UNIVERSITY OF COLOMBO

Department of English Language Teaching
Faculty of Arts

18TH BATCH | 2027 INTAKE

Diploma in Business English

SLQF Level 3

APPLY NOW

Apply by 15th December 2026
Starting in January 2027

ONE YEAR	SUNDAYS	BLENDED MODE	COURSE FEE
January to December 2027	8.30 a.m. to 12.30 p.m.	LMS tasks + onsite workshops	Rs. 65,000 in two instalments

Course content:

1. Social English
2. Essential communication skills for your career
3. Management and leadership skills
4. Multiculturalism and cross-cultural communication
5. Meetings, interviews, and negotiations
6. The art of speaking
7. Business correspondence
8. Strategies of marketing and advertising
9. Managing financial affairs vs banking
10. Listening skills for business management

Who is it for?

- **Job seekers** preparing for their first employment
- **Working professionals** in public or private sector
- **Entrepreneurs** working on developing their business communication
- **Students/ School leavers** preparing for future careers

How to apply:

APPLICATION

1 **Pay the application fee of Rs. 1,500 by bank deposit.**
People's Bank | Account No. 304028700000
Bank deposits only. Online or app-based transfers are not accepted.

2 **Complete the online application and attach a clear copy of your deposit slip.**
Application form: https://forms.gle/QKAyHmdQSKqCxC6UA

FOR MORE INFORMATION

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Website: https://arts.cmb.ac.lk/delt/diploma-in-business-english/
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Registrar •
University of Colombo