



# University of Colombo

Department of English Language Teaching

Faculty of Arts

## DIPLOMA IN BUSINESS ENGLISH (Blended Mode)

SLQF Level 3

### The Art of Public Speaking

2021  
INTAKE  
NOW  
ON



**Duration: One Year**

**Commencement: 07 February 2021**

### The Course Content:

- Social English
- Essential communication skills for your career
- Management and Leadership skills
- Multiculturalism and cross-cultural communication
- Meetings, Interviews & Negotiations
- The Art of Speaking
- Business Correspondence
- Strategies of Marketing and advertising
- Managing Financial Affairs VS Banking
- Listening Skills for Business Management

**Course Fee: Rs.65,000/=**

**(Payable in Two Installments)**

**You may download your application from  
our web site**

**<https://arts.cmb.ac.lk/delt/>**

Procedure for Applications : Applications and details could be obtained from the Department of English Language Teaching (From 21.09.2020 to 04.12.2020) by paying Rs.1500/= to the account number **304027200008** University of Colombo with the Title "Diploma in Business English -2021" at any branch of Peoples' Bank.

Registration Period for the Selection Test: **21.09.2020 – 04.12.2020**

**For further information please contact:**

**011 2584200**

**Email: [ebiz@delt.cmb.ac.lk](mailto:ebiz@delt.cmb.ac.lk)**

**Web: <https://arts.cmb.ac.lk/delt/>**