

## ABOUT US

The Department of English has been conducting several Extension Courses in English since 1983. We offer Diploma and Certificate courses through our Extension Courses in English programme. These courses are available to teachers, school leavers, working professionals, job seekers, and individuals who are not currently enrolled in any university. The courses are held on weekends for added convenience.

Visit our website:

<https://arts.cmb.ac.lk/english/extension-courses-in-english-2/>



Our Team:



## CONTACT US

Extension Courses in English  
Room No. 115 (First Floor)  
Department of English,  
Faculty of Arts, University of Colombo.

Tel: +94 11-2504735  
(9.00 a.m. – 4.00 p.m. Tuesday – Friday  
& Saturday and Sunday  
Closed on Mondays and Public Holidays)  
[extensioncourses@english.cmb.ac.lk](mailto:extensioncourses@english.cmb.ac.lk)



UNIVERSITY OF COLOMBO

FACULTY OF ARTS

DEPARTMENT OF ENGLISH

EXTENSION COURSES IN ENGLISH

**CERTIFICATE COURSES - ENGLISH**



# CERTIFICATE COURSES

## OFFERED BY THE EXTENSION COURSES IN ENGLISH

### 1. ESSENTIALS IN TEACHING ENGLISH LITERATURE

- For current or prospective teachers of English literature in any government, private or international school.
- Teachers in tertiary-level institutions.

#### COURSE DURATION:

5 months - 80 contact hours.  
(4 hours per week).  
On Saturday or Sunday.

#### COURSE FEE:

Rs. 70,000 / USD 500  
(Can pay in 2 installments)

#### ADMISSION REQUIREMENTS:

Should possess any of the following:

- a) Grade NINE school leaving certificate  
OR
- b) completion of primary education and certified 2 years work experience AND
- c) passing the selection test

### 2. PUBLIC SPEAKING IN ENGLISH

- For anyone looking to build fluency and confidence in speaking in English
- Professionals, Government employees, School leavers, Community leaders and others

#### COURSE DURATION:

4 months - 64 contact hours.  
(4 hours per week).  
On Saturday or Sunday.

#### COURSE FEE:

Rs. 45,000 / USD 350  
(Can pay in 2 installments)

#### ADMISSION REQUIREMENTS:

Should possess any of the following:

- a) Grade NINE school leaving certificate  
OR
- b) completion of primary education and certified 2 years work experience  
AND
- c) passing the selection test

### 3. OFFICE COMMUNICATION IN ENGLISH

- Individuals who want to communicate with others in professional capacities.
- School leavers seeking jobs, employees in the state and private sector, self-employed and others.

#### COURSE DURATION:

4 months - 64 contact hours.  
(4 hours per week).  
On Saturday or Sunday.

#### COURSE FEE:

Rs. 45,000 / USD 350  
(Can pay in 2 installments)

#### ADMISSION REQUIREMENTS:

Should possess any of the following:

- a) Grade NINE school leaving certificate OR
- b) completion of primary education and certified 2 years work experience AND
- c) passing the selection test

#### APPLICATION PROCEDURE FOR SELECTION

1. Pay Rs. 1,500 to Account No: 304 027 900 001 at any Peoples' Bank branch, designated for the University of Colombo.
2. **If paying online**, please use the university's online payment link: <http://pay.cmb.ac.lk/> and select "Application Fee - Post Graduate - Faculty of Arts." Enter 304 027 900 001 in the 'Payment Reference' column. After completing the payment, take a screenshot or download the softcopy of the slip.
3. Fill out the application form available at <https://forms.gle/9qKdHuCMPxVTHAcU9> and upload a copy of the bank receipt showing the applicant's name. If you paid online, please upload the slip instead and submit the application online.
4. Please note that application and course fees are non-refundable.
5. Applications must be submitted **online only** before **31. 01. 2025**.