After the students have submitted their writings, the teacher should go through the papers meticulously and correct and suggest better expressions or structures. Students will revise their writings accordingly and submit them again. Teachers will check the writings again and correct and advise if necessary. In case, some of the writings are not yet up to the mark, they should get re-written by the students. In this way through a rigorous drilling, students are to be made proficient in writing English.

Most of the students of our country who enter universities do not get ample scopes to learn English in their secondary and higher secondary education for a number of valid reasons: shortage of competent teachers, lack of planning, wrong course curriculum and inappropriate syllabus etc. Even those who have good school background and good instructions in English language up to their higher secondary level of education, may not be adequately proficient for studying in a university where the medium of instructions is English. For, what they have learnt up to that level is general English. Whereas, what they need is English for academic purpose the contents of which have been mentioned above. That is why, at the time of enrolment the students' level of English proficiency should be assessed, and according to their level of standard, they should be assigned with appropriate English courses. Some students may need the very basic training in English and those who need this basic training should not be allowed in the beginning to take up academic English which is an advanced approach towards learning English. Because of this, instead of two or three insignificant English courses, there should be an effective syllabus consisting of graded courses of English for academic purpose like, EAP-1, EAP-II, EAP- III, EAP-IV etc. so that students of different levels of proficiency in English can be placed on.

Therefore, in order to make our students, who are studying BBA, BSc, BPharm, BA, BSS and even master's level courses, capable of handling academic activities in English language confidently, the universities should chalk out courses in English language that will serve this purpose. And these courses should be also taught by teachers who are trained and capable of teaching English Language for Academic purpose.

(The writer is an Assistant Professor of English at Bangladesh University)

Online manners

Marzia Rahman

IN today's fast world, Internet, e-mail and text messaging has become an integral part of our social life. But do any of us ever think while sending the quick messages whether we are following the right etiquettes or not, whether it is the correct form for professional correspondence or whether we are offending someone by our words or remarks. So all the cool dudes out there before sending your next message or mail read the following netiquettes and see how many of these rules you actually follow.

FIRST IMPRESSION: Wise people correctly said that first impression is the last impression. So follow the wise people's path and give the very first impression as good as possible. Begin your mail or message with the name of the addressee. Simply launching into your message is unduly abrupt, unless the two of you are regular correspondents sending messages back and forth.

AVOID RUDENESS: Many people do not know that messages should not be written in capital letters which is considered the internet equivalent of shouting.

THINK BEFORE YOU ACT: Before sending the quickest mail, take a pause and think with a calm mind whether you are conveying the correct thoughts or not. Can you really honour the words you have just written?

WRITE WITH CARE: Never write mails in abbreviated or poor English for example "c ya tonite" or "lol" (laugh out loud) unless you have demonstrated a grasp of the real thing.

BEWARE OF MASS MAILING: Mass mailing has become a common way to convey one idea to hundreds of people at the same time. But those who do the mass mailing should know that unless you are sending an invitation, a joke or some national news or cause, it is not the wise thing to do. It is never flattering to receive an e-mail then discover it has been sent to hundreds of others. If you have to send a message to a lot of people, keep the other names hidden using blind carbon copy (bcc).

SAY SOMETHING NICE: We have stepped in to the technological world and left behind the joy and beauty of letter writing. But we can use e-mail as a chance to recreate the joys of letter writing. Telephone conversations vanish into the ether, but all the e-mails you have sent or received stay in the hard disk. So while writing a mail put some care into it which can brighten the day of the recipient.

(Former teacher)