



## UNIVERSITY OF COLOMBO

Department of  
English Language Teaching (DELT)

### CERTIFICATE IN BUSINESS ENGLISH March 2024 (32<sup>nd</sup> Batch)



*Learn English for a  
Business Environment*

### OBJECTIVES OF THE COURSE

To enable the participant gain confidence in using English at work for

- effective communication
- business writing
- multimedia presentations
- business conferences & meetings
- interviews
- communicating 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.

“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 (Apast student)

### COURSE DETAILS

A selection test will be held to place applicants in the following courses according to their performance at the test:

- **Certificate Course in Business English**
- **Advanced Certificate Course in Business English**

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

The units include

#### 1) **Communication skills**

- Fluency in speaking
- Telephone skills
- Negotiation skills
- Presentation skills
- Facing and conducting interviews
- Conducting and participating in meetings

#### 2) **Writing skills**

- Style
- Accuracy
- Clarity

#### 3) **Grammar and vocabulary for the workplace**

The participants will be assessed on

- an oral presentation
- a listening and written assignment
- a final examination

### COURSE FEE

Rs. 35,000/= for Sri Lankan students  
USD 200 for students of SARRC countries  
USD 300 for other non-Sri Lankan students



## 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.

Group 1: Saturdays 8.00 a.m. - 12.15 p.m.

Group 2: Saturdays 1.00 p.m. -5.15 p.m.

Group 3: Sundays 8.00 a.m. - 12.15 p.m.

## APPLICATION PROCEDURE FOR SELECTION

- 1) Pay Rs.1000/= to **Account No: 304027500005** at any **Peoples' Bank** branch to the credit of the **Department of English Language Teaching (DELT) Business English Development Fund**.
- 2) Complete the application form found at <https://forms.gle/vfxHjjKRjTxiGiD89> and attach a copy of the bank receipt with the name of the applicant clearly indicated on the receipt. Next, submit the application online.
- 3) Application and course fees are non-refundable.
- 4) Application closing date: **Monday, 12<sup>th</sup> February, 2024**.
- 5) Applications can only be submitted online.

## SELECTION TEST

- 1) A selection test will be held to place applicants in the appropriate course.
  - **Date: Sunday, 18<sup>th</sup> February, 2024**
  - **Time: 9.30 a.m.**
  - **Venue: Will be notified over email**
- 3) When you come for the selection test you are required to **bring your national identity card** and **ordinary level (O/L) results certificate**.

***Applicants who fail to appear for the selection test will not be considered for the admission of the course.***

## COURSE REGISTRATION

Registration Procedure

- 1) The course fee should be paid at any Peoples' Bank branch to the account no given to you by the DELT.
- 2) Email the scanned copy of your bank payment slip to [bizeng@delt.cmb.a.lk](mailto:bizeng@delt.cmb.a.lk)

Participants who successfully complete the course will be awarded a certificate from the University of Colombo



## IMPORTANT DATES

Application closing:

**Monday, 12<sup>th</sup> February, 2024**

Selection test:

**Sunday, 18<sup>th</sup> February, 2024**

Course commencement:

**Mid-March, 2024**

## For further details contact:

Co-ordinator

Business English

The Department of English Language

Teaching

University of Colombo

Call **011-2506705** on working days between 9 a.m. and 4 p.m.

Email: [bizeng@delt.cmb.ac.lk](mailto:bizeng@delt.cmb.ac.lk)