

Application Procedure for Selection

Issue of Application

1. Pay **Rs.1000/** to code **No.304026800005** at any Peoples' Bank branch.
2. Submit the copy of the bank receipt (Rs.1000/-) to the Diploma in Business English office, Department of English Language Teaching, (Room No. 217, 2nd Floor, New Arts Building, Reid Avenue) University of Colombo with the name of applicant written clearly on the reverse of the receipt to obtain the application forms.
3. Issue of Application forms: From **23.09.2019** to **24.11.2019** on weekdays (except public holidays) from 9.30 a.m. to 3.00 p.m.

Selection Test

1. The test consists of a written component and an interview.
 - ✓ Date : **24 November 2019**
 - ✓ Time: **9.30 a.m.**
 - ✓ Venue: **Faculty of Arts, University of Colombo.**
2. When you come for the selection test you are required to
 - ✓ Submit a certificate or a letter from your employer certifying your basic computer skills.
 - ✓ Bring your national identity card.

Course Registration

Registration Procedure

1. The course fee of **Rs. 60,000/=** should be paid to at any Peoples' Bank branch to the A/C No. given to you by us.
 - ✓ (It can be paid in 2 installments of **Rs. 40,000/=** and **Rs. 20,000/=**)
2. The bank receipt for the course fee
And
The duly completed registration form should be submitted to the Diploma in Business English office, Department of English Language Teaching, (Room No. 217, 2nd Floor, New Arts Building, Reid Avenue) University of Colombo on weekdays (except public holidays) from 9.30 a.m. - 3.00 p.m. at the time of registration.
3. Registration Period: **03.12.2019 - 31.01.2020**

For further information contact

Telephone: 011 2584200
E-mail: ebiz.eltu@gmail.com
Web: <https://arts.cmb.ac.lk/delt/>



University of Colombo

Department of English Language Teaching

Diploma in Business English

2020



Introducing New Horizons
to Language Learning

Introduction

The Diploma in Business English is a one year programme which is conducted on a blended mode with both online and face-to-face interactive learning opportunities. This offers the opportunity for the participants to earn a qualification that will add value to their professional life.

The programme enables the participants to experience online learning which will equip them not only with language skills but also with IT skills.

Objectives of the Course

The primary objective of the programme is to enable the participants to gain confidence and a good working knowledge of English particularly when

- expressing themselves at conferences and meetings
- making presentations
- dealing with customers
- writing business letters & proposals
- carrying out work related activities confidently

Target Group

The Diploma in Business English will be for those

Who are?

- ✓ seeking employment
- ✓ already employed in both the public and corporate sectors
- ✓ ready to venture out into self-employment
- ✓ engaged in higher studies
- ✓ wishing to enhance their language competencies

Course Structure

Each course will cover the components of reading, writing, listening, speaking and grammar.

Course Titles

- | |
|---|
| ➤ Mastering the Social Graces in the Business World |
| ➤ Effective Communication Skills |
| ➤ Leadership and Team Building |
| ➤ Cultural Diversity and Tourism |
| ➤ Meetings, Interviews and Negotiations |
| ➤ Public Speaking and Presentations |
| ➤ Business Writing |
| ➤ Marketing and Advertising for a Changing World |
| ➤ Finance and Banking |

Duration & Commencement of the Course

- ✓ Duration: one year
- ✓ Commencement: **16 February 2020**

Assessment

- ✓ Course Assignments
- ✓ An Oral Presentation
- ✓ A Project Proposal
- ✓ A Final Written Paper

Candidates who are successful at all of the above will be awarded the Diploma in Business English from the University of Colombo.

Eligibility

A - Pass at the Selection Test

or

- Pass in the Certificate in Business English Advanced Level, University of Colombo

B. Basic Computer Skills

C. Be above 18 years of age