

English–Oral Communication and Study Skills

SALMA AINY

School of Agriculture & Rural Development

Bangladesh Open University

English–Oral Communication and Study Skills

B A E 2207

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English–Oral Communication and Study Skills

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How to Study This Book

“English–Oral Communication and study skills”, this course book is written specially for the students of the B Ag Ed programme of the School of Agriculture and Rural Development. The book is designed to help the students learn and acquire the skills of communication. In distance education system there is no full-time presence of a teacher. The book is written in such a manner that you will never feel isolated or feel the absence of the teacher. Therefore the style of presenting the lessons of the book is different from other conventional text books. As you are to study and learn by yourself so, before starting a lesson it is best to know some of the salient features of this course book. This will help you understand the lessons better.

The Course

“English–Oral Communication and study skills”, consists of 5 units. Each Unit has several lessons. Although there are different lessons, there is an interrelationship between them.

Unit Introduction and Objectives

Each Unit begins with a brief introduction, telling you about the unit and the lessons within. You will also find the objectives at the beginning of each lesson. So, from the objectives you know what are you expected to find in the particular lesson. At the end of each lesson you will be assessing your progress. Answer keys are provided to help you estimate your development.

Icons

Your lesson plan is guided by icons indicating listen to the tape reading, activities, read and note, look at the picture, listen and write, write, answers key etc. Looking at the icons you immediately know what you are suppose to do. Given below is the list of icons used in this book.



= Listen to the tape



= Read and note



= Objectives



= Answer aloud/orally



= Read the Text



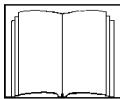
= Look at the picture



= Exercise/write/fill in the blanks/activities



= Answer Key



= Bibliography

While you are going through a lesson you will find activities. You are to complete those exercises as instructed. These are meant to help you developing your skill. From the objectives and gist given, you will know easily what is there in the lesson and what is the lesson all about. After you have completed the activities, you can check your answers with the answer key given.

Test and Review

There is a test and review lesson at the end of each unit. This section helps you to assess yourself about the whole unit. The good number of activities and solutions will increase your understanding of the learning materials. Please follow the instructions carefully to have maximum benefit. Attend tutorial classes to get assistance from your tutors. BOU is always there to help you out.

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English–Oral Communication and study skills

‘English–Oral Communication and Study Skills’ is a Course book of the Bachelor of Agricultural Education Programme. This book is written exclusively for the student of distance education. The Units of the book deals with developing listening, speaking and study skills. The user of the book will be able to develop his/ her skill in modern language.

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