



# University of Colombo

DEPARTMENT OF ENGLISH LANGUAGE TEACHING

## DIPLOMA IN BUSINESS ENGLISH - 2020



**Skype  
Assisted  
Teaching  
Approach**

**2020  
INTAKE  
NOW  
ON**



**Duration: One Year**

**Commencement: 16 February 2020**

### **The Course Content Includes:**

- Business Etiquette
- Advanced Business Writing
- Leadership & Team Building
- Career Specific Presentations
- Meetings & Negotiations
- Professional Practices in a Global Business Setting
- Other Related Areas

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

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

**Course Fee: Rs.60, 000/= (Payable in Two Installments)**

Procedure for Applications : Applications and details could be obtained from the Department of English Language Teaching (From 23.09.2019 to 24.11.2019) by paying 1000/= rupees to the account number **304026800005** University of Colombo with the Title "Diploma in Business English -2020" at any branch of Peoples' Bank.

Registration Period: **03-12-2019 - 31-01-2020**

For further information please contact:

The Project Manager on 011 2584200

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