



# UNIVERSITY OF COLOMBO

## Department of English Language Teaching

### **CERTIFICATE IN BUSINESS ENGLISH**

#### **March 2025 (33rd Batch)**

The course is designed for individuals interested in improving their English language competence to be more successful in a business environment.

**Modules taught include :**

- *Effective communication for business*
- *Negotiation skills*
- *Business letters, emails, & report writing*
- *Conducting & participating in meetings*
- *Telephone etiquette*
- *Conducting & facing interviews*
- *Making presentations using multimedia*

**Course Duration :** Four Months (64 hours)

**Mode of Delivery :** Onsite lectures

**Classes**

Saturday	Sunday
08.00 a.m. - 12.15 p.m.	08.00 a.m. - 12.15 p.m.

Classes will be allocated on a first-come-first-served basis.

**Course Fee (to be paid after the selection test):**

Rs. 40,000/= for Sri Lankan students

USD 200 for students of SAARC countries

USD 300 for other non-Sri Lankan students

**Application Fee :** Rs. 1000/=

**Application Procedure:**

1. Pay Rs.1000/= to **Account No: 304028000007** at any **Peoples' Bank** branch to the credit of the **University of Colombo (Branch: Thimbirigasyaya / Branch Code: 086)**
2. Download and complete the application form found on the DELT website (<https://arts.cmb.ac.lk/delt/certificate-in-business-english/#1535090274660-ee83aad8-3d35>). Follow the instructions given in the application form.
3. Application and course fees are non-refundable.
4. Closing date for application submission is **February 21, 2025.**

Classes will be held at two levels – Certificate and Advanced Certificate according to the proficiency level of the students. Applicants should be **16 years** or above at the time of submitting application.

**Details of the selection test will be notified via email.**

**For further details, 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)**

**Registrar**