



UNIVERSITY OF COLOMBO
Department of English Language Teaching
Learn English for
a Business Environment

CERTIFICATE IN BUSINESS ENGLISH

October 2018 (30th Batch)

The course is designed for those who are interested in improving their competence in English language in order to be more successful in a business environment.

Modules taught include:

- *Effective communication for business*
- *Business letters, report & project proposal writing*
- *Telephone etiquette*
- *Making presentations using Multimedia*
- *Negotiation skills*
- *Conducting & participating in meetings*
- *Skills in conducting & facing interviews*

Free use of a well equipped Self Access Centre with web based language resources

Course Duration - Four months (60 hours)

Classes

	Saturday	Sunday
Batch 1	8.00 a.m. - 12.15 p.m.	
Batch 2	1.00 p.m. - 5.15 p.m.	
Batch 3		8.00 a.m. - 12.15 p.m.

Classes will be allocated on a first come first served basis.

Course Fee (to be paid after the selection test)

- Preliminary / Intermediate Levels Rs. 20,000/= (for Sri Lankan students)
Rs.40,000/= for non-Sri Lankan students
(includes a specially designed series of in-house course modules)
- Advanced Level Rs. 25,000/= (for Sri Lankan students)
(includes the internationally accepted course book "English for Business Studies"
by Ian MacKenzie and specially designed supplementary course material)
Rs.50,000/= for non-Sri Lankan students

Application Fee - Rs. 500/=

Application Procedure -

1. **Pay Rs.500/= under the reference No. 304026300000** at any **Peoples' Bank** branch to the credit of the main collection account of the University of Colombo
2. Submit the copy of the bank receipt (for Rs.500/-) to the Department of English Language Teaching, (2nd Floor, New Arts Building, Reid Avenue) University of Colombo with the name of applicant written clearly on the reverse of the receipt.
3. Application forms will be issued between 9.00 a.m. and 3.00 p.m. from **July 23, 2018** (Except on Public Holidays. On Sundays, application forms will be issued till 12.30 p.m. only.
4. Application and Course fees are non-refundable
5. Closing date for the issue of application forms is **Thursday, August 23, 2018.**

Classes will be held at three levels – Preliminary, Intermediate and Advanced according to the proficiency level of the students. Applicants should be **18 years** or above.

A selection test will be held on Sunday, August 26th 2018 at 09.30 a.m. in the Examination hall, 5th floor, Faculty of Graduate Studies, University of Colombo.

For further details: Tel No 011-2506705

Registrar