



PGIE

POSTGRADUATE
INSTITUTE OF
ENGLISH

Postgraduate Diploma in Professional Practice in English

Conducted by
The Postgraduate Institute of English
The Open University of Sri Lanka

What does this programme offer?

A solid foundation and practice in every aspect of professional communication from writing emails, to making presentations, writing reports and working in teams.

This comprehensive focus on real life communication enables professionals to hone their skills to a new level, equipping them with confidence and the ability to interact with both international and local peers with fluency and accuracy.

A programme designed to reap optimum results in communication enhancement since language is best learned and acquired through long exposure and practice, rather than through short ad-hoc programmes.

What is unique about this programme?

- ★ More than 250 hours of in-class teaching and hands -on language practice
- ★ The depth and extent of the communication skills covered in a single programme
- ★ A unique focus on the unwritten rules involved in communicating in English in professional contexts
- ★ A focus on strategies for effective global and local communication
- ★ Teaching panel consisting both English language teaching experts and professionals from HR
- ★ Motivational talks by industry leaders
- ★ Content that has been vetted by leading figures in the business world
- ★ A postgraduate diploma qualification from a leading state university in the country

What are the courses offered in the programme?

Along with the courses below, participants can choose one course from a range of specialized courses focusing on the specific communication needs in fields such as Banking and Finance, Hospitality and Healthcare.

Core Courses
Professional Communication I – Professional Writing Skills
Professional Communication II - Skills in Presentation and Technology Mediated Communication
Professional Communication III – Language of Negotiation
Key Language Competencies and Advanced Grammar
Continuous Professional Development (including soft skills and IT skills)
Writing and Presenting Project Proposals

More about the core courses

Professional Communication I

Professional Writing Skills

This course focuses on all written communication needs from letters and memos to meeting related documentation such as agendas and minutes. This course deals with the fundamentals of business writing and strategies to improve a range of written communications.

Professional Communication II -

Skills in Presentation and Technology Mediated Communication

This comprehensive course deals in detail with presentation skills including non-verbal aspects of communication. The course includes a nuanced engagement with how best to use digital communication including texting, social media and email. It also covers content on both interviewer and interviewee skills.

Professional Communication III – Language of Negotiation

This course deals with negotiation as a formal and structured activity as well as a basic skill in all forms of communication. The course covers aspects ranging from interpersonal communication, mentoring, conflict resolution to finer points such as using tone, pitch and modulation effectively for professional and effective communication.

Key Language Competencies and Advanced Grammar

This course is to help students develop their basic language skills in speaking, writing, reading and listening in English with a special emphasis on grammar and accuracy.

Continuous Professional Development (including soft skills and IT skills)

This course focusses on the participants' growth as professionals, particularly in terms of soft skills such as critical thinking, pragmatic communication, small talk and self-reflection.

Writing and Presenting Project Proposals

This course equips students with the skill necessary to conceptualize, write, develop and present project proposals. This course enables students to develop their skills in researching and synthesizing information thereby developing their cognitive skills as well.

Course Duration

One year

***Application forms can be collected
from the PGIE ,or by emailing sarpgie@ou.ac.lk***

Investment

The total course fee is Rs. 75,000 which is payable in installments

Course Entry

A Bachelor's Degree or Equivalent Qualification

For further details

Email: sarpgie@ou.ac.lk , mijan@ou.ac.lk

Call: 0112881027, 0112881133