

No: 20.07.0000.000.04.005.17.24

Date:03.01.2021

Sub.: **Nomination for “English Language Proficiency (39th Batch)” Online Course
(14 February- 08 June, 2021).**

Dear Sir,

The National Academy for Planning and Development is a pioneer training institute under the Ministry of Planning. This organization regularly organizes various training courses on project management, office management, human resource management, procurement management, financial management, ICT, etc. to enhance the efficiency of the officers from its inception. In addition, the academy regularly organizes English language proficiency courses in two batches in every year. At present, the country is on the highway of development with the aim of implementing Vision 2021 and Vision 2041, the socio-economic development goals of the country. One of the ways to achieve this goal is to create skilled manpower who will be working in different countries and earn foreign exchange which will accelerate the economic development of the country. This requires people to acquire language skills of different countries. Many workers from Bangladesh now go to the developed countries for work. They do not have higher degrees but they are engaged in different professions. But due to language problems they do not get proper wages.

The govt. training institutes are being instructed to start language courses to acquire proficiency in different languages. With this view, NAPD has planned to organize training course on French language in association with Alliance Francaise Dhaka. We have the honour to inform you that the “English Language” course is scheduled to be held from (14 February-08 June, 2021) (39th Batch). The course details are as follows:

Name of the Course : “English Language Proficiency” (39th Batch)
Benefits of this Course

- Participants need not to come in campus. As the course will be conducted through online, so official duties & responsibilities will not be hampered
- Training fees are very nominal.
- It would be an online course.
- It will start from 7:00 pm so , official jobs would not be hampered.
- Taking of 50 hours training is mandatory in a year and it will cover that part.
- The participants will be benefited in developing speaking, listening and writing skill in English.
- 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

প্রশাসন-৩ অধিশাখা মতস্য ও প্রাণিসম্পদ মন্ত্রণালয়	12 JAN 2021	ডায়েরী নং- ৪৬
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Duration : 14 February-08 June, 2021
Class Time : 07:00-09:00 p.m., 2 sessions day, 3 days in a week (Sunday, Tuesday, Wednesday)
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.
Designed for : 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 : **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

মতস্য ও প্রাণিসম্পদ মন্ত্রণালয়
অতিরিক্ত সচিব (প্রশাসন) এর দপ্তর
ডায়েরী নং ২০৬ তারিখ ১১/০১/২১

যুগ্ম-সচিব	যুগ্ম প্রধান
উপ-সচিব (প্রশাসন)/১/২/৩/৪	
উপ-প্রধান	
সিঃ সঃ সঃ/সহঃ সঃ	

মতস্য ও প্রাণিসম্পদ মন্ত্রণালয়
সচিবের দপ্তর
ডায়েরী নং: ৫৭ তারিখ: ১১/০১/২১

অতিরিক্ত সচিব: প্রাণি-১/আইস/মতস্য-৫	আবিলে বাব্বা নিন
ফাসচিব: প্রাণি-১/আইস/মতস্য-৫	প্রয়োজনীয় ব্যবস্থা দিন
ফাসচিব: প্রাণি-১/আইস/মতস্য-৫	উপস্থাপন করুন
উপসচিব:...../ বাজেট	আলোচনা করুন
সচিবের একান্ত সচিব	মতস্য/ মতস্য প্রদান

- 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)

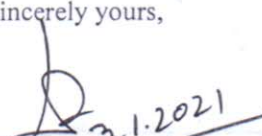
Module – 5: Reading skill

- 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	:	07 February, 2021

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 (https://training.napd.ac.bd/course_registration.php?cid=183). For any query or further more information please contact the undersigned or Md. Abul Hossain, Training Officer & Course Coordinator (Cell: 01913-756758 & E-mail: to1@napd.gov.bd).

Sincerely yours,


Md. Nuruzzaman.PhD.
Director (Training)
Phone: 02-9611259
Fax: 02-58615695
dir.training@napd.gov.bd

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