



Course No.	D 104	
Course Title:	DIPLOMA IN PROFESSIONAL ENGLISH "Be a Global Citizen"	
Target Group: Staff Grade Officers in Ministries/Departments and SOEs	Duration: One year (240 hours) Weekday Evenings and Weekends	
Main Subject Areas:		
<ul style="list-style-type: none"> * English grammar and vocabulary in use * English for socializing * Reading practice * Practice speaking * Conducting meetings and negotiations * Business writing (writing memos/emails/letters/minutes) * Executive report writing * English for meetings and teleconferencing * Presentation and public speaking * Academic writing * Introduction to English literature 		
Learning Outcomes: On successful completion of the course, the participants will have the ability to		
<ul style="list-style-type: none"> * Create speech and written texts at intermediate/advanced level on topics related to a variety of business and social contexts. * Continue improving English language skills as independent learners and use those skills for their professional development. 		
Course Fee: Rs.92,000.00 *	Payable in 2 instalments.	
Selection Criteria	Through a selection test.	
Assessment Method	Continuous assessments including written and speaking tests. Written examination, listening and speaking tests at the end of the each level.	
Course Coordinator	Mr. Jayananda Jayasundera	
Contact Persons	Sandali / Manika ((011-5980262)	

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