

Government of the people's Republic of Bangladesh Affiliated

University of International Computer
Administration Foundation Bangladesh



ঢাকা বিশ্ববিদ্যালয়
ইন্টারন্যাশনাল কম্পিউটার
ইউনিভার্সিটি অফ ইন্ডিয়া

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ফোন নং 360 নং

1. f~wgKvt

‡m‡mUvwi‡qj cÖ`vKwU‡mm GKwU Kg@gyLx ev`leag@x e,,wEg~jK wk¶¶v| GwU Aa`vqb K‡i GKRb wk¶¶v_x© Zvi e`w³K DbæqYmn Awd‡mi hveZxq Kvh@vewj AZ`ší `¶¶Zvi mv‡_ myPvi“if‡c mæúv`b Ki‡Z cv‡i| G wel‡qib GKwU Ask kU@n`v‡Úi c~b©Ávb AR©b K‡i kÖ“wZwjwc wjL‡bi c‡i KwæúDUv‡ii gva`‡g AwZ mn‡R Wv‡K ‡cÖiY‡hvM” wb@fyj wPwV, cÖwZ‡e`b, BZ`vw` `Zwi Kiv hvq| `¶¶Zv mæúbæ ‡m‡mUvwi `Zixi Kiv wbwg‡E `^i‡gqvw` cÖwk¶¶Y ‡`lqvi D‡`vM ‡bqv nq|

2. D‡`k`t

‡m‡mUvwi‡qj cÖ`vKwU‡mm Aa`vqb K‡i Awd‡mi hveZxq KvR mæú‡K© Ávb AR©bc~e©K `¶¶Zvi mv‡_ Awdm cwiPvjbv K‡i AvaywbK cÖwZ‡hvMxZvg~jK we‡k| cÖwZôvb‡K GwM‡q ‡bqv hvq| fwel`r cÖRb‡‡K `¶ Rb‡Mvwô wn‡m‡e M‡o ‡Zvjvi Rb` ‡m‡mUvwi‡qj cÖ`vKwU‡mm Gi LIFE SKILL DEVELOPMENT AND PERSONAL GROOMING mv‡_ mn A‡bK bZzb welq mshy³ Kiv n‡q‡Q| GQvovl G wel‡qi gva`‡g GKRb mwP‡ei Kg@c×wZ mæú‡K© we`lvwiZ Rvvb hvq| hvi gva`‡g mwPe Zvui Kvh@vewj, `vwqZi, `Yvewj, Kg@c×wZ, cÍ iPbv, mfv Avn`yb, Kvh@weeiYx wjLb, mfv cwiPvjbv, bw_cÍ msi¶¶Y, ‡hvMv‡hvM, Z_` msMÖn, Z_` msi¶¶Y Ges ‡cÖiY, mv¶¶vZKvi MÖnY, Af`_©bv, e`w³Zi Dbæqb, AvPib, Awd‡mi AvaywbK hš¿cvwZi e`envi BZ`vw` mæú‡K© we`lvwiZ Ávb AR©b Ki‡Z cv‡i| c~‡e© ‡m‡mUvwi‡qj mvqY ‡Kvm©‡K Av‡iv bZzb bZzb welq mshy³ K‡i AvaywbwKKiY Kiv n‡q‡Q| G ‡Kvm©wU mæú~Y© e`w³MZ mwPe, GKvśi mwPe c‡` wb‡qvMcÖvß n‡q `¶¶Zvi mv‡_ weÁvbmæSZ Dcv‡q Awdm Kvh© cwiPvjbv Ki‡Z cvi‡e| ‡`‡ki ‡eKvi mgm`v mgvav‡b `i“Zic~Y© f~wgKv ivL‡e| G ‡Kvm©wU Qq gv‡mi n‡ji A‡bK_‡jv welq G‡Z m‡bæ‡ewkZ K‡i A‡bK DbæZ Kiv n‡q‡Q|

3. Employment opportunity:

4. Course structure:

Secretarial Practices	Total 360 hours Theory 120 hours Practical 240	5/6 days per week per days 3 hours	Minimum HSC pass
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5. Entry Qualification- Minimum HSC pass

6. List of competencies

7. Content

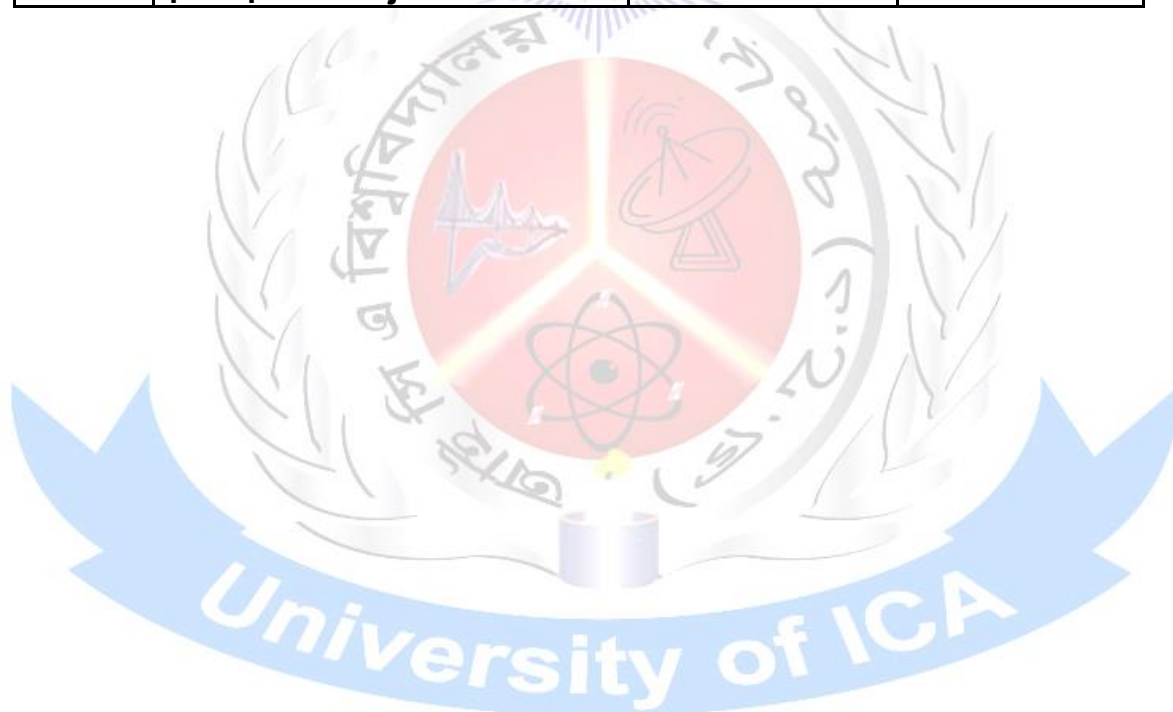
8. Job list

9. Tools & Equipment list

10. Book references

Contents:

μwgK bs		Theory	Practical
1.	KwαúDUvi	24	60
2.	kU©n`vÛ		
3.	weR‡bm KwgDwb‡Kkb		
4.	Awdm A‡Uv‡gkb		
5.	Awdm g`v‡bR‡g>U		
6.	weR‡bm AM©vbvB‡Rkb		
7.	‡m‡μUvwi‡qj GÛ cÖ‡dkbvj cÖvKwU‡mm		
8.	cv‡m©vbvj MÖ“wgs		
9.	jvBd w`çj †W‡fjc‡g>U		
10.	‡`úv‡Kb Bswjk		



KwæúDUvi

Dþik` t

þewmK KwæúDUvi nvW©lq`vi, AcvþiwUs wmþ÷g GbfvqiYþgU I
Awdm G`vwcþKkb- c`vþKR,þjv e`envþi `¶Zv AR©b|

welqe` t

1| KwæúDUvþii cUf~wg t

- 1.1 KwæúDUvþii f~wgKv I µgweKvk
- 1.2 KwæúDUvþii þk^aYx wefvM
- 1.3 KwæúDUvi wmþ÷þgi cÖavb Kþæúvþb>Um
- 1.4 KwæúDUvþii Avf`šlixY msMVB

2| BbcyU-AvDUcyU wWfvBm

- 2.1 BbcyU-AvDUcyU wWfvBþmi þewmK dvskb

3| KwæúDUvi mdUlq`vþii þewmK Kbþmþm

- 3.1 mdUlq`vþii msÁv Ges þk^aYx wefvM

e`envwiKt

1. KwæúDUvi wmþ÷þgi cwiwPwZ I e`envi

- 1.1 AvaywbK KwæúDUvi wmþ÷þgi cÖþZ`KwU BDwbU wPwýZ Kiv|
- 1.2 gvBþµvKw&æúDUvþii cÖþZ`K BDwbþUi gþa` msþhvM `vcb|
- 1.3 wcm Pvjy Kiv, eÜ Kiv I cyYt Pvjy Kiv|
- 1.4 wcm Pvjy I eÜ cÖwµqvi wewfbœ `vc mg~þni Abykxjb|

2. KwæúDUvi wmþ÷þgi mvþ_ I/O wWfvBþmi msþhvM mvab

- I e`envi þKškj 2.1 Kx-þevþW©i Kx-cwiwPwZ I e`envi
- 2.2 gvDþmi cwiwPwZ I e`envi
 - 2.3 gwBþUþii evwn`K Kþ>U^avj, þjvi cwiwPwZ I e`envi wcÖ>Uvi
 - 2.4 wmþ÷g BDwbþUi mvgþbi I wcQþbi c`vþþþji wewfbœ Uvvg©bvj, mþKU,
þcvU© I G`vKþmm BbwWþKU, þjv wPwýZ Kiv I msþhvM cÖ`vb|

3. DBþÛvR Uzjm A`vÛ BDwUwjwU

- 3.1 Scandisk e`envi Kiv
- 3.2 Defragmentation Gi e`envi
- 3.3 File compression Abykxjb Kiv
- 3.4 Control c`vþþþji Uzjmmg~þni e`envi Kiv

4. dvBj g`vwbcyþjkb

- 4.1 wewfbœ þjvþKkþb dvBj msi¶Y Kiv
- 4.2 dvBþþji e`vK-Avc ivLv
- 4.3 dvBþþji Í`wU msþkvab Kiv

11. c'vivMÖvd, jvBb †úwms, eW©vi Ges †kwWs

11.1 c'vivMÖvd %Zix I gw8eçj c'vivMÖvzd †U-UK w'ÜU-

Kiv

11.2 c'vivMÖvd ms†hvM gyQv I c'vivMÖvzdi g†a" jvBb †úwms n«vm e,,w× Kiv

11.3 c'vivMÖvd Bb†WwUs

11.4 eW©vi, Kvóg eW©vi I †kwWs-Gi e"envi Kiv

11.5 wm†½j I Wvej †úwms cÖ`vb Kiv

12. U`ve, †Uwej I †Uwej wWRvBb

12.1 U`ve I ††ci e"envi

12.2 †Uwej %Zix I cwieZ©b I cwigvR©b Kiv

12.3 †Uwe†ji †U·U cwieZ©b I cwigvR©b Kiv

12.4 †Uwe†ji †mj, Kjvg, †iv Ges cy†iv †Uwej wbe©vPb Kiv

12.5 †Uwe†ji wewfbæ `v†b †iv-Kjvg ms†hvM Kiv, gy†Q †dju Ges
†iv-Kjv†gi nvBU I DB_ wbqš¿Y Kiv

12.6 gvwR©b †mj I Kjv†gi ga"eZ©x †úwms cwieZ©b Kiv

12.7 B†Kv†qkb GwWUi Gi e"envi Kiv

13. †j†ewjs I †gBwjs

13.1 Gb†fjvc I †j†e†ji e"envi Kiv

13.2 †gBjgvR© ^Zix Kiv

13.3 †Ug†c-U e"envi Kiv

14. MwZ cix¶v

14.1 †nvg KxR

14.2 AwZ mn†R K†µúvR †kLvi c×wZ

15. e"emvwqK cî

15.1 weivg wPý

16. QK gy`aY

16.1 Q†Ki wewfbæ Ask

16.2 Q†Ki wewfbæ c×wZ

16.3 Q†Ki gy`aY Ges wcÖ>U Kiv|

gvb eÈb

c~Y© gvb=100 avivevwnK g~j`vqb (e"envwiK)=40
(e"envwiK)=60

Pzovší g~j`vqb

1. 5 wgw†Ui MwZ cix¶v 20

2. GKwU evwYwR`K cî K†µúvR Ges wcÖ>U Kiv (20 wgwBU mgq)

3. GKwU PK K†µúvR Ges wcÖ>U Kiv (10 wgwBU mgq)

kU©n`vÛ (evsjv I Bs†iRx)

D†ik`t

kU©n`vÛ †m†µUvwi†qj mv†qÝ Gi GKwU †gŠwjK As†ki ev`ieag©x e,,wËg~jK wk¶¶v| G welqwU Aa`qb K†i GKRb wk¶¶v_©x Zvi e`w³K Dbœaqbmn †ckv †¶†i Awd†mi hveZxq Kvh©vejx AZ`ší `¶Zvi mv†_ myPvi`if†c maúv`b Ki†Z cvi†el †m†µUvwi†qj mv†qÝ Gi GKwU Ask wntm†te kU©n`vÛ (evsjv I Bs†iRx) welqwU wk¶¶v_xiv© maú~Y©if†c wkL†j wW†cvgv--Bb-Kgvm© wk¶¶vµ†gi c~Y©Zv jvf Ki†el

welqe`t

kU©n`vÛ DrcwË I µg weKvk, kU©n`v†Ûi msÁv, kU©n`v†Ûi „i“Zi, kU©n`vÛ wjLvi bxwZgvjv, we^addig, we^addi†gi „i“Zi, †d«R, †d«†Ri cÖ†qvRbxqZv|

e`envwiKt

1. kU©n`v†Ûi AvPuomg~n|
2. weig wPÝmg~†ni e`envi|
3. g~j k†ái cÖ_†g I †k†i hy³ †bvUmg~†ni kã MVb I kÖ“wZ wjLb|
4. hy&³ wew”Qbœ †bvU Øviv kã MVb I kÖ“wZ wjLb|
5. Kvh©vj†q e`eüZ Kg©KZ©v I Kg©Pvixi c`exi msw¶¶ß wPÝ wjLb|
6. evi gvm, mvZ w`b, †Rjv I HwZnvwmK †fŠMwjK `vb BZ`vw`i msw¶¶ß wPÝ|
7. wewfbœ ÷vB†j †MvQv†jv c†li kÖ“wZwjLb I AbywjLb|
8. evsjv Ges Bs†iRx kU©n`v†Ûi Lesson cÖ_g †_†K †kl ch©š|

gvbeËb

c~Y©gvb=100 b¤^i

avievwnK g~j`vqb (e`envwiK) =50 b¤^i

P~ovš| g~j`vqb (e`envwiK) =50 b¤^i

K.	kã (hy ³ /wehy& ³) t 20 wU (evsjv 10wU I Bs†iRx 10wU)	20 ×0.5=10
L.	k†ái msw¶¶ß ifc/we ^a d dig t 20wU (evsjv 10 wU I Bs†iRx 10wU)	20 ×0.5=10
M.	kã „Q/†d«R t 20wU (evsjv 10wU I Bs†iRx 10wU)	20×0.5=10
N.	Aby†”Q` kU©n`vÛ wjLb I Abyev` t (evsjv 5 b¤^i I Bs†iRx 5 b¤^i)	=5
O.	evwYwR`K c†li kU©n`v†Û wjLb I Abyev` t (evsjv 5 b¤^i I Bs†iRx 5 b¤^i)	=10

mnvqK cy`ÍK t

1. D”P gva`wgK mvwPweK we`v - †gvt BDbyQ nvljv`vi
2. D”P gva`wgK mvwPweK we`v - wgdZvn Dwïb Avng`

Business Communication

Objective:

After the completion of the course, learners will be able to develop-

- Communication for business purpose
- Differentiating business letters
- Drafting letters of quotations, tenders, and letter of enquiry
- Making advertisement, notice, memo, posters
- Modifying letters as per situation

“Group-A” Contents (English)

Theory

1. Business communication-Introduction, Characteristics, significance
2. Ways of Communication- Written, oral, merits and demerits, application
3. Technique of Communication- oral, written
4. Medium of Communication- Telephone receiving and replying, Internet, E-mail, information collection and sending
5. Style of letters- Full blocked, blocked, semi-blocked
6. Parts of business letters- Techniques of writing (Heading, Reference, Attention line, date, inside address, subject, salutation, body, complementary closing, signature, writing identification initial, enclose, carbon copy, postscript, Supplements)
7. Types of Business letters-(in English)
 - Job letter
 - Appointment letter
 - o Joining report
 - Letter of enquiry, orders, cancellation o
Letter of compensation and complaint o
Official note
 - Memorandum
 - Letter to the Print and Electronic media o
Tender
 - Quotation o
Notic

e`envwiK t (evsjv)

1. cÖwZôvþbi wbKUeZ©x þh þKvb e`emvwqK cÖwZôvþb Mgb Ges þm cÖwZôvþbi weµq þKŠkj þhvMvþhvþMi e`envi welþq cÖwZþe`b %Zwi|

2. wbZ` e`envh© cþb`i Rb` `,,wó AvKI©Yc~e©K `wbK cwÍKvq cÖKvþki Rb` GKwU bgybv weÁvcb `Zwi|

3. cÖwZôvþb m` cÖ`ZK...Z cÖmvabx cþY`i Rb` þUwjwfkþb cÖPvþii GKwU AvKI©Yxq w`CEP `Zwi|

4. miKvwi l AvavmiKvwi cÖZ `Zwi|

5. PvKwii Avþe`þbi Rb` Rxeb e,,Évší (wmwf/evþqvWvUv) cÖYqb|

6. e`emvwqK cÖwZôvþbi `ßi `vbvší msµvší cÖPvi cí cÖYqb|

7. weþ`wk cÖwZôvþb þhvMvþhvþMi Rb` BsþiRx fvlvq cí cÖYqb|

8. ZvwË;K Asþki 7 bs welqe`i cÖwZ cÖKvi cþí GKwU Kþi cÖZ evsjv l BsþiRxþZ iPbv KiþZ nþe|

9. wba©vwiZ welþqi Dci wk¶K þk^aYxKþ¶ 5 wgwþþUi Rb` K`vþmUe× Kþi A_ev wbR gyþL welqe`i

wk¶v_©xþ`i k^aeY Kivþeb Ges Zvr¶wbKfvþe wk¶v_xþ`i© KvQ þ_þK Zv wjwLZfvþe MÖnY Kiþeb|

gvb eÈb

c~b©gvb t 50

avivevwnK g~j`vqb t 20

P~ovší g~j`vqb t 30

cÖkæ cÖYqþbi aviv

ZË;xq

K-wefvM

- | | |
|--|--------|
| 1. Advertisement/Quotation/Tender/Memo/L.c: (one out of three) | 1×5=05 |
| 2. Formal letter: (one out of three) | 1×5=05 |
| 3. Short Notes : (Two out of Five) | =05 |

L-wefvM

- | | |
|---|--------|
| 1. weÁcb/`icÍ weÁwß/AbymÜvb cíZvMv`v cÖÍ (3wUi gþa` þh þKvb GKwU) | 1×5=05 |
| 2. wPwVcí wjLb (3wUi gþa` þh þKvb GKwU) | 1×5=05 |
| 3. msw¶ß þbvU (3wUi gþa` þh þKvb GKwU) | =05 |

þgvU=15

Reference Books:

- | | |
|---|--------------|
| 1. Business Correspondence for colleges | By Hunrigger |
| 2. Business English Essentials | Handerson |

3. Basic Business Communication – Skills Lesiker and Flatley (10th Edition)
for empowering the internet generation
4. A Text Book of Commercial English and - Abdus Sattar
Business Communication
5. e^oemvwqK thvMvthvM I mwPteI Kvh©cxwZ- W. k^ovgmy^oi Kvg©Kvi
6. e^oemvwqK thvMvthvM I mwPteI Kvh©cxwZ- Aa^ovcK jwZdzi ingvb I KvRx dvi^oKx
7. Conversation on Everyday English- Md. Faruquzzaman Akahn
8. English Conversation Practice- Grant Taylor

Awdm AteUvtegkb

welqe^ot

1. KwauDUvit nvW©lq^ovi I mdUlq^ovi, G·Uvibvj tevteIR wWfvBRtemm, wmwWGM, wWfwW Gm, wcb W^ovBfm, wRwWAviGm, e^ovK Avc wWfvBtemm, wcÖUvi, ^ocvbvi, wfwWI KbdvteYx, AdteWkb, w^ouP wiKMwbkb mdUlq^ovi, B>UvitebU, B-tegBj, B-Kgvm©
2. mvaviY hszcvwZt msAv, ^oi^oZi, msi^oteYi cÖteqvRbxqZv I cxwZ, d^ov^o, wcGweGKm, dteUvKwcqvi,

teUvteb, teveBj, wWk^oukb, lqvitej, B·Uviteg, Wyc^oKw^os-

teWkb, Ab^ov^o hszcvwZ I e^oemv wewj

gvbeEb

c~Y©gvb=50

avievwnK g~j^ovqb (e^oenvwiK) =20

P~ovšI g~j^ovqb (e^oenvwiK) Awdtemi KwauDUvi Ges mvaviY hszcvwZi e^oenvi=30

Awdm g^ovtebRtegtU

welqe^ot

1. Awdm e^oe^ovcbv t

K. Awdm t msAv, Kvh©vewj, ^oi^oZi

L. Awdm e^oe^ovcbv t msAv, AvlZv, Kvh©vewj, cÖKvitef^o

M. Awdm wefvMxqKiYt msAv, wfwEmg~n

N. Awdm Kg©x e^oe^ovcbv t msAv, Dteik^o, ^oi^oZi, Kvh©vewj,

bxwZgvjv, Awdm e^oe^ovcteki Kvh©vejx, ^oteZv I ^oYvejx,

Awdm Kg©xi msAv, Awdm Kg©x msMÖn I Drm|

2. Awdm digm, gwbnvix, Awdþmi ʻvb wbe©vPb, webʻvmt
K. Awdm digmt msÁv, ʻi“Zi, myweav, cÖKviþf, b·v cÖʻZKiY
L. Awdm gwbnvixt msÁv, ZvwjKv

3. ʻvb wbe©vPb, weYʻvm I cwiþek t
K. Awdþmi ʻvb wbe©vPbt msÁv, weþePʻ welq|
L. Awdm weYʻvm t msÁv, weþePʻ welq, Avmevecĭ
wbe©vPb, weYʻvm I Avmevecĭ webʻvþmi weþePʻ welq|

4. bw_KiY I m~PxKiY t
K. bw_cĭ eʻeʻvcbv t msÁv, ʻi“Zi, bxwZgvjv|
L. bw_KiY t msÁv, ʻi“Zi, bw_KiY cxwZ, bw_cĭ þk^aYx webʻvm cxwZ, DĚg
bw_KiY cxwZi ^ewkó I ʻYvejx|
M. m~PxKiY t msÁv, ʻi“Zi, cxwZ|

5. WvK þhvMvþhvM I mfv
K. WvK þhvMvþhvMt msÁv, ʻi“Zi|
L. WvK mvwf©mt þiwRþó^aK...Z cĭ, exgvK...Z cĭ, cvþm©j, eyK
þcvó, gw b AW©vi, þcvóvj AW©vi, B. Gg.Gm, wR.B.wc, Kzwiqj
mvwf©m, cĭ MÖnY I wewjKiY cxwZ, dvBj PjvPj þiwRóvi|
M. mfv msÁv, Kvh©vewj, cÖKviþf, mfv Abyôvþbi cÖwµqv,
mfvi þbvwUk, AvþjvPʻ m~Px, Kvh©weeiYx, þbvU wjLb cĭwZ|

gvbeĚb

c~Y© gvb =50

avievwnK g~jʻvqb =20

P~ovšĭ g~jʻvqb =30

4wU iPbvg~jK cÖkæ_vKþe 2wU cÖþkæi DĚi wʻþZ nþe 2x10=20

4wU mswſß cÖkæ_vKþe 2wU cÖþkæi DĚi wʻþZ nþe 2x5=10

eʻemvq msMVb

Dþĭk t

wkſv_xþK© wewfbæ cÖKvi eʻemvq msMVþbi Dþĭkʻ I cÖavb Kvh©vewj Ges eʻemvq
cÖwZôvþbi Dþĭkʻ, msMVb cÖYvjx I weʻÍwiz Kvh©vewj mæúþK© AewnZ Kiv|

eʻemv msMVbt

wkſv_xþK© wewfbæ cÖKvi eʻemvq msMVþbi Dþĭkʻ I cÖavb Kvh©vewj Ges eʻemvq
cÖwZôvþbi Dþĭkʻ, msMVb cÖYvjx I weʻÍwiz Kvh©vewj mæúþK© AewnZ Kiv|

e'emv msMVbt
msÁv, ^ewkó, †gŠwjK Dcv`vb, „i“Zi, Kvh©vewj I AvIZv|

e'emvq msMV‡bi msÁvt

e'emvq msMV‡bi cÖKvi‡f, e'emvq evwYR" I wk‡ii m‡úK©, evsjv‡`‡k e'emvq msMVb|

e'emv‡qi Ae`vb I AvqZb t

e'emvq cÖwZôv‡bi Ae`vb wba©i‡bi welqmg~n, e'emv‡qi AvqZb wba©vibKvix Dcv`vb mg~n|

GKgvwjKvbn e'emvqt

msÁv, ^ewkó, „i“Zi, GKgvwjKvbn e'emv‡qi RbwcÖqZvi KviY, wU‡K
_vKvi KviY, Dchy³ ††‡Îmg~n evsjv‡`‡k GKgvwjKvbn e'emvq|

Askx`vwi e'emvqt

msÁv, Avek`Kxq Dcv`vbm~n, wfwË, myweav I Amyweav, Askx`vwi Pzw³, Askx`vix
Pzw³cÎ, Pzw³c‡Îi welqe`, Askx`vix e'emv‡qi wbeÜb, cÖKvi‡f, Askx`v‡ii cÖKvi‡f|

‡hŠ_g~jabx e'emvq t msÁv, ^ewkó, cÖKvi‡f, cÖvB‡fU wjwg‡UW †Kv‡úvbx i msÁv, %ewkó,
cvewjK wjwg‡UW †Kv‡úvbx i msÁv, %ewkó, cvewjK I cÖvB‡fU wjwg‡UW †Kv‡úvbx g‡a` cv_©K",
†Kv‡úvbx MVb c×wZ †kqvi FYcÎ`šviK wjwc cwi‡g jwqgvewj, †Kv‡úvwb we‡jvcmvab|

mgevq mwgwZt

mÁv, †gŠwjK bxwZ, myweav-Amyweav, „i“Zi, †kªYxwefvM, MVb c×wZ|

ivóªxq e'emvqt

msÁv, ^ewkó, ivóªxq e'emv‡qi c‡†† I wec‡†† hyw³|

e'emv‡q A_©ms`vb t

e'emv‡q A_©ms`v‡bi msÁv, cÖKvi I Drm|

evRviRvZKibt

msÁv, Kvh©vejx, ga` e'emvqx I cÖKvi‡f, evRvi RvZ KiY cÖmvi I
†KŠkj c×wZ, weµqxZv I DËg weµqKg©xi „bvejx|

Avgv`vbx I ißvbx t

Avgv`vwb c×wZ, ißvwb c×wZ, c~Yt ißvbx wK?

e`envwiK t

1. †Kvb GKwU wki cÖwZôvb cwi`k©b K‡i D³ cÖwZôv‡bi e'emv‡qi cwi‡ek m‡ú‡K© cÖwZ‡e`b wjL‡e|

2. †Kv GKwU e'emvq cÖwZôvb cwi`k©b K‡i D³ cÖwZôv‡bi mvsMVwbK KvVv‡gv `Zwi Ki‡e|

3. GKwU Askx`vix e`emvq mgevq mwgwZ I cwi`k©b Kfi Gi j¶¶, Dfi`k`, Kvh©vewj eb©bv Kiße Ges cÖwZôvØfiqi gfa` cv_©K` wbY©q Kiße|
4. †Kvb cÖwZôvfi Dcv`b wefvM ch©fe¶¶Y Kfi Drcv`b cÖwµqv eY©bv Kiße|
5. †Kvb Avgv`wbKviK ev ißvwbKvifiKi mvfi_ fhvMvfhvM Kfi D³ e`emvqxi Avg`vwb ev ißvwb cxwZi eb©bv †`fe I cÖfiqvRbxh `wjicfi Kwc mshy³ Kiße|
6. †Kvb cÖwZôvfi wecbb wefvM ev †Kvb wecbb cÖwZôvfi wecbb Kvh©µg ch©fe¶¶Y Kfi cÖwZfe`b wjLfe|
7. †h †Kvb e`emvq cÖwZôvfi A_© ms`vfi wewfbœ Drm I A_©ms`vb e`q mæúfiK© Z_` msMÖn Kfi wewfbœ Drfi mi myweav-Amyweav eb©bv Kiße|
8. †Kvb cÖwZôvfi µq wefvM I gRyZ wefvM cwi`k©b Kfi µq I gyRyZ cxwZi Dci cÖwZfe`b cÖYqb Kiße|

gvbeËb

c~Y© gvb =50

mgq t $1\frac{1}{2}$ N>Uv

avievwnK g~j`vqb=20

P~ovši g~j`vqb=30

P~ovši g~j`vqb

cÖkœ cÖYqfi aviv

msw¶ß 12wU cÖkœ _vKfe †h †Kvb 6wU DËi w`fz nfe

6×5=30

mnvqK MÖš`vewj t

1. e`emvq msMVb I cwiwPwZ

-evsjv`k Kvwimwi wk¶¶v †evW©, XvKv

2. e`emvq bxwZ I cÖfiqvM-1g cÖÎ

-†gvt LvfiKz^{3/4}vgvb (b`vkbvj Kvwikyjvg I †U·U †evW© Abyfiqvw`Z)

3. e`emvq bxwZ I cÖfiqvM- 1g

cÖÎ -W. †gvt AvjDwiß

-†gvt wmwikzi ingvb (b`vkbvj Kvwikyjvg I †U·U †evW© Abyfiqvw`Z)

4. e`emvq bxwZ I cÖfiqvM- 1g cÖÎ

- †gvt byi`j Avjg f~uBqv I Ab`vb`

* - e`emvq bxwZ I cÖfiqvM-

1g cÖÎ KvRx dvi`Kx

welqē't

e"envwiK

1. K†_vc†K_b/Avjvc/Mí_Re K.AvR†Ki evRi`i

L. Drme wb†q Av†jvPbvt C`,`yM©vc~Rv, 26 †k gvP©, 16 B wW†m^i

M.cix¶vi †kl w`b

N.`k©bxq`vbm̃n cwí`k©b wb†q Av†jvPbv

O.Rxe†bi j¶ eY©bv

2. †gŠwLK`^xKwZ... cÖ`vb K.†ekf~lv m̃ú†K©

L. †Kvb Kv†Ri m̃ú†K©

M.fvj djvd†ji Rb`

N.if msev` cÖvwß†Z

3. gvbexq m̃úK©

3.1 cvwievwiK m̃úK©

3.2 cÖwZ†ekx†i mym̃úK©

3.3 we†kl m̃úK©

3.3.1 e†qv†R`ô bvMwiK

3.3.2 AvZ© gvbeZvi †mev

3.3.3 Amy` †ivMxi/GwZg wki

3.3.4 gvbwIK cÖwZeÜx

3.3.5 kvixwiK cÖwZeÜx/„wó cÖwZeÜx/mvgvwrK cÖwZeÜx

4. †Uwj†dvR AvjvcPvwiZv

4.1 †Uwj†dv†bi e"envi

4.2 †Uwj†dv†b K†_vc†_v†b wkóvPvi/f`aZv

4.3 †Uwj†dv†bi gva`†g msev` MÖnY I †cÖiY

4.4 g~j welqē` Dc`vcb

4.5 K†_vcK_b mg~n

5. $\bar{\wedge}v\uparrow vZKvi \uparrow K\check{S}kj$
 - 5.1 $gvbwIK c\ddot{O}'wZ$
 - 5.2 $\uparrow cvlvK wbe\odot vPb$
 - 5.3 $mv\uparrow vZKvi \uparrow ev\ddagger W\odot wb\ddagger R\ddagger K Dc\bar{\prime}vcb$
 - 5.4 $c\ddot{O}v_wgK c\ddot{O}\ddagger k\ddot{a}ev\ddot{E}i$
 - 5.5 $mivmwi D\ddot{E}i Dc\bar{\prime}vcb$

6. $\uparrow cvlvK m\ddot{a}u\ddagger K\odot \acute{A}vb$
 - 6.1 $wk\acute{o}vPvi/f\ddagger^{\acute{a}}vwPZ/i^{\prime}wP\check{K}xj$
 - 6.2 $\bar{\wedge}v\bar{\prime}^{\prime\prime} m\ddot{a}\Z
 - 6.3 $w\ddot{e}\ddagger kl w^{\check{b}}i \uparrow cvlvK$
 - 6.4 $\uparrow cvkv\ddagger Ki \uparrow m\check{S}^{\check{h}}\odot^{\prime\prime}$
 - 6.5 $\uparrow cvkvK I FZzi m\ddot{a}u\ddagger K\odot$

7. $\uparrow hvMv\ddagger Mi e^{\check{e}}e\bar{\prime}vcbv$
 - 7.1 $\uparrow g\check{S}wLK \uparrow hvMv\ddagger hvM$
 - 7.2 $mvaviY \ddagger hvMv\ddagger hvM/Avw^{\check{h}}K/fw^{\check{h}}gv$

8. $e^{\check{e}}w^3Zj myi\uparrow v$
 - 8.1 $\%_0^{\check{b}}w^{\check{b}} Kvh\odot cwiKibv c\ddot{O}Yqb$
 - 8.2 $mvdj^{\prime\prime} I mvd\ddagger j^{\prime\prime} i evavumg\sim n$
 - 8.3 $mvd\ddagger j^{\prime\prime} i cwigvb$
 - 8.4 $AvZ\check{Y} D\check{O}y\times Ki\ddagger Yi avcmg\sim n$
 - 8.5 $Kg\odot \uparrow c\ddot{O}iYvi Dcv^{\check{h}}vbm\check{g}\sim n$
 - 8.6 $AvZ\check{Y} m\ddot{a}\$vb\ddagger eva, AvZ\check{Y}gh\odot v^{\check{h}}vi mydj$
 - 8.7 $wbg\ddot{a}egv\ddagger bi AvZ\check{Y} m\ddot{a}\$v\ddagger bi KviY mg\sim n$
 - 8.8 $AvZ\check{Y} wek\check{v}m wbg\odot vb \uparrow K\check{S}kj$

9. $BwZevPK \bar{\prime}, w\acute{o}f^{\check{h}}/2$
 - 9.1 $c\sim Y\odot_b m\ddot{a}u\ddagger b\ddot{a}e gvbyl ()$
 - 9.2 $mym\ddot{a}u\ddagger b\ddot{a}e \bar{\prime}, w\acute{o}f^{\check{h}}/2x$
 - 9.3 $g\ddagger bvfve wba\odot vi\ddagger Yi Dcv^{\check{h}}vbm\check{g}\sim n$

9.4 BwZevPK gþbvfvtþei myweavmg~n

9.5 BwZevPK gþbvfve MVþbi avcmg~n

10. e~w³Zji weKvk

10.1 e~w³Zi weKvþki ZËi

10.2 dªþqþWi mvBþKv GbvjvBwUK ZËi

10.3 jvwbs w_liv Ae cviþmvbvjwU

10.4 Anstþeva I Me©þevþai gþa~ cv_©K~

10.5 ~^_© ciZv I AvZ¥ cÖþqvRþbi gþa~ cv_©K~

10.6 BwZevPK e~w³Zi MVþbi cxwZ

11. g~j~þeva

11.1 g~j~þeva wK fvþe wePvi Kiv nq

11.2 g~j~þeva I A_©%bwZK Kg©KvÛ

11.3 A½xKvi exZv

11.4 ~bwZK mZZv I AvBbMZ mZZv

11.5 g~j~þevþai cwieZ©b

gveeËb

c~Y© gvb=50 bª^i

avivevwnK g~j~vqb (e~envwi)t 20 bª^i

P~ovšI g~j~vqb (e~envwiK) t 30 bª^i

mrvqK cy_ÍKt

µwgK bs	cy_ÍþKi bvg	þjLK
01	The Positive rincilples Today	Norman Vincent Peale
02	How to Enjoy your life and your job	Dale Carnegi
03	How to Enrich Your Life	S. Perry
04	Manners and Etiquettes	Roy Alberque
05	Personality Development	Elizabeth B. Hurlock
06	Standard Bood of Cosmetology	Constance V. Kibbe

jvBd w̄'j †W†fjç†g›U

D†ik̄'t

jvBd w̄'j Dbœq̄b Aa'q̄b K†i wk̄v_©xiv wb†R†i†K Av†iv `¶ Ges MwZkxi K†i Zzj†Z cv†i| G wel†q
 Z_'' AbymÜvb, AvZ¥ we†k-IY, †÷ªP ḡ'v†bR†g›U, UvBg ḡ'v†bR, mvgvwRK `¶Zv, mgm̄'v, Dc̄'vc̄b
 †KŠkj, †hŠ_ Av†jvPbv Ges `jMZ KvRmn A†bK „i“Ziç~Y© welq Áv̄bvR©b Ki†Z cv†i|

welq̄'ē't

ē'envwiKt

1. jvBd w̄'j Dbœq̄b cwiwPwZt msÁv, D†ik̄' I cÖ†qvRbxqZv|
2. Z_'' AbymÜvbt Z†_''i Dm cÖv_wgK Ges †m†KŪvix Z_'', B†jKUªwbK Z_'' †K›ª,
miKvix wefvM, B›Uvi†bU, Z_'' msMÖn, msMÖ†ni c×wZ, wi†cvU© wjLb|
3. wjwLZ †hvMv†hvMt †bvU wjLvi c×wZ I wi†cvU© wjLb|
4. AvZ¥-we†k-lwbK g†bvfve, B"Qv n̄'uv m~PK, AvZ¥ wek'vmx, †cÖIYv|
5. †÷ªP ḡ'v†bR†g›U t̄^v̄'' ē'ē'vc̄bvi „i“Zi, t̄^v̄'' fvj ivLvi †KŠkj Ges ē'vqvg|
6. UvBg ḡ'v†bR†g›U t̄^v̄'' „i“Zi, mgq cwiKíbv̄i cÖwµqv, mgq b†óí KviY
Ges cÖwZKvi, h_vh_mgq ē'ē'vc̄bvi †KŠkj|
7. Av†eMt Av†e†Mi cÖKvi†f, wbqš¿Y, m„RbKxjZv, j¶ wba©vib, covi Ges †kLvi †KŠkj|
8. mvgvwRK `¶Zv I Avšít ē'w³K mªúK©t mvgvwRK KvVv†gv mngwg©Zv I mn†hvwMZv,
Avšít ē'w³K mªúK©, we†iv†ai KviY Ges mvgvavb, Avšít ē'w³K mªúK© Dbœq̄b|
9. mgm̄'v Ges mgvavbt mgm̄'v mgvav†bi avc, mgm̄'v wPwýZKiY, mgm̄'vi mgvav†bi †KŠkj
(†h †Kvb GKwU) ew†ePbv Kiv †h†Z cv†i (1) Uªvqvj GŪ Gii, (2) †eªBb ÷wgs, (3) †jUv†ij w_swKs
10. Dc̄'vc̄b †KŠkjt evPb fw½ (ewW j̄'s_†qR), AvKvi-Bw½†Z, `„wó fw½, gyLfw½, Dc̄'vc̄b
†KŠkj, fv̄lvi D" PviY, MwZ, KÉ^i, e³...Zv OHP, LCD cÖ†R†i Ges †nvqvBU †ev†W©i ē'envi|
11. †hŠ_ Av†jvPbv Ges mv¶vZKvi †KŠkjt †hŠ_ Av†jvPbv̄i msÁv, we†k- IYvZœK Ges †hŠw³K
wPšív fvebv, wm×vší MÖnY, mv¶vZKvi †KŠk†ji cÖ†qvRbxqZv, mv¶vZKv†ii mPivPi cÖkægjv|
12. `jMZ KvRt msÁv, mg†SvZv Ges MwZkxjZvi mv†_`†j KvR Kiv, `†j KvR
Kivi †KŠkj `†j †bZ...Zi †`qv, nZvkv NyPv†bv|
13. Kvh© ē'ē'vc̄bvt Kvh© wba©viY, cwiKíbv, msMVb Ges mªúv`b, Kvh© mvgcbx|

gveeĚb

c~Y© gvb=50 bα^i

avivevwnK g~j"vqb (e"envwi)t 20 bα^i

P~ovšĭ g~j"vqb (e"envwiK) t 30 bα^i

cÖwZwU wel†qi Dci GKwU K†i GmvBb†g,U Rgv w`†Z n†e|

KwgDwb†KwUf Bswjk

Period	Topics-Conversational Situation	hours
01	Speaking English-Gutting Information & Finding one's way	1
02	Speaking English-About meeting some one & participating in class.	1
03	Speaking English-About Tools and Equipments	1
04	Speaking English-Daily Activities & Asking About Activities	1
05	Speaking English- Meeting at the Train station & Asking Question at the Train Station	1
06	Speaking English- Meeting at the Train station & Asking Questions at the Train Station.	1
07	Speaking English-Meeting at the Airport & Getting information at the Airposrt's.	1
08	Speaking English-Getting to the Hotel & Asking direction.	1
09	Speaking English-Asking about Buses & Traveling by bus.	1
10	Speaking English-About Practical Class.	1
11	Speaking English-Going by Taxi and Asking the time.	1
12	Speaking English-Arriving early or late and Time and the calendar.	1
13	Speaking English-Living in an Apartment.	1
14	Speaking English-Using the Telephone	1
15	Speaking English-Sending and Receiving Letters.	1
16	Speaking English-Common Health problem and quitting & Finding Jobs.	1
17	Speaking English-Office Details and Office Conversation.	1
18	Speaking English-About Pactical Job.	1
19	Speaking English-On a specific situation & Public speaking	1
20	Speaking English-About Exchanging views with a Persons & Introducing oneself.	1

gvbeĚb

c~Y© gvb=50 bα^i

avivevwnK g~j"vqb (e"envwi)t 20 bα^i

P~ovšĭ g~j"vqb (e"envwiK) t 30 bα^i