



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 The University of Moratuwa

### How to apply?

Step (1) : Application available with



or

from web link: <https://ou.ac.lk/engforempol>

Step (2) :

Pay the course fee **LKR 24,000/=** to any bank (**Account no: 174100280347378, People's Bank Nugegoda Branch**) and bank receipt must be in favor of **Bursar, The Open University of Sri Lanka**

Step (3) :

- ▶ Send / submit your duly filled application form with the bank receipt to the nearest Regional Centre of The Open University, from 25<sup>th</sup> February to 08<sup>th</sup> March 2023
- ▶ Addresses of The Regional Centres of The Open University are given with the application form.



For further information:  
**Chief Coordinator**

**0112881057 / 0112881406 / 0112881087**

**E-mail: sasat@ou.ac.lk**

**Coordinator**

**0770419595 / 0112881058**

**E-mail: hdcap@ou.ac.lk**

or

**Centre for National Online Distance Education  
Services (C-NODES) of  
The Open University of Sri Lanka**

**T.P: 0112852161 / 0112881373**

**Email: adnodes@ou.ac.lk**



## SHORT COURSE IN ENGLISH FOR EMPLOYMENT



*Conducted by the  
Department of English Language Teaching (DELT)  
Faculty of Humanities and Social Sciences  
The Open University of Sri Lanka  
in collaboration with the 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 learn 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, Memos and e-mails, Project Proposals, Informal / Formal Reports.

## 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 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 served basis.

To register, please submit

- The Bank receipt for the payment of Course Fee
- Completed Application Form
- Copy of National Identity Card or Passport
- Copy of the Certificate of your Highest Educational Qualification

## Group size

30 students in a group

## Where will the short course be held?

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

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

## How do we conduct this course?

The sessions will be conducted physically 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, plan 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:

26<sup>th</sup> March (Sunday) 2023

### 3) Course Fee:

LKR 24,000/=

### 4) Application submission period:

From 25<sup>th</sup> February to 08<sup>th</sup> March 2023

### 5) Duration of the Course:

20 Weeks (80hrs)

### 6) Class hours:

Sundays 08.00 a.m. – 12.30 p.m.