

Postgraduate Diploma in Professional Practice in English



PGIE
Postgraduate Institute
of English

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

What is unique about this programme?

- 250 hours of in-class teaching and hands-on language practice
- A unique focus on the unwritten rules involved in communicating in English in professional contexts
- Teaching panel consisting of 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 of two specialized courses focusing on specific communication needs.

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*

THE COURSES IN DETAIL

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 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 focuses 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 DETAILS

Course Duration

One Year

Course Delivery

Available only according to demand -

Option 1: Thursdays
(6.00pm-8.00pm) and
2 Saturdays a month.

Option 2: 1 Saturday and 2
Sundays a month.

Course Fee

Rs. 90,000 paid in two
instalments

Course Entry

- A Bachelor's Degree or
Equivalent Qualification
- Performance at the Entry
Test

Course Commencement

May 2020

For further details

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