



## UNIVERSITY OF COLOMBO

Department of  
English Language Teaching (DELT)

**CERTIFICATE IN  
BUSINESS ENGLISH**  
March 2024 (32<sup>nd</sup> Batch)

- **Online application closing date is extended to 19<sup>th</sup> February 2024**
- **Onsite application submission is now available on weekdays & Saturdays (10<sup>th</sup> & 17<sup>th</sup> February) – Call 011-2506705**

*Learn English for a  
Business Environment*

### OBJECTIVES OF THE COURSE

To enable the participant gain confidence in using English at work for

- effective communication
- business writing
- multimedia presentations
- business conferences & meetings
- interviews
- communicating with customers etc.

### THE COURSE IS FOR

those who are in employment or seeking employment and looking forward to successful careers as executives, managers, etc.

accelerated my career progress”  
- Ravi Perera (Apast student)

### COURSE DETAILS

A selection test will be held to place applicants in the following courses according to their performance at the test:

- **Certificate Course in Business English**
- **Advanced Certificate Course in Business English**

Each level will cover the four components **reading, writing, listening, and speaking** in each unit.

The units include

#### 1) **Communication skills**

- Fluency in speaking
- Telephone skills
- Negotiation skills
- Presentation skills
- Facing and conducting interviews
- Conducting and participating in meetings

#### 2) **Writing skills**

- Style
- Accuracy
- Clarity

#### 3) **Grammar and vocabulary for the workplace**

The participants will be assessed on

- an oral presentation
- a listening and written assignment
- a final examination



### COURSE FEE

Rs. 35,000/= for Sri Lankan students  
USD 200 for students of SARRC countries  
USD 300 for other non-Sri Lankan students

## DURATION OF THE COURSE

The course will be held for a period of 4 months. Classes will be held as follows and will be allocated on a first come first served basis.

Group 1: Saturdays 8.00 a.m. - 12.15 p.m.

Group 2: Saturdays 1.00 p.m. -5.15 p.m.

Group 3: Sundays 8.00 a.m. - 12.15 p.m.

## APPLICATION PROCEDURE FOR SELECTION

- 1) Pay Rs.1000/= to **Account No: 304027500005** at any **Peoples' Bank** branch to the credit of the **Department of English Language Teaching (DELT) Business English Development Fund**.
- 2) Complete the application form found at <https://forms.gle/vfxHjjKRjTxiGiD89> and attach a copy of the bank receipt with the name of the applicant clearly indicated on the receipt. Next, submit the application online.
- 3) Application and course fees are non-refundable.
- 4) Application closing date: **Monday, 12<sup>th</sup> February, 2024**.
- 5) Applications can only be submitted online.

## SELECTION TEST

- 1) A selection test will be held to place applicants in the appropriate course.
  - **Date: Sunday, 18<sup>th</sup> February, 2024**
  - **Time: 9.30 a.m.**
  - **Venue: Will be notified over email**
- 2) When you come for the selection test you are required to **bring your national identity card** and **ordinary level (O/L) results certificate**.

***Applicants who fail to appear for the selection test will not be considered for the admission of the course.***

## COURSE REGISTRATION

Registration Procedure

- 1) The course fee should be paid at any Peoples' Bank branch to the account no given to you by the DELT.
- 2) Email the scanned copy of your bank payment slip to [bizeng@delt.cmb.a.lk](mailto:bizeng@delt.cmb.a.lk)

Participants who successfully complete the course will be awarded a certificate from the University of Colombo



## IMPORTANT DATES

Application closing:

**Monday, 12<sup>th</sup> February, 2024**

Selection test:

**Sunday, 18<sup>th</sup> February, 2024**

Course commencement:

**Mid-March, 2024**

## For further details contact:

Co-ordinator

Business English

The Department of English Language

Teaching

University of Colombo

Call **011-2506705** on working days between 9 a.m. and 4 p.m.

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