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

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Date: 02.11.2020

Sub.:   **Nomination for "Arabic Language" Online Course (13 December, 2020 – 28 February, 2021).**

      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 middle east 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.
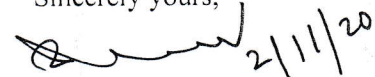
      The govt. training institutes are being instructed to start language courses to acquire proficiency in different languages. With this view, NAPD has planned to organize trining course on Arabic language in association with Institute of Modern Language, Dhaka University. We have the honour to inform you that a **"Arabic Language"** course will be held from 13 December, 2020 – 28 February, 2021 (1st Batch). The course will familiar the participant's of basic knowledge of Arabic language for their dalily expression. The course details are as follows:

Name of the Course	:	"Arabic Language Course"
Duration	:	13 December, 2020 – 28 February, 2021 (35 Working days)
Class Time	:	06:30-08:30 p.m. (2 hours a day, 3 days a week-Sunday, Tuesday and Wednesday)
Objective	:	The Participants will be prepared for the Arabic language After 70 hours of class the participants will be able to: • Understand and use familiar everyday expressions or Arabic Language and very basic phrases aimed at the satisfaction of needs of a concrete type. • Introduce him/herself and others and can ask and answer questions about personal details such as where he/she lives, people he/she knows and things he/she has. • Interact in a simple way provided the other person talks slowly and clearly in a workplace.
Designed for	:	The officers, job seekers, students and interested persons who want to go abroad and are required to use Arabic in their work place and studies. (Minimum educational qualification is SSC)
Course Contents	:	1. Alphabet Reading and Writing 2. Basic Grammar, Word writing 3. Tawabi (Buying Stamps) 4. Shaddul Habl (Rope Pulling) 5. Fin Nadi ar Riyadi (At the Sports Club) 6. Al Masjid (The Mosque) 7. Al-Ma'mal (The Laboratory)

		9. Aina Ahmed (Where is Ahmed?)
		10. Al Wajid (Home Work)
		11. Ma Hiwayatuka (What is your Hobby?)
		12. Mubaraah (Tournament)
		13. Functional Grammar
		14. Imtihan (Examination)
		15. Rihlah (Travel)
		16. Ziarah (Visit)
		17. Usrati (My Family)
		18. Functional Grammar
		19. Salatul Jumah (Friday Prayer)
		20. Hadiyah (Gift)
		21. Functional Grammar
		22. Revision
Methodology	:	Each lesson will be presented through a participatory approach through online using Zoom Software, i. e, oral participation of individual & group, reading and listening, writing exercises and assignments.
Evaluation System	:	Assignment, Attendance, Participation, Test and Examination.
Examination System	:	Total Marks-100, Mid Term Exam-50, Final Exam-50
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 Bank Draft of Tk. 25,000/- (Tk. Twenty five thousand only) as course fee for each participant.**
Nomination Deadline	:	07 December, 2020 (1st 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 low for a language course. 3. As the course will be conducted through online, so official duties and responsibilities will not be hampered. 4. Skill development in Arabic Language Proficiency will be achieved. 5. This will help the participants to interact and communicate with the Arabic speaking counterparts in respect of cooperation and collaboration. 6. A set of books on Arabic Language Learning will be provided to the participants by NAPD.

We will appreciate if you would kindly nominate one or more officers/job seekers/students/interested persons for the course and confirm us over Telephone No 9672357 or Fax No. 8615695. Participants can also register online (www.napd.gov.bd). For any query or further more information please contact the undersigned or Md. Nurul Amin, Assistant Programmer & Course Coordinator (Cell: 01818357782 & Email: nurulamin.cse@gmail.com). The course fee should be deposited during registration of the course.

Sincerely yours,

2/11/20

(Md. Hasan Tarik)
Director (Research and Publication)
&
Course Director
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