

University of Moratuwa
Department of Languages



YOU WANT TO LEARN ENGLISH BECAUSE:

- ☹ You are **NOT CONFIDENT** when you have to give a **SPEECH** or **SPEAK** in English.
- ☹ You want to perform better at **JOB INTERVIEWS**.
- ☹ You want to write **BETTER REPORTS, PROPOSALS, LETTERS** and other official documents.
- ☹ You need English skills to **PROGRESS** in your **CAREER**.

- ☺ But, you don't want to do a lot of boring, difficult exercises which won't help you learn what you want!!
- ☺ If this describes your situation, this course can really help you!

English Language Skills for Employment

- ☑ We experience today **CHALLENGES** not faced by **EXECUTIVES** and **ENTREPRENEURS** in the past. Whether you have **YOUR OWN COMPANY**, are employed in a **STATE INSTITUTION**, are **SEEKING EMPLOYMENT**, or plan to **START YOUR OWN COMPANY** in the future, you need, more than ever before, to be able to communicate better with your employers, co-workers and customers.
- ☑ This course examines communication in the **MODERN WORKPLACE** through a blend of stimulating activities involving group and individual tasks.



COURSE CONTENT

GRAMMAR: Fundamentals of grammar for speech and writing

SPEECH: Presentations, speeches, interviews, negotiations, discussions, brainstorming, meetings

WRITING/ BUSINESS COMMUNICATION: Sentence construction, describing events, processes and opinions, letters, meeting minutes, memos and e-mails, project proposals, informal/ formal reports

☞ Commencement: **30th September 2018**
☞ Duration : 20 weeks

☞ Course fee : Rs 20,000/=
☞ Class hours : Sundays 08.00 am – 12.30 pm

For Registration and Information
Course Coordinator

: **011 - 2 640 497 OR 011 - 2 650 301 ext 3060**
: **077-3602979**