



The Open University of Sri Lanka

After successfully completing this short course:

You will get a valuable Joint Certificate from The Open University of Sri Lanka and University of Moratuwa

For Further Information

Chief Coordinator

0112881087/ 0718100364

Email: sasat@ou.ac.lk

Coordinator

0112881091/ 0714203749

Email: jlbha@ou.ac.lk

Office: 011-2881406



**Deadline for application
submission date extended to
3rd of March**



Short Course in English for Employment



**Conducted by
Department of English Language
Teaching (DELT),
The Open University of Sri Lanka
in collaboration with
Department of Languages, University of
Moratuwa**

Why is this important for you?

- If you are NOT CONFIDENT when you have to SPEAK in English.
- If you want to perform well at JOB INTERVIEWS.
- If you want to write good REPORTS, PROPOSALS, LETTERS, and other official documents.
- If 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 what you want to learn!

If this describes your situation, this course can really help you!

Course content

GRAMMAR: Fundamentals of grammar in speaking and writing

SPEECH: Presentations, Speeches, Interviews, Negotiations, Discussions, Brainstorming, Meetings.

WRITING/ BUSINESS COMMUNICATION: Sentence Construction, Describing Events, Processes and Opinions, Letters, Meeting Minutes and E-mails, Project Proposals, Informal/ Formal

Group size

30 students in a group (on-site)

****If the required number of students are not available in your center, the online option will be offered to such students.**

****Students from any center who wish to follow classes online can also be given the online option.**

Benefits of this course

In the present-day context, we experience many CHALLENGES which were not faced by EXECUTIVES and ENTREPRENEURS in the past. Whether you have your own COMPANY, are you employed in a STATE INSTITUTION, SEEKING EMPLOYMENT, or planning to START YOUR OWN COMPANY in the future; you need, more than ever before, to be able to communicate with your employers, employees, co-workers, and customers.

This course focuses on communication in the MODERN WORKPLACE through a blend of stimulating activities involving group and individual tasks.

Registration

Applications will be entertained on a first come first serve basis.

To register, you need to submit

- Receipt of the payment (payment details will be provided in due course)
- Copy of the National Identity Card or Passport
- Copy of the Certificate of your Highest Educational Qualification (in English)

How to Apply?

Visit: <https://ou.ac.lk/english-for-employment/> or scan the QR to download the application.



Send the scanned copy of the duly filled application form to the Department of English Language Teaching via jlbha@ou.ac.lk or send through WhatsApp via **0714203749** before **03rd of March 2024** and post the hard copy to reach us by the said date.

Where will the short course be held?

The short course will be conducted in the nine Regional Centers of The Open University at:

- Colombo
- Kandy
- Jaffna
- Kurunegala
- Anuradhapura
- Badulla
- Rathnapura
- Batticaloa
- Matara

and the 19 Study centers based on the availability of students.

How do we conduct this course?

The sessions will be conducted physically/ online, and you should have a minimum of 80% attendance.

1. This Short Course would be ideal for you:

If you are seeking employment, employed in a state institution/ the private sector, planning to start your own company or if you are interested in improving your English Language skills related to any work environment.

2. Date of commencement:

10th of March 2024

3. Course fee: 25,000/=

4. Duration of the Course:

20 weeks (80 hrs)

5. Class hours:

Sundays 08.00 a.m.–12.30 p.m.