



STAFF DEVELOPMENT CENTRE (SDC)

කාර්ය මණ්ඩල සංවර්ධන මධ්‍යස්ථානය - පணීයාභාර් මෙම්පාල්ලු නිලයාම

<http://www.seu.ac.lk/sdc/index.php>

University Park, Oluvil # 32360

directorsdc@seu.ac.lk

Director: 067-2255192

General: 067 2255062 - 64, (Fax: 067-2255192)

04.06.2019

The Vice-Chancellor
Deans of the Faculties
Registrar
Bursar
Librarian
Heads of the Department

Dear Sir/ Madam,

Calling Application for Functional English Training Programme (Part – I) – 2019

I would like to inform you that based on the Training Manual of “Functional English for University Staff Part-I” compiled by the University Grants Commission, Staff Development Centre is prepared to conduct the above training programme.

This programme will help develop professional English Language skills and improve spoken and written skills of the staff members of the Universities. The courses cover a wide range of skills including oral fluency, writing, presentation skills and grammar. The course includes English for meeting, English for negotiations, making presentations, dealing with numerical data, telephoning, socializing, emailing, report writing and letter writing.

At the end of the course, participants will be able to,

- Write a variety of letters, memos, notices, CVs, personal statements
- Demonstrate an understanding of related reading materials.
- Make speeches on related topics
- Use soft skills effectively
- Function effectively in English in an official environment

Target Group : **Executive staff, Management Assistant and Allied Grade Staff (40 Nos.)**
Commencement : **18.06.2019, Tuesday from 02.00 p.m. to 04.00 p.m.**
Durations : 50 hrs. (Every Tuesday will be conducted from 02.00 p.m. to 04.00 p.m.)
Venue : SDC Auditorium, SEUSL, Oluvil
Resource Person : Mr. S.L. Ajmal Khan, Visiting Lecturer, University of Jaffna

Application: I shall be grateful to you if you could encourage your staff members to apply for this training programme and intent staff are kindly requested to fill out the application form and send it to Director/ SDC on/ before **14.06.2019** using the enclosed application form.

Therefore, we would be very much thankful if you could kindly circulate this message among your staff members.

Thank you.

Yours faithfully,

Dr. A. Rameez
Director