

English Language Skills

BEN - 1301

Bachelor of Arts(BA) / Bachelor of Social Sciences (BSS) Programme



School of Social Sciences, Humanities and Languages
Bangladesh Open University
Gazipur - 1705

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To the Student

Dear Student

BEN 1301 : English Language Skills has been introduced as a compulsory General Education course of BA/BSS Programme. The course has been designed to help you learn English Language in a way which will fulfill your communicative and academic needs. We have a sincere effort to present the book in a self instructional way so that you can follow the lessons easily.

This course is worth of 3 credits and each credit contains materials worth of 15 hours self study and 10-15 hours additional activities, such as doing in-text activities, consulting references, following radio and tv programmes, attending tutorial sessions, discussing with tutor and course-mates and so on. That means the students are expected to spend 75 - 90 hours for completing the whole course.

Unit 1 with the title "**Reading Texts Thematically and Linguistically**" deals with the topics, such as identifying texts, topics and thesis statements, extracting main ideas from the texts, summarising, dealing with new vocabulary, reading charts and graphs, predicting, understanding writer's purpose or intention, making notes and using a dictionary.

Unit 2, deals with writing notes, paragraphs, letters, dialogues, reports, accounts and summary. There is the answer Key section at the end of almost each lesson.

Unit 3 deals with "**Communicative Grammar**". The topics covered in this Unit are—talking about the present, past and future, talking about abilities and possibilities, wishes and chances, describing processes, using reported speech and articles, and making reference to people and objects.

There are a number of activities in each lesson. Do the activities first and then check your answers with the 'Answer Key' where provided. Moreover, you can get sufficient clues from the text for your answer, or in some cases may wish to consult your tutor and compare your answer with those of your course-mates.

As you go through the lessons, you may come across a number of unfamiliar words, terms and expressions. Try to get the meaning from the context and also use a standard English to English dictionary. If you have any difficulty in understanding any part of this book, make notes to discuss them in the tutorial sessions. This may help you understand better. Nevertheless, please remember, you are always welcome to contact us, the faculty of SSHL, BOU, whenever you need to discuss something essential.

In the present edition of the book a good number of 'Explanatory Notes' 'Answer Key' and 'Multiple Choice Questions' have been added to all of the three Units. It must be mentioned that the whole work of supplementation has been done to fit the book for the principles of Open and Distance Learning (ODL) and hence to increase the student's comprehension. This part has been prepared by the course co-ordinator.

Best of Luck

(Course Coordinator)

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