

## 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

## 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: 304027700003 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](mailto:ebiz@delt.cmb.ac.lk) on or before the 08<sup>th</sup> of December 2023.
4. Application Closing Date: 08<sup>th</sup> of December 2023.

## Selection Test

1. The selection test consists of a written component and an interview.
2.
  - ✓ Date : 10<sup>th</sup> Sunday December 2023
  - ✓ Time: 9.30 a.m.
  - ✓ Venue: Will be notified when you register.
3. When you come for the selection test you are required to
  - ✓ Bring your national identity card.

## 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

## 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.
2. Email the scanned copy of your bank payment slip and stamp size scanned photograph to the [ebiz@delt.cmb.ac.lk](mailto: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: 12.12.2023 - 31.01.2024

### For further information contact

Telephone: 011 2584200  
E-mail: [ebiz@delt.cmb.ac.lk](mailto:ebiz@delt.cmb.ac.lk)  
Web: <https://arts.cmb.ac.lk/delt/index.php/course/>

## Duration & Commencement of the Course

- ✓ Duration: one year
- ✓ Commencement: 11 February 2024

## 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



# University of Colombo

Department of English Language Teaching

Diploma in Business English  
(Blended Mode)

2024



Introducing New Horizons  
To Language Learning