The medium for education in universities is English and the students should develop their English communication skills both verbal and written for excelling in their BBA program. There are many students who feel shy to communicate in English inside the class. However, this shyness will do them no good because university is the learning ground for the students and it is important them to know that it is ok to make mistakes. The teachers are there to correct their mistakes and if they don't make mistake then how they will learn. In the universities specially in the private universities there is a very freindly student teacher relationship. The teachers are always there to help the students and it is the duty of the students to take help from their teachers. For developing the English communication skills the students should be more participative in the class. The teachers do appreciate original ideas , the students can clearly pick up critical academic concepts if they take more active participation in class room and group discussions. Most universities offer several English courses in the BBA program the students who are not very comfortable with English language should take the courses seriously for their own benefit. English courses teach students how to write reports, make presentations and many useful topics that are helpful in many other courses. Presentation and report writing are almost common in every course so it is better to have a good foundation of these two in the initial stage.

Assignments, term papers and group studies:

Assignment, report writing and presentations are the most important aspect of BBA program. Students face a great deal of trouble with these issues in the early stage of their university life. The assignments are generally given on topics taught in the class and if the students are attentive in the class then assignments are not a problem. It is better to study on a regular basis and flip the lecture sheets and the textbooks after the class, this helps to retain the lectures and help develop a better comprehension about the topics. While taking the classes it is important to listen to the lectures than taking notes because the course teachers usually provide slides and lecture sheets after the completion of a chapter. Students should not entirely rely on lectures sheets and slides but they also must consult their textbooks. There is a tendency of plagiarism in the early days of the university life by downloading study materials from the internet. This is however a very unethical method plus the teachers can easily catch the downloaded materials. It is better to do individuals assignments without any help from the friends. If the students try to do their own work they learn on a trial and error basis and more over it is also important to develop the habit of self study.

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There are a lot of group work and projects which is the most important part of the BBA program. Group works and projects are intended to develop the team working among the students which is essential in the corporate field. The students are expected to interact and contribute equally in the group. However , many students have the tendency of piggybacking which is quite damaging for the development of the intellectual faculty of the students. From the beginning the students should show interest working in group and this can be done by allocating and dividing the tasks among the group members.

Term papers are an extended version of the assignments and are done once for every course in a semester. The term paper generally involve research based tasks and it is good for students to take serious type of topics. The topics for research on term papers are often mentioned in the curriculum vitae at a later stage so concentrate on doing research on subjects that will add value to the BBA program and help understand the course better for which the research is done.

Group studies are a common practice for the BBA students which helps them to clear their conception about their subjects through discussion with peers. However, group study should be done very carefully taking care of the fact that too much time is not wasted unnecessarily.

Case studies are an intricate part of the BBA program and is important to understand the real world scenario of the business world. Moreover case studies clearly shows the relationship of the academics and real world practices and help students to clearly understand the application of theories in business practices.

Extracurricular activities:

There are a lot of options for students to participate in the extra curricular activities by involving in different sort of clubs such as debate club, drama club, business club etc. participating in the club activities gives the students the opportunities to interact will different people from different department and help them to develop leadership and organizing skills. In today's job market the employees seek candidates who has balance in both curricular and extra curricular activities. Therefore students participating in the different activities have an option to develop their inter personal skills and enhances the students' confidence.

To make the best out of the BBA program students should be proactive and should try to enjoy their studies. The grade point average depends on the overall performance of the courses and students should try to maintain a steady CGPA right from the very beginning or else it will become very difficult to have a good CGPA at the end of the program.

If there are any more queries regarding the BBA program feel free to ask the star campus team by email at starcampus@thedailystar.net