

University of Moratuwa

Department of Languages



- Can you communicate your ideas effectively in English?
- Are you able to plan and effortlessly deliver a Presentation or a Speech?
- Can you produce professional looking office correspondence and reports?
- Are you familiar with the words and expressions used in business?

If your answer to any of the above is "No", we have the solution to your problem.

Communication Skills for Executives

To succeed in today's dynamic and competitive world, effective *Communication Skills in English* are essential. You also need to be familiar with the language commonly used in routine business situations. If your chances for success at the workplace are limited due to lack of ability in this area, you need not let it bother you anymore because this course was designed for you. This programme will strengthen your communication skills and develop your awareness of the business world.

This course has been specifically designed for:

- Managers/ Administrators
- Executives
- Public/ Private Sector Employees
- Employment Seekers

Success

Applications will be entertained on a first come first served basis. To register, please submit

- Course Fee
- Completed Application Form
- Copy of National Identity Card or Passport
- Copy of Certificate of Highest Educational Qualification

COURSE CONTENT

WRITTEN PRODUCTION : Business Communication & Proposal/ Report Writing

SPOKEN PRODUCTION : Presentations & Speechmaking

SPOKEN INTERACTION : Discussion & Conversational Skills Development

SPECIAL TOPICS : A number of themes, including marketing, sales, management and banking & finance, will be concentrated upon for developing fluency and confidence in using the language of business.

Commencement :

Duration : 20 weeks

Course fee : Rs 30,000/=

Class hours : Sundays 08.00 am – 12.30 pm

For Registration and Information : 011 - 2 640 497

Course Coordinator: Sanath Gunawardena 077 - 3 602 979