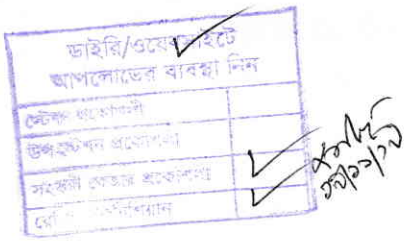
13.10.19

Dr. Md. Nuruzzaman
Director (Training)
&
Course Director
Phone: 02-58611259
Cell: 01730-092179
Fax: 02-58615695
E-mail: dir.training@napd.gov.bd

প্রাপক,
মহাপরিচালক
বাংলাদেশ বেতার
আগারগাঁও,ঢাকা-১২০৭।

ডাইরি/ওয়েবসাইটে
আপলোডের ব্যবস্থা নিন

স্টেশন প্রকৌশলী	
উপ-স্টেশন প্রকৌশলী	
সহকারী বেতার প্রকৌশলী	✓
রেডিও অফিসিয়ান	✓



গণপ্রজাতন্ত্রী বাংলাদেশ সরকার
বাংলাদেশ বেতার
সদর দপ্তর
৩১, সৈয়দ মাহবুব মোরশেদ সরণি, শের-ই-বাংলা নগর,
আগারগাঁও, ঢাকা-১২০৭
www.betar.gov.bd

স্মারক নম্বর: ১৫.৫৩.০০০০.০১২.২৫.০০৮.২৫.৩০৫

তারিখ: ২৯ কার্তিক ১৪২৬
১৪ নভেম্বর ২০১৯

পত্রটি সদয় অবগতি ও প্রয়োজনীয় ব্যবস্থা গ্রহণের জন্য অনুলিপি প্রেরণ করা হলোঃ

১। উপ-মহাপরিচালক (বার্তা), বাংলাদেশ বেতার, সদর দপ্তর, ঢাকা।
২। প্রধান প্রকৌশলী, বাংলাদেশ বেতার, সদর দপ্তর, ঢাকা।
৩। উপ-মহাপরিচালক (অনুষ্ঠান), বাংলাদেশ বেতার, সদর দপ্তর, ঢাকা।
৪। সিনিয়র প্রকৌশলী, গবেষণা ও গ্রহণ কেন্দ্র, বাংলাদেশ বেতার, ঢাকা (ওয়েব সাইটে প্রকাশের অনুরোধসহ)।
৫। গার্ড ফাইল (সংস্থাপন-১)।

১৪-১১-২০১৯
শোভা শাহনাজ
অতিরিক্ত পরিচালক