

# **Competency Based Education, Training and Assessment (CBET&A)**

**For the Students of  
B.A (Hon's) in English  
School of Humanities and Social Science**



## **SKILL STANDARDS OF ENGS-101: CBET&A (LEVEL-1)**

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**SKILL STANDARD INSTITUTE (SSI)  
University of Global Village (UGV), Barishal.**

# ইউনিভার্সিটি অব গ্লোবাল ভিলেজ (ইউজিভি), বরিশাল-এ 'দক্ষতা ভিত্তিক উচ্চ শিক্ষা পদ্ধতির প্রবর্তন'

বিভিন্ন গবেষণার নির্দেশনা মোতাবেক বাংলাদেশের উচ্চ শিক্ষা পদ্ধতিতে পরিবর্তন এখন অতীব জরুরি। বর্তমানে এই ব্যবস্থা পুরোপুরিই তাত্ত্বিক নির্ভর যেখানে শিক্ষার্থীদের বই এবং নোট মুখস্ত করে যেনতেনভাবে সনদ গ্রহণই মূখ্য উদ্দেশ্যে পরিণত হয়েছে। অথচ উচ্চ শিক্ষা পদ্ধতি হওয়া উচিত জ্ঞান, গবেষণা ও দক্ষতা ভিত্তিক। এই পদ্ধতি হবে সামাজিক/পরিবেশগত প্রয়োজন বা বাস্তব চাহিদার বিপরীতে বাস্তব ভিত্তিক প্রকল্প বাস্তবায়নের জন্য জ্ঞান অর্জনের নিয়ামক। উচ্চ শিক্ষা একজন শিক্ষার্থীকে সৃষ্টিশীল এবং রাষ্ট্রের চাহিদার বিপরীতে দক্ষ করে গড়ে তুলবে। কিন্তু এখানে লক্ষ্যণীয় যে, বাংলাদেশে উচ্চ শিক্ষা ধীরে ধীরে সম্পূর্ণভাবে সনদায়নের দিকে ঝুঁকে পড়েছে। উচ্চ শিক্ষার প্রয়োজনীয়তা সম্পর্কে একজন শিক্ষার্থীকে মাধ্যমিক ও উচ্চ মাধ্যমিক স্তরেই জ্ঞান অর্জন করা দরকার।

বাংলাদেশ বিপুল জনসংখ্যার ছোট্ট একটি দেশ। এখানে ১৮-২৫ বছর বয়সের তিন কোটি যুবক-যুবতী যাদের মধ্যে ৪০ লক্ষ্য অনেক স্বপ্ন এবং সম্ভাবনা নিয়ে উচ্চ শিক্ষা গ্রহণ করে। এদের অধিকাংশই জাতীয় বিশ্ববিদ্যালয়ের মাধ্যমে প্রত্যন্ত গ্রামাঞ্চলে বসেই বিভিন্ন কলেজের মাধ্যমে উচ্চ শিক্ষার সনদ অর্জন করে যেখানে শিক্ষা পদ্ধতি বাংলা হওয়ায় এবং দক্ষ শিক্ষকের সংখ্যা অপ্রতুল হওয়ায় শিক্ষার্থীদের মধ্যে দক্ষতার অভাব থেকে যায়। শিক্ষার্থীদের আন্তর্জাতিক ভাষার দক্ষতা না থাকায় দেশি এবং আন্তর্জাতিক বাজারে প্রবেশের পথ খোলা থাকে না। যে উচ্চ শিক্ষা একজন শিক্ষার্থীকে তার রাষ্ট্রে, সমাজে, পরিবারে কিংবা নিজের উন্নয়নে কোন ভূমিকা রাখতে দেয় না, সে উচ্চ শিক্ষা শুধুমাত্র সনদায়ন ছাড়া আর কি হতে পারে?

ইউনিভার্সিটি অব গ্লোবাল ভিলেজ (ইউজিভি) বরিশাল বর্তমান উচ্চ শিক্ষা পদ্ধতিকে দক্ষতা ভিত্তিক উচ্চ শিক্ষা পদ্ধতিতে প্রবর্তনের লক্ষ্যে দীর্ঘদিন যাবৎ গবেষণা ও বিভিন্ন ওয়ার্কসপ/সেমিনারের মাধ্যমে Competency Based Education, Training & Assessment (CBET&A) পদ্ধতির উদ্ভাবন করেছে। এ পদ্ধতি প্রবর্তনের লক্ষ্যে আন্ডারগ্রাজুয়েট লেভেলের শিক্ষার্থীদের জন্য ইতিমধ্যেই Competency Based Standard তৈরি করা হয়েছে। CBET&A পদ্ধতিতে একজন শিক্ষার্থী প্রত্যেক সেমিস্টারে একটি Level এর Skill test/Assessment প্রক্রিয়ায় অংশগ্রহণ করবে। একটি Level এ কম্পিটেন্ট হওয়ার পর পরবর্তী Level এর Assessment এ অংশগ্রহণ করতে পারবে। প্রতিটি Level এর skill Standard দুইভাবে বিভক্ত করা হয়েছে : Technical Skill (TS) এবং Communication Skill (CS)। এই Assessment প্রক্রিয়ার Competent = Pass (A+) এবং Not Competent = Fail (0) পদ্ধতি অনুসরণ করা হবে। ইউনিভার্সিটি অব গ্লোবাল ভিলেজে CBET&A পদ্ধতির বাস্তবায়নের জন্য Skill Standard Institute (SSI) প্রতিষ্ঠা করা হয়েছে। SSI অত্র বিশ্ববিদ্যালয়ে CBET&A পদ্ধতির বাস্তবায়ন, Industry'র চাহিদা মোতাবেক বিভিন্ন Level এর Skill Standard তৈরি করবে। পাশাপাশি Assessment প্রক্রিয়া ও Assessor তৈরি কার্যক্রম ও Skill Standard অনুযায়ী Level এর Skill সমূহের Learning Material প্রস্তুত ও শিক্ষার্থীদের ট্রেনিং এর ব্যবস্থা করবে।

স্কিল স্ট্যান্ডার্ড ইনস্টিটিউট,  
ইউজিভি, বরিশাল।

# Introducing skill based education system at UGV

Different studies indicate that the present higher education system in Bangladesh needs serious reforms. This system is usually based on the theoretical approach using textbooks, reference material, course outlines etc. Under this system, a certificate becomes the main purpose among the students where to acquire the knowledge, skills and attitudes are being neglected. Most of the academic institutions have become factory of certificate only. However, each student in the higher education who are the future professional should have the knowledge, skills, and attitudes. Therefore, they will be able to recognize and solve problems in social, environmental needs and national demands. Higher education will make the student creative, skilled and knowledgeable.

Bangladesh is most densely populated country with small area. As per the available reports it is estimated that, in Bangladesh, currently about 4 million of the 30 million youth between the ages of 18 and 25 are enrolled in higher education with great energy, dreams and goals, and potential for productive employment. Most of these enrollments for the higher education are in the National University through different colleges in the rural areas where the instructions and examinations are in Bangla. Therefore, most of the higher educated populations in Bangladesh have lack of communication skills internationally due the lack of English. This vast number of higher educated populations can not enter into the national and the international job markets because of their lack of international language.

Bangladesh's vision 2021 gives highest importance to building skilled manpower to accomplish a poverty-free middle-income country. But we do not see any long term plan based on higher education system. However, the University of Global Village (UGV) has, since its inception in 2016, recognized the importance of greater diversity of higher education. In supporting this work, it has been recognized that there are many key considerations in developing and delivering higher education provision in university. In July, 2019, UGV introduced a new Competency Based Education, Training & Assessment (CBET&A) under a new institute, known as Skill Standard Institute (SSI), which defines a comprehensive set of competency requirements that all graduates are expected to attain. The students entering in July, 2019 and thereafter are required to demonstrate technical and communication skills in different abilities as well as a comprehensive knowledge base as a requirement for graduation. Faculty, known as Assessor, use performance-based methods to determine if students have attained competence.

In CBET&A method, a student will participate in an assessment process in every semester that we call "Level's Skill Test". After becoming competent at the "Level", the student will be allowed to participate in the next assessment "Level". The skill standard of each level is divided into two parts: "Technical Skill (TS)" and "Communication Skill (CS)". The assessment process will be "PASS (=competent)" or FAIL (=not competent). The implementation of CBET&A methodology, time to time creation of different skill standard "Levels" based on the demand of the industries, Assessment process, Assessor preparation and provide training to the students will be under the SSI.

Skill Standard Institute  
UGV, Barishal.

## **Abstract**

Competencies are bundles of the essential knowledge, skills and abilities required to achieve an acceptable level of performance, while learning objectives are specific to a course of instruction.

These terms have been defined as follows in the same recommendation:

- Knowledge means the outcome of the assimilation of information through learning. Knowledge is the body of facts, principles, theories and practices that is related to a field of work or study.
- A skill means the ability to apply knowledge and use know-how to complete tasks and solve problems. In the context of the European Qualifications Framework, skills are described as cognitive or practical.
- Competence means the proven ability to use knowledge, skills and personal, social and/or methodological abilities, in work or study situations and in professional and personal development.

### **Objective**

The main purpose of this training is to train students to fit for the approaching world. The objective of the assignment is skill based and job market oriented. The implementation of the training intended to standardize the recognition, validation and certification of units of learning outcome, focusing on the technical components and academic courses.

### **Skills development**

Students are taught to develop their skills in:

Reading which includes:

Skimming, scanning, detailed reading, guessing unknown words from context, understanding text organization, recognizing argument and counter-argument; distinguishing between main information and supporting detail, fact and opinion, hypothesis versus evidence; summarizing and note-taking.

Writing includes:

- Essay content and structure (patterns of organization, paragraphing, discussion – argument/counter-argument, advantages and disadvantages, topic sentence and supporting ideas, coherence and cohesion, punctuation).
- Functions (generalization, definitions, exemplification, classification, comparison and contrast, cause and effect, process and procedure, interpretation of data).
- Style (passive constructions, avoiding verbosity)

- Punctuation

Listening includes:

- General comprehension (listening for gist, listening for detailed information, evaluating the importance of information).
- Lectures (identifying the topic and main themes, identifying relationships among major ideas, comprehending key information).

Speaking includes:

- Seminar skills (agreeing and disagreeing, clarifying, questioning, concluding).
- Presentation skills (introductions and stating the purpose, signposting, highlighting key points, summaries, conclusions).

The students' competence in skills development is measured by their ability to understand and produce written and spoken language in an educational context, to perform the following academic tasks:

- reading and understanding written academic language;
- writing assignments in an appropriate style for university study;
- listening to and comprehending spoken language (within the framework of Breakthrough level);
- Speaking to colleagues and lecturers (within the framework of Breakthrough level).

## Skill Standard Institute (SSI)

University of Global Village (UGV), Barishal.

Course Structure for  
Skill Standard Certificate

**Program: Competency Based Education, Training & Assessment (CBET&A)**

**ENGS-101 (Level-1)**

<b><u>Part-A (Technical Skills-TS)</u></b>					<b><u>Part-B (Communicative Skills-CS)</u></b>				
Sl. No.	Unit Code	Skill Title	Level	Nominal Duration (Hours)	Sl. No.	Unit Code	Skill Title	Level	Nominal Duration (Hours)
1	ENGS-101TS-1	Typing Skill: 30 words per minute in MS Word(English)	1	60 hrs	1	ENGS-101CS-1	Greetings ( The art of greeting in English, necessary for communicating with people)	1	10 hrs
2	ENGS-101TS-2	Microsoft word Word	1	10 hrs	2	ENGS-101CS-2	How to ask, grant or refuse permission in English, necessary for communicating with people	1	10 hrs
3	ENGS-101TS-3	Microsoft word Power Point	1	10 hrs	3	ENGS-101CS-3	Basic writing ( Basic writing skill in English for the elementary level learners )	1	20 hrs
4	ENGS-101TS-4	Installing Operating System and Utility Software	1	10 hrs	4	ENGS-101CS-4	Basic Vocabulary ( Basic vocabulary for Bengali learners )	1	20 hrs
5	ENGS-101TS-5	Opening email account, file attachment, CC, BCC, Google Drive, YouTube Channel, Converting word file to PDF, PDF to word, and usage of team viewer.	1	20 hrs	5	ENGS-101CS-5	Translation ( Everyday use sentences which is required for communicating in English)	1	10 hrs
6	ENGS-101TS-6	PC Assembling and Disassembling	1	10 hrs	6	ENGS-101CS-6	Dialogue ( Practice dialogue session for a better communicative session	1	30 hrs
7	ENGS-101TS-7	Printer Set up, File sharing through local network.	1	10 hrs	7	ENGS-101CS-7	Listening (Practice listening sessions for a better communicative competence understanding)	1	20 hrs
<b>Total Nominal Learning Hours</b>				<b>130 hrs</b>	<b>Total Nominal Learning Hours</b>				<b>120 hrs</b>

**Part-A**

**Technical Skill (TS)**

### Learning objective:

If students complete this level, they should be able to:

### **ENGS-101 TS-1 MS Word:**

Typing Skill: After completing this skill they will be able to type 30 words per minute in English.

### **English typing meaningful 30 words per minute.**

**Nominal Duration (Hours) 120 hrs.**

### **Objective:**


As in recent times every paper work is computer oriented and English is an international language as well as it is very much important in programming and other tasks, so typing words in English is very much essential task to cope up with the modern world. If anyone can write 30 meaningful words in a minute, s/he can easily complete any task in shortest possible time and it can save his/her time effectively. 30 words per minute is a standard time duration for typing.

### **Task:**

Continue Practicing to write a page of meaningful English words around 1 hour every day.

### **Outcome:**

1. Be competent for writing any English words in a standard time duration.
2. Be competent for writing any English words by stenography.

<b>Skills/Requirement</b>	<b>Physical Appearance</b>	<b>Procedure</b>	<b>Useful Links</b>
Laptop/ Keyboard	 <p>The diagram shows a standard QWERTY keyboard with keys color-coded by finger assignment: pink for index, yellow for middle, green for ring, blue for little, and red for thumb. Below the keyboard, a hand diagram shows the left hand with fingers numbered 4 to 1 (index to thumb) and the right hand with fingers numbered 1 to 4 (thumb to pinky). The Home Keys (A, S, D, F, J, K, L, ; ) are also indicated.</p>	Do not rush when you just started learning. Speed up only when your fingers hit the right keys out of habit. Take your time when typing to avoid mistakes. The speed will pick up as you progress. Always scan the text a word or two in advance.	<a href="https://www.learntyping.org/beginner-typing-lesson-1a">https://www.learntyping.org/beginner-typing-lesson-1a</a>  <a href="https://www.ratatype.com/typing-test/test/">https://www.ratatype.com/typing-test/test/</a>



**Bangla typing meaningful 30 words per minute.  
Nominal Duration (Hours) 120 hrs.**

**Objective:**


As in recent times every paper work is computer oriented and Bengali is our mother tongue as well as it is our official language, so typing words in Bengali is very much essential task to cope up with the modern world. If anyone can write 30 meaningful words in a minute, s/he can easily complete any task in shortest possible time and it can save his/her time effectively. 30 words per minute is a standard time duration for typing.

**Task:**

Continue Practicing to write a page of meaningful Bengali words around 1 hour every day.

**Outcome:**

1. Be competent for writing any Bengali words in a standard time duration.
2. Be competent for writing any Bengali words by dictation.

Skills/Requirement	Physical Appearance	Procedure	Useful Links
Laptop/ Keyboard		Do not rush when you just started learning. Speed up only when your fingers hit the right keys out of habit. Take your time when typing to avoid mistakes. The speed will pick up as you progress. Always scan the text a word or two in advance.	<a href="https://www.learntyping.org/beginner-typing-lesson-1a">https://www.learntyping.org/beginner-typing-lesson-1a</a>  <a href="https://www.ratatype.com/typing-test/test/">https://www.ratatype.com/typing-test/test/</a>

**ENGS-101 TS-2 MS Word:**

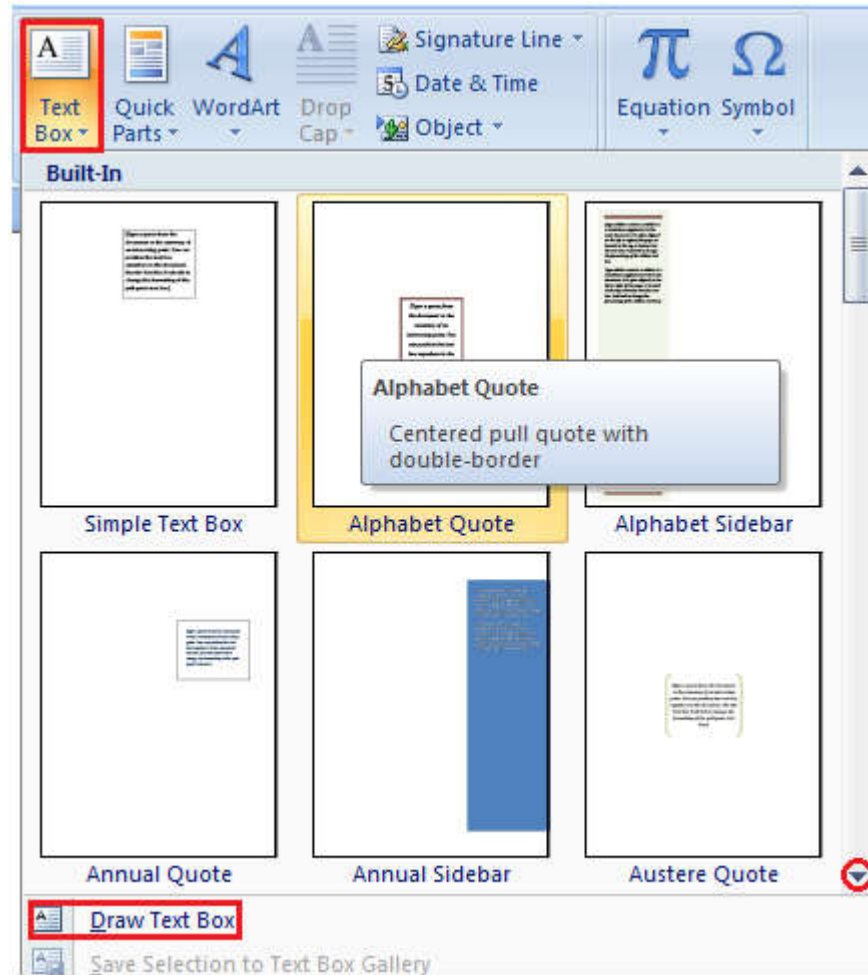
- Create new file,
- file opening,
- save,
- save as,
- Page set up,
- page numbering,
- font size,
- font style,
- font color,
- Image Edition,
- Creating Table,
- Text box.
- Spelling Checking,
- Printing set up,
- Writing Mathematical Equation
- Type at least 25 words per minute with EnglishLanguage
- Perform the equation with logical explanation
- Indicate the names and functions of the Word interface components.
- Create, edit, save, and print documents to include documents with lists and tables.
- Format text and to use styles.
- Add a header and footer to a document.
- Add a footnote to a document.
- Add a graphic to a document.
- Use the Spelling and Grammar Checker as well as Microsoft Help.
- Manipulate documents using functions such as find and replace; cut, copy, replace.

## MS WORD SKILLS: LEVEL 1

### 1.1 How to Insert Text in MS Word:

The basic steps to insert text or to create a new document in Word are listed below;

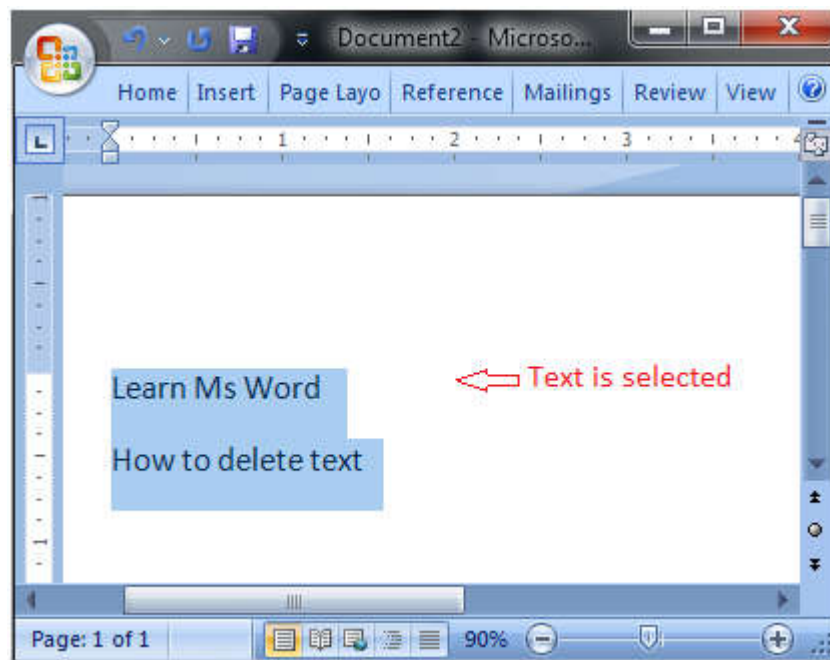
- Go to the start menu and look for Microsoft Word icon
- Click the icon to open the Microsoft Word
- You will see a blinking cursor or insertion point in the text area below the ribbon
- Now, as you start typing, the words will appear on the screen in the text area
- To change the location of insertion point press spacebar, Enter or Tab keys



## **1.2 How to Delete Text in MS Word:**

You can easily delete the text in Word including characters, paragraphs or all of the content of your document. Word offers you different methods to delete the text; some of the commonly used methods are given below;

- Place the cursor next to the text then press Backspace key
- Place the cursor to the left of the text then press Delete key
  
- Select the text and press the Backspace or Delete key
- Select the text and type over it the new text.



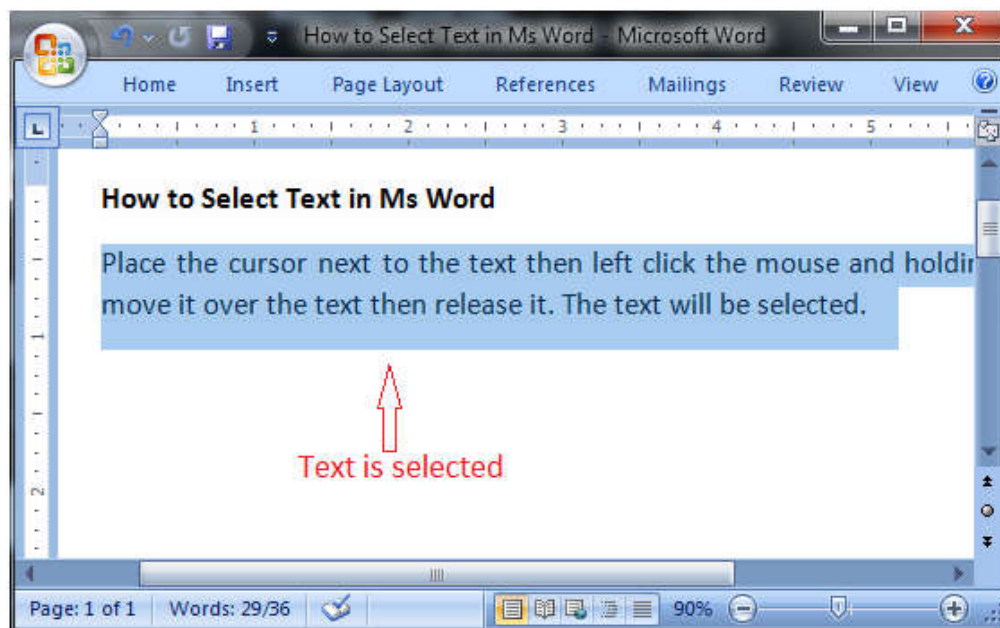
## **1.3 How to Select Text in MS Word:**

Place the cursor next to the text then left click the mouse and holding it down move it over the text then release it. The text will be selected.

**\*\*MS Word\*\***

Some shortcuts for selecting text are:

- To select a single word double click within the word
- To select the entire paragraph triple click within the paragraph
- To select entire document, in Home tab, in Editing group click Select then choose Select All option or press CTRL+A
- o Shift + Arrow; hold down the shift key then press the arrow key, the word will select the text in the direction of the arrow key. There are three arrow keys, so you can select the text in three different directions.



**1.4 How to Copy and Paste Text in MS Word:**

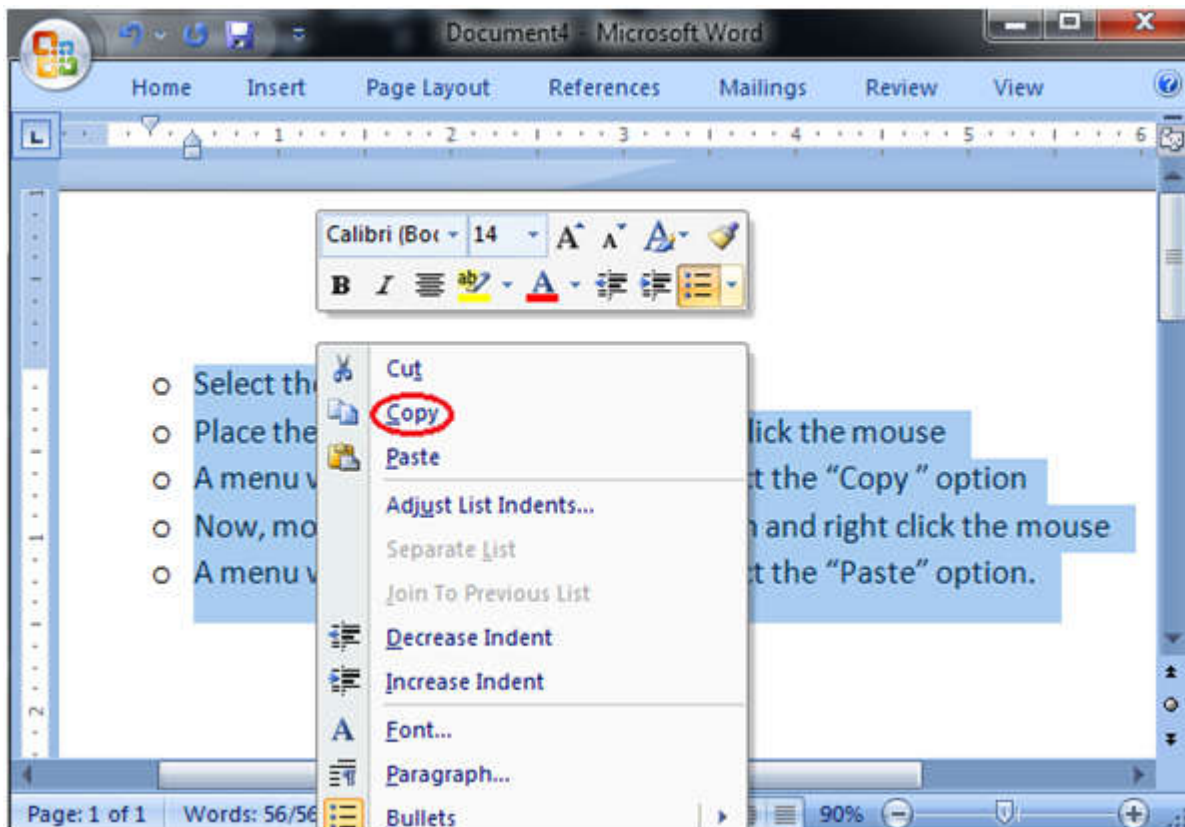
Word offers different methods to copy and paste text. Some of the popular methods are given below;

**Method 1;**

- Select the text you want to copy
- Select the Home tab and click the Copy command
- Place the cursor where you want to paste the text
- Click the Paste command in Home tab

## Method 2;

- Select the text
- Place the cursor over the text and right click the mouse
- A menu will appear; with a left click select the "Copy" option
- Now, move the cursor to a desired location and right click the mouse
- A menu will appear; with a left click select the 'Paste" option.



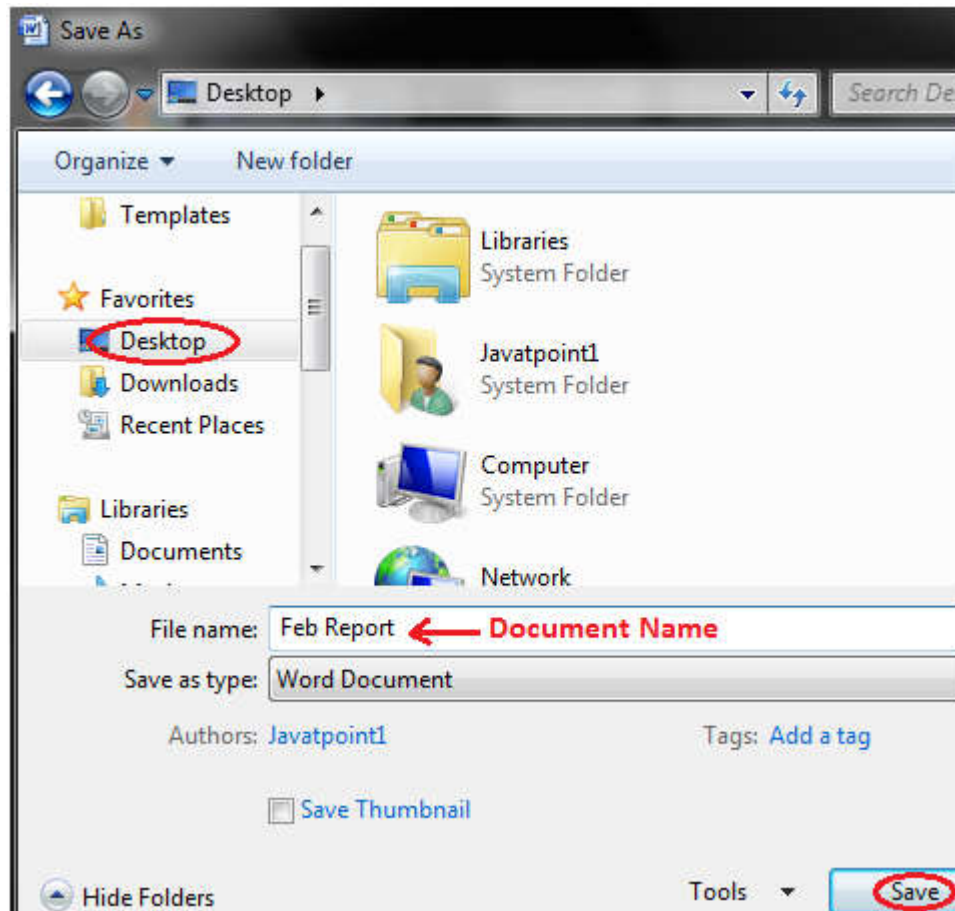
### 1.5 How to Save the Document in MS Word:

When you create a document it is important to save the document so that it can be viewed or reused later. The basic steps to save a document are listed below;

- Click the Microsoft Office Button
- A list of different commands appears
- Click the 'Save As' command
- it displays 'Save As' Dialogue Box
- Save the document to desired location with a desired name

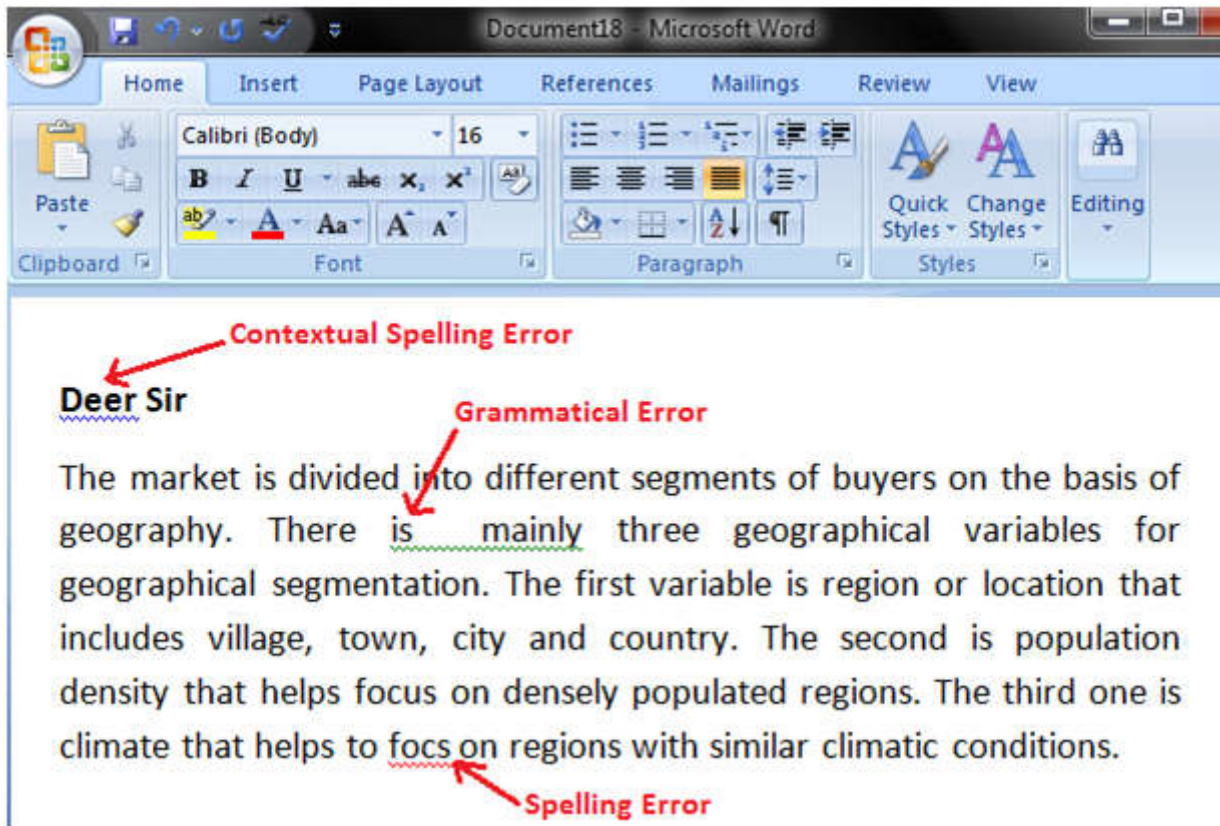
You can also choose 'Save' command from the list to save the document to its current location with same title. If you are saving a fresh document it displays 'Save As' dialogue box.

The shortcut method to save a document is to press "Ctrl+S" keys. It opens the 'Save As' dialogue box where you can name you document and save it to a desired location.



### 1.6 How to Correct Errors in Ms Word:

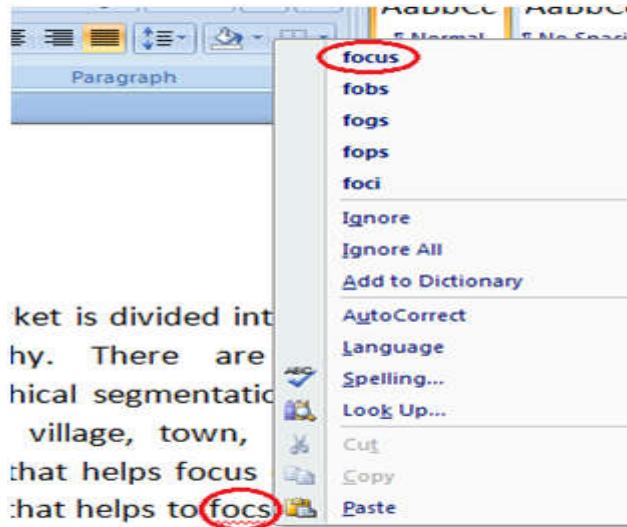
- When you type text in a document, by default the Word informs you if there is any contextual, spelling or grammatical error. Word informs you in different ways for different errors;
- If there is any contextual error in the document, it will underline the text with blue line.
- If there is any spelling error in the document, it will underline the text with red line.
- If there is any grammar error in the document, it will underline the text with green line.



### Steps to correct errors:

- Place the cursor over the text that you want to correct
- Right click the mouse
- A list of suggestions appears
- Choose the correct word with a left click

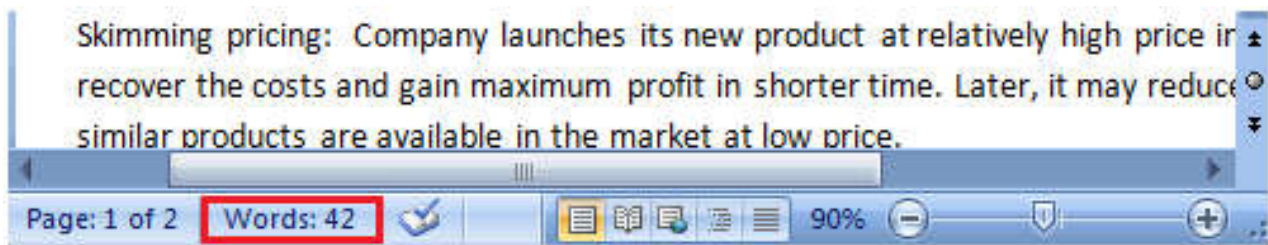




### 1.7 How to Check Word Count in Ms Word:

When you start typing, the Word automatically counts the number of words and number of pages and displays the information on the status bar. If the word count is not available on the status bar, you can right click the status bar and select the Word Count option from the menu. Basic steps to check the word count are listed below;

- Open the document
- Look at left bottom corner of the document
- You will see the total word count and the number of pages



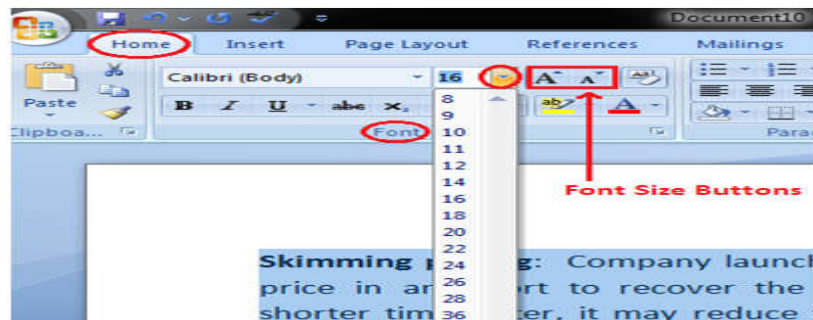
To know the word count of a specific line or paragraph you have to select it then Word will display its word count along with the total word count, e.g. 15/40. In this example, the selection has 15 words out of the total number of words (40).

\*\*MS Word\*\*

### 1.8 How to Change Font Size in MS Word:

You can easily change the font size of your text in the document. The basic steps to change the Font size are listed below;

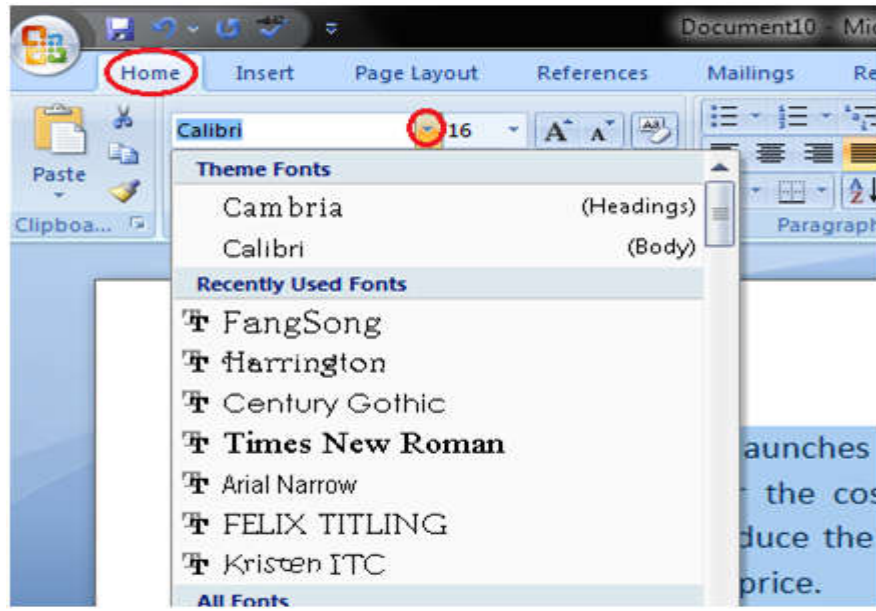
- Select the text that you want to modify
- In Home tab locate the Font group
- In Font group click the drop-down arrow next to font size box
- Font size menu appears
- Select the desired font size with a left click
- Select the text and click the increase or decrease font size buttons



### 1.9 How to Change Font Style in MS Word:

The basic steps to change the font of a text in a document are given below;

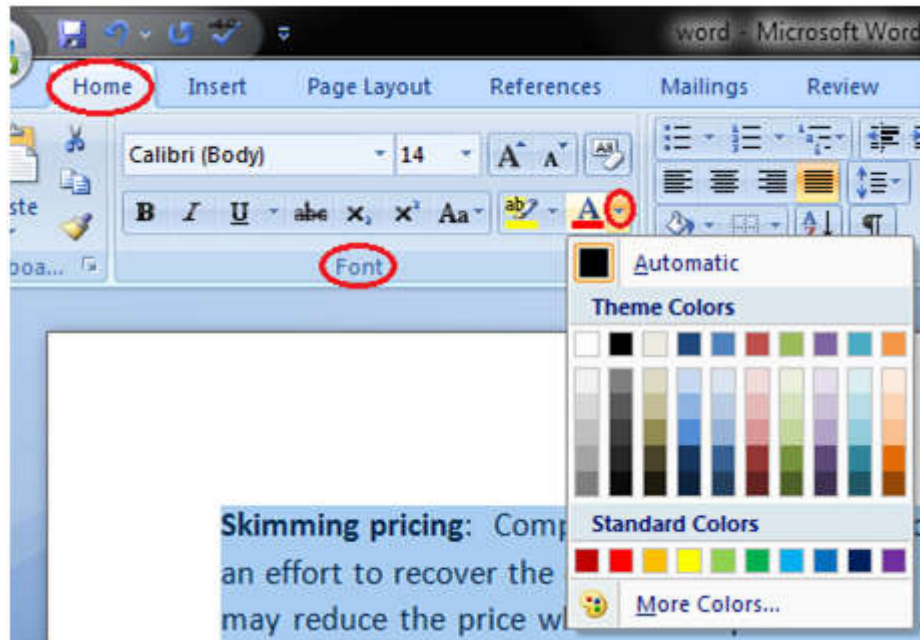
- Select the text you want to modify
- Select the Home tab and locate the Font group
- Click the drop-down arrow next to font style box
- Font style menu appears
- With a left click select the desired font style
- If you want to change the font to bold or italic, click the 'B' or 'I' icons on the format bar.



### 1.10 How to Format Font Color in MS Word:

MS Word allows you to change the Font color of your text. If you want to emphasize a particular word or phrase, you can change its font color. The basic steps to change the Font color are given below;

- Select the text you want to modify
- In Home tab locate the Font group
- Click the drop-down arrow next to Font color button
- Font color menu appears
- Select the desired font color with a left click
- Word will change the Font color of the selected text.



### 1.11 How to Change Text Case in MS Word:

You can easily change the text case in your document by following the steps given below;

- Select the text you want to change
- In Home tab locate the Font group
- Click the drop-down arrow in 'Change Case' button
- It displays text case menu
- Select the desired case with a left click

The case menu offers four options;

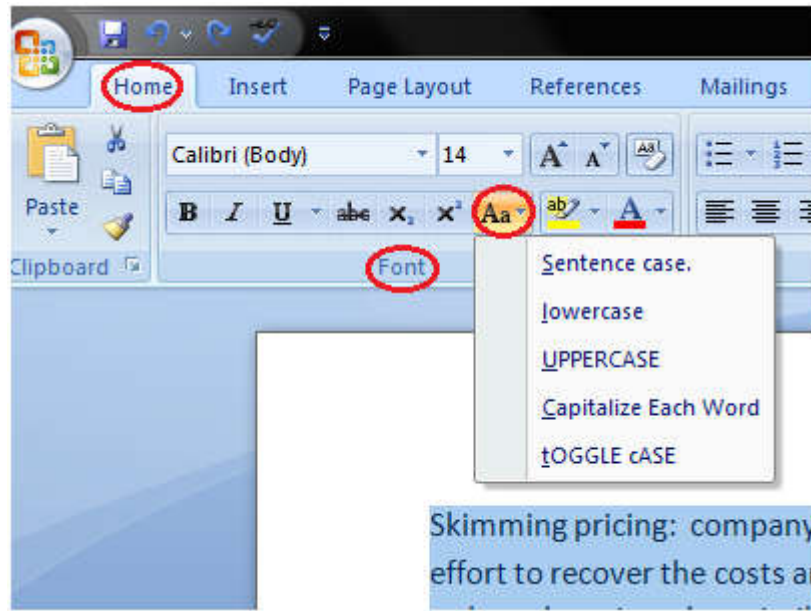
**Sentence case:** It capitalizes the first letter of each sentence.

**Lowercase:** It changes the text from uppercase to lowercase.

**Uppercase:** It capitalizes all the all letters of your text.

**Capitalize Each Word:** It capitalizes the first letter of each word.

**Toggle Case:** It allows you to shift between two case views, e.g. to shift between Capitalize Each Word and cAPITALIZEeACHwORD .



### 1.12 How to Change Text Alignment in MS Word:

You can change the text alignment in your document to make it more presentable and readable. The basic steps to change the text alignment are given below;

- Select the content you want to modify
- In Home tab locate the Paragraph group
- It has four alignment options ;

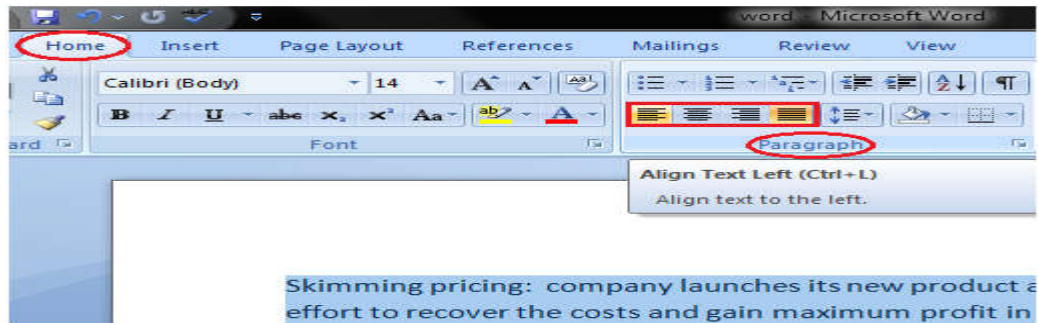
**Align Text Left:** Aligns the text towards left margin

**Center:** Brings the text at centre

**Align Text Right:** Aligns the text towards right margin

**Justify:** Aligns the text to both left and right margins

- Select the desired alignment option with a left click



### 1.13 How to Insert a Text Box in MS Word:

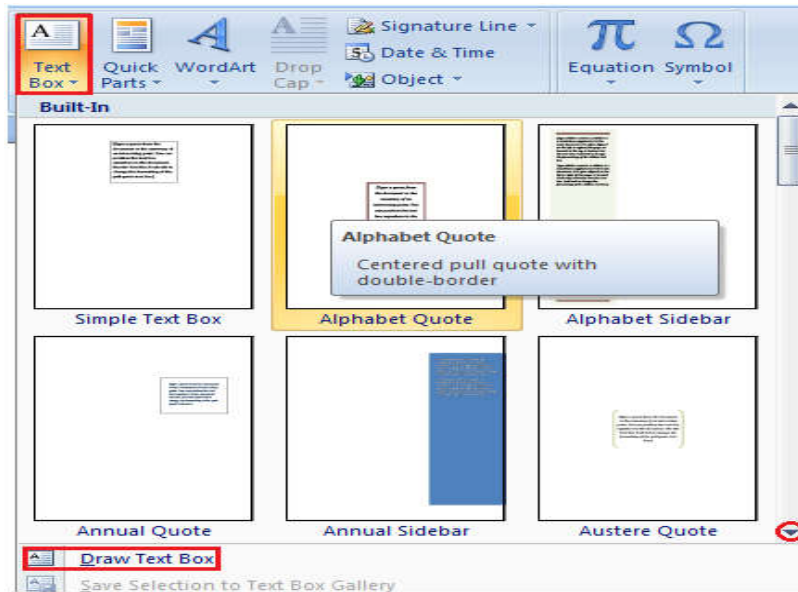
Text box allows you to control the position of a block of text in your document. You can also format them with borders and shading. The two commonly used methods to insert Text Boxes are given below:

Method 1:

- Select the Insert tab
- Locate the Text group
- Click the Text Box button
- It displays Built-In text box menu and an option to draw table
- With a left click select the desired text box format from the menu

Method 2:

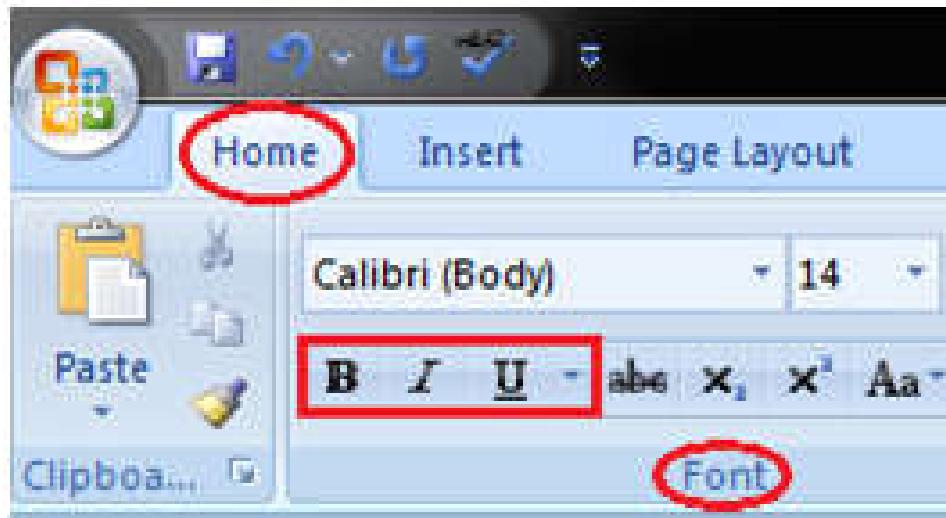
- Select 'Draw Text Box' option
- A cross shaped cursor appears
- Left click the mouse and holding it down drag it to draw the box of desired dimensions



#### 1.14 Bold, Italic and Underline Commands in MS Word:

These commands are given in the Font group in the Home tab. Their functions are given below;

- **Bold:** It allows you to Bold the text of your document
- **Italic:** It allows you to Italicize the text of your document
- **Underline:** It allows you to underline the text of your document



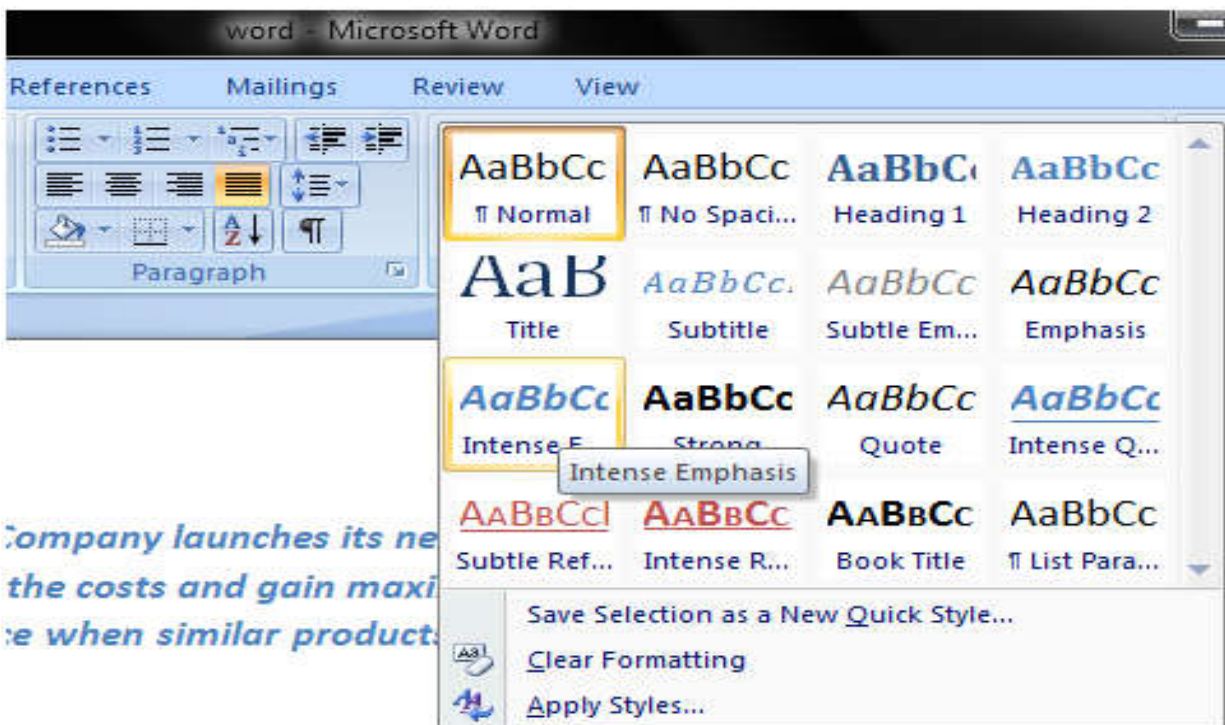
## 1.15 How to Apply Style in MS Word:

You can create professional and presentable documents in MS Word by applying different styles. The basic steps to apply a style in a document are listed below;

- Select the text to which you want to apply the style
- Select the Home tab
- In Styles group you will see different styles;



- To view more styles click the drop-down arrow
- It displays style menu
- Select the desired style with a left-click

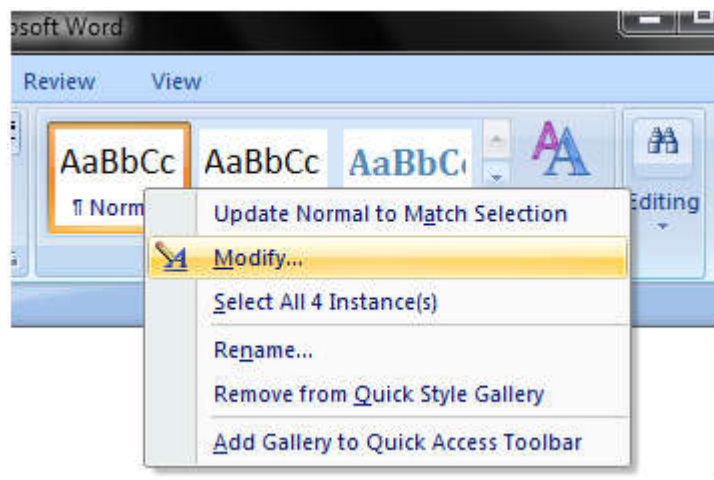




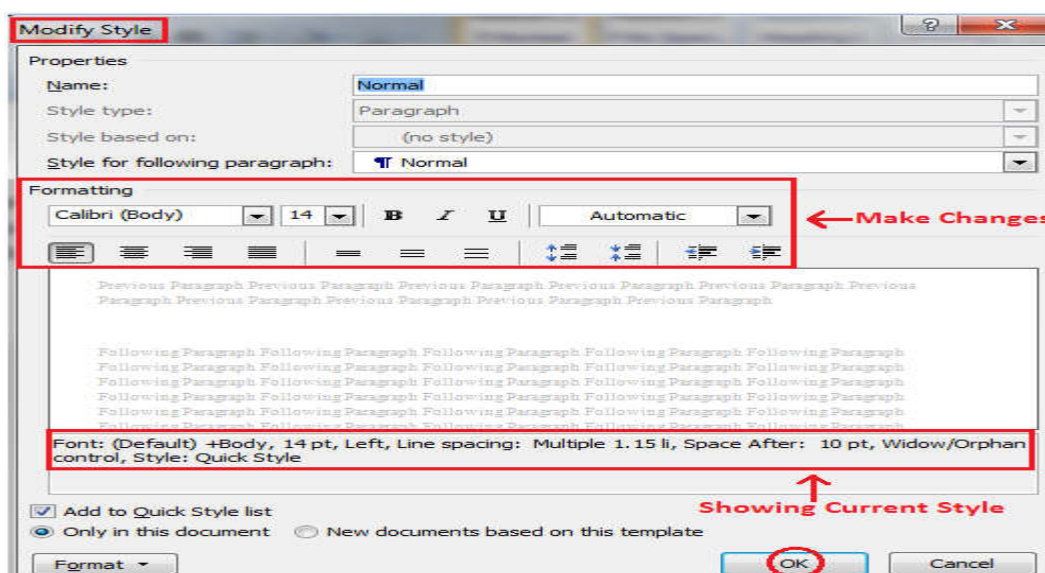
## 1.16 How to Customize Style in MS Word:

If you are looking for formatting options that are not given in the built-in styles, you can modify or customize an existing style to fulfill your needs. The steps to customize a style are as follows;

- Select the style that you want to modify
- Right click the mouse
- It displays a list of different commands
- Select the 'Modify' option;



- 'Modify Style' dialogue box appears



\*\*MS Word\*\*

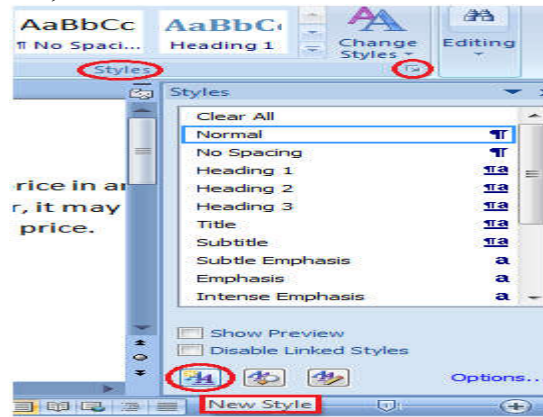
- Make the desired changes to formatting
- Click OK to apply the changes to style

### 1.17 How to Create New Style in MS Word:

You can add new styles to your list of styles, i.e. Word allows you to set the styles for font, figure, paragraph, etc. It helps you to keep consistency in all the documents of a topic or subject. The steps to create new styles are given below;

#### Select the Home tab

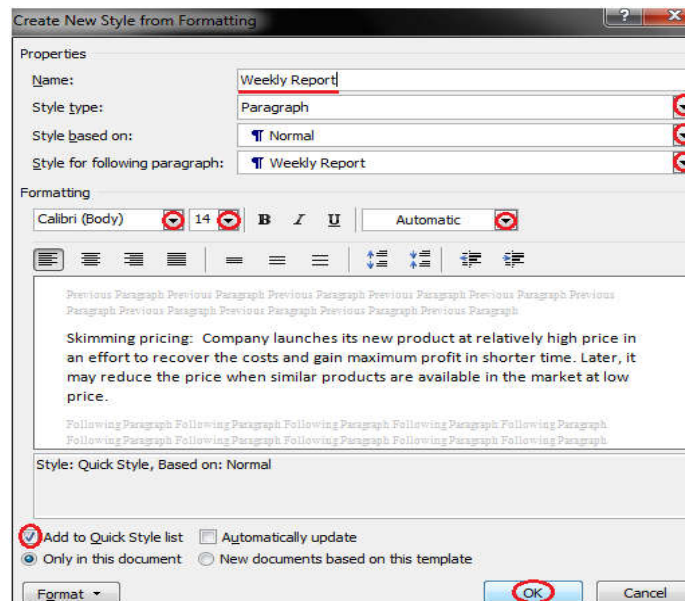
In Styles group click the arrow at the right bottom corner of the group  
It displays the 'Styles' task pane;



In 'Styles' task pane click the 'New Style' button

It displays 'Create New Style from Formatting' dialogue box;

- Enter the name for new style and make all the desired changes
- Click OK, the new style will be added to the list of styles

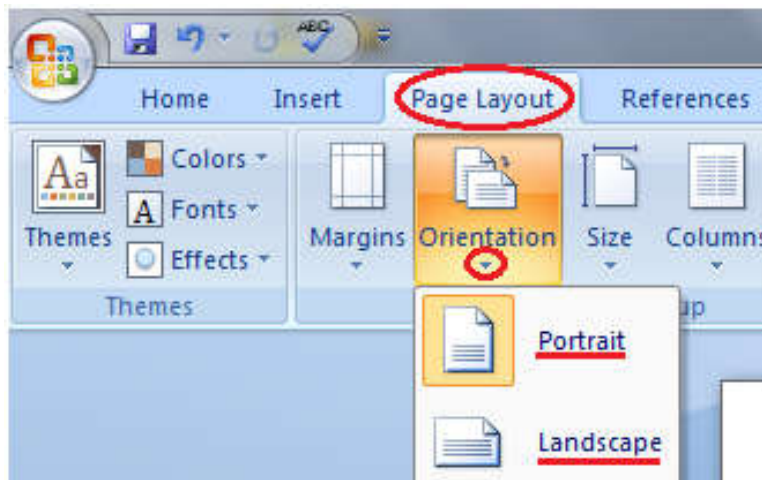


\*\*MS Word\*\*

### 1.18 How to Change Page Orientation in MS Word:

Page Orientation refers to the direction in which a document is displayed. It is of two types; portrait (vertical) and landscape (horizontal). The default orientation is portrait; it can be changed to landscape by following these steps;

- Select the Page Layout tab
- Locate the Page Setup group
- In Page Setup group click the Orientation command
- It displays two options, Portrait and Landscape
- Select the desired page orientation



### 1.19 How to Change Page Size in MS Word:

The default paper size in Word is 8.5 x 11 inches which easily fits in printers. This size is not fixed; you can change it if you want a document with different paper size. The steps to change the paper size are given below;

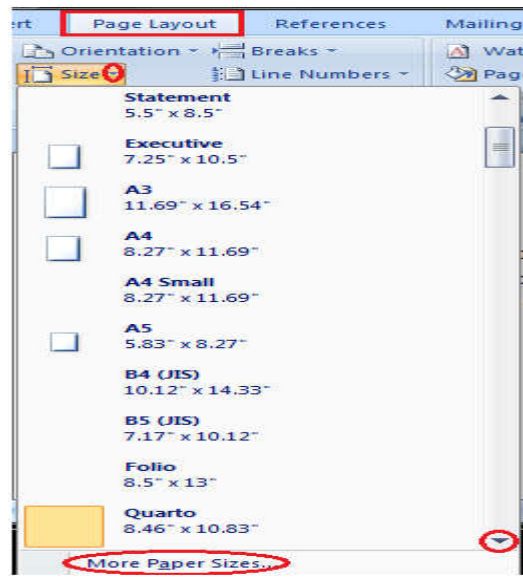
#### **Click the Page Layout tab**

In Page Setup group click the Size command

Paper size menu will appear

With a left click select the desired paper size

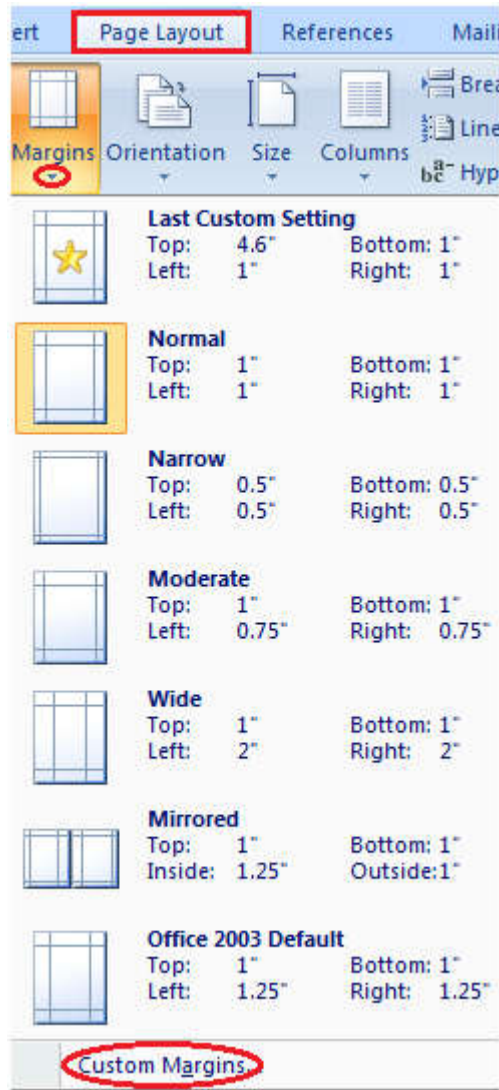
To customize page size click the 'More Paper Sizes' option



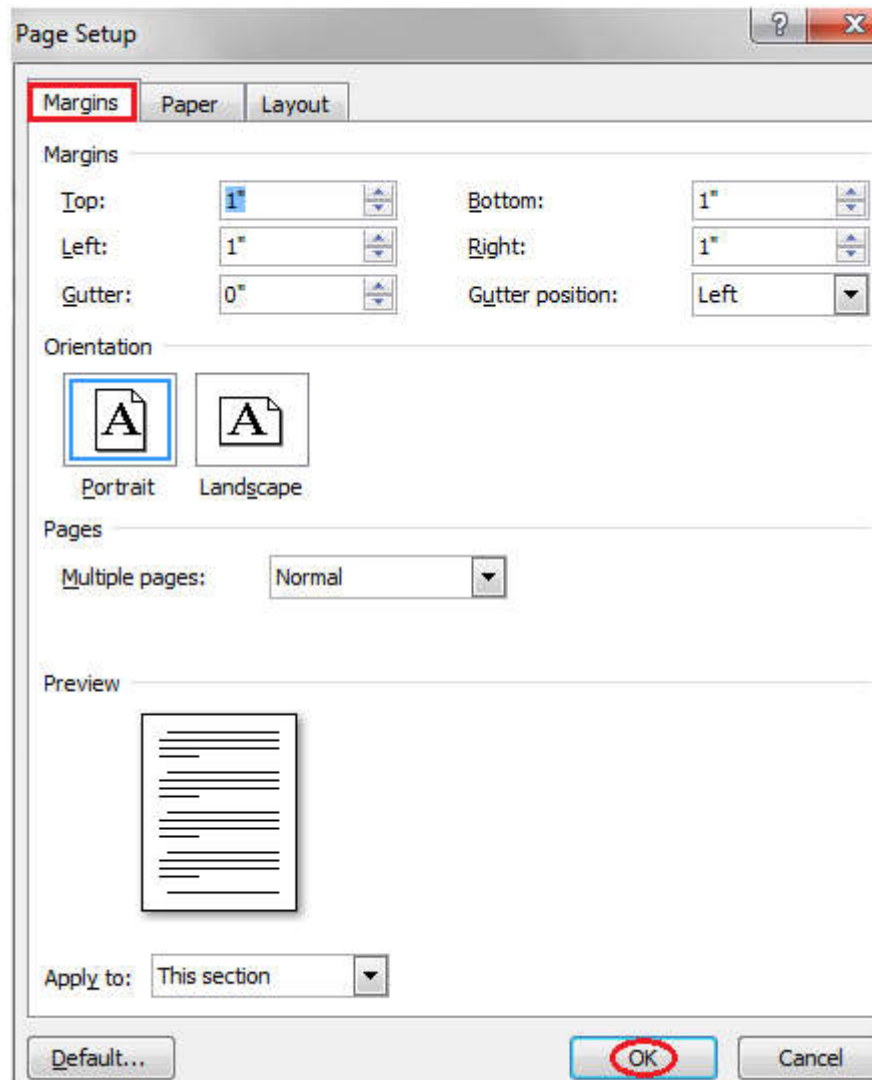
## 1.20 How to Change Page Margins in MS Word:

The margin is the space between the text and border of a document. By default, it is a one-inch space. Depending on your needs, it can be changed by following the below-listed steps;

- Select the Page Layout tab
- In Page Setup group click the Margins command
- A list of Margins appears
- Select the desired Margin with a left click



To customize Margins select 'Custom Margins'. It displays a 'Page Setup' dialog box. Enter the desired margin size and click Ok.



### 1.21 How to Insert Page Break in MS Word:

Word inserts a page break at the end of each page. It also allows you to insert a page break at some other place in the document. The steps to insert page break are given below;

- Place the cursor where you want to insert the break
- Select the Page Layout tab
- In Page Setup group click the 'Breaks' command
- A list of Page Breaks appears
- With a left click select the desired page break from the list

**\*\*MS Word\*\***

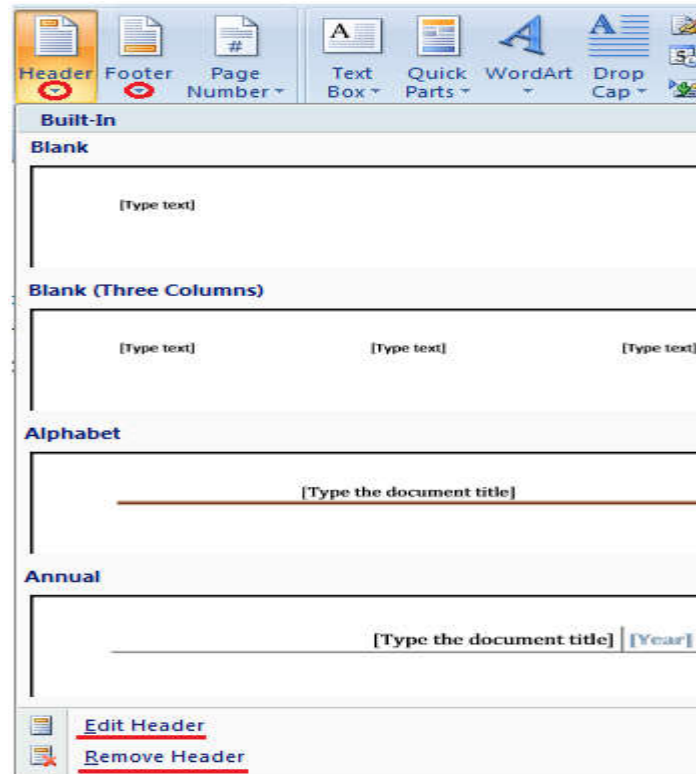


### 1.22 How to Insert Header and Footer in MS Word:

Header and Footer allow you to add additional information like dates, file names, page numbers at the top or bottom of your document. The basic steps to set up a header and footer are given below;

- Select the Insert tab
- Locate the Header & Footer group
- It shows Header and Footer commands
- As required click either Header or Footer command
- It displays a list of built in Header or Footer options
- Select the desired option

**\*\*MS Word\*\***



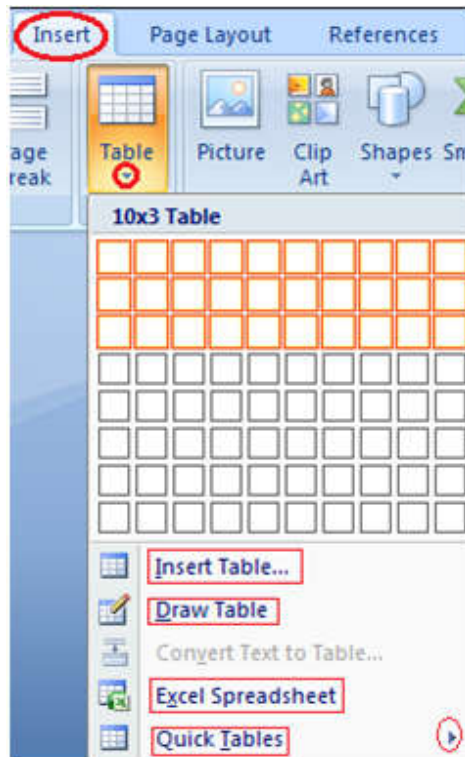
### 1.23 How to Insert Table in MS Word:

Table is a versatile tool of MS Word. It allows you to organize your information, i.e. you can align text, present numerical data and create forms and calendar. The steps to insert table are given below;

- Place the cursor where you want to insert the table
- Select the Insert tab
- In Tables group click the Table command
- It displays different options to insert the table
- Select the desired option to insert the table

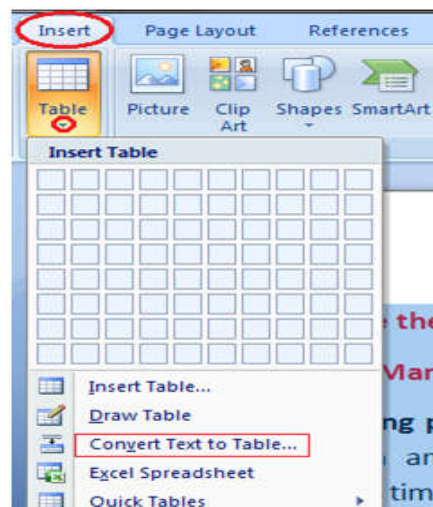


**\*\*MS Word\*\***



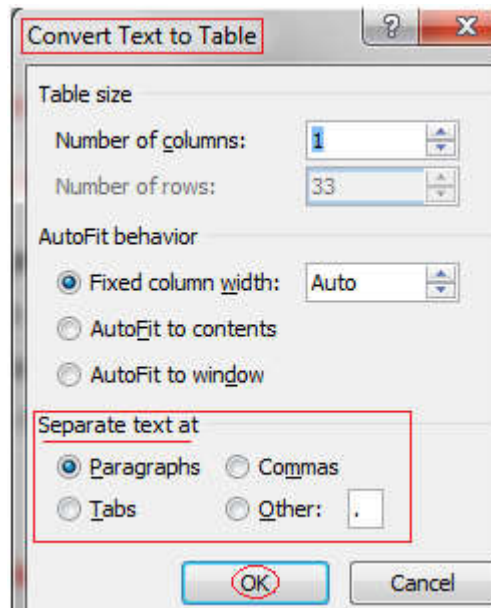
#### 1.24 To Convert Text to Table:

- Select the text
- Select the Insert tab
- In Tables group click the Table command
- Select the 'Convert Text to Table' option;



**\*\*MS Word\*\***

- It displays a dialog box
- In 'Separate text at' section select the desired option
- Click OK, the text will convert to a table

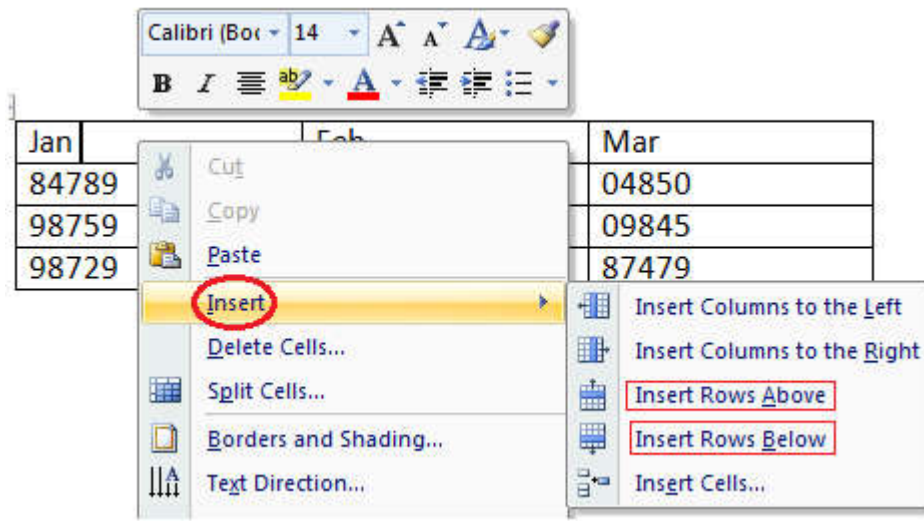


#### 1.25 How to Add Row in Table:

If you want to increase or add a new row in your table, you can follow the steps given below;

- Place the cursor in a row above or below which you want to add row
- Right click the mouse
- A menu appears
- Place the arrow over Insert option
- It will display a menu
- As required select 'Insert Rows Above' or 'Insert Rows Below'

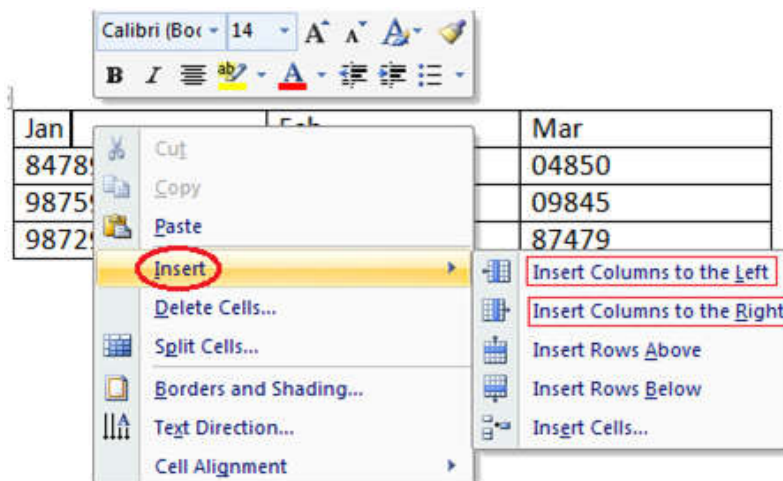
**\*\*MS Word\*\***



## 1.26 How to Add Column in Table:

If you want to increase or add a new column in your table, you can follow these steps;

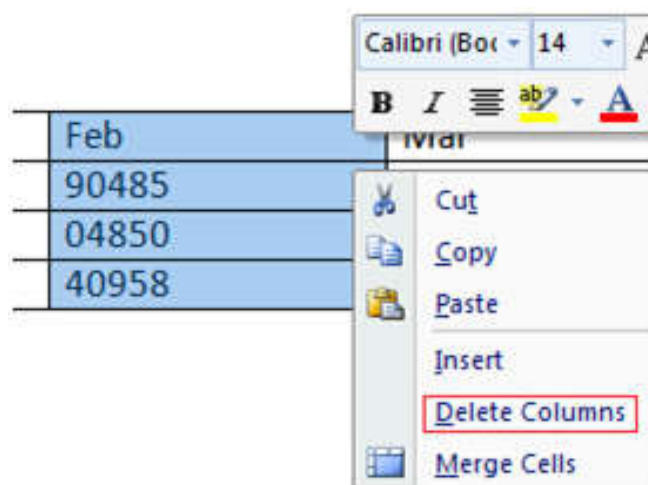
- Place the cursor in the column adjacent to which you want to add the column
- Right click the mouse
- It displays a menu
- Place the arrow over Insert option
- It shows a list of commands
- As required select 'Insert Columns to the Right' or 'Insert Columns to the Left'



## 1.27 How to Delete Column or Row in Table:

The table command also allows you to delete a column or row in your table. You can delete the unwanted columns or rows by following these steps;

- Select the column or row of the table
- Right click the mouse
- A menu appears
- As required select 'Delete Columns' or 'Delete Rows'



### **ENGS-101TS-3: MS Power Point**

- Identify the names and functions of the PowerPoint interface.
- Create, edit, save, and print presentations.
- Format presentations.
- Add a graphic to a presentation.
- Create and manipulate simple slide shows with outlines and notes.
- Create slide presentations that include text, graphics, animation, and transitions.
- Use design layouts and templates for presentations.
- Create a PowerPoint presentation.

#### **1. Getting Started:**

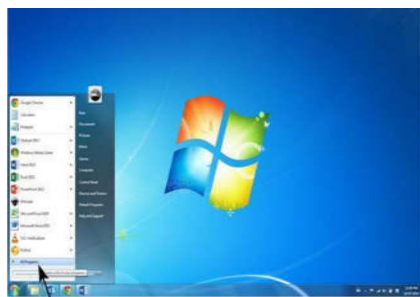
Step 1: Click the Start button.

Step 2: Click All Programs option from the menu.

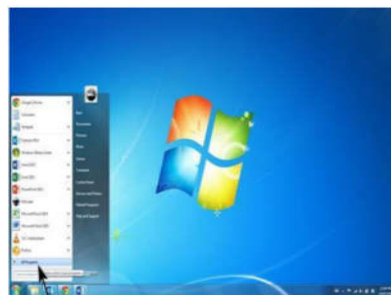
Step 3: Search for Microsoft Office from the sub menu and click it.

Step 4: Search for Microsoft PowerPoint from the submenu and click it.

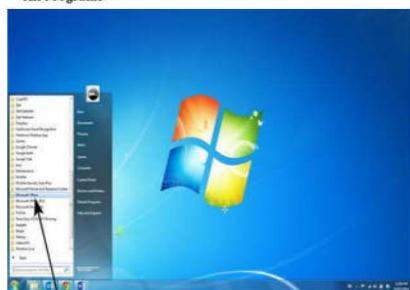
This will launch the Microsoft PowerPoint 2010 application and you will see the following presentation window at figure 1(e)



All Programs



All Programs



Microsoft Office

Figure: 1(a)

Figure: 1(b)

Figure: 1(c)



Microsoft PowerPoint 2010

Figure: 1(d)

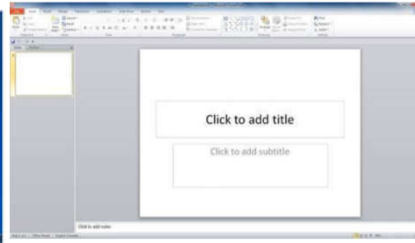
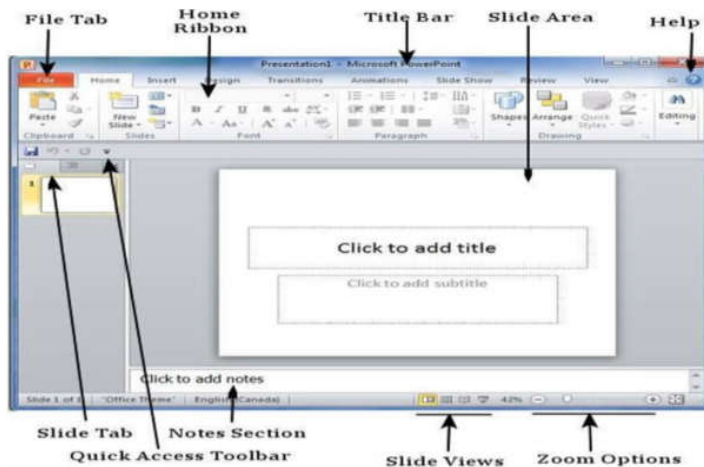


Figure: 1(e)

## 2. Power Point – Exploring Windows:

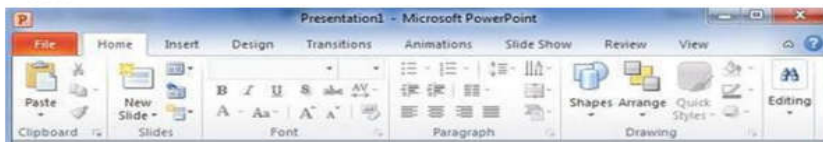
The following screenshot shows the various areas in a standard PowerPoint file. It is important to familiarize yourself with these areas as it makes learning and using PowerPoint easier.



### File Tab:

This tab opens the Backstage view which basically allows you to manage the file and settings in PowerPoint. You can save presentations, open existing ones and create new presentations based on blank or predefined templates. The other file related operations can also be executed from this view.

### Ribbon



The ribbon contains three components:

- **Tabs:** They appear across the top of the Ribbon and contain groups of related commands. Home, Insert, Page Layout is examples of ribbon tabs.
- **Groups:** They organize related commands; each group name appears below the group on the Ribbon. For example, a group of commands related to fonts or a group of commands related to alignment, etc.
- **Commands:** Commands appear within each group as mentioned above.

## Title Bar:

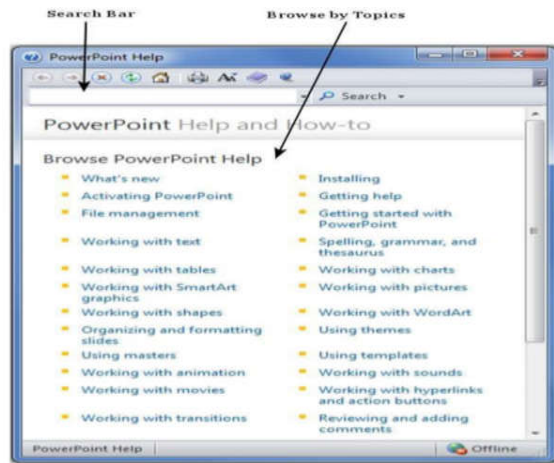
This is the top section of the window. It shows the name of the file followed by the name of the program which in this case is Microsoft PowerPoint.

## Slide Area:

This is the area where the actual slide is created and edited. You can add, edit and delete text, images, shapes and multimedia in this section.

## Help:

The Help Icon can be used to get PowerPoint related help anytime you need. Clicking on the "?" opens the PowerPoint Help window where you have a list of common topics to browse from. You can also search for specific topics from the search bar at the top.



## Zoom Options:

The zoom control lets you zoom in for a closer look at your text. The zoom control consists of a slider that you can slide left or right to zoom in or out, you can click on the - and + buttons to increase or decrease the zoom factor. The maximum zoom supported by PowerPoint is 400% and the 100% is indicated by the mark in the middle.

## Slide Views:

The group of four buttons located to the left of the Zoom control, near the bottom of the screen, lets you switch between PowerPoint views.

- **Normal Layout view:** This displays page in normal view with the slide on the right and a list of thumbnails to the left. This view allows you to edit individual slides and also rearrange them.
- **Slide Sorter view:** This displays all the slides as a matrix. This view only allows you to rearrange the slides but not edit the contents of each slide.
- **Reading View:** This view is like a slideshow with access to the Windows task bar in case you need to switch windows. However, like the slideshow you cannot edit anything in this view.

## Notes Section:

This section allows you to add notes for the presentation. These notes will not be displayed on the screen during the presentation; these are just quick reference for the presenter.

## Quick Access Toolbar:

The Quick Access Toolbar is located just under the ribbon. This toolbar offers a convenient place to group the most commonly used commands in PowerPoint. You can customize this toolbar to suit your needs.

## Slide Tab:

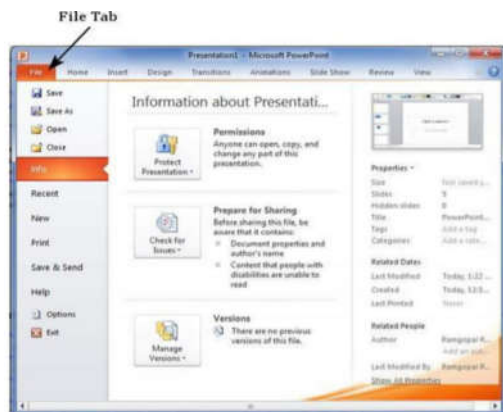
This section is available only in the Normal view. It displays all the slides in sequence. You can add, delete and reorder slides from this section.

## 3. PowerPoint - Backstage View

In Office, Microsoft replaced the traditional file menu with the new Backstage view. This view not only offers all the menu items under the file menu, but additional details which makes management of your files a lot easier.

## Accessing Backstage View:

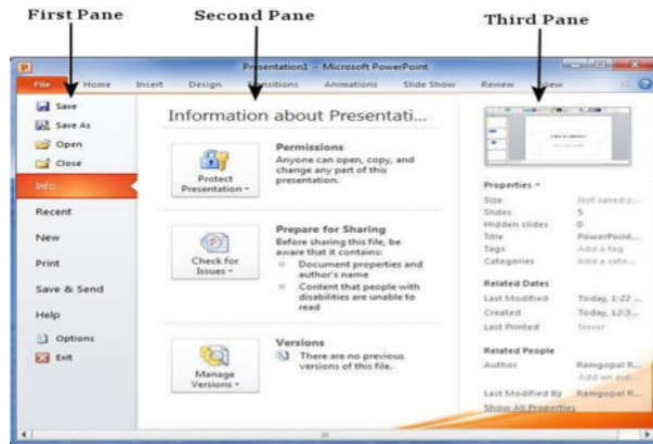
You can access the Backstage view simply by clicking on the File tab. You can exit this view by clicking on any tab (including the File tab again). You can also press the 'Esc' button on the keyboard.



## Organization of Backstage View:

The backstage view has three sections or panes.





- **First Pane:** This is the commands pane which consists of all the commands you would typically find in the file menu of older versions. You also have the Options menu which lets you edit the options on the program like customizing the ribbon.

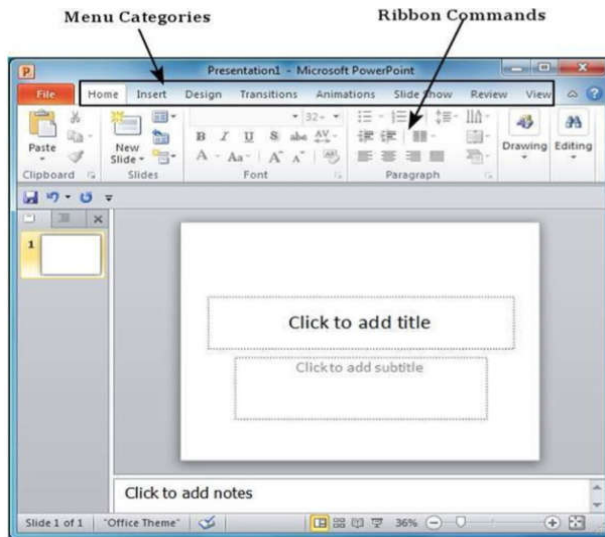
Various commands under the first pane are described in the table below:

Command	Description
Save	This allows you to save a new file or an existing file in standard format. If you are working on a previously saved file this will save the new changes in the same file format. If you are working on a new file, this command would be similar to the Save As command.
Save As	Allows you to specify the file name and the file type before saving the file.
Open	Allows you to open new PowerPoint files.
Close	Allows you to close an existing file.
Info	Displays the information about the current file.
Recent	Lists series of recently viewed or edited PowerPoint files.
New	Allows you to create a new file using blank or pre-defined templates.
Print	Allows you to select the printer settings and print the presentation.
Save & Send	Allows you to share your presentation with larger audience via emails, web, cloud services, etc.
Help	Provides access to PowerPoint Help.
Options	Allows you to set various options related to PowerPoint program.
Exit	Closes the presentation and exits the program.

- **Second Pane:** This is the subcommands pane. This will list all the commands related to the main command you choose in the first pane. For example, if you select Print in the first pane, you get to choose the printer and adjust the print settings in the second pane.
- **Third Pane:** This is the preview or file information page. Depending on the command and the subcommand you select, this pane will either display the properties of the file or give you a preview of the file.

#### 4. PowerPoint – Creating Presentation

PowerPoint offers a host of tools that will aid you in creating a presentation. These tools are organized logically into various ribbons in PowerPoint. The table below describes the various commands you can access from the different menus.



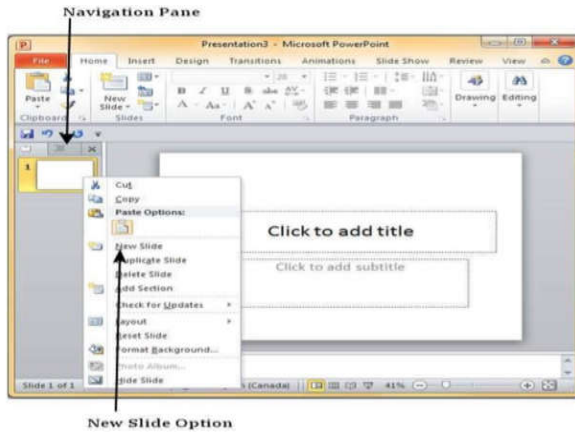
Menu Category	Ribbon Commands
Home	Clipboard functions, manipulating slides, fonts, paragraph settings, drawing objects and editing functions
Insert	Insert tables, pictures, images, shapes, charts, special texts, multimedia and symbols
Design	Slide setup, slide orientation, presentation themes and background
Transitions	Commands related to slide transitions
Animations	Commands related to animation within the individual slides
Slideshow	Commands related to slideshow set up and previews
Review	Proofing content, language selection, comments and comparing presentations
View	Commands related to presentation views, Master slides, color settings and window arrangements

Besides these depending on the objects selected in the slide, there are other menu tabs that get enabled.

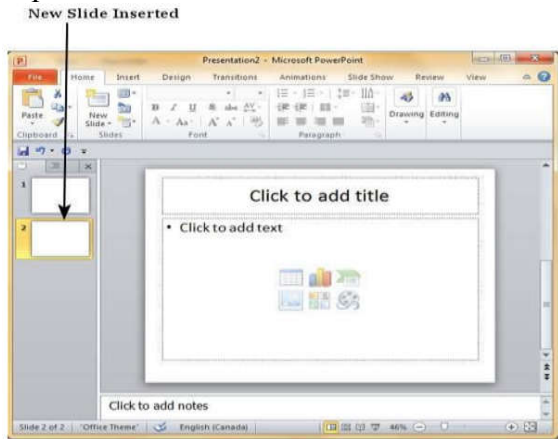
#### 5. PowerPoint – Adding New Slides

In this chapter, we will understand how to add new slides in an existing presentation. Here are the steps that allow you to insert a new slide in the deck:

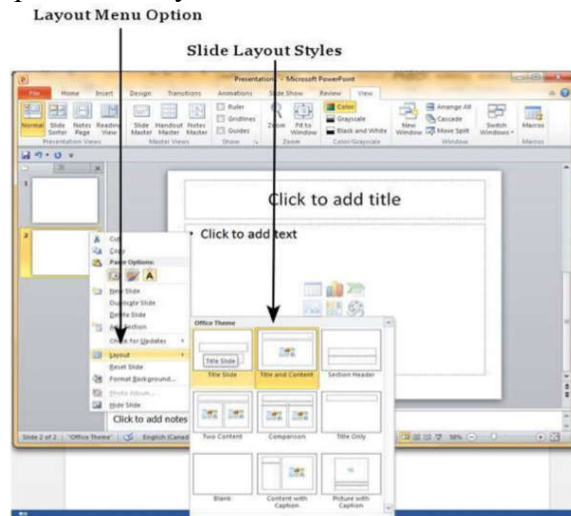
**Step 1:** Right-click in the Navigation Pane under any existing slide and click on the New Slide option.



**Step 2:** The new slide is inserted. You can now change the layout of this slide to suit your design requirements.



**Step 3:** To change the slide layout, right-click on the newly inserted slide and go to the Layout option where you can choose from the existing layout styles available to you.

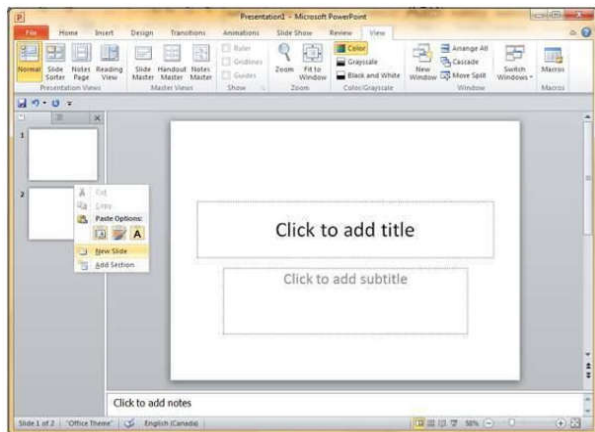


\*\*MS Power Point\*\*

You can follow the same steps to insert a new slide in between existing slides or at the end on the slide list.

When we insert a new slide, it inherits the layout of its previous slide with one exception. If you are inserting a new slide after the first slide (Title slide), the subsequent slide will have the Title and Content layout.

You will also notice that if you right-click in the first step without selecting any slide the menu options you get are different, although you can insert a new slide from this menu too.



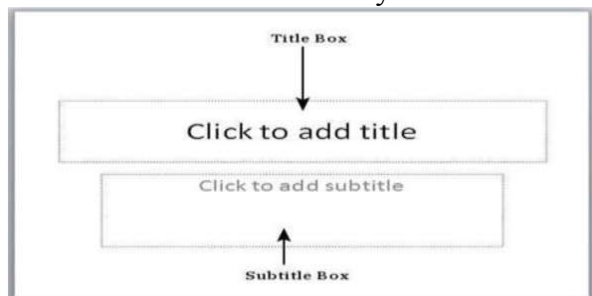
## 6. Power Point — Adding Text in Boxes

PowerPoint allows users to add text to the slide in a well-defined manner to ensure the content is well distributed and easy to read. The procedure to add the text in a PowerPoint slide is always the same - just click in the text box and start typing. The text will follow the default formatting set for the text box, although this formatting can be changed later as required. What changes is the different kinds of content boxes that support text in a PowerPoint slide.

Given below are some of the most common content blocks you will see in PowerPoint.

### **Title Box:**

This is typically found on slides with the title layout and in all the slides that have a title box in them. This box is indicated by "Click to add title".

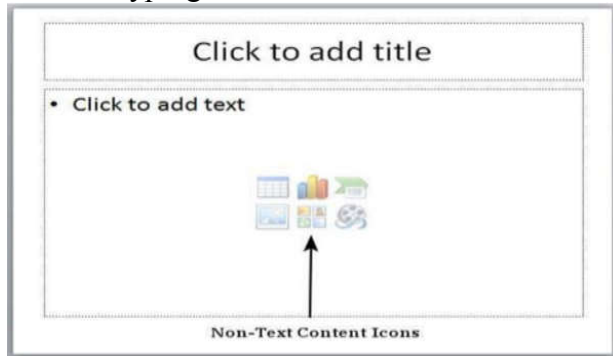


### **Subtitle Box:**

This is found only in slides with the Title layout. This is indicated by "Click to add subtitle".

### **Content Box:**

This is found in most of the slides that have a placeholder for adding content. This is indicated by "Click to add text". As you can see, this box allows you to add text as well as non-text content. To add text to such a box, click anywhere on the box, except on one of the content icons in the center and start typing.



### **Text Only Box:**

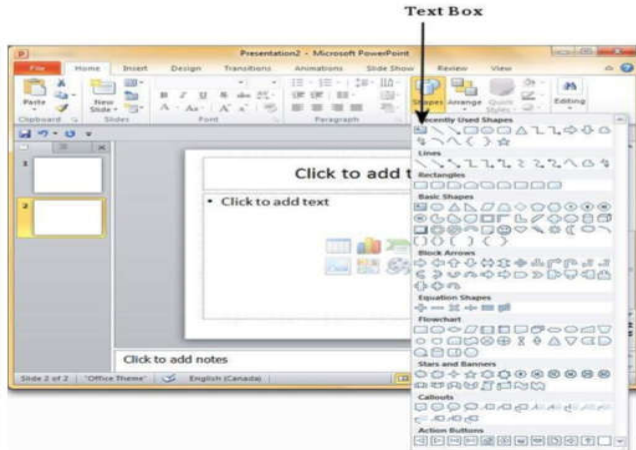
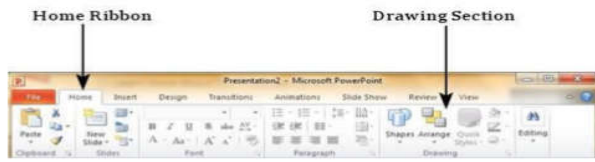
This is not a default content box available in PowerPoint, but you can create it using Slide Master, if required. This is also indicated by "Click to add text". The only difference between the Text Only Box and the Content Box is that the former only supports text in the content area.



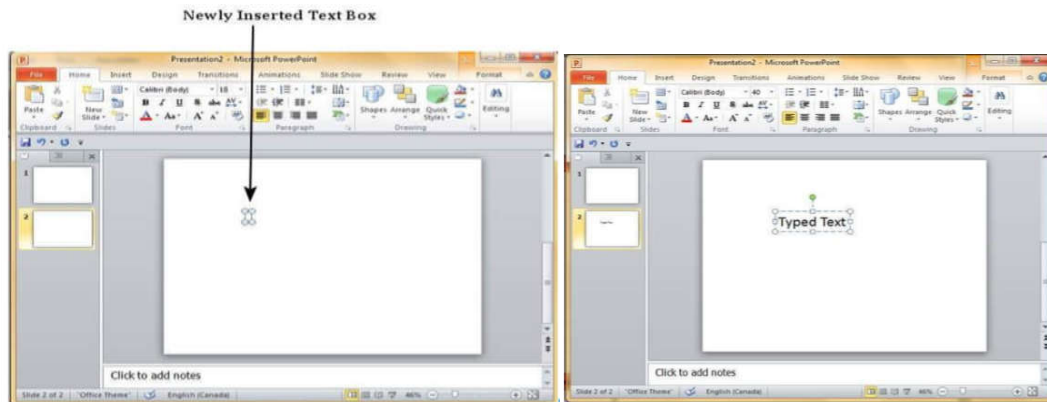
## **7. Power Point — Adding New Text Boxes**

This chapter will teach you how to add new text boxes in a slide. Most of the standard layouts come with the text box option. As mentioned in the previous chapter, text boxes will have "Click to add text" as the default text. Here are the steps to add new text boxes in slide.

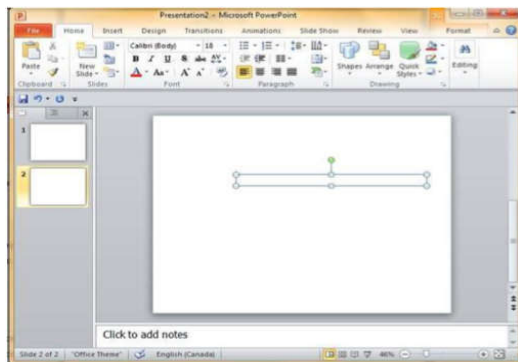
**Step 1:** Click on the Text Box icon in the Home ribbon under the Drawing section.



**Step 2:** You will get the insert text box cursor that looks like an inverted cross.  
**Step 3:** Click to insert a text box. You can now start typing directly into the text box.

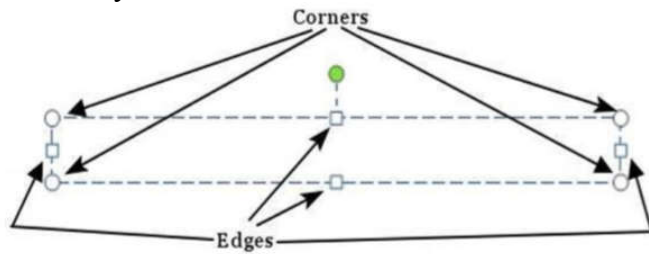


**Step 4:** Alternately, you can click and drag the cursor without releasing the click to create a text box.



**\*\*MS Power Point\*\***

The size of the text box can be adjusted by selecting one of the edges marked by squares or corners marked by circles.

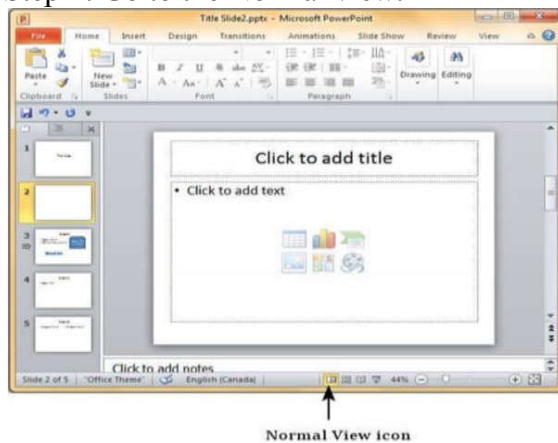


## 8. Power Point – Deleting Existing Slide

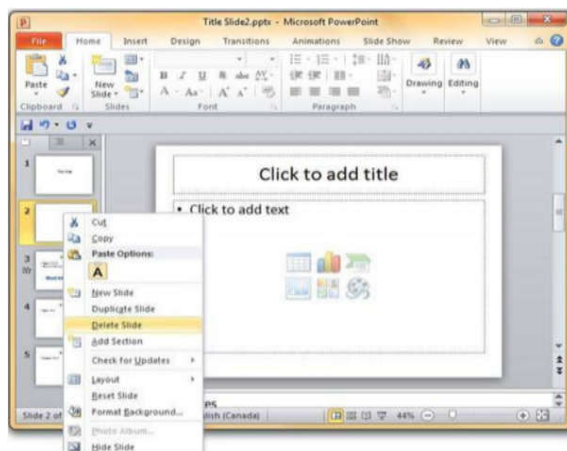
There are times while building a slide deck, you may need to delete some slides. This can be done easily from PowerPoint. You can delete the slides from the Normal view as well as the Slide Sorter view. In each view, you can delete the slides in two ways.

### Deleting from Normal View

Step 1: Go to the Normal view.



Step 2: Right-click on the slide to be deleted and select the Delete Slide option.



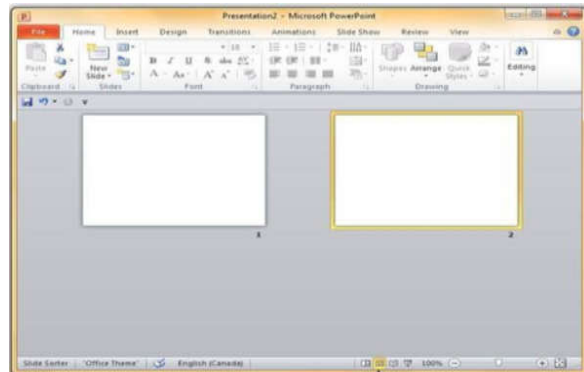
Alternately, you can select the slide and press the Delete button on your key board.

\*\*MS Power Point\*\*

### Deleting from Slide Sorter View:

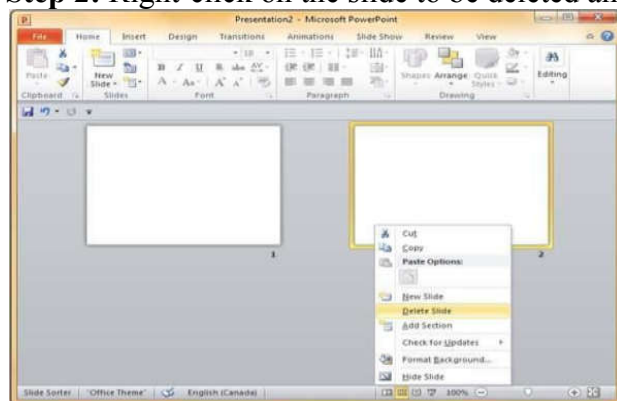
Let us now understand how to deleted slides from the Slide Sorter View.

**Step 1:** Go to the Slide Sorter view.



Slide Sorter View icon

**Step 2:** Right-click on the slide to be deleted and select the Delete Slide option.



Alternately, you can select the slide and press the Delete button on your key board.

## 9. Power Point – Rearranging Slides

Rearranging slides is important when it comes to organizing the overall presentation flow. While it is vital that you get the right content in every slide, it is equally important that you are able to present them in a format that makes it easier for the audience to understand the content too; most times this will require rearranging the slides.

You can rearrange slides from two views in PowerPoint - Normal View and Slide Sorter View. Given below are the steps to rearrange slides from different views.

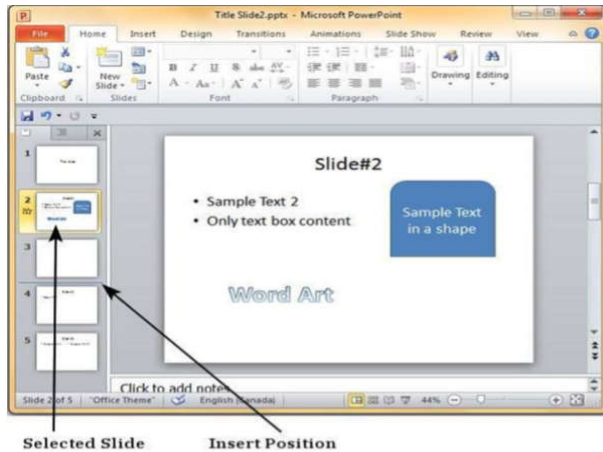
### Normal View:

**Step 1:** Select the slide to be moved

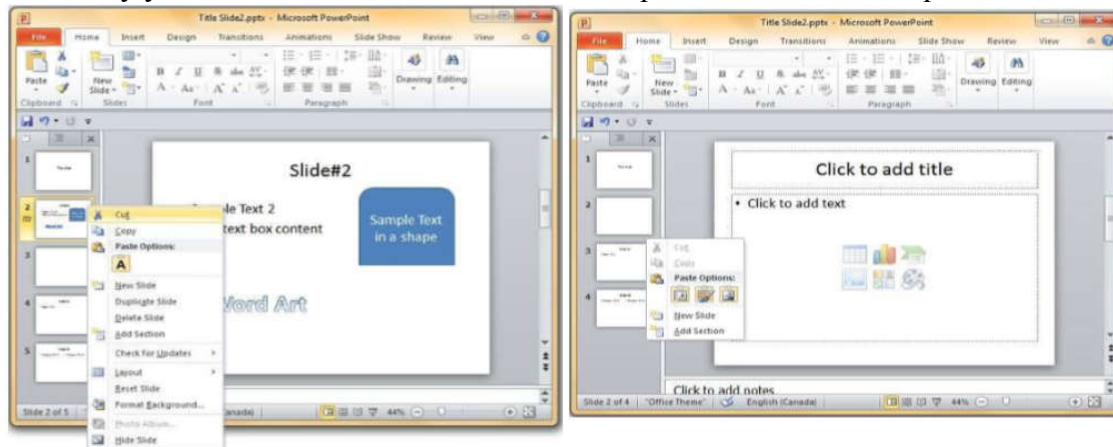
**Step 2:** Left click on the slide and drag it to the position in the sequence where you want to place it. PowerPoint will indicate the insert position with a line in-between existing slides.

\*\*MS Power Point\*\*





**Step 3:** When you get to the right position release the left click button to insert the slide. Alternately you can also cut the selected slide and paste it back in the sequence as shown below.

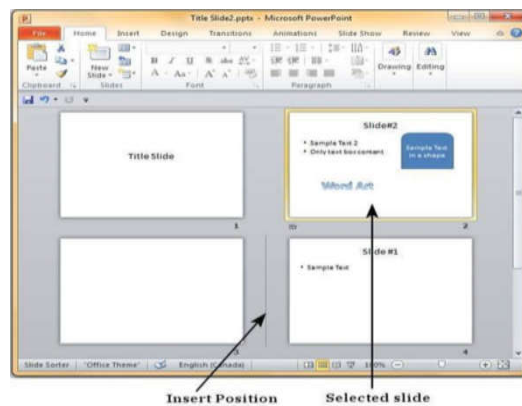


### Slide Sorter View:

Let us now understand how the Slide Sorter View works.

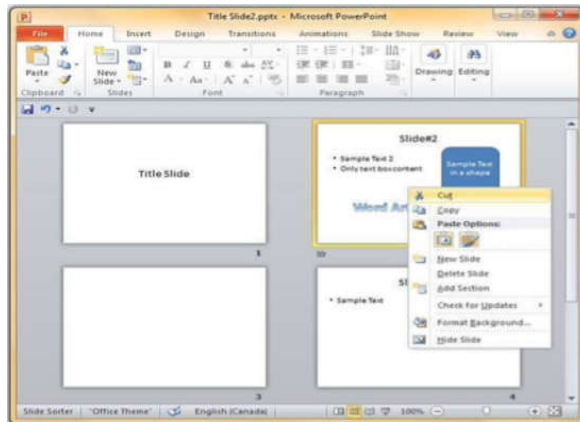
**Step 1:** Select the slide to be moved.

**Step 2:** Left click on the slide and drag it to the position in the sequence where you want to place it. PowerPoint will indicate the insert position with a line in-between existing slides.



**\*\*MS Power Point\*\***

**Step 3:** When you get to the right position, release the left click button to insert the slide  
Alternately you can also cut the selected slide and paste it back in the sequence as shown below.



-----The End-----

#### **ENGS-101TS-4: Installing Operating System and Utility Software:**

By accomplishing this part, students should be able to:

- Install and run different types of operating system
- Install and run different types of utility software.




## **Installing Operating System**

### **Objective:**

Introducing students how to set up operating system in Laptops, Desktops etc. We will install Windows and Linux Operating System.

### **Outcome:**

1. Will be able to set up operating system in a new or used pc.
2. Will be able to set up Linux and Windows.

<b>Skill/Requirement</b>	<b>Physical Appearance</b>	<b>Procedure</b>	<b>Links</b>
Some of Operating Systems		Follow the instructions given in the link below and try it by yourself on your computer.	Windows: <a href="https://www.windowscentral.com/how-do-clean-installation-windows-10">https://www.windowscentral.com/how-do-clean-installation-windows-10</a> Linux: <a href="https://www.inf.uva.es/en/instalacion-del-sistema-operativo-linux/">https://www.inf.uva.es/en/instalacion-del-sistema-operativo-linux/</a>
Windows Operating System			
Linux Operating System			

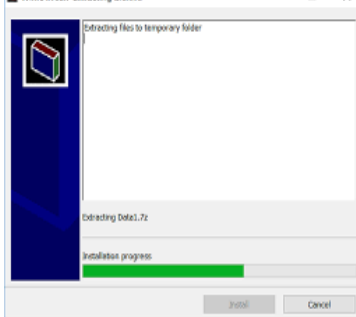
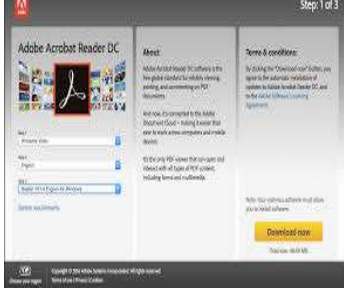
## **Utility Software Installation- Uninstallation.**

### **Objective:**

Introducing students how to install utility software like adobe, Avro, media player etc.

**Outcome:**

1. Will be able to Install utility software in Computer.
2. Will be able to Uninstall utility software from computer.

Skill/Requirement	Physical Appearance	Procedure	Links
<p>Installing Utility software.</p>		<p>Software other than system software is called utility software. There are so many utility software. Installation process of them are almost same. So I have added an example of installation process: Please follow the link.</p>	<p><b>Installation:</b>  <a href="https://www.computerhope.com/issues/ch000561.htm">https://www.computerhope.com/issues/ch000561.htm</a>  <b>Un-installation:</b>  <a href="https://www.softwarehouse.com/uninstall-programs-windows/">https://www.softwarehouse.com/uninstall-programs-windows/</a></p>
<p>Installing Adobe</p>			

**ENGS-101 TS-5: Mailing skill:**

By accomplishing this skill, students should be able to:

- Open email account,

- Attachment file, CC, BCC, in mail.
- Use Google Drive and YouTube Channel,
- Convert word file to PDF, PDF to word, and usage of team viewer.


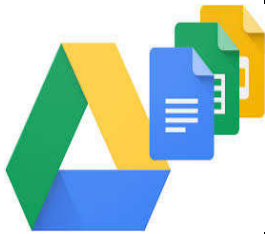
**Objective:**

Introducing student how to use email account and Google drive.

**Task:** Students have to learn usage of Email and Google Drive.

**Outcome:**

1. Opening E-mail account.
2. Sending and receiving email with appropriate subject and notations.
3. Uploading file into google drive.
4. Downloading file from google drive.
5. Managing google drive and email.

Skill/Requirement	Physical Appearance	Procedure	Links
Electronic Mail		Email (electronic mail) is a way to send and receive messages across the Internet. Managing E-mail please follow the link below.	<p><b>E-mail:</b>  <a href="https://support.google.com/a/users/answer/9259846#1.4">https://support.google.com/a/users/answer/9259846#1.4</a></p> <p><b>Google Drive:</b>  <a href="https://support.google.com/drive/answer/2424384?co=GENIE.Platform%3DDesktop&amp;hl=en">https://support.google.com/drive/answer/2424384?co=GENIE.Platform%3DDesktop&amp;hl=en</a></p>
Google Drive			

**ENGS-101TS-6: PC Assembling and Disassembling:**

By accomplishing this skill, students should be able to:

- Assemble different parts of a PC like power supply, motherboard, processor, ram, storage, hdd, sdd, optical drive, gpu, sound card, keyboard, mouse, monitor, etc.
- Disassemble various parts of a PC

**Objective:**






Introduction to Computer Assembling and Dis-assembling and their uses in day to day task of a Computer Engineer.

**Task:**

Students will learn how to assemble and dis-assemble a computer for any kind of office using computer.

**Outcome:**

- a. Familiarization with basic parts of a modern computer.
- b. Knowledge about RAM, ROM etc.
- c. Knowledge about Hard Disk.
- d. Knowledge about Monitor.
- e. Knowledge about PCB mother board.

Skill/Requirements	Physical Appearance	Working Principal	Links
Computer Monitor		Modern computers become more affordable when users supplement their monetary investment with a few hours of effort. This computer build will be very basic and will be the minimum hardware necessary to have a functional system. After you have all of the parts and materials needed, it will take between 2 and 4 hours to assemble your computer and you will need to be able to use simple hand tools, such as a screwdriver and a pair of pliers.  <b>Since some of hardware is very sensitive so you have to be careful while assembling or dis-assembling</b>	<a href="https://www.instructables.com/id/How-To-Assemble-A-Basic-Desktop-PC/">https://www.instructables.com/id/How-To-Assemble-A-Basic-Desktop-PC/</a>
RAM			
Hard Disk			
Mother Board			
Processor			
Safety measurement			

**ENGS-101TS-7: Printer Set up, File sharing**

By accomplishing this part, students should be able to:

- Set up a printer

- Share file through LAN,MAN,WAN

## Setting Up Printer and Sharing with more than one device.

### Objective:


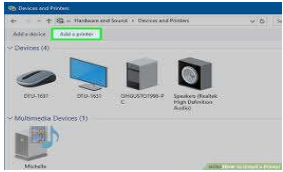


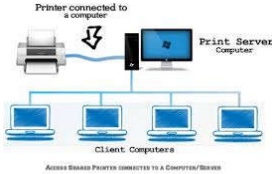
Introducing students how to setup a printer and share with more than one device.

### Task:

Student will learn setting up printer and be able to share it with devices.

### Outcome:

1. Students will be able to Setting up a new printer with PC.
2. Students will be able to Setting up wireless printer, Bluetooth printer.
3. Students will be able to Sharing printer with devices.

Skill/Requirement	Physical Appearance	Procedure	Links
Printer		Here are the basic steps you'll follow to set up almost any printer.	<a href="https://support.microsoft.com/en-us/help/17420/windows-printer-problems">https://support.microsoft.com/en-us/help/17420/windows-printer-problems</a>
Install Local Printer			
Install Wireless Printer			
Install Bluetooth Printer			
Sharing a printer in a Home Group			

### Presentation Week

Presentation week will be arranged for every level. By accomplishing this part, students should be able to:

- Achieve communicationskills

- Enhance confidencelevel
- Improve bodygesture
- Develop PowerPointSkills
- Increase EnglishFluency
- Progress Eye Contact



## Assessment Process:



### **Step One - Practical/Demonstration**

#### **Result criteria: Fail or Pass**

This is a very vital process of evaluation. Every student must pass this step. Otherwise he/she can not move the next level. Basically, in this stage, students will show practically what they have learnt on this level.

**EX:** Suppose, students are learning English typing 25 words per minute. Now during evaluation, assessor will see whether students are capable to type 25 words per minute or not. If any student cannot be able to perform so, he or she will be marked as failure for this level.

**Evaluation Centre:** Computer Lab

#### **Evaluation Criteria:**

- i) Students have to follow the evaluation instructions given on the desktop of computer. Suppose, they will be instructed to write mathematical equation on specific task. Moreover, they are asked for showing the typing capability following the given paragraph.
- ii) Students must perform every instruction given on the assessment time. If any student is not able to perform any single particular task, then she or he will be disqualified for the evaluation process. The judgment benchmark will be 0 or 100. It means failed or passed.
- iii) For the assessment process, there will be more than two assessors in where one must be in external for keeping the transparency on the evaluation process.

### **Step Two – Viva-Voce**

#### **Evaluation Criteria:**

- i) What skills will be learned from students within one level is the syllabus of the Viva- voce. By executing this step, students will be examined that whether the skills they learnt is in satisfactory level or not.
- ii) Assessor including internal as well as external will ask minimum 10 question related to the level one topic. Students have to give answer orally about 80% of the given portion of questions. Below 80% performance will not be acceptable. He or she will be treated as failure

**Part-B**

**Communicative Skill (CS)**

## **ENGS-101 CS-1: Greetings (The art of greetings in English, necessary for communicating with people.)**

### **English Greetings for Professional/Formal Situations:**

There are many situations in which we may need more formal or business professional language in English. Some common examples include:

- ✓ Business meetings & negotiations (ব্যবসায়িক মিটিং এর ক্ষেত্রে)
- ✓ At a job interview (চাকুরির ইন্টারভিউ এর ক্ষেত্রে)
- ✓ Communicating with high-level management (উচ্চ পদস্থ ব্যক্তিবর্গের সাথে কথাপোকথন) Saying hello to the company president or CEO (কোম্পানির বসের সাথে সাক্ষাতে)
- ✓ Showing respect to elderly individuals or people we do not know well (বয়োজর্ষ্ঠদের সম্মান জানানোর ক্ষেত্রে)
- ✓ Meeting new business colleagues (নতুন ব্যবসায়িক সঙ্গীর সাথে মিটিংএ)
- ✓ Communicating with new clients, high-level clients, angry clients (ক্লাইন্ট এর সাথে কথাপোকথন)

### **Good morning / Good afternoon / Good Evening**

*Good morning, everyone. I hope you are doing well this morning.*

### **Hello. How do you do?**

This is not really a “*How are you?*” question. It is really a simple greeting and has a similar meaning to “*Nice to meet you.*”

### **Nice to meet you. / pleased to meet you.**

**A: “*Good morning. How do you do? I’m Josef Rammas with X Company.*”**

**B: “*Pleased to meet you Mr. Rammas.*”**

### **How have you been doing? / How have you been?**

It is a respectful way to ask “*How have you been?*” with someone you have not seen in a long time or someone you do not see every day.

### **English Greetings for Informal Situations:**

Example situations include:

- ✓ In the office with your team and colleagues (অফিসে কলিগদের সাথে)
- ✓ Meeting or a lunch with a regular client (ক্লাইন্ট এর সাথে দুপুরের খাবারের সময় অথবা মিটিং এ)
- ✓ Networking events (নেটওয়ার্কিং ইভেন্টে)

- ✓ Trade show or job fair (চাকরীর ইভেন্ট এ)
- ✓ Conferences (কনফারেন্স এ)
- ✓ Greeting neighbors (প্রতিবেশীর সাথে আলাপচারিতায়)

**Hello / Hi / Hey**

*Lara: Hello, Susan.*

*Susan: Hi, Lara.*

**How are you? / How are you doing? / How is it going?**

*Lara: Fine, thanks. and you?*

*Susan :Great! you?*

*Lara :Hi, Susan – good thanks. How about you?*

*Susan :Doing well. And how have you been?*

*Lara :Not bad. And you? How are you?*

*Susan :Hello, Lara. How are you?\**

**Good to see you. / It's great to see you. / Nice to see you.**

*Lara: Hello, Susan. It's good to see you!*

*Susan :well, it was great to see you. I have to get going. Have a good day. Goodbye.*

**Long-time, no see. / It's been awhile. / When was the last time we saw each other?**

**How have you been? / How have things been going (since I last saw you)? / What have you been up to?**

**A: “Long-time, no see” or “It's been awhile.”**

**B: Great thanks. Did you hear we are moving to California next month?**

**A: Doing well. We've just returned from our summer vacation. And how about you?**

**B: Nothing to complain about! The family is good and work is fine. Just the same old, same old. What about you?**

**ENGS-101 CS-2: How to Ask for, Grant and Refuse Permission (The art of ask, grant or refuse permission in English, necessary for communicating with people.)**

**How to Ask for Permission in English**

*Can I + verb (very informal)*

***Can I go out tonight?***

***Can he have dinner with us?***

*May I + verb*

***May I have another piece of pie?***

***May we go out with our friends tonight?***

*Could I please + verb*

***Could I please go with Tom to the movie?***

***Could we please go on trip this weekend?***

*Do you think I could + verb*

***Do you think I could use your cell phone?***

***Do you think I could borrow your car?***

*Would it be possible for me + infinitive*

***Would it be possible for me to use your computer for a few minutes?***

***Would it be possible for to study in this room?***

*Would you mind if I + verb in past*

***Would you mind if I stayed a few more minutes?***

***Would you mind if I took a five minute break?***

*Would you mind my + verb + ing + your + object*

***Would you mind my using your cellphone?***

***Would you mind my playing your piano?***

**How to Grant Permission in English**

- Sure.
- No problem.
- Go right ahead.
- Please feel free + infinitive

### **How to Politely Refuse a Favor/Deny Permission**

- I'm afraid I'd prefer if you didn't / don't. (আমি দুঃক্ষিত, আমি চাইবো যাত তুমি এটা না করো)
- Sorry, but I'd rather you not do that. (দুঃক্ষিত, এটা না করলেই ভাল)
- Unfortunately, I need to say no. (দুঃক্ষিত যে আমাকে না বলতে হচ্ছে)
- I'm afraid that's not possible. (দুঃক্ষিত, এটা সম্ভব নয়)
- I'm afraid I can't let you borrow my car, but I could drive you instead. (দুঃক্ষিত আমি তোমাকে আমার গাড়িটি ধার দিতে পারছি না, কিন্তু তোমাকে পৌঁছে দিয়ে আসতে পারি)
- I wish I could help out; maybe another time. (ইশ, আমি যদি তোমাকে সহায়তা করতে পারতাম, হয়তো বা অন্য কোন এক সময়)

## **ENGS-101 CS-3: Basic Writing (Basic writing skill in English for the elementary level learners.)**

### **Topics to write about with an example**

#### **Farmer**

Bangladesh is an agricultural country. Most of the people live in villages and are farmers. They grow cereals, pulses, vegetables and fruits. The farmers lead a tough life. They get up early in the morning and go to the fields. They stay and work on the farm late till evening. The farmers usually live in huts. Though, they work hard they remain poor. Farmers eat simple food; wear simple clothes and rear animals like cows, buffaloes and oxen. Without them there would be no cereals for us to eat. They play an important role in the growth and economy of a country.

অনুবাদ : বাংলাদেশ একটি কৃষি প্রধান দেশ। অধিকাংশ লোক গ্রামে বসবাস করে এবং তারা কৃষক। তারা শস্য, ডাল, শাক-সবজি এবং ফল চাষ করেন। কৃষকদের জীবন খুব কঠিন। তারা ভোর বেলা ঘুম থেকে উঠে মাঠে যান এবং সন্ধ্যা অবধি কাজ করতে থাকেন। কৃষকেরা সাধারণত কুঁড়ে ঘরে বসবাস করে। কঠোর পরিশ্রম করা সত্ত্বেও তাদের অভাব মেটেনা। কৃষকেরা সাধারণ খাবার খায়, সাধারণ পোশাক পরিধান করে এবং বিভিন্ন ধরনের প্রাণি, যেমন গরু, মহিষ এবং ষাঁড়, লালন-পালন করে থাকে। তাদের ছাড়া আমরা কোনো খাদ্য শস্য পেতাম না। দেশের সমৃদ্ধি এবং অর্থনীতিতে তারা গুরুত্বপূর্ণ ভূমিকা পালন করেন।

#### **Hawker**

A hawker is a person who moves from one place to another and sell their goods, by shouting on the streets. They work hard throughout the day. They move on the street on their bicycle and sometimes on foot and sell their products. We can see hawkers everywhere. They move everywhere selling their goods without caring about the weather. There is a hawker who sells vegetables on his bicycle in our locality. His name is Monir. He brings fresh vegetables at a very reasonable price. He is a nice and an honest hawker.

অনুবাদ : ফেরিওয়ালা এমন একজন ব্যক্তি যিনি এক জায়গা থেকে আরেক জায়গায় যান এবং রাস্তায় ডেকে ডেকে তার জিনিসপত্র বিক্রি করেন। তিনি সারাদিন কঠোর পরিশ্রম করেন। তিনি কখনো সাইকেলে করে আবার কখনো পায়ে হেঁটে যাতায়াত করেন এবং তার জিনিসপত্র বিক্রি করেন। আমরা ফেরিওয়ালাদের সব জায়গায় দেখতে পাই। আবহাওয়ার তোয়াক্কা না করে তারা সবজায়গায় ঘুরে ঘুরে তাদের জিনিসপত্র বিক্রি করেন। আমাদের এলাকায় একজন ফেরিওয়ালা আছেন। যিনি তার সাইকেলে করে শাক-সবলি বিক্রি করেন। তার নাম মনির। তিনি ন্যায্য মূল্যে শাক-সবজি বিক্রি করেন। তিনি একজন ভালো এবং সৎ ফেরিওয়ালা।

## **Doctor**

The doctor is a person who looks after the sick people and prescribes medicines so that the patient recovers fast. In order to become a doctor, a person has to study medicine. Doctors lead a hard life. Their life is very busy. They get up early in the morning and go to the hospital. They work without taking a break. They always remain polite so that patients feel comfortable with them. Since doctors work so hard we must realize their value.

অনুবাদ : চিকিৎসক এমন একজন ব্যক্তি যিনি অসুস্থ লোকদের তত্ত্বাবধান করেন এবং তাদের ঔষুধপত্রের নির্দেশ না দেন যাতে করে তারা দ্রুত সুস্থ হয়ে ওঠে। চিকিৎসক হওয়ার জন্য একজন ব্যক্তিকে মেডিসিন বিষয়ে অধ্যয়ন করতে হয়। চিকিৎসকেরা ব্যস্ত জীবন যাপন করেন। তারা সকাল বেলা ঘুম থেকে ওঠেন এবং হাসপাতালে চলে যান। তারা বিরতিহীনভাবে কাজ করে থাকেন। চিকিৎসকেরা সব সময়ই রোগীদের সাথে মার্জিত আচরণ করেন যাতে করে তারা স্বাচ্ছন্দ্যবোধ করে। চিকিৎসকেরা যেহেতু কঠোর পরিশ্রম করেন, সেহেতু আমাদের উচিত তাদের মূল্য উপলব্ধি করা।

## **Street Beggar**

A street beggar can be seen everywhere; at the bus stop, railway stations, religious places, markets etc. Some beggars are crippled, lame and some are blind. They are unable to earn their livelihood. Whereas some of them are healthy and they do not deserve our sympathy. We should see that they take up some profession. They should not be allowed to beg. On my way to school I see a beggar daily. He wears old rags. He is partially blind. I feel pity seeing him but I can't help it I can only pray to God to help him to earn his livelihood.



অনুবাদ : একজন ভিক্ষুককে প্রায় সব জায়গায় দেখতে পাওয়া যায়, বাসস্টপে, রেলস্টেশনে, ধর্মীয়স্থানে, বাজারে এবং আরও অনেক জায়গায়। কিছু কিছু ভিক্ষুক বিকলাঙ্গ আবার কিছু কিছু ভিক্ষুক অন্ধ। তারা তাদের জীবিকা নির্বাহ করতে অক্ষম। তাদের মধ্যে কেউ কেউ আবার সুস্থ এবং তারা আমাদের সহানুভূতির যোগ্য নয়। আমাদের উচিত তাদের জন্য কাজের ব্যবস্থা করে দেয়া। তাদের শিক্ষা করতে দেয়া উচিত নয়। প্রতিদিন স্কুলে যাওয়ার পথে আমি একজন ভিক্ষুককে দেখতে পাই। তিনি পুরোনো ছেঁড়া কপড় পরে থাকেন। তিনি আংশিক অন্ধ। তাকে দেখে আমার দয়া হয় কিন্তু আমি তাকে সাহায্য করতে পারি না। আমি শুধু শ্রষ্টার কাছে প্রার্থনা জানাতে পারি যাতে করে সে নিজের জীবিকা নির্বাহ করতে পারে।

## **Solar System**

The Solar System consists of the Sun Moon and Planets. It also consists of comets, meteoroids and asteroids. The Sun is the largest member of the Solar System. In order of distance from the Sun, the planets are Mercury, Venus, Earth, Mars, Jupiter, Saturn, Uranus, Neptune and Pluto; the dwarf planet. The Sun is at the center of the Solar System and the planets, asteroids, comets and meteoroids revolve around it.

অনুবাদ : সূর্য, চন্দ্র এবং অন্যান্য গ্রহ নিয়ে সৌর জগত গঠিত। এখানে ধুমকেতু এবং গ্রহাণু বিদ্যমান। সৌর জগতের সবচেয়ে বড় সদস্য সূর্য। সূর্য থেকে দূরত্বের ক্রম অনুসারে গ্রহ গুলো হল বুধ, শুক্র, পৃথিবী, মঙ্গল, বৃহস্পতি, শনি, ইউরেনাস, নেপচুন এবং প্লুটো (যেটি আসলে একটি বামন গ্রহ)। সৌর জগতের কেন্দ্রে রয়েছে সূর্য এবং অন্যান্য গ্রহ, গ্রহাণু এবং ধুমকেতু একে কেন্দ্র করে পরিভ্রমণ করছে।

## **Moon**

The Moon is a barren, rocky world without air and water. It has dark lava plain on its surface. The Moon is filled with craters. It has no light of its own. It gets its light from the Sun. The Moon keeps changing its shape as it moves round the Earth. It spins on its axis in 27.3 days stars were named after the Edwin Aldrin were the first ones to set their foot on the Moon on 21 July 1969 They reached the Moon in their space craft named Apollo II.

অনুবাদ : চাঁদ একটি অনূর্বও, পাথুরে গ্রহ যেখানে বায়ু এবং পানি অনুপস্থিত। এটি পৃথিবীর একমাত্র উপগ্রহ। এর সমতল পৃষ্ঠ দেশ কালো লাভার তৈরি। চন্দ্র পৃষ্ঠ অসংখ্য গর্তে পরিপূর্ণ। এর নিজস্ব কোনো আলো নেই। এটি সূর্য থেকে আলো পায়। পৃথিবীর চার দিকে ঘোরার সাথে সাথে চাঁদ এর নিজের আকৃতি পরিবর্তন করতে থাকে। নিল আর্মস্ট্রং এবং বাজ অলড্রিন ১৯৬৯ সালের ২১শে জুলাই সর্ব প্রথম চাঁদেও বুকে পা রাখেন। অ্যাপোলো ১১ নামের একটি মহাকাশ যানে করে তারা চাঁদে পৌঁছেছিলেন।

## Stars

The stars are tiny points of light in the space. On a clear night we can see around 2,000 to 3,000 stars without using a telescope. Stars look tiny in the sky because they are far away from the Earth. In ancient times the sky watchers found patterns of stars in the sky. These astronauts Neil Armstrong and patterns of people and the creatures from the myths and the legends. As the Earth spins from east to west the stars also appear to cross from east to west. The stars are made up of gases.

অনুবাদ : তারা (নক্ষত্র) হলো মহাকাশে অবস্থিত ক্ষুদ্র ক্ষুদ্র আলোক বিন্দু। রাতের বেলা পরিষ্কার আকাশে আমরা দূরবীক্ষণ যন্ত্র ছাড়াই প্রায় ২০০০ থেকে ৩০০০ তারা দেখতে পাই। পৃথিবী থেকে বেশ দূরে হওয়ায় তারাদের খুব ছোট দেখায়। প্রাচীনকালে আকাশ পর্যবেক্ষকরা আকাশে তারাদেও নকশা খুঁজে পেয়েছিলেন এবং তারা পৌরাণিক বিভিন্ন কিংবদন্তি এবং প্রাণির নকশা খুঁজে পেয়েছিলেন। পৃথিবী যেহেতু এর নিজ অক্ষে পশ্চিম থেকে পূর্বদিকে আবর্তন করে, তারাদেরও দেখলে মনে হয় এরা পশ্চিম থেকে পূর্বদিকে অতিক্রম করছে। তারাগুলো গ্যাসের তৈরি অতি কায়বল।

## ENGS-101 CS-4: Basic Vocabulary (Basic vocabulary for the Bengali learners.)

### Part-1

Awry = আঁকা-বাঁকা  
Abject = শোচনীয় অবস্থা  
Abash = লজ্জা দেওয়া  
Abscond = পালিয়ে থাকা  
Aberration = বিপথগমন  
Acidulous = হালকা টকো  
Actuate = প্রভাবিত করা  
Addendum = অতিরিক্ত সংযোজন  
Adroit = দক্ষ  
Adorn = সাজানো / সুন্দর করা  
Agape = মুখ হা করে আছে এমন  
Agility = দক্ষতা  
Allure = প্রলোভিত করা  
Amorphous = আকারহীন  
Ample = প্রচুর / পর্যাপ্ত  
Amass = জমা করা / পুঞ্জীভূত করা  
Antipathy = বিরাগ / তীব্র ঘৃণা

### Part-2

Antithesis = সরাসরি বিপরীত কাজ  
Analgesic = বেদনানাশক  
Anathema = অভিশাপ  
Anodyne = বেদনানাশক ঔষধ  
Appliance = যন্ত্রপাতি  
Ardor = আবেগের তীব্রতা  
Appellation = নাম / খেতাব  
Aperture = ছিদ্রে  
Append = শেষে যুক্ত করা  
Apposite = সঠিক / যথোপযুক্ত  
Appurtenance = অনুষঙ্গিক জিনিস  
Apparition = ভূত / অপছায়া  
Apprehend = গ্রেফতার করা  
Aquatic = জলীয়  
Aquiline = বাঁকানো  
Articulate = স্পষ্টভাবে উচ্চারণ করা  
Ascendancy = ক্ষমতা / প্রাধান্য / প্রতিপত্তি  
Assimilate = শোষণ করে নেওয়া  
Apostate = স্বধর্মত্যাগী / ধর্মত্যাগী

### Part-3

Archaic - Archeology = প্রত্নতত্ত্ব/পুরাতন বা প্রাচীন  
Artifice-Artificial = নকলকাজ  
Artifice = অর্থ ধূর্ততা বা চালাক  
Artisan = কারিগর  
Artist = শিল্পী / কারিগর  
Asunder = পরস্পর বিচ্ছিন্ন হওয়া  
Assurance = নিশ্চয়তা / প্রতিশ্রুতি / অঙ্গীকার  
Asteroid = উপগ্রহ  
Attrition = ধীরে ধীরে ক্ষয় বা হ্রাস  
Atone = প্রায়শ্চিত্ত করা বা ক্ষতিপূরণ করা  
Atrocity = বর্বর কাজ  
Atrophy = ক্ষয়ে যাওয়া  
Awkward = বেমানান / বিশ্রী  
Avarice = অর্থ লিপ্সা / লোভী  
Anomaly = অনিয়ম / বিশৃঙ্খলা  
Anguish = তীব্র যন্ত্রণা  
Babble = আবোল তাবোল বকা  
Bestow = পুরস্কার প্রদান  
Behemoth = বিশালাকার প্রাণী / জলহস্তী  
Bovine = বোকা / নিরোঁধ  
Blowhard = বাচাল  
Burgeon = দ্রুত বেড়ে ওঠা  
Baroque = অতিরিক্ত সজ্জিত  
Barefaced = মুখোশহীন / অনাবৃত  
Ban = নিষিদ্ধ  
Bane = সর্বনাশ / দুঃখটনার হেতু / বিষ

### Part 4

Bilk = ফাঁকি দেওয়া / প্রতারণা করা  
Bevy = বড় দল  
Bedraggle = সম্পূর্ণরূপে ভিজে যাওয়া  
Belie = মিথ্যা ধারণা দেওয়া  
Baritone = পুরুষকণ্ঠ বিশিষ্ট স্বর  
Bereaved = দুঃখিত, বঞ্চিত, শোকাচ্ছন্ন, বিচ্ছিন্ন  
Beset = অত্যাচার করা, সমস্যাক্রান্ত হওয়া  
Boorish = অনুভূতিহীন  
Beatitude = স্বর্গসুখ, পরম সুখ, চরম সুখ  
Blemish = দোষ, ত্রুটি, কলঙ্ক, খুঁত

Bravado = সাহসের সাথে কাজ করা বা সহস প্রদর্শণ করা  
Burnish = ঘষে চকচকে করা বা পরিষ্কার করা  
Bulwark = কঠিন প্রাচীর  
Baffle = ব্যর্থ হওয়া  
Belabor = উত্তম মধ্যম দেওয়া, প্রহার করা, মারা  
Baleful = ভয় প্রদর্শণকারী  
Belittle = ছোট্ট করা  
Belated = বিলম্ব/দেরি  
Camaraderie = সহকর্মীদের মাঝে সহমর্মিতা ও পরস্পরের প্রতি আস্থা  
Candor = স্পষ্টবাদিতা

### **Part 5**

Comestible = খাবার উপযোগী দ্রব্য  
Calamity = চরম বিপর্যয় / দুঃখ দুর্দশা  
Cavalier = শিষ্টাচার বর্জিত  
Collaborate = একত্রে কাজ করা  
Commonplace = গতানুগতিক  
Complement = পরিপূর্ণ করা  
Complacent = আত্মতৃপ্ত  
Colossus = বিশাল প্রতিমূর্তি  
Concave = গর্তযুক্ত / অবতল  
Cohorts = সশস্ত্র সৈন্যদল  
Curtail = কমানো/হ্রাস করা  
Compress = সংকুচিত করা  
Conception = ধারণার সূত্রপাত  
Condone = এড়িয়ে চলা  
Consign = আনুষ্ঠানিকভাবে হস্তান্তর করা  
Concession = অনুমোদন  
Compute = গণনা করা / হিসাব করা  
Cajole = প্রতারণা করা / মিষ্টি কথায় মন ভোলানো  
Correlation = পারস্পারিক সম্পর্ক

### **Part 6**

Cow = ভয় প্রদর্শণ করা  
Connivance = সম্মতি আদায় করা  
Choleric = খিট খিটে / বদ মেজাজি  
Centripetal = কেন্দ্রের দিকে অভিমুখ  
Continuum = একটানা  
Clarify = ব্যাখ্যা করা  
Crass = অমার্জিত

Credence = বিশ্বাস/আস্থা  
Calligraphy = সুন্দর লেখা  
Caren = আঁকা-বাঁকা / তির্যক  
Comatose = অবচেতন/নিদ্রামগ্ন  
Contraband = অবৈধ ব্যবসা  
Concise = সংক্ষিপ্ত  
Cacophonous = শব্দিকটু  
Deviate = পথভ্রষ্ট হওয়া  
Defrock = অপসারণ করা  
Dichotomy = দুই ভাগে বিভক্ত  
Debris = ধ্বংসস্তুপ  
Deliberate = গভীরভাবে চিন্তা করা  
Dogma = অন্ধবিশ্বাস  
Duplicity = কপটতা/ছলনা  
Dolor = মন খারাপ  
Dismantle = বিচ্ছিন্ন করা / চূর্ণ করা

## **Part 7**

Deplore = অনুশোচনা করা  
Dilettante = কোনো ব্যাপারে অমনোযোগী  
Debacle = সম্পূর্ণ পতন, ধ্বংস  
Despondent = মনমরা, হতাশাগ্রস্ত  
Dormant = ঘুমন্ত/অলস/অসাড়  
Diminutive = ছোট  
Dire = ভয়াবহ/ভীষণ  
Dowdy = নোংরা, অপরিচ্ছন্ন  
Dishearten = নিরুৎসাহ করা  
Diva = গীতিনাট্যের গায়িকা  
Dispatch = দ্রুততা/দ্রুত সম্পাদন  
Disdain = ঘৃণা/ তাচ্ছিন্নের চোখে দেখা  
Distrain = অমনোযোগী  
Disparity = অসমতা/তারতম্য/প্রভেদ  
Dyspeptic = বদহজম  
Disclaim = দাবি ত্যাগ করা  
Debonair = প্রফুল্ল / খোশমেজাজি  
Deadlock = অচল অবস্থা সৃষ্টি করা/নিশ্চলতা  
Dote = ভালবাসায় অন্ধা হওয়া

## **Part 8**

Decelerate	= গাত হ্রাস করা
Dulcet	= সুমধুর
Embargo	= নিষেধ করা
Effrontery	= মুখে মুখে তর্ক করা
Endearment	= স্নেহ/আদর/ভালবাসা
Effeminate	= মেয়েলি বৈশিষ্ট্যপূর্ণ
Exemplify	= উদাহরণ সহকারে ব্যাখ্যা করা
Estrangement	= বিচ্ছেদ
Elated	= অতিশয় আনন্দিত/পরম উল্লাসিত
Eerie	= রহস্যজনক/আতঙ্কজনক
Elite	= অভিজাত
Entomology	= পতঙ্গবিজ্ঞান
Ecologist	= পরিবেশের সাথে প্রাণীর সম্পর্ক বিষয়ে বিশেষজ্ঞ
Effete	= দুর্বল / অক্ষম / জীর্ণ
Elucidate	= বিশদভাবে ব্যাখ্যা করা / স্পষ্ট করা
Emanate	= নির্গত হওয়া
Empathy	= সহানুভূতি
Enormous	= প্রচুর
Enlighten	= জ্ঞান দান করা
Emotive	= আবেগতাজিত
Encroach	= সীমা লংঘন করা
Economize	= ব্যয় সংকোচ করা
Enamored	= প্রেমমুগ্ধ/ প্রেম আসক্ত

## **Part 09**

Endanger	= উৎপাদন করা / প্রসব করা
Elusory	= ছলনাকারী
Exalt	= প্রশংসা করা
Exposition	= ব্যাখ্যা করণ
Exigency	= জুরুরি অবস্থা
Extenuate	= হ্রাস করা / প্রশমিত করা
Engage	= অঙ্গীকার করা
Entreat	= আন্তরিকতার সাথে চাওয়া
Empirical	= অভিজ্ঞতালব্ধ
Elation	= অত্যাধিক সুখ / আনন্দের অনুভূতি
Entrée	= প্রবেশ / প্রবেশপথ
Encomium	= প্রশংসা
Ennui	= বিরক্ত
Eclectic	= বাছাইকৃত
Egoism	= অহমিকা / আত্মবাদ

Encompass = ঘেরাও করা  
Exculpate = দোষ দেয়া  
Emaciate = পাতলা ও দুর্বল  
Embellish = সজ্জিত করা / সাজান / অলঙ্কৃত করা  
Facsimile = অবিকল প্রতিক্রম / অনুলিপি  
Engaging = আকর্ষক / মনোরম  
Fiscal = অর্থ সংক্রান্ত/টাকা-পয়সা/ধন-সম্পদ সম্পর্কিত  
Fallacy = ভুল / মিথ্যা বিশ্বাস

### **Part 10**

Fervent = গরম / তপ্ত  
Forsake = ত্যাগ করা  
Frigid = শীতল / নিষ্প্রাণ  
Fraudulent = প্রতারণাপূর্ণ  
Flora = উদ্ভিদকুল / উদ্ভিদ সম্পদ  
Finesse = কৌশলের দক্ষতা  
Fracas = হৈ চৈ / হুটগোল  
Feasible = যা বাস্তবে পরিণত করা যায়  
Flamboyant = জাঁকানো / বর্ণাঢ্য  
Figurine = ক্ষুদ্রাকৃতি  
Fulsome = অতিরিক্ত  
Forge = অগ্নিকুণ্ড  
Gibberish = দ্রুত উচ্চারিত / বাঁচাল  
Gainsay = অস্বীকার করা  
Gait = হাটার ধরণ / চলন ভঙ্গি  
Gambit = যে কোনো প্রাথমিক পদক্ষেপ  
Gastronomy = সুখাদ্য / ভোজন বিদ্যা  
Glamorous = মোহনীয় / আকর্ষণীয়  
Genre = নীতি / ধারা / প্রকার  
Ghastly = ভয়ানক / বিরাটকার



**ENGS-101 CS-5: Translation (Everyday use sentences which is required for communicating in English.)**

## **01. Present Tense**

### **1.1 Present Simple Tense**

- A. I rise early in the morning. (আমি সকাল বেলা ঘুম থেকে উঠি)
- B. He is a scientist. (তিনি একজন বিজ্ঞানী)
- C. The sun sets in the west. (সূর্য পশ্চিমে অস্ত যায়)
- D. She does not like to dance. (তিনি নাচতে পছন্দ করেন না)
- E. Does he want a cup of tea? (তিনি কি এক কাপ চা চান?)

### **1.2 Present Continuous Tense**

- A. I am going to school. (আমি স্কুলে যাচ্ছি)
- B. They are playing football. (তারা ফুটবল খেলছে)
- C. He is not running to and fro. (সে এদিক-ওদিক দৌড়াচ্ছে না)
- D. It is not raining now. (এখন বৃষ্টি হচ্ছে না)
- E. Are you talking over phone? (তুমি কি ফোনে কথা বলছো)

### **1.3 Present Perfect Tense**

- A. He has done the work. (সে কাজটি করেছে)
- B. They have eaten mangoes. (তারা আমগুলো খেয়েছে)
- C. He has reached England. (সে ইংল্যান্ডে পৌঁছেছে)
- D. Tipu has not worked hard. (টিপু কঠোর পরিশ্রম করেনি)
- E. Have you ever gone to Cox's Bazar? (তুমি কি কখনো কক্সবাজার গিয়েছো)

### **1.4 Present Perfect Continuous Tense**

- A. I have been walking for two hours. (আমি দু'ঘণ্টা যাবৎ হাঁটছি)
- B. He has been working in this office for five years. (সে এই অফিসে পাঁচ বছর যাবৎ কাজ করছে)
- C. She has been suffering from fever since Tuesday. (সে মঙ্গলবার থেকে জ্বরে ভুগছে)
- D. It has not been raining for five days. (পাঁচ দিন ধরে বৃষ্টি হচ্ছে না)
- E. Have you been watching videos on YouTube since morning? (তুমি কি সকাল বেলা থেকে ইউটিউবে ভিডিও দেখছ?)

## 02. Past Tense

### 2.1 Past Simple Tense

- A. I went to the market. (আমি বাজারে গিয়েছিলাম)
- B. He ate rice. (সে ভাত খেলো)
- C. He was a scientist. (তিনি একজন বিজ্ঞানী ছিলেন)
- D. Soyeb did not buy the books. (সোয়েব বইগুলো কেনে নি)
- E. Did you go to university yesterday? (তুমি কি গতকাল বিশ্ববিদ্যালয়ে গিয়েছিলে)

### 2.2 Past Continuous Tense

- A. He was reading the book. (সে বইটি পড়ছিলো)
- B. They were playing football. (তারা ফুটবল খেলছিলো)
- C. We were playing hide and seek. (আমরা লুকোচুরি খেলছিলাম)
- D. She was not singing a song. (সে গান গাইছিলো না)
- E. Were the students making a noise in the classroom? (ছাত্র/ছাত্রীরা কি শ্রেণী কক্ষে গোলামাল করছিল?)

### 2.3 Past Perfect Tense

- A. I had reached there before he came. (সে আসার আগেই আমি সেখানে পৌঁছেছিলাম)
- B. He came home after I had gone to school. (আমি স্কুলে যাওয়ার পর সে বাসায় এসেছিল)
- C. The train had left before I reached. (আমি পৌঁছানোর পূর্বেই ট্রেনটি ছেড়ে দিয়েছিলো)
- D. Mother shut the door after I had got into the bed. (আমি বিছানায় শোয়ার পরম ৷ দরজাটা বন্ধ করেছিলেন)
- E. They had reached the station before the bell rang. (ঘণ্টা পড়ার পূর্বে তারা স্টেশনে পৌঁছালো)

বিশেষ দ্রষ্টব্য : ইংরেজি ভাষায় Past Perfect Tense-এর Negative Form এবং Interrogative Form কদাচিৎ ব্যবহৃত হয় । এর পরিবর্তে সাধারণত Past Simple Tense- এর Negative Form এবং Interrogative Form ব্যবহৃত হয় ।

### 2.4 Past Perfect Continuous Tense

- A. I had been reading a letter before you called. (তুমি কল করার পূর্বে আমি একটি চিঠি পড়ছিলাম)
- B. She had been watching the Television when I came to meet her. (আমি যখন তার সাথে দেখা করতে আসলাম তখন সে টেলিভিশন দেখছিলো)
- C. We had been gossiping before the bell rang. (ঘণ্টা পড়ার পূর্বে আমরা গল্পগুজব করছিলাম)
- D. I had been eating rice when he came. (সে যখন আসল তখন আমি ভাত খাচ্ছিলাম)

বিশেষ দ্রষ্টব্য : ইংরেজি ভাষায় বর্তমানে Past Perfect Continuous-এর ব্যবহার নেই বললেই চলে ।

## 03. Future Tense

### 3.1 Future Simple Tense

- A. I shall go to the varsity. (আমি বিশ্ববিদ্যালয়ে যাবো)
- B. She will sing the song. (সে গানটি গাইবে)
- C. Arif will help you. (আরিফ তোমাকে সাহায্য করবে)
- D. They will not go shopping. (তারা কেনাকাটা করতে যাবে না)
- E. Shall we wait for Shaon? (আমরা কিশাওনের জন্য অপেক্ষা করবো?)

বিশেষ দ্রষ্টব্য : যদিও বর্তমানে shall বা will ব্যবহারের ক্ষেত্রে বাঁধা ধরা কোনো নিয়ম নেই, তবে মনের ভাব জোরালোভাবে প্রকাশ করার জন্য shall ব্যবহার করা উত্তম।

### 3.2 Future Continuous Tense

- A. Shuvra will be studying. (শুভ্রা পড়াশোনা করতে থাকবে)
- B. You will be doing the work. (তুমি কাজটি করতে থাকবে)
- C. They will be shopping. (তারা কেনাকাটা করতে থাকবে)
- D. We will be watching "Avengers: Endgame". (আমরা অ্যাভেঞ্জার্স: এন্ড গেইম দেখতে থাকবো)
- E. Will she be waiting for us? (তিনি কি আমাদের জন্য অপেক্ষা করতে থাকবেন?)

### 3.3 Future Perfect Tense

- A. I will have written the poem. (আমি কবিতাটি লিখে থাকবো)
- B. By the time you reach, we will have started our journey. (তুমি এসে পৌঁছোতে পৌঁছোতে আমরা আমাদের যাত্রা শুরু করে ফেলবো)
- C. He will have helped you. (সে তোমাকে সাহায্য করে থাকবে)
- D. I shall have finished reading the book by 4 PM. (আমি বিকেল চারটার মধ্যে বইটি পড়ে থাকবো)
- E. Will Shuvo have done the work by the next week? (শুভ কি আগামী সপ্তাহের মধ্যে কাজটি করে রাখবে)

### 3.4 Future Perfect Continuous Tense

- A. I will have been doing the work until you return. (তুমি ফিও না আসা পর্যন্ত আমি কাজটি করতে থাকবো)
- B. The students will have been doing the class until the bell rings. (ঘণ্টা না বাজা পর্যন্ত ছাত্ররা ক্লাস করতে থাকবে)
- C. We shall have been waiting for you until you come back. (তুমি ফিও না আসা পর্যন্ত আমরা তোমার জন্য অপেক্ষা করতে থাকবো)
- D. Arin will have been studying at University of Global Village for four years before she gets the degree. (অরিন ডিগ্রি পাওয়ার পূর্বে চার বছর ইউনিভার্সিটি অব গ্লোবাল ভিলেজে পড়তে থাকবে)

বিশেষ দ্রষ্টব্য : বর্তমানে ইংরেজী ভাষায় Future Perfect Continuous এর ব্যবহার নেই বললেই চলে।

## **ENGS-101 CS-6: Dialogue (Practice dialogue sessions for a better communicative competence understanding.)**

### **Dialogue 1-1: Formal Greetings**

**JAMES:** Good morning, Professor Austin, how are you doing?

**PROFESSOR AUSTIN:** Good morning, James. I am doing well. And you?

**JAMES:** I'm great, thank you. This is my friend Emma. She is thinking about applying to this college. She has a few questions. Would you mind telling us about the process, please?

**PROFESSOR AUSTIN:** Hello, Emma! It's a pleasure to meet you. I'm more than happy to speak with you. Please stop by my office next week.

**EMMA:** It's a pleasure to meet you, professor. Thank you so much for helping us.

**PROFESSOR AUSTIN:** Don't mention it. Hopefully, I will be able to answer your questions!

### **Dialogue 1-2: Informal Greetings and Farewells**

**JANE:** Hi, Helen! How's it going?

**HELEN:** Fine, thanks — and you?

**JANE:** Just fine. Where are you off to?

**HELEN:** To the library. I've got a history exam next week and need to start studying. Ugh.

**JANE:** Oh, no. Well, I'll see you later then. Good luck!

**HELEN:** Thanks. See you later.

### **Dialogue 1-3: Formal Introductions**

**MARGARET:** Mr. Wilson, I'd like you to meet Dr. Edward Smith.

**MR. WILSON:** It's nice to meet you, Dr. Smith.

**DR. SMITH:** Pleasure to meet you, too.

**MARGARET:** Dr. Smith is an economist. He just finished writing a book on international trade.

**MR. WILSON:** Oh? That's my field, too. I work for the United Nations.

**DR. SMITH:** In the Development Program, by any chance?

**MR. WILSON:** Yes. How did you guess?

**DR. SMITH:** I've read your articles on technical assistance. They're excellent.

#### **Dialogue 1-4: Informal Introductions**

**JIM:** Who's the tall woman next to Barbara?

**CHARLES:** That's her friend Mary. Didn't you meet her at Steve's party?

**JIM:** No, I wasn't at Steve's party.

**CHARLES:** Oh! Then let me introduce you to her now. Mary, this is my friend Jim.

**MARY:** Hi, Jim. Nice to meet you.

**JIM:** You, too. Would you like a drink?

**MARY:** Sure, let's go get one

#### **Dialogue 1.5: What Time Is It?**

**NATASHA:** What time is it? We're going to be late!

**TONY:** It's a quarter after seven. We're on time. Don't panic.

**NATASHA:** But I thought we had to be at the restaurant by 7:30 for the surprise party. We'll never make it there with all this evening traffic.

**TONY:** Sure we will. Rush hour is almost over. Anyway, the party starts at 8:00. But I do need help with directions. Can you call the restaurant and ask them where we park our car?

#### **Dialogue 1-6: A Telephone Call**

**JOHN:** Hi, Alice, it's John. How are you?

**ALICE:** Oh, hi, John! I was just thinking about you.

**JOHN:** That's nice. I was wondering if you'd like to go to a movie tonight.

**ALICE:** Sure, I'd love to! What's playing?

**JOHN:** I was thinking about that new comedy Lights Out. What do you think?

**ALICE:** Sounds great!

**JOHN:** OK, I'll pick you up around 7:30. The movie starts at 8:00.

**ALICE:** See you then. Bye!

### **Dialogue 1-7: Can You Say That Again?**

**LUKE:** Hello? Hi, Stephanie, how are things at the office?

**STEPHANIE:** Hi, Luke! How are you? Can you please stop and pick up extra paper for the computer printer?

**LUKE:** What did you say? Can you repeat that, please? Did you say to pick up ink for the printer? Sorry, the phone is cutting out.

**STEPHANIE:** Can you hear me now? No, I need more computer paper. Listen, I'll text you exactly what I need. Thanks, Luke. Talk to you later.

**LUKE:** Thanks, Stephanie. Sorry, my phone has really bad reception here.

### **Dialogue 1-8: Coincidences**

**MEG:** Well, hello there, Julia! Long time no see!

**JULIA:** Meg! Hi! What a coincidence! I haven't seen you in ages! What are you doing here?

**MEG:** I just got a new job in the city, so I'm shopping for some clothes. Hey, what do you think of this shirt?

**JULIA:** Hmmm ... well, you know how much I love blue. See? I've got the same shirt! **MEG:** You always did have good taste! What a small world.

### **Dialogue 1-9: Weather Report**

**JENNIFER:** It's freezing outside! What happened to the weather report? I thought this cold front was supposed to pass.

**GABRIELA:** Yeah, I thought so too. That's what I read online this morning.

**JENNIFER:** I guess the wind chill is really driving down the temperature.

**GABRIELA:** Can we go inside? I feel like my toes are starting to go numb.

## ENGS-101 CS-7: Listening (Practice listening sessions for a better communicative competence understanding)

### What is active listening?

Whether you're in a group or speaking with someone one-on-one, the best way to process verbal communication is to listen actively.

This simply involves being able to repeat back to someone what they've told you, in your own words.

You don't have to **agree** with what they've said; you're just proving that you **understand** what they've said.

### How do I become an active listener?

Active listening is a habit--once you've gained the skill, you'll utilize it without even knowing it! That said, it takes a lot of practice to become an effective active listener.



### What do I need to work on to become an active listener?

There are 5 basic elements to active listening:

1. Pay attention
2. Prove you are listening
3. Ask questions (if you need to)
4. Don't be judgmental
5. Respond

Students can visit these website to improve their listening skill:

1. <https://www.youtube.com/watch?v=tBvw05SiUuQ>
2. <https://www.wiziq.com/tutorials/ielts-listening>

**\*\*\* Students may practise in listening from the videos contained in attached CD.**

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