

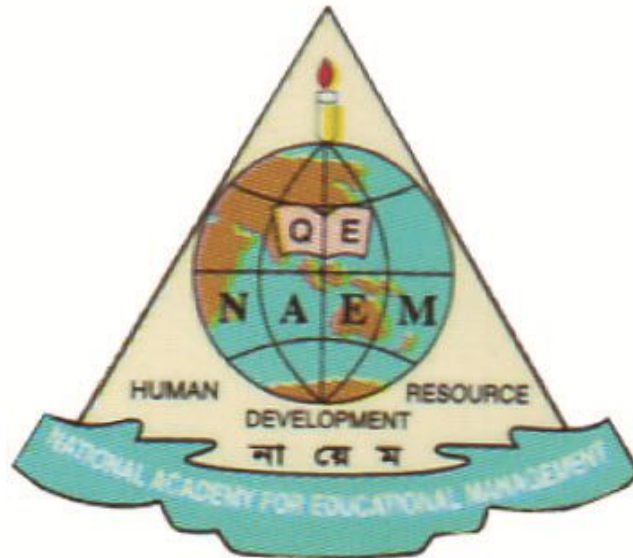
**47<sup>th</sup> Communicative English Course (CEC)**

**for**

**English Teachers at the Secondary Level Institutions**

**4<sup>th</sup> March – 24<sup>th</sup> March, 2015**

# **Training Brochure**



**National Academy for Educational Management (NAEM)**

**Ministry of Education**

**NAEM Road, Dhanmondi, Dhaka-1205**

e-mail : [info@naem.gov.bd](mailto:info@naem.gov.bd)

website: [www.naem.gov.bd](http://www.naem.gov.bd)

**47<sup>th</sup> Communicative English Course  
(CEC)  
for  
English Teachers at the Secondary Level Institutions  
4<sup>th</sup> March – 24<sup>th</sup> March, 2015**

**Course Co-ordination Committee**

- Chief Advisor : **Prof. Md. Hamidul Haque**  
Director General, NAEM
- Course Advisor : **Prof. Dr. A. F. M. Shafiqur Rahman**  
Director (Training & Implementation)  
NAEM
- Course Director : **Swapan Kumar Saha**  
Training Specialist, NAEM
- Course Co-ordinators : **Shameem Mahboob**  
Training Specialist, NAEM

**Chameli Das**  
Teacher Trainer, NAEM

# ***Course Summary***

## **47<sup>th</sup> Communicative English Course (CEC)**

**Course Duration: 4<sup>th</sup> March – 24<sup>th</sup> March, 2015**

Participants : English Teachers of the Secondary Level Institutions

Inaugural Session: 4<sup>th</sup> March 2015

Closing Session: 24<sup>th</sup> March 2015

Total Number of Working days : 15

Numbers of Holidays : 06

Total Working Sessions : 75

Sessions conducted by Guest Speaker : 14

Sessions conducted by NAEM Faculty : 61

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## Acronyms

AD	Assistant Director
A & F	Administration and Finance
BANBEIS	Bangladesh Bureau of Educational Information and Statistics
BISE	Board of Intermediate & Secondary Education
CPD	Continuous Professional Development
CLT	Communicative Language Teaching
DD	Deputy Director
DG	Director General
DSHE	Directorate of Secondary and Higher Education
EFL	English as Foreign Language
EFT	English for Today
ELTIP	English Language Teaching Improvement Project
ESL	English as a Second Language
GoB	Government of Bangladesh
GS	Guest Speaker
HSTTI	Higher Secondary Teachers' Training Institute
IML	Institute of Modern Languages
LSRW	Listening, Speaking, Reading and Writing
MoE	Ministry of Education
MTTI	Madrassa Teachers' Training Institute
NAEM	National Academy for Educational Management
NCTB	National Curriculum and Textbook Board
P & D	Planning and Development
R & D	Research and Documentation
TESOL	Teaching English to the Speakers of Other Language
TG	Teacher's Guide
T & I	Training and Implementation
TQM	Total Quality Management
TTC	Teachers' Training College

## **Introduction to NAEM**

The National Academy for Educational Management (NAEM) is an apex institution in the fields of education, administration, management, planning and research in Bangladesh. It was established in 1959 as Education Extension Center responsible primarily for pedagogic training of in-service secondary school teachers. The center underwent several roles and structural transformations during the last five decades to meet the changing needs of the time and the system of education in the country.

The metamorphosis of NAEM dates back to 1959 when it was established as Education Extension Center providing in-service pedagogic training to teachers of secondary schools. After the emergence of Bangladesh, in 1975, the center was upgraded and entitled as Bangladesh Education Extension and Research Institute (BEERI) and was given the additional responsibility for research and management training of educational functionaries including college and madrasa teachers and administrators.

In 1982 BEERI was merged with National Institute of Educational Management and Research (NIEMR). A project born in 1981 under MoE and the National Institute for Educational Administration Extension and Research (NIEAER) was founded in order to minimize cost and promote effective management. Then to cater for the needs of quality management of education at the post-primary levels, NIEAER was transformed into National Academy for Educational Management (NAEM) in 1992. This transformation was made under a project titled “Restructuring NAEM (BGD/92/009-Educational Information and Management”

NAEM has a self-contained complex of physical facilities, e.g., administrative and academic building, library, information center (one stop service point), auditorium, classrooms, seminar/ conference rooms, cafeteria, residential quarters, hostels, a mosque and so on.

The Director General (DG) is the chief executive of NAEM. He is supported by a number of Directors, faculty members and other officers to run the academic and administrative activities.

## **2.0 NAEM Vision and Mission**

### **2.1 Vision Statement**

**NAEM will be an international standard training institution by 2021**

### **2.2 Mission Statement**

To prepare the teachers and officials at secondary and higher secondary level of education to address the challenges of globalization providing quality training

## **3.0 Objectives of NAEM:**

The ultimate objective of NAEM is to ensure quality education at the post-primary levels by ensuring teacher development and quality management and administration at the secondary and tertiary education levels. The specific objectives are: i) to provide professional and technical support to the education sector for improving institutional capacity in education management and administration ii) to work as an apex institution and supervise and coordinate activities of education training institutions and develop a close linkage among them iii) to promote increased efficiency and effectiveness in the management and administration of the post primary education sub-sector.

### **3.1 The main functions of NAEM are :**

- To conduct foundation training for the officers of the BCS (General and Technical Education) Cadre
- To undertake research to assist the government in the formulation of education policy and program
- To determine the scope and contents of training courses in educational planning, administration, management and research; impart and co-ordinate training on the above mentioned subjects
- To conduct research studies on education related issues and to extend research support to the MoE in the formulation of policies
- To organize workshops, seminars and meetings on issues related to educational problems and development
- To function as a center for educational research and information

## **4.0 Communicative English Course (CEC)**

The CEC is a 21 day training course which provides in-service training to the teachers of English at the secondary level. The course aims at helping the teachers develop knowledge, skills and attitude for teaching English as a language, a tool for communication. The course covers a wide range of basic classroom teaching skills & practical techniques for developing listening, speaking, reading, writing and communicative grammar using teaching aids and materials in class and other areas of competences in the light of English for Today (EFT) and Teachers' Guide (TG).

#### 4.1 Course Objectives

At the end of the course the trainees would be able to:

- demonstrate enhanced capacity
- develop their own English
- handle the new text book efficiently
- motivate learners to participate in various language practice activities
- construct listening, speaking, reading, writing vocabulary and grammar tests
- recognize the English sound system and develop better pronunciation skills
- evaluate the effectiveness of language laboratory in the teaching of four skills especially listening and speaking

#### 4.2 Course Duration

The course will run from **4<sup>th</sup> March to 24<sup>rd</sup> March, 2015**. This is a 21-day long course including 2 days for Study Tour. There will be total 06 holidays (06 weekly holidays). The sessions begin at 9:15 a.m. and end at 4:30 p.m.

#### 4.3 Course Methodology

The course comprises integrated theory and practice sessions. Theories on classroom techniques for developing learner's language skills, lesson planning, learner evaluation etc., are followed by demonstration class by the trainers. Group work, pair work and individual work will be conducted. Peer observation and peer teaching will also be used.

#### 4.4 Course Evaluation

Participants will be evaluated at the beginning, during and at the end of the course out of 200 marks. This includes an evaluation of class performance as well. The following is the distribution of marks.

SL No	Items	Written Test (a)	Practicum (b)
1.	Pre-test	*25	-
2.	Post-test	25	-
3.	Written Exam	100	-
4.	Lesson Plan	-	25
5.	Micro-teaching Simulation	-	25
6.	Class Performance	-	10
7.	Quiz test	-	15
<b>Total</b>		<b>125</b>	<b>75</b>
<b>Total Marks (a+b) = 200</b>			

The final examination comprises formal and informal writing and tests on listening, speaking and reading skills.

**\*Pre-test Marks will not be added to the final credit.**



## **5.0 Course Contents**

1. Introducing Communicative Language Teaching (CLT)
2. Speaking Skill
3. Listening Skill
4. Reading Skill
5. Writing Skill
6. Teaching Grammar
7. Vocabulary
8. Lesson Plan
9. Classroom Management
10. Preparing Teaching Aids
11. Designing Test
12. Practicing Pronunciation and Sound Transcription
14. Educational Management
15. Micro-teaching
16. Inclusive Education
17. Assessment
18. Assignment
19. Digital Content
20. Language Lab

### Session Schedule

Date & Day	Time	session	Title of the Session	Speaker
Day 1 04/03/2015 Wednesday	9.00 – 10.30	1	Registration	Co-committee
	10.30 – 11.00	2	Course Briefing & Pre-test	Co-committee
	11.00– 11.30	-	<i>Tea Break</i>	
	11.30 – 1.00	3	Inaugural Session	Co-committee
	1.00 – 2.30	-	<i>Prayer &amp; Lunch Break</i>	-
	2.30 – 4.30	4-5	Introducing CLT	Prof. Naheed
Day 2 05/03/2015 Thursday	09.15 – 11.15	6-7	Teaching Reading	Mr Shajahan
	11.15 – 12.00	-	<i>Tea Break</i>	-
	12.00 – 1.00	8	Study Tour Briefing & Committee Formation	Co-committee
	1.00 – 2.30		<i>Prayer &amp; Lunch Break</i>	
	2.30 – 4.30	9-10	Teaching Listening	Prof. Selina
06/03/2015 & 07/03/2015 (Friday and Saturday) Weekly Holidays				
Day 3 08/03/2015 Sunday	09.15 – 11.15	11-12	Introducing Curriculum	Mr. A Rahim
	11.15 – 12.00	-	<i>Tea Break</i>	
	12.00 – 1.00	13	Language Lab	Mr. A Razzaque
	1.00 – 2.30	-	<i>Prayer &amp; Lunch Break</i>	
	2.30 – 4.30	14-15	Teaching Grammar	Mr. Haider
Day 4 09/03/2015 Monday	09.15 – 11.15	16-17	Lesson Planning	Ms. Shameem
	11.15 – 12.00	-	<i>Tea Break</i>	
	12.00 – 1.00	18	Language Lab	Mr. Jahangir
	1.00 – 2.30	-	<i>Prayer &amp; Lunch Break</i>	
	2.30 – 4.30	19-20	Teaching Speaking using EFT	Prof. Naheed
Day 5 10/03/2015 Tuesday	09.15 – 11.15	21-22	Teaching Listening using EFT	Mr. Razzaque
	11.15 – 12.00	-	<i>Tea Break</i>	
	12.00 – 1.00	23	Introducing Micro Teaching	Mr. Shameem
	1.00 – 2.30	-	<i>Lunch Break</i>	
	2.30 – 4.30	24-25	Teaching Vocabulary	Mr. Jahangir
Day 6 11/03/2015 Wednesday	09.15 – 11.15	26-27	Teaching Writing	Ms. Raihana Shams
	11.15 – 12.00	-	<i>Tea Break</i>	
	12.00 – 1.00	28	Preparing Lesson Plan for Microteaching	Shameem
	1.00 – 2.30	-	<i>Lunch Break</i>	
	2.30 – 4.30	29-30	Problem Sounds	Prof. Shariful Islam

Date & Day	Time	session	Title of the Session	Speaker
Day 7 12/03/2015 Thursday	09.15 – 11.15	31-32	Teaching Aids	Mr. Razzak
	11.15 – 12.00		<i>Tea Break</i>	
	12.00 – 1.00	33	Educational Management	DG, NAEM
	1.00 – 2.30		<i>Lunch Break</i>	
	2.30 – 4.30	34-35	Teaching Grammar Using EFT	Mr. Swapan
13/03/2015 & 14/03/2015 ( Friday and Saturday) Weekly Holidays				
Day 8 15/03/2015 Sunday	09.15 – 11.15	36-37	Reading Skill Using Eft	Ms Shamsun
	11.15 – 12.00	-	<i>Tea Break</i>	
	12.00 – 1.00	38	Micro Teaching (Group 1)	Mr. Shameem
	1.00 – 2.30	-	<i>Lunch Break</i>	-
	2.30 – 4.30	39-40	Designing Test	Mr. Haider
Day 9 16/03/2015 Monday	09.15 – 11.15	41-42	Micro Teaching (Group 2,3)	Ms. Chameli
	11.15 – 12.00		<i>Tea Break</i>	
	12.00 – 1.00	43	Micro Teaching (Group 4)	Mr. Jahangir
	1.00 – 2.30		<i>Lunch Break</i>	
	2.30 – 4.30	44-45	Micro Teaching(Group 5 &6)	Mr. Shamsul
Day 10 17/03/2015 Tuesday	09.15 – 11.15	46-47	Classroom Management	Swapan
	11.15 – 12.00		<i>Tea Break</i>	
	12.00 – 1.00	48	Micro Teaching (Group 7)	Razzaque
	1.00 – 2.30		<i>Lunch Break</i>	
	2.30 – 4.30	49-50	Micro Teaching(Group 8 & 9)	Ms. Irene
Day 11 & 12 , 18/03/2015 & 19/03/2015, Wednesday & Thursday STUDY TOUR 20/03/2015 & 21/03/2015 ( Friday and Saturday) Weekly Holidays				
Day 13 22/03/2015 Sunday	09.15 – 11.15	61-62	Final Exam.	Co-comiittee
	11.15 – 12.00		<i>Tea Break</i>	
	12.00 – 1.00	63	Bill Preparation	Mr.Asaduzzaman
	1.00 – 2.30		<i>Lunch Break</i>	
	2.30 – 4.30	64-65	Micro Teaching (Group 10&11)	Ms. Chameli
Day 14 23/03/2015 Monday	09.15 – 11.15	66-67	Digital Content	Ms. Urmilla
	11.15 – 12.00		<i>Tea Break</i>	
	12.00 – 1.00	68	Post Test & Course Evaluation	Co-committee
	1.00 – 2.30		<i>Lunch Break</i>	
	2.30 – 4.30	69-70	Micro Teaching (Group-12 & 13)	Mr Shamsul
Day 15 24/03/2015 5 Tuesday	09.15-11.15	71-72	Inclusive Education	Swapan Nath
	11.15-12.00		Tea Break	
	12.00-1.00	73	Course Evaluation	Co-committee

Date & Day	Time	session	Title of the Session	Speaker
	1.00-2.30		Lunch & prayer	
	2.30-4.30	74-75	Closing Ceremony	Co-committee

## 4. Appendices

### A) Names of Guest Speakers

Sl.	Names	Designations & Contact Nos
1.	Ms. Raihana Shams	English Language Expert Cell: 01711546923
2.	Prof. Dr. Selina Akhter Jahan	ELT National Consulta & English Language Expert Cell: 01716129559
3.	Prof. Shariful Islam	Professor of English Specialist ELT Cell: 01678135281
4.	Ms. Urmilla Khaled	Assistant Professor of English Teachers' Training College, Dhaka Cell: 01714166656
5.	Mr. Zulfiquer Haider	Associate Professor of English DSHE (on deputation) At present, Research Fellow, Monash University, Australia Cell: 01714032682
6.	Md. Abdur Rahim	Associate Professor of English & Curriculum Specialist, NCTB Cell: 01673567133
7	Md. Kazi Shajahan	PS , Secretary Education Mobile: 01712653035

## Telephone Number of the Course Coordination Committee

Name & Designation	Telephone Number	
	Office	Residence/ Cell
Prof. Md. Hamidul Haque Chief Advisor Director General , NAEM	964373, 201 9613709, 287(P.A.)	9634371
Prof. Dr. A.F.M Shafiqur Rahman Course Advisor	<b>9613715 215</b>	<b>01716802644</b>
Swapan Kumar Saha Course Director		<b>01673997653</b>
Course Coordinator Shameem Mahboob	<b>239</b>	<b>01918155553</b>
Course Coordinator Chameli Das		<b>01754830289</b>

## NAEM Faculty Members

		Office
Prof. Md. Hamidul Haque	Director General	964373, 201 9613709, 287(P.A.)

## Administration & Finance Division

Sl. No.	Designation	Name	Office	Home
1.	Prof. Dr. A. F. M Shafiqur Rahman (in-charge)	Director	9613715, 202 303(PA)	
2.	Md. Shahidur Rahman	Deputy Director	9634372,307	01912469874
3.	Ahmed Ehsan Ul Hannan	Assistant Director (Common)	9634375, 308	01732522326
4.	Md. Asaduzzaman	Assistant Director (Fin)	9634373, 244	01711260564
5.	Dr. Nuruzzman	Medical Officer	209	01717443467
6.	Md. Salim Seikh	Administrative Officer		01681953042
7.	Kazi Humaun Kabir	Accounts Officer		01711580548

### Planning & Development Division

Sl. No.	Designation	Name	Office	Home
01.	Prof. Ferdous Ara	Director	9613735	01715075467
02.	Kalachand Shil	Deputy Director	8621443	01715161475
03.	Md. Salimuzzaman	Deputy Director	8621425	01552461497
04.	Md. Arizul Islam Khan	Assistant Director	311	01552410547
05.	Moazzem Hossain Selim	Assistant Director		01717478985
06.	Samsun Akter Siddiquee	Assistant Director		----
07.	Md. Mozammal Hoque	Assistant Director		01923797278
08.	A K M Shah Alam	Programmer	9634376/214	01552324379
09.	Md. Fakhrul Islam	Computer Supervisor	8650565/214	01816606343
10	Nahida Akter	Technical Officer		01815060823
11	Mohammed Amin Uddin	Technical Officer		01819973864

### Training & Implementation Division

Sl. No.	Name	Designation	Office	Home
1.	Prof. Dr. A.F.M. Shafiqur Rahman	Director	9613715	01716802644
2.	Riad Choudhury	Deputy Director	8621451	01711358354 01912851506
3.	Dr. Md. Atiqul Islam Pathan	Deputy Director	8621455,206	01552374226
4.	Nazmun Nahar	Assistant Director	--	01552356345
5.	Ms. Saira Parven	Assistant Director		01552330027
6.	Paik Md. Noorul Islam	Assistant Director		01818295681
7.	Md. Shahidul Islam	Assistant Director		01552356296
8.	Md. Jahangir Kabir	Assistant Director		01673212914
9.	Saima Rahman	Assistant Director	-	01716625386
10.	Md. Ahsan Habib	Assistant Director		01819503031
11.	Lutfun Nahar Begum	Physical Instructor		01913478820
<b>Training Specialists</b>				
1.	Prof. Selina Rawshan	Training Specialist	202	01716129559
2.	Professor Mafuja Shahnaj	Training Specialist		01671675242
3.	Professor Shahida Afroz	Training Specialist		01716492789
4.	Shamsun Nahar	Training Specialist		01720041646
5.	S.M. Rabiul Islam	Training Specialist		01915645186
6.	Md. Mamun-ul-Hoque	Training Specialist		01711532955
7.	Tahmina Begum	Training Specialist	218	01673881024
8.	Khan Md. Mainul Hoque	Training Specialist		01711187244
9.	Md. Zahurul Alam	Training Specialist		01711260326
10.	Dr. Md. Khademul Islam	Training Specialist	232	01712645864
11.	Shikha Chakrabarty	Training Specialist		01819468458
12.	Tahsina Akter	Training Specialist		01715088695

13.	Qurratul Ayen Safdar	Training Specialist		01552329735
14.	Md. Iqbal Hossain	Training Specialist	236	01711226888
15.	Md. Mizanur Rahman Khandaker	Training Specialist		01558367212
16.	Swapan kumar Nath	Training Specialist		01715660834
17.	Swapan Kumar Saha	Training Specialist	01931300400	01673997653
18.	Md. Khorshed Alam	Training Specialist		01712046399
19.	Md. Al Masud Karim	Training Specialist		01712703233
20.	Md. Abdur Razzak Mian	Training Specialist		01711933543
21.	Md. Sydur Rahman Kotowal	Training Specialist		01835853853
22.	Ms. Asma Akhter	Training Specialist		01734933233
23.	Md. Mojibur Rahman	Training Specialist		01713370914
24.	Monoara Khatun	Training Specialist		01717871979
25.	Mominul Huq Chowdhury	Training Specialist	220	01715032658
26.	Shameem Mahboob	Training Specialist		01918155553

### Teacher Trainer

Sl. No.	Name	Designation	Office	Home
01.	Md. Shamsul Huda	Teacher Trainer		01712284669
02.	Chameli Das	Teacher Trainer		01754830289
03.	Ireen Rahman	Teacher Trainer		01721754354

### Research & Documentation Division

Sl. No.	Name	Designation	Office	Home
1.	Prof. Dr. Afroza Begum Yasmin	Director	9634787 205(PA)	01912235276 01819544111
2.	Prof. Naheed Quayyum	Deputy Director	8621422 , 213	8313368 01711407223
3.	Rokshana Bilkis	Deputy Director	8621418	01552573798
4.	Dr. Sunil Kumar Howlader	Assistant Director		01554311857
5.	Md. Ayet Ali	Assistant Director	236	01712099023
6.	Dr. Kallyani Nandy	Assistant Director	216	01714353730
7.	Shahida Sultana	Assistant Director		01822002200
8.	Mosharrofa Nazneen	Librarian	241	01556351204
9.	Md. Rafiqul Islam Akand	Documentation Officer (CC)	290	01556351205

## Residential Hostel and Responsible Officers

Sl. No.	Name of Hostel	Hostel Superintendent	Assistant Superintendent	Hostel
1.	Sonar Bangla Hostel	Md, Selimuzzaman Deputy Director Cell- 01552461487	Md. Asaduzzaman Assistant Director Cell- 01726194835	
2.	Amar Ekushey Hostel	Md. Mamun Ul Hoque Training Specialist Cell- 01711186302	Mosharrofa Nazneen Librarian Cell- 01556351204	
3.	Shaheed Muktijoddha Hostel	Swapon Kumar Nath Training Specialist Cell- 01715239542	Jahangir Kabir AD (T&I) Cell 01673212914	
4	Shaheed Jononi Hostel		Lutfun Nahar Begum Physical instructor Cell - 01913478820	
.5	Shaheed Buddhijibi Hostel	Md. Abdur Razzak Mian Training Specialist Cell - 01711933543	Al Masud Karim Traning Specialist Cell - 01712703233	