



University of Moratuwa

Department of Languages

English Language Skills for Employment

Why Take This Course?

- ✧ You lack confidence to speak in English during speeches, meetings, or interviews.
- ✧ You want to stand out in job interviews and secure your dream job.
- ✧ You're tired of struggling with reports, proposals, and emails at work.
- ✧ You need English for advancing your career but don't know where to start.

Why Settle for Boring and Ineffective Lessons?

- ✧ This course is tailored to your real needs, helping you communicate confidently and effectively in a professional environment.

What Makes This Course Different?

- ✧ Interactive Learning: Participate in exciting group discussions, role-plays, and brainstorming sessions.
- ✧ Practical Focus: Learn skills you'll actually use, from creating flawless emails to delivering powerful presentations.
- ✧ Real-World Scenarios: Practice workplace challenges like negotiations, team collaborations, and decision-making meetings.
- ✧ Fun and Engaging: Forget dull, repetitive tasks. This course combines learning with enjoyment!

Course Content – Build Expertise in Every Area:

SPEAKING – Be Heard & Understood

- ✧ Deliver professional presentations with confidence.
- ✧ Nail interviews and ace negotiations.
- ✧ Participate effectively in brainstorming and team discussions.
- ✧ Run productive meetings with ease.

GRAMMAR – Master the Foundations

- ✧ Simplify the basics of grammar to enhance your speech and writing.
- ✧ Avoid common mistakes and polish your communication style.

WRITING/BUSINESS COMMUNICATION – Say It Like a Pro

- ✧ Craft impactful sentences and express your thoughts clearly.
- ✧ Write professional emails, project proposals, and meeting minutes.
- ✧ Develop skills to create impressive reports and memos.

Why Choose the University of Moratuwa?

- ✧ One of Sri Lanka's leading universities with expert educators.
- ✧ Learn from the best, with activities designed for the modern workplace.
- ✧ Career-Driven Focus: Gain skills that make you a top choice for employers.

■ Duration: **20 weeks**

■ Class hours:

Saturday - 08.00 a.m. - 12.30 p.m.

Sunday - 08.00 a.m. - 12.30 p.m.

■ Course Fee: **Rs 35,000/=**

■ Commencement:

Saturday - 3rd October 2026

Sunday - 4th October 2026

● Visit the Department of Languages,
University of Moratuwa.

☎ Call: 011-2640497

✉ Email: eltcmoratuwa@gmail.com

Registrar

University of Moratuwa

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