

Course No.	CC 103	
Course Title:	CERTIFICATE IN PROFESSIONAL ENGLISH <i>"Be a Global Citizen"</i>	
Target Group: Officers in the All Island Services and other Staff Grade Officers, Staff Grade Officers of SOEs	Duration: Six months (weekends) - 120 hours	
Main Subject Areas:		
<ul style="list-style-type: none"> * English grammar and vocabulary in use * English for socializing * Reading practice * Writing business texts: emails/memos/letters/reports etc. * Presentation and public speaking * Conducting meetings 		
Learning Outcomes:		
<ul style="list-style-type: none"> • Being able to use English language confidently in official/business contexts at pre- intermediate level. • Developing the learning capacity of participants for self-directed continuous learning of the English language. 		
Course Fee: Rs. 40,000/= for each level (Payable in 2 instalments.)	Medium: English	
Assessment Method:	Continuous assessments including written and speaking tests. Written examination, listening and speaking tests at the end of the course.	
Course Coordinator:	Mr. Nimal Senadheera	

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