

শুন্ন অব বিজনেস
SCHOOL OF BUSINESS

MGC 2305/MGD 2305

BUSINESS ENGLISH

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BANGLADESH OPEN UNIVERSITY

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Note to Students

This book is designed to help Bangladesh Open University students learn and acquire the skills of communication in the business world.

Each unit begins with a visual which illustrates the theme of the lessons and is followed by a brief introduction. You will also find the objectives at the beginning of each lesson. Your lesson plan is guided by icons indicating : compulsory reading, activities, reference texts, solutions. There are margin boxes that highlight important items of the text.

To assist you Bangladesh Open University has arranged tutorial services at your local tutorial centre and will also broadcast T.V. and radio programmes covering difficult areas. We have included a good number of activities and solutions to increase your understanding of the learning materials.

This is a 3- credit course implying that you should spend at least three hours a week in reading the text. Please follow the instructions and best of luck.