

“Undoubtedly, the Certificate in Business English conducted by the Department of English Language Teaching of the University of Colombo is one of the best in Sri Lanka to gain quality education through a rich learning experience. It has invariably accelerated my career progress”

Ravi Perera - A past student

CERTIFICATE IN BUSINESS ENGLISH

OBJECTIVE OF THE COURSE

To enable the participant to gain confidence in English at the place of work in

- ➔ communication
- ➔ writing
- ➔ expressing oneself at conferences and meetings
- ➔ multimedia presentations
- ➔ dealing 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.

SPECIAL FACILITY

Free use of self-learning materials in the Self Access Centre with a facilitator.

COURSE DETAILS

The course will be at three levels

- Level 1 - Preliminary
- Level 2 - Intermediate
- Level 3 - Advanced

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

The units include

1. Communication Skills such as

- ➔ Building confidence and fluency in spoken English
- ➔ The language of meetings
- ➔ Telephone skills
- ➔ Negotiation skills
- ➔ Presentation skill
- ➔ Facing and Conducting interviews

2. Writing skills

- ➔ Using modern Business English
- ➔ Improving style and clarity

3. Grammar and vocabulary for Business English



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.

	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

COURSE NOTIFICATION

Details regarding the application procedure will appear in the Sunday Newspapers.

SELECTION CRITERIA

A placement test will be held in order to place participants in the appropriate level. It will be in the form of a written paper of 2 hours duration. You are required to bring your application form duly filled along with your national identity card. The examination will be held at the University of Colombo.

Applicants who fail to appear for the above examination will not be considered for admission to the course.