



# University of Colombo

DEPARTMENT OF ENGLISH LANGUAGE TEACHING

## E-DIPLOMA IN BUSINESS ENGLISH- 2019



**Skype  
Assisted  
Teaching  
Approach**

**Duration: One Year**

**Commencement: 10 February 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

**You may download your application from  
our web site**

**<https://arts.cmb.ac.lk/delt/>**

**Course Fee: Rs.60, 000/= (Payable in Two Installments)**

Procedure for Applications : Applications and details could be obtained from the Department of English Language Teaching (From 17.09.2018 to 31.10.2018) by paying 1000/= rupees to the account number **304026400009** University of Colombo with the Title "e- Diploma in Business English -2019" at any branch of Peoples' Bank.

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

For further information please contact:

The Project Manager on 011 2584200

Email: [ebiz.eltu@gmail.com](mailto:ebiz.eltu@gmail.com)

Web: <https://arts.cmb.ac.lk/delt/>