



University of Colombo
Department of English Language Teaching
Diploma in Business English
Distance Mode Education (Online Programme)

Duration: One Year

Commencement: 10 Feb 2019

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

Application Procedure for the Selection Test

1. Pay Rs.1000/- to Account No: **304026400009** at any Peoples' Bank branch and submit the copy of the bank receipt to the Department of English Language Teaching, (Room 217, 2nd Floor, New Arts Building, Reid Avenue) University of Colombo with the name and the address of the applicant written clearly on the reverse of the receipt to obtain the application form.

OR

You may download your application form from our website <https://arts.cmb.ac.lk/delt/> and email the completed application along with the scanned copy of your paid blank slip to ebiz.eltu@gmail.com on or before the 31st of October 2018.

2. Issuing of Application forms will be from the **17 September 2018 to 31 October 2018** during weekdays 9.30 am. - 3.00 p.m. Closing date for the issuing of application forms will be 31 October 2018.

3. Application fee and course fee are not refundable.

Course Fee: **Rs. 60,000/-** (Payable in two instalments)

Registration Period **03-12-2018 – 25-01-2019**

Selection test will be held on the **04 November 2018** at 9.30am at the Faculty of Arts, University of Colombo.

For Further details

Project Manager / Diploma in Business English
Department of English Language Teaching
Telephone: 0112584200
E-mail: ebiz.eltu@gmail.com
Web: <https://arts.cmb.ac.lk/delt/>

Registrar