



University of Moratuwa

Department of Languages

English Language Skills for Employment

Why Take This Course?

- ✦ You lack confidence to speak in English during speeches, meetings, or interviews.
- ✦ You want to stand out in job interviews and secure your dream job.
- ✦ You're tired of struggling with reports, proposals, and emails at work.
- ✦ You need English for advancing your career but don't know where to start.

Why settle for boring and ineffective lessons?

- ✦ This course is tailored to your real needs, helping you communicate confidently and effectively in a professional environment.

What Makes This Course Different?

- ✦ **Interactive Learning:** Participate in exciting group discussions, role-plays, and brainstorming sessions.
- ✦ **Practical Focus:** Learn skills you'll actually use, from creating flawless emails to delivering powerful presentations.
- ✦ **Real-World Scenarios:** Practice workplace challenges like negotiations, team collaborations, and decision-making meetings.
- ✦ **Fun and Engaging:** Forget dull, repetitive tasks. This course combines learning with enjoyment!

Course Content - Build Expertise in Every Area:

SPEAKING - Be Heard & Understood

- ✦ Deliver professional presentations with confidence.
- ✦ Nail interviews and ace negotiations.
- ✦ Participate effectively in brainstorming and team discussions.
- ✦ Run productive meetings with ease.

GRAMMAR - Master the Foundations

- ✦ Simplify the basics of grammar to enhance your speech and writing.
- ✦ Avoid common mistakes and polish your communication style.

WRITING/BUSINESS COMMUNICATION - Say It Like a Pro

- ✦ Craft impactful sentences and express your thoughts clearly.
- ✦ Write professional emails, project proposals, and meeting minutes.
- ✦ Develop skills to create impressive reports and memos.

📍 Why Choose the University of Moratuwa?

- ✦ One of Sri Lanka's leading universities with expert educators.
- ✦ Learn from the best, with activities designed for the modern workplace.
- ✦ **Career-Driven Focus:** Gain skills that make you a top choice for employers.

■ Duration : 20 weeks, Class hours : Saturday / Sunday 08.00 a.m. - 12.30 p.m.

■ Course fee : Rs 30,000/= ■ Commencement : 25th/ 26th January 2025

📍 Visit the Department of Languages,
University of Moratuwa.

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✉ Email: eltcmoratuwa@gmail.com

Registrar
University of Moratuwa

16.12.2024