

<b>Course No.</b>	<b>D 104</b>	
<b>Course Title:</b>	<b>DIPLOMA IN PROFESSIONAL ENGLISH</b> <i>"Be a Global Citizen"</i>	
<b>Target Group:</b> Staff Grade Officers in Ministries/Departments and SOEs	<b>Duration:</b> One year (240 hours) Weekday Evenings and Weekends	
<b>Main Subject Areas:</b>		
<ul style="list-style-type: none"> <li>* English grammar and vocabulary in use</li> <li>* English for socializing</li> <li>* Reading practice</li> <li>* Conducting meetings and negotiations</li> <li>* Business writing (writing memos/emails/letters)</li> <li>* Executive report writing</li> <li>* English for meetings and teleconferencing</li> <li>* Presentation and public speaking</li> <li>* Academic writing</li> <li>* Introduction to English literature</li> </ul>		
<b>Learning Outcomes:</b> On successful completion of the course, the participants will be able to		
<ul style="list-style-type: none"> <li>* Create speech and written texts at intermediate/advanced level on topics related to a variety of business and social contexts.</li> <li>* Continue improving English language skills as independent learners and use those skills for their professional development.</li> </ul>		
<b>No of Participants:</b> 30 ( a group)		
<b>Course Fee:</b> Rs.80,000.00 *	Payable in 2 instalments.	
<b>Selection Criteria</b>	Through a selection test.	
<b>Evaluation Criteria</b>	Continuous assessments including written and speaking tests. Written examination, listening and speaking tests at the end of the each level.	
<b>Course Coordinator</b>	Mr. Nimal Senadheera	

*\*This programme is a paid programme for all participants including those from Government, Provincial Councils and Local Government*