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இலங்கை திறந்த பல்கலைக்கழகம்
The Open University of Sri Lanka



SHORT COURSE IN ENGLISH FOR EMPLOYMENT - 2026

Conducted by the
Department of English Language Teaching (DELT)
The Open University of Sri Lanka

FOR FURTHER INFORMATION

CHIEF COORDINATOR

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INQUIRIES

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Please visit the web page
<https://ou.ac.lk/english-for-employment/>
and scan the QR code to download the
application form and payment voucher.

WHY IS THIS COURSE IMPORTANT FOR YOU?

- If you are seeking employment, employed in a state or private institution, planning to start a business or interested in improving your English Language skills for the workplace,
- If you do not have confidence when you have to speak in English,
- If you want to perform well in 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 difficult exercises,
then, this course can be really helpful to you.

COURSE CONTENT

Grammar: Fundamentals of grammar in speaking and writing

Writing and Business Communication: Sentence Construction, Describing Events, Processes and Opinions, Letters, Meeting Minutes and E-mails, Project Proposals, Reports

SPEAKING SKILLS: Interviews, Presentations, Negotiations, Discussions, Brainstorming Sessions, Meetings

BENEFITS OF TAKING THE COURSE

- Whether you are employed in a state or private institution, seeking employment or planning to start your own business, you will be able to communicate with your co-workers and customers confidently as well as fluently.
- The certificate you will receive will be a key to success and it will facilitate your career growth.

HOW THE COURSE IS CONDUCTED

- Stimulating activities that involve both individual and group tasks will be conducted.
- Only 30 students are allocated to each physical classroom.
- The onsite classes will be conducted only at the Colombo Regional Centre of The Open University of Sri Lanka
- Students who cannot register at the Colombo Regional Centre can be given the online option.
- Students from any center who need to follow the course online can be given the option to register for online classes.
- If an adequate number of students for a group is available in a particular centre, the DELT can consider the possibility of commencing onsite classes in that center.

REGISTRATION

- Applications will be entertained on a first come first serve basis.
- To register, you need to submit the documents mentioned below via registered post or handover to Colombo Regional Centre (Nawala):
 01. Completed application form
 02. Receipt of the payment or payment slip of the online transfer
 03. A Photocopy of the National Identity Card or passport
 04. A Photocopy of the certificate of your highest educational qualification (in English)
- Please send the scanned copies of the application form, payment slip, copy of NIC or passport, and copy of the certificate of your highest education qualification (in English) to delt@ousl.lk
- To register, you must make the full payment of the course fee.
- Date of Submission of Applications: 15th of October to 20th of December 2025
- Date of Commencement: 04th of January 2026
- Course Fee: 30000 LKR / 120 \$/ 110 €
- Duration of the Course: 20 weeks (80hrs.)
- Class Hours: Sundays, 08.00 a.m.–12.30 p.m.