

Application Procedure for Selection

Issue of Application

1. Download the application form from our website <https://arts.cmb.ac.lk/delt/index.php/course/>
2. Pay Rs.1500/- to Account No: 304027800002 at any People's Bank branch
3. Email the completed application along with the scanned copy of your bank payment slip to ebiz@delt.cmb.ac.lk on or before the **29th of December 2024**.
4. Application Closing Date: 29th of December 2024.

Selection Test

The selection test consists of a written component and an interview.

- ✓ Date : 29th Sunday December 2024
- ✓ Time: 9.30 a.m.
- ✓ Venue: Will be notified when you register.

When you come for the selection test you are required to

- ✓ Bring your national identity card.

Course Registration

Registration Procedure

1. The course fee of **Rs. 65,000/=** should be paid to at any Peoples' Bank branch to the A/C No (Student Registered account no) given to you by us after selected.
2. Email the scanned copy of your bank payment slip and stamp size scanned photograph to the ebiz@delt.cmb.ac.lk

It can be paid in 2 installments of **Rs.40,000/=** and **Rs.25,000/=** (Payments are not refundable)

3. Registration Period: 01.01.2025 - 31.01.2025

For further information contact

Telephone: 011 2584200

E-mail: ebiz@delt.cmb.ac.lk

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



University of Colombo

Department of English Language
Teaching

Diploma in Business English

(Blended Mode)

2025



Introducing New Horizons
To Language Learning

Introduction

The Diploma in Business English is a one-year programme that is conducted in a blended mode with both online and face-to-face interactive learning opportunities. This offers the opportunity for the participants to earn a qualification that will add value to their professional life.

The programme enables the participants to experience online learning which will equip them not only with language skills but also with IT skills.

Objectives of the Course

The primary objective of the programme is to enable the participants to gain confidence and a good working knowledge of English, particularly when

- expressing themselves at conferences and meetings
- making presentations
- dealing with customers
- writing business letters & proposals
- carrying out work-related activities confidently

Target Group

The Diploma in Business English will be for those

Who are?

- ✓ seeking employment
- ✓ already employed in both the public and corporate sectors
- ✓ ready to venture out into self-employment
- ✓ engaged in higher studies
- ✓ wishing to enhance their language competencies

Course Structure

Each course will cover the components of reading, writing, listening, speaking and grammar.

<i>Course Titles</i>
➤ Social English
➤ Essential communication skills for your career
➤ Management & Leadership skills
➤ Multiculturalism & Cross-cultural communication
➤ Meetings, Interviews & Negotiations
➤ The Art of Speaking
➤ Business correspondence
➤ Strategies of Marketing & Advertising
➤ Managing Financial Affairs VS Banking
➤ Listening Skills for Business Management

Duration & Commencement of the Course

- ✓ Duration: one year
- ✓ Commencement: **02 February 2025**

Assessment

- ✓ Course Assignments
- ✓ An Oral Presentation
- ✓ A Project Proposal
- ✓ A Final Written Paper

Candidates who are successful at all of the above will be awarded the Diploma in Business English from the University of Colombo.

Eligibility

A - Pass the Selection Test

or

- Pass the Certificate in Business English
Advanced Level, University of Colombo

And

-Basic Computer Skills

And

-Be above 18 years of age