



University of Moratuwa
Department of Languages

English Language Skills for Employment

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!

- We experience today challenges not faced by executives and entrepreneurs in the past. Whether you have your own company, are employed in a state or public 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:

- SPEECH** : Presentations, speeches, interviews, negotiations, discussions, brainstorming, meetings
- GRAMMAR** : Fundamentals of grammar for speech and writing
- WRITING/ BUSINESS COMMUNICATION** : Sentence construction, describing events, processes and opinions, letters, meeting minutes, memos and e-mails, project proposals, informal/ formal reports

- Duration: 20 weeks
- Class hours: Sundays 01.00 p.m.- 05.30 pm
- Course fee: Rs.30,000/=
- Commencement: 30th April 2023

For Registration and Information:

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Registrar
University of Moratuwa

02.04.2023