Application Procedure for Selection

Issue of Application

1. Pay Rs.1500/- to Account No: 304027300007 at any People's Bank branch and submit the copy of the bank receipt to the Department of English Language Teaching, (Room 217, 2nd Floor, New Arts Building, Reid Avenue) Faculty of Arts, University of Colombo with the name and address of applicant written clearly on the reverse of the receipt to obtain the application form.

OR

2. You may download your application form from our website https://arts.cmb.ac.lk/delt/ and email the completed application along with the scanned copy of your bank payment slip to the ebiz@delt.cmb.ac.lk on or before the **09th January 2022.**

3. Issue of Application forms: From **15.10.2021** to **09.01.2022** on weekdays (except public holidays) from 9.30 a.m. to 3.00 p.m.

Selection Test

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

2.

   ✓ Date : **09 January 2022**
   ✓ Time: **9.30 a.m.**
   ✓ Venue: **Faculty of Arts, University of Colombo.**

3. 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. given to you by us.

   (It can be paid in 2 installments of Rs. 40,000/= and Rs. 25,000/=)

2. The bank receipt for the course fee

   And

   The duly completed registration form should be submitted to the Diploma in Business English office, Department of English Language Teaching, (Room No. 217, 2nd Floor, New Arts Building, Reid Avenue) University of Colombo on weekdays (except public holidays) from 9.30 a.m. - 3.00 p.m. at the time of registration**.**

   OR

   Can email the scanned copy of your bank payment slip to the ebiz@delt.cmb.ac.lk

3. Registration Period: **11.01.2022 - 20.02.2022**

For further information contact

Telephone: 011 2584200
E-mail: ebiz@delt.cmb.ac.lk
Web: https://arts.cmb.ac.lk/delt/

University of Colombo

Department of English Language Teaching

Diploma in Business English

(Blended Mode)

2022

Introducing New Horizons

to Language Learning

Introduction

The Diploma in Business English is a one year programme which is conducted on 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.

Course Titles
➢ 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: **20 February 2022**

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 at the Selection Test

or

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

B. Basic Computer Skills

C. Be above 18 years of age