

**Book Review Programme in Advance Course on Administration and
Development (ACAD) and in Foundation Training Course :
a case study**

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Executive Summary

The study is a descriptive type of research with the following objectives :

1. To examine the effectiveness and acceptability of the programme after reviewing the programme as a whole.
2. To improve the Book Review Programme as a whole on the basis of the suggestions and opinions of the participants and faculty.

Book review is a critical writing of a book. Where the reviewer express their opinion regarding authors view, main theme of the book, lessons of the book, physical getup of the book, price & quality of the book, etc. Even though the reviewer also compare the book with other books written on the some subject. All the opinions of the review for the further development of the book. Book reviewing is an art also if the reviewer devotes himself to the cultivation of its particular excellence. The reviewer's purpose is not to impress the reader but to inform him about the book.

Why This Programme is Important for the Participants of ACAD & FTC :

- 1) To create self confidence and grow habit to speak before the audience.
- 2) To develop the efficiency and tactics of producing a broad discussion to speak before the audience, in short.
- 3) To develop the analysing and speaking capacity on particular subject after it is being reviewed

Government employees in some times or others are to face problems of presiding over a meeting, conducting a meeting, seminar and symposium and sometimes they are to stop mob fighting and revolution. So if the government employees have no experience in these respects they are to fall in difficulties or cannot preside over a meeting successfully. Book Review though in a limited and small area one is to use microphone by standing in a Rostrum . So this programme will enable the officers to conduct a meeting and deliver speech in the meeting

Participants opined that for the following reasons this programme will be helpful in their service life :

1. They will be more confident to speak before the audience.
2. Their English speaking will be developed.
3. They will be able to write a complex subject concisely.
4. It will be easy for the participants to initiate negotiation with foreign delegates.
5. This programme will help them to preside over a meeting in a structured way.
6. It will also help them in decision making.

Findings of the study :

1. 50% of the respondent had no idea about how to reviewing book and participate in question and answer session (Table no-3 & 4).
2. More than 90% of the respondent opined that Book Review and Oral presentation programme is very useful for them (Table No-5)
3. 94 % of the participant within the study said that this programme has developed their speaking power, Specially in English (Table No-6).
4. About 80% of the respondent opined that the selection procedure, duration and evaluation of the Book Review programme is acceptable (Table No-7,8 & 10) .
5. Most of the participants wants local books for reviewing and volumuous books should be avoided.
6. Sometimes it seems that caretaker chairperson are not well prepared.

Suggestion of the participants.

1. They suggested to assign book for reviewing as per discipline of the participants. Because it is not possible to review a book on economics who's background is engineering.
2. Participants opined that for reviewing books local books written by the scholars of the subcontinent may be given.
3. Like other sessions two or more sessions as the book review system may be arranged before given them books for reviewing.
4. Complicated and volumes books should not be selected for reviewing.

5. Participants suggested to beginning the programme at the middle of the course and book should be given to them within 7—15 days of their joining in the training.
6. Participants of the ACAD opined that 40 minutes should be allocated for each participant to present the book.
7. For conducting the presentation session guest speaker or journalist may be invited. Professional experts may be given priority.
8. Not more than 2 sessions should be arranged in a day on Book Review. Because it bores the participants.
9. Presiding officer should also read the books under review.
10. They opined that reviewed books may be published in the national dailies and journal of the BPATC.
11. Participants suggested that in case of Bangla books Bengali should be the media of presentation.

Recommendations

1. To create self confidence and grow habit to speak before the audience Book Review and Oral Presentation Programme should remain for the ACAD and Foundation Training course
2. Theoretical sessions on the Book Review and oral presentation may be conducted for the Foundation Training Course Participants.
3. Voluminous book should not be selected for reviewing
4. Not more than two sessions on Book Review should be conducted in a day. Because it makes the participants bored.
5. Duration of the presentation may be increased from 30 minutes to 40 minutes for the ACAD participants.
6. Books written by the scholars of this sub-continent may be given preference in selecting book for reviewing.
7. As per discipline of the participants books may be assigned for reviewing.
8. Nobel prize awarded books should not be assigned for reviewing.

9. Presiding officer of the review and oral presentation session should be well prepared.

Professional experts may be given preference.

10. Good articles can also be assigned for reviewing .

11. Local Author may be given priority

12. At the middle of the course Book Review Programme may begin and there should not be any examination or extension lecture on the previous night.

13. In case of Bangla book Bengali should be the media of presentation.

14. The best reviewed books may be published in the BPATC Journals.

Chapter-I

Introduction :

Book Review is an important and compulsory subject for the ACAD and Foundation Course. 100 marks have been allocated for their programme.

Importance of the Study :

It has been observed that though the Book Review programme has been made compulsory among the participants of the ACAD and Foundation Course many of the participants might have accepted the programme whole heartedly. More over a terror and tension work in this Book Review programme. As a result many participants accept this programme as death punishment. So the main objectives of this programme are hampered. So this study will make the programme more effective and cordial instead of a terror when imposed on them forcefully. From the recent evaluation report it is realised that the BPATC authority should be alert more than before regarding this programme.

In different preparatory meeting of the courses Rector of the Centre has been given suggestions to make the Book Review programme more effective.

What is Book Review :

Critical writing of a book. Where the reviewer express their opinion regarding authors view, main theme of the book, lessons of the book, physical getup of the book, price & quality of the book, etc. Even though the reviewer also compare the book with other books written on the some subject. All the opinions of the review for the further development of the book. Book reviewing is an art also if the reviewer devotes himself to the cultivation of its particular excellence. The reviewer's purpose is not to impress the reader but to inform him about the book.

Main objectives of the Book Review programme for the ACAD and FTC are these that :

- 1) To create self confidence and grow habit to speak before the audience.
- 2) To develop the efficiency and tactics of producing a broad discussion to speak before the audience, in short.
- 3) To achieve the capacity to produce a difficult and complex subject before the audience making it easily understandable, nice and acceptable to them.
- 4) To develop the analysing and speaking capacity on particular subject after it is being reviewed
- 5) To achieve the capacity to produce a vast subject in written, in short and in full.
- 6) To avoid errors in pronunciation and repeating a word again and again.

Government employees in some times or others are to face problems of presiding over a meeting, conducting a meeting, seminar and symposium and sometimes they are to stop mob fighting and revolution. So if the government employees have no experience in these respects they are to fall in difficulties or cannot preside over a meeting successfully. Book Review though in a limited and small area one is to use microphone by standing in a Rostrum . So this programme will enable the officers to conduct a meeting and deliver speech in that meeting. Participants participate in this programme as a routine work; but they do not get chance to give opinion how to make this programmer more successful. So far the knowledge of the researchers go no research work has been done in this subject in the past. So this study will enrich knowledge. So the results and recommendations for this study will make the Book Review programme up to date and effective.

Chapter-II

Objectives of the Study :

- (1) **General objectives:-** To examine the effectiveness and acceptability of the programme after reviewing the programme as a whole.
- (2) **Definite aims :**
 - (a) To study present condition of book review programme.
 - (b) Selection process of books & opinions of participants in this regard.
 - (c) To examine the effectiveness of presentation of Book Review.
 - (d) To take opinion of the participants regarding time allocation for presentation.
 - (e) To take opinion regarding evaluation process.
 - (f) To take opinion regarding selection of care taker chairperson.
 - (g) To improve the Book Review Programme as a whole on the basis of the suggestions and opinions of the participants.

Scope of the Study

The Study is concerned with the Book Review and Oral Presentation programme for the participants of the ACAD and Foundation Training Course of the centre. The scope of the study is as follows :

- (a) Acceptance of the programme to the participants.
- (b) Experience of the participants on reviewing books and public speaking.
- (c) How this programme will benefit in the participants service life.
- (d) Suggestions for improving the programme.

Expected benefits from the Study

- (a) Participants suggestions will assist to re-design the programme.
- (b) The study will also help in the procedure of the book selection.

Research Methodology :

Data have been collected by providing questionnaire to the faculty members, participants of ACAD and Foundation Course. Besides this, secondary data have been collected from different course end evaluation reports.

- (a) Sample area : BPATC Campus
- (b) Sampling Method : Sampling method have been followed in data collection.
- (c) Sapling, population size of the respondents and classification in ranges : 25% of the population, the sample size (respondents) is 80 persons. Respondents divided into two classes. That is participants and faculty members.

Participants of the 36th ACAD, 26th FTC and few faculty members of the BPATC have been considered respondents of the study. At the time of the study 36th ACAD and 26th FTC is being conducting. That's why the participants of these two courses have been considered as main respondent. On the other hand the programme is mainly designed for these two courses. Very few faculty members were included for sampling only. All questionnaire did not received from the faculty members. Collected data have been analysed by using statistics and quantitative techniques. Collected data have been then presented through tables and figures.

- (d) Method of data collection : Distributing the questionnaire, Interviewing and observations
- (e) Medi of data collection : Questionnaire, Evaluation reports, written report on Book Review Programme etc.;
- (f) Collectors of data & period : Data collectors collected the primary data. 20 days have been used for data collection.

(g) Data processing & data analysis : Data collected from sampling area is being arranged in table and described by charts and graphs. The data arranged in table is being expressed in percentage.

(h) Structure of the Research Report : The Research Report has been divided in 5 chapters.

CHAPTER-III

How the Book Review and Oral Presentation Programme will help in the service of the Respondent (Individual opinion of the participants).

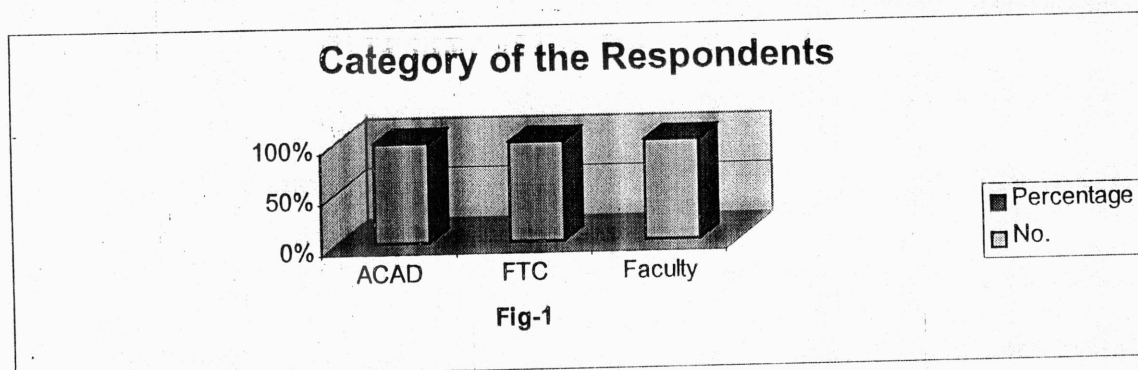
Foundation Training Course (FTC)	Advanced Course on Administration and Development (ACAD)
a. To Review reports b. To prepare summary	a. This will help enhancing knowledge b. This will enhance English language use c. This will make a habit of studying books
a. To Speak in a meeting b. To explain the design of book review to the superior or client. c. To speak to foreign expert in any occasion.	a. Developing the participants in English language b. Speaking power will be developed. c. The participants will feel free to speak to audience d. To preside over the meeting with English language.
a. Confidence generation for public speaking b. Speaking art incorporation in delivery system. c. Conducting formal public meeting.	a. To conduct the official meeting.
a. It will help to improve speaking power which is very much essential to a Govt. officer. b. It will help to reduce nervousness and will help participants when they will coordinate and negotiate with donors and foreign organizations. c. It will make the participants confident.	a. In writing official note b. In writing summary c. In briefing the audience.
a. To over-come the nervousness, while speaking in a public meeting. b. To enrich speaking power in English to audience. c. To face the questions arising before the participants. d. To help using speaking style.	a. It will enable the participants strengthen their speaking power b. It will enrich their knowledge c. It will encourage deliberation of lecture in any place. d. It will give knowledge of literature
a. When the participants go to the foreign country, this programme would be helpful to them. b. When they will deliver speech to meeting of high officials it will be helpful. c. If any delegations come from foreign country participants, would be able to	a. It will help the participants to make the office work precise. b. It will help the participants for decision-making.

speak to delegation without hesitation. d. After all, it will help Participants from any hesitation & nervousness.	
a. It will help participants to prepare themselves as a good lecturer. b. To Answer nicely c. Increase boldness	a. This programme will obviously help to develop analytical power which is needed for efficient & effective deliberation.
a. It will increase confidence in speaking publicly b. It will help criticise/review in future c. It Will increase literary analytical ability d. Art of speaking will be enhanced	a. It will help the participants in reviewing any book quickly. b. It will help to increase their over all knowledge & skills.
a. To conduct departmental meetings. b. To conduct the departmental extension programme. c. To attend the different types of seminar, workshop etc. d. To conduct national programmes.	a. Book review programme will enrich their knowledge b. Some Topics will help to solve problem. c. It will be helpful for negotiation d. It will help to develop the skill of the junior officer & Staff.
a. It will help participants delivering lecture to audience. b. It will make them confident in criticising books or reports. c. This will enrich their writing skills.	a. It will help the disposal of the papers submitted by the seniors
a. It will help them during conducting any conference/ seminar/ meeting. b. It will encourage to avoid the unnecessary speaking, words etc c. It will help to establish proper confidence. d. It will be helpful for colorful presentation.	a. The participants will know the procedure and steps to be followed in reviewing a book from the deliberation of the speaker in the class as well as from the assigned topic. b. This practice will help them in practical field to summarise any brief, report to a concise one keeping its major theme unchanged.
a. In attending and conducting meeting b. In delivering lecture c. During foreign mission d. During participatory discussion.	a. It will compel the participants to go through English books thoroughly & to find out the substance and summery of the book b. It is helpful in enlightening knowledge and it will develop English reading behaviour & skills. c. It will be helpful to grow confidence in

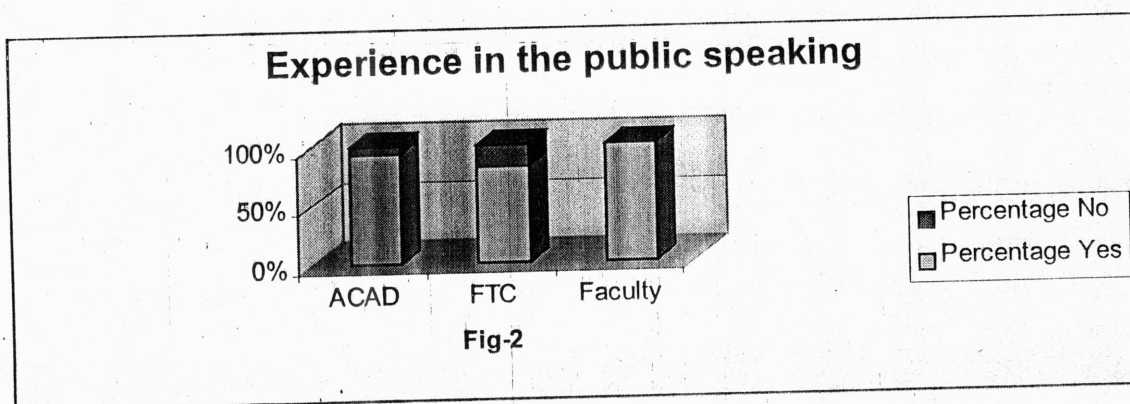
	speaking English d. It will help to know about new things in English.
a. It can develop Participants' efficiency in conducting the session of the court and finally making them confident while co-ordinating with the advocates.	a. Book review is a good programme which helps understand gist of the paper. But the books which are allocated for participants and for their fellow were good for the student of English literature but not good for other participants of other discipline.
a. It will increase their speaking power in English b. It will also increase confidence in speaking before audience.	a. It will help in their lives.
a. It will help to present anything in a seminar or symposium b. To preside over any formal meeting. c. To address any meeting	a. In writing notes b. In writing summary c. In writing substance d. In briefing.
a. It will help conducting meetings. b. In building up professional career. c. In delivering lecture. d. As a delegate in foreign mission e. Presenting papers in seminar.	a. To review any written material relating to official as well as personal or private ones. b. To speak on a given topic before public as and when required.
a. To develop analysing power from different points of view. b. To make confident in reaching to concrete decision c. To solve any difficult problem. d. To make confident in speaking in a meeting in any office.	a. Encourage more in developing lecture to the audience. b. Public speaking capacity will increase specially in English. c. Practice of body language will be increased. d. The programme will facilitate to develop confidence.
a. Increase speaking power. b. It will help to reduce nervousness c. It will help them confident in speaking in a meeting.	a. It will help to develop analytical power which is necessary for efficient delivery.
a. It will make them more confident in speaking English in front of audience b. It will make improvement of vocabulary. c. It will help maintenance of body language d. It will help improve smartness.	a. It will help grow habit of reading. b. Enable knowledge on reviewing and assessing. c. It will widen the concept of literature as a whole. d. It will help to understand critical topic/subject from the reviewers point of view.
a. Public or client communication skill will be developed. b. Report presentation skill will be developed.	a. This will enable to develop the writing capability in a prescribed manner.

c. Participants will be able to participate effectively in any meeting.	
d. Comprehension skill will be developed.	
a. It will make the participants unable to evaluate reading materials in the objective way.	a. It will help to analyse annual report, MOU by the donor. b. Criticise the evaluation reports produced by donor agency.
a. It will increase participants verbal speaking skill b. It will improve participants temperament	a. It will help confidence in practicing in the court. b. It will help attention to reading.
a. Conducting co-ordination meeting b. Delivering lecture to trainees c. Presenting papers in seminar, workshop etc.	
a. It will help during speaking to audience b. During discussion about official problems c. At the time of managing at the top it will help at a lot..	
a. This programme will make participants confident in speaking in a meeting b. It will help to coordinate with foreign visitors.	
a. When participants will have to deliver a public speech. b. It will help deliver public speech in workshops in the presence of officials of constitutional posts who work under constitution and not under any ministry directly.	
a. English speaking efficiency before the audience will be increased.	
a. It will help deliver a lecture to audience.	
a. This programme will help participants when they speak in different meetings. b. It will help them in different public speaking. c. It will be very much helpful when participants deliver lecture in a meeting of farmer on farming.	

Data Analysis

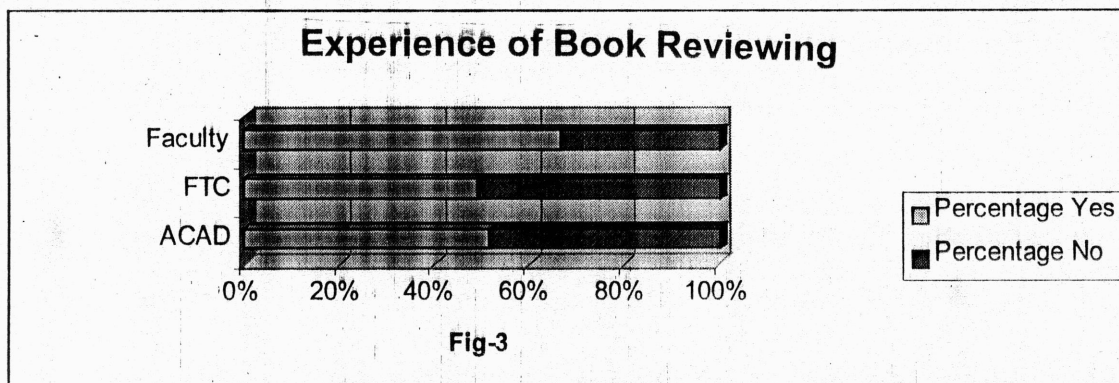


1. Public speaking is an art. If any one practice it he or she will be able to deliver a speech without fear and shyness. But most of the government officers and trainers does not practice it. Though government officers often take part in many occasions. Incase of conducting a meeting efficiency in speaking is necessary.



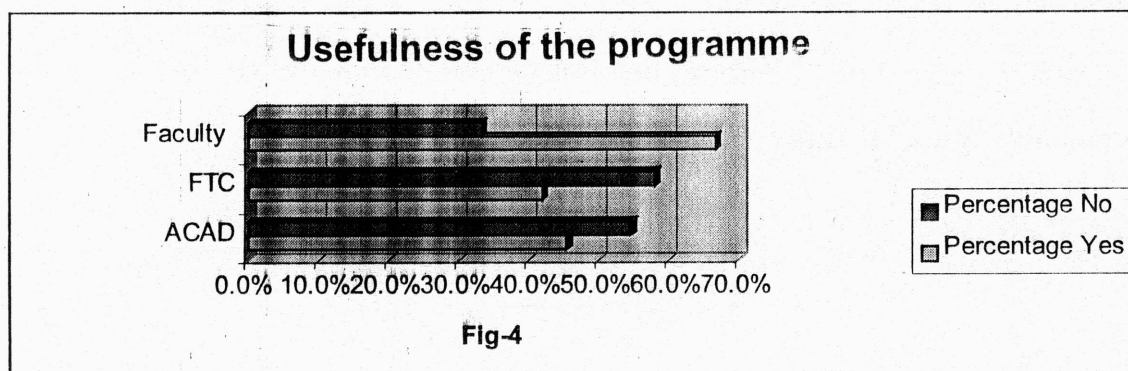
2. From the table No. 2 it seems that some of the respondent of the study (participants) never took part in any public speaking. Those who have taken part in public speaking but that was not structured.
3. Book Review and oral presentation is an important programme for the ACAD and FTC participants. Through which they can develop their public speaking. But from the data analysis we have found that

49.38% of the participants never reviewed or criticesed book(s) before the assignment of BPATC (Table No. 3).



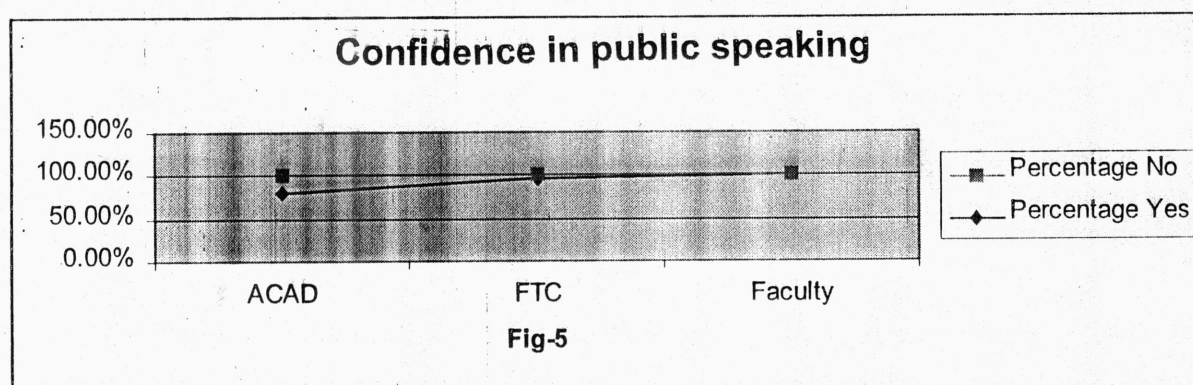
20-30% of the respondent opined that they never faced any question and answer before question and answer session of the Book Review programme at PATC.

4. One of the objectives of the Book Review Programme is “To create self confidence and grow habit to speak before audience. Above 90% of the respondent (participants) opined that Book Review Programme is very useful for them (Table No 5).



They opined that this programme will help them to develop their public speaking as well as fluency in English speaking. On the other hand this programme will also help the participants to make a habit of studying books. About 10% of the respondent opined that this programme will not be useful for them. Because they are habituated in public speaking.

5. From the Table No. 6 it seems that after completion of the Book Review and Oral Presentation 93% of the respondent opined that they are now more confident of speaking in a meeting large or small.



They also opined that they have learnt a lot how to run a meeting in a structured way. Specially time management of a meeting.

6. Regarding present procedure of the book selection and subject 73% of the respondents opined that present system is acceptable (Table No. 7).

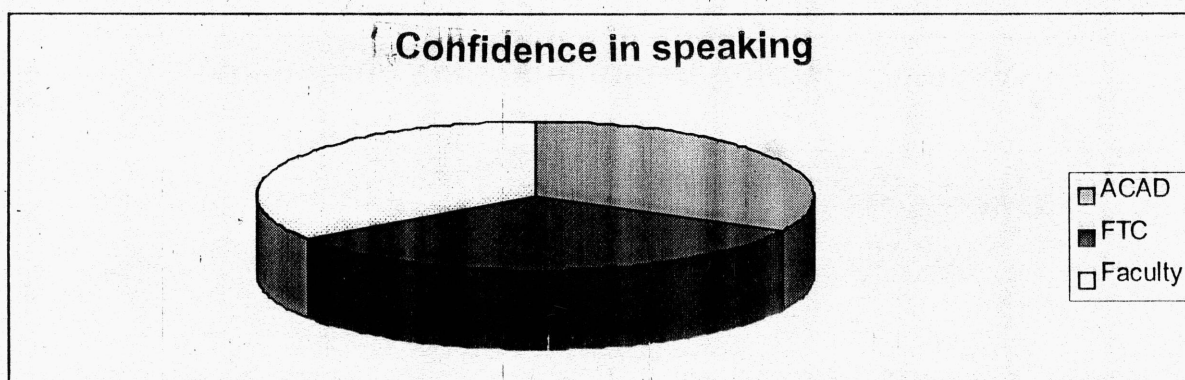


Fig-6

7. For the oral presentation and question and answer 30 minutes is allocated for each participants. About 73% of the respondents opined that time allocation for reviewing the book and oral presentation is all right (Table No. 8).

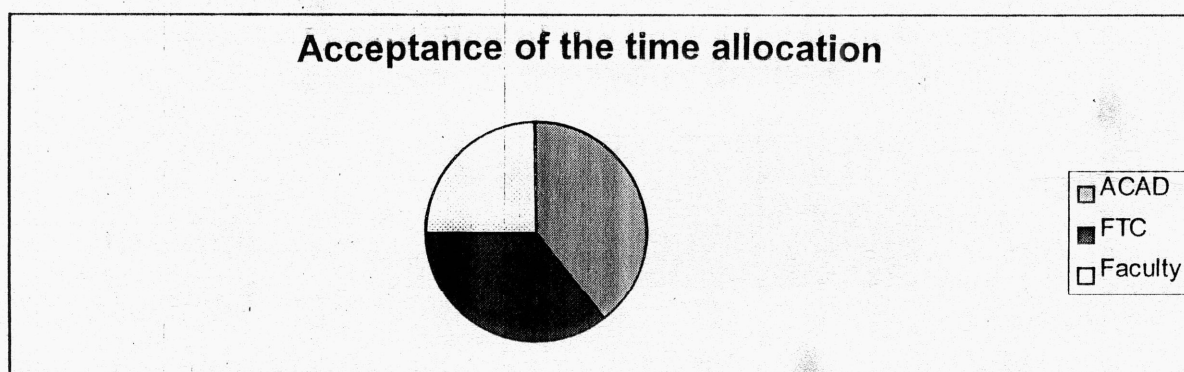
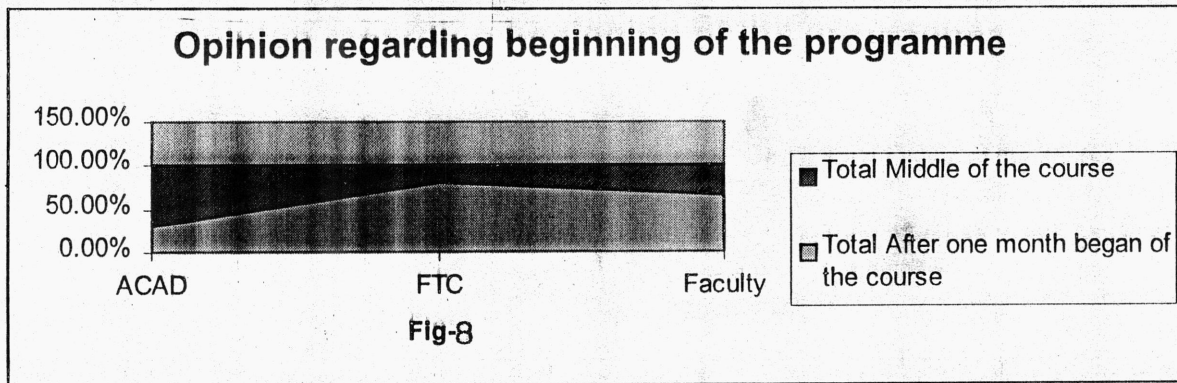
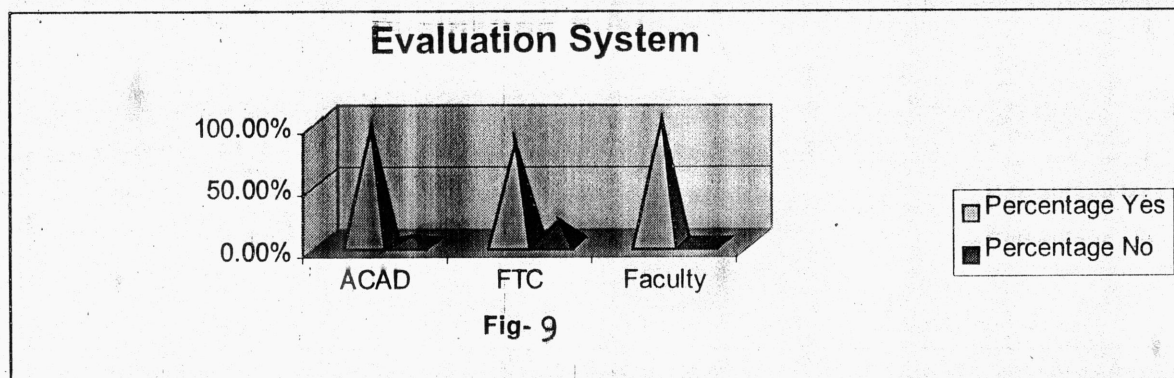


Fig-7

27% of the respondents opined that allocated time is not enough for the programme. Time should be 1 hour for each participants of presentation and question and answer session.



8. From the table No. 9 it seems that 80% participants of the FTC opined that Book Review Programme may begin after one month of the course begin. 70% participants of ACAD opined that Book Review Programme may begin at the middle of the course.



90% of the respondent opined that present evaluation system of the Book Review Programme is acceptable (Table No. 10).

CHAPTER-IV

Findings of the study :

- 1) Some of the participants of the ACAD and Foundation course never took part in any public speaking (Table No-2).
- 2) 50% of the respondent had no idea about how to reviewing book and participate in question and answer session (Table no-3 & 4).
- 3) More than 90% of the respondent opined that Book Review and Oral presentation programme is very useful for them (Table No-5)
- 4) 94 % of the participant within the study said that this programme has developed their speaking power, Specially in English (Table No-6).
- 5) About 80% of the respondent opined that the selection procedure, duration and evaluation of the Book Review programme is acceptable (Table No-7,8 & 10) .
- 6) Most of the participants wants local books for reviewing and volumuous books should be avoided.
- 7) Sometimes it seems that caretaker chairperson are not well prepared.

Suggestions of the participants.

Foundation Training Course (FTC)	Advanced Course on Administration and Development (ACAD)
How could a person from economic background review book on engineering aspects. So books should be allocated as per discipline of the participants.	a. Guest from govt. including Journalist may be invited. b. Participants who stand first may answer. c. Steps may be taken to make the book review publication in the national news paper.
One Session, i, e, two presentation or at least four presentation should be conducted in a day. Otherwise it may be difficult to manage the audience.	i. Foreign & local books to be taken into consideration. ii. The books those are not reviewed should be given as task.
To improve the Book Review Programme, time allocation should be increased. At least one month should be	Books written by the scholars of this sub-continent may be given preference in selecting books for review.

given for reading and preparing written script. Time for oral presentation should be increased. Comments by one participants on the presentation of another participant should be more constructive.	
Before starting this programme authority should arrange public speaking session frequently.	The participants should not be divided in to two groups. Book review should be conducted in joint session so that every participant can gather knowledge from other's books.
- In some case the quality of some books is very poor. So quality books should be supplied. - One English book may be reviewed by each participant - Presentation time should be increased especially in comparative comments of one in a session.	i. There may be more classes of book review. ii. System of book review may be discussed in the class room.
a. Both Bengali & English books should be reviewed in report sessions on respective languages.	Small books written in simple English may be given for reviewing .
It is a very useful programme for the apprentice. It has improved our power of speaking and delivering lectures. Participants thank the course administration for including such a module.	Presiding officer should be provided with the books under review so that they can read them and come prepared in the session. Professional experts may be preferred.
i) Oral presentation should be completely script free. ii) Two sessions, one at the mid of the course and another at the end of the course should be assigned for every participant.	The book which will be reviewed should be selected and supplied to the participants within 7 days of joining the training course and presentation should be taken within 15 days before the closing of the training course.
Book review programme should begin after one month of the beginning of the course so that participants will get more time for preparation.	i. This should be treated equally with term paper in respect of allocation of marks.
All the given books are not quotable for reviewing to an apprentice participant. So before assign the book should be sort out by the experienced personnel or by an expert who possess knowledge in this area.	Easy & simple books by renowned author to be given for reviewing. Time should be at least 30 minutes for one participant. The book should not contain more than 20 pages. Philosophical books should be avoided.
We suggest not to give other examinations or tight programmes at the time of book review programme.	Priority should be given to selecting the Books of this sub-continent.

i. No of books should be uniform for all participants or it should be according to his educational/institutional background related.	Chairperson of the review session should have enough knowledge about the book.
i) Incase of Bangla book Bengali should be the media of presentation.	i. The volume of the book should be small in size. ii. This programme can achieve success if the books are written by local authors instead of foreign authors. iii. In the presentation renamed economists or literary persons may be invited
	i. Books should be small i.e. containing 150-200 pages. ii. One session should be arranged for review for one book.
	Professional books, articles may be assigned for review.
	The participants should be given options to select the book. The topic of the book should be on modern theory of public administration and Dev. Economics.

CHAPTER-V

Recommendations

1. To create self confidence and grow habit to speak before the audience Book Review and Oral Presentation Programme should remain for the ACAD and Foundation Training course
2. Theoretical sessions on the Book Review and oral presentation may be conducted for the Foundation Training Course Participants.
3. Volumes book should not be selected for reviewing
4. Not more than two sessions on Book Review should be conducted in a day. Because it makes the participant bored.
5. Duration of the presentation may be increased from 30 minutes to 40 minutes for the ACAD participants.
6. Books written by the scholars of this sub-continent may be given preference in selecting book for reviewing.
7. As per discipline of the participants books may be assigned for reviewing.
8. Nobel prize awarded books should not be assigned for reviewing.
9. Presiding officer of the review and oral presentation session should be well prepared. Professional experts may be given preference.
10. Good articles can also be assigned for reviewing .
11. Local Author may be given priority
12. At the middle of the course Book Review Programme may begin and there should not be any examination or extension lecture on the previous night.

Conclusion :

Presiding over a meeting, conducting seminar and symposium are faced by the government employees. Even these are the requirement for an administrator, a manager, a trainer or seminar paper presenter. But if the government employees have no skill or idea how to preside a meeting or conducting seminar, symposium they faces a lot of problems. As PATC impart training for the government officers

from entry level to senior officers. So it is an opportunity for the PATC to train the participants of various courses on public speaking and arranging meetings. Through Book Review and Oral Presentation participants will be able to develop their public speaking and time management. In this regard this programme is very important for the participant of the ACAD and Foundation Course. But the present procedure of the programme may be improved on the basis of the reviewing the programme and suggestions by the participants.

This study tried to cover important issues of the Book Review Programme and Oral Presentation. Concerned authorities however may consider the recommendations made by the study.

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Table No. 1 Types of the Respondent

Participants & Faculty	No.	Percentage
ACAD	31	38.27%
FTC	47	58.02%
Faculty	3	3.71%

Table No. 2 Participation in the Public Speaking

Respondent	Percentage	
	Yes	No
ACAD	93.54%	6.45%
FTC	80.85%	19.15%
Faculty	95%	5%

Table No. 3 Experience on Book Reviewing

Respondent	Percentage	
	Yes	No
ACAD	51.61%	48.38%
FTC	48.93%	51.06%
Faculty	66.66%	33.34%

Table No.4 Facing Question & Answer Sessions

Respondent	Percentage	
	Yes	No
ACAD	45.38%	54.62%
FTC	41.93%	58.07%
Faculty	66.67%	33.33%

Table No. 5 Usefulness of the Book Review Programme

Respondent	Percentage	
	Yes	No
ACAD	80.64%	19.35%
FTC	95.74%	4.25%
Faculty	100%	0%

Table No. 6 Through Book Review Programme Speaking Power Development

Respondent	Percentage	
	Yes	No
ACAD	93.54%	6.45%
FTC	93.61%	6.38%
Faculty	100%	0%

Table No. 7 Whether Selection Procedure and the Subjects of the Book is upto the mark

Respondent	Percentage	
	Yes	No
ACAD	77.41%	22.58%
FTC	70.21%	29.79%
Faculty	80%	20%

Table No. 8 Time Allocation for the Programme

Respondent	Percentage	
	Enough	Not enough
ACAD	55%	45%
FTC	60%	40%
Faculty	75%	25%

Table No. 9 When Book Review programme should begin

Respondent	Percentage	
	After one month beginning of the course	Middle of the course
ACAD	29.89%	70.11%
FTC	80.85%	19.15%
Faculty	66.66%	33.34%

Table No. 10 Is Evaluation System of the Book Review Programme is acceptable

Respondent	Percentage	
	Yes	No
ACAD	93.55%	06.45%
FTC	80.85%	19.15%
Faculty	85.05%	14.95%

**Bangladesh Public Administration Training Centre
Savar, Dhaka**

QUESTIONNAIRE

Research Title : Book Review Programme in Advance Course on Administration and Development (ACAD) and in Foundation Training Course : a case study.

[Data and information to be furnished in this questionnaire shall be used only for research. Opinions and suggestion of the respondents will improve the Book Review Programme.]

1. Name of the Respondent :
2. Designation :
3. Name of the course in which participated : (Please ✓)
 - a. ACAD ☐
 - b. FTC ☐
4. In your service career, you had the opportunity to deliver a lecture in a audience or participated in a public speaking : (Please ✓)
☐ Yes ☐ No
5. Have you ever reviewed and criticised any book or script before reviewed the assigned Book(s) in PATC : (Please ✓)
☐ Yes ☐ No
6. Have you ever participated any question and answer session before participated in PATC : (Please ✓)
☐ Yes ☐ No

7. Had you any idea about body language before participated in the Book Review Programme in PATC : (Please ✓)
- ☐ Yes ☐ No
8. Do you think that Book Review Programme is very useful for you : (Please ✓)
- ☐ Yes ☐ No
9. If yes how this programme will help you in your service ?
- a)
- b)
- c)
- d)
10. Do you think that this programme has enriched your speaking power specially in English in a audience : (Please ✓)
- ☐ Yes ☐ No
11. Do you think that now you are confident to speak in a meeting large or small : (Please ✓)
- ☐ Yes ☐ No
12. Do you think that present procedure of the book selection for the review of the book is good : (Please ✓)
- Yes ☐ No ☐
13. If no what should be the correct procedure for selecting books :
- a)
- b)
- c)

14. Do you think that subject selected for the review is good : (Please ✓)
- ☐ Yes ☐ No
15. If no what subject(s) should be incorporated in the book review programme please mention :
16. Do you think that time allocated for this programme is enough : (Please ✓)
- ☐ Yes ☐ No
17. If no what should be the time for this programme please mention :
18. When Book Review Programme should begin (Please ✓)
- After one month of the course is begin ☐
- Mid of the course ☐
- At the end of the course ☐
19. Do you think that present evaluation system of this programme is good (Please ✓)
- ☐ Yes ☐ No
20. If no please mention what should be the evaluation system for this programme :
- a)
- b)
- c)
21. Who should preside in the Book Review session (Please ✓)
- ☐ Faculty
- ☐ Both

22. Please give some specific suggestion to improve this Book Review Programme :

SIGNATURE (OPTIONAL)

Thank you very much for spearing your valuable time to fill up this questionnaire.

