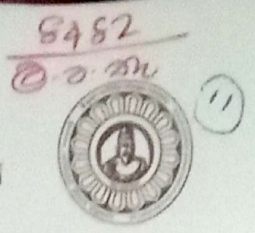




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இலங்கை அபிவிருத்தி நிர்வாக நிறுவகம்  
**SRI LANKA INSTITUTE OF DEVELOPMENT ADMINISTRATION**  
(Ministry of Public Administration, Provincial Councils & Local Government)



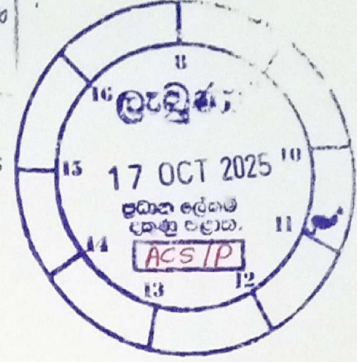
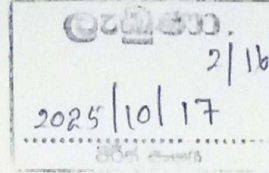
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28/10, මලලසේකර මාවත, කොළඹ 07, ශ්‍රී ලංකාව  
28/10, மலலசேகர மாவத்தை, கொழும்பு 07, இலங்கை  
28/10, Malalasekara Mawatha, Colombo 07, Sri Lanka

Telephone : 94 11 5980200  
Fax : 94 11 2584406  
E-mail : mail@slida.gov.lk  
Web : www.slida.lk

My No: SLIDA/CL/5/COM/AGP/2019

01 October 2025



Secretaries of Ministries/Chief Secretaries of Provincial Councils  
Heads of Departments/CEOs of State Owned Enterprises  
Divisional Secretaries

Dear Sir/Madam,

**CALLING APPLICATIONS FOR ENGLISH LANGUAGE COURSES - 2025/2026**

We are pleased to inform you that Sri Lanka Institute of Development Administration (SLIDA) is currently accepting applications for the following professional English courses for the academic year 2025/2026:

1. Diploma in Professional English
2. Certificate in English for Careers


Course details are available in the attached brochures. Application form can be downloaded from the SLIDA website at [www.slida.lk](http://www.slida.lk). Completed applications, duly recommended by the respective Head of the Department, should be scanned and sent via email to [language@slida.gov.lk](mailto:language@slida.gov.lk) on or before **31<sup>st</sup> October 2025**.

The courses are scheduled to commence in **November 2025**.

For further inquiries, please contact the Centre for Language Studies of SLIDA during office hours on **011 -5980262/261**.

Thank you.

Yours sincerely,

  
**A.V. Janadara**  
Director General



	Course Name	Course Fee	Duration	Commencement
01.	Diploma in Professional English	Rs. 92,000/-	1 year (240 hours)	Weekdays (Monday + Wednesday) - from 5.00 p.m. to 8.00 p.m. or Every Saturdays - from 9.00 a.m. to 4.00 p.m.
02.	Certificate in English for Careers	Rs. 46,000 /-	06 months (120 hours)	Weekdays (Tuesday + Thursday) - from 5.00 p.m. to 8.00 p.m. or Every Sundays - from 9.00 a.m. to 4.00 p.m.





# Certificate in English for Careers

## Program Content

- ▶ English grammar and vocabulary in use
- ▶ English for socializing
- ▶ Reading practice
- ▶ Writing business texts: emails / memos / letters / reports etc.
- ▶ Presentations and public speaking
- ▶ Conducting meetings

## For Whom?

Both Public & Private Sector Officers

## Contact

CLS : 011-5980261/262

To apply visit SLIDA website and  
email your application to  
[language@slida.gov.lk](mailto:language@slida.gov.lk)

👤 Course Coordinator : Ms. Sachithra Jayavindi

⌚ Duration : Six Months (120 hours)

» Weekdays (Tuesday + Thursday)  
From 5.00 p.m. to 8.00 p.m. or

» Every Sundays  
From 9.00 a.m. to 4.00 p.m.

📅 Commencement : November 2025

💰 Course Fee: Rs. 46,000.00 (Payable in 2 Installments)



**SLIDA**

*"Learning Confers Discipline"*



# Diploma in Professional English

## Program Content

- ▶ English grammar and vocabulary in use
- ▶ English for socializing
- ▶ Reading practice
- ▶ Conducting meetings and negotiations
- ▶ Business writing (writing memos/emails/letters)
- ▶ Executive report writing
- ▶ Presentations and public speaking
- ▶ Academic writing

## For Whom?

Both Public & Private Sector Officers

## Contact

CLS : 011-5980261/262

To apply visit SLIDA website and email your application to [language@slida.gov.lk](mailto:language@slida.gov.lk)

👤 Course Coordinator : Mr.Dashitha Niroshana  
(Senior Consultant)

⌚ Duration : One year (240 hours)

» Weekdays (Monday + Wednesday)  
From 5.00 p.m. to 8.00 p.m. or

» Every Saturdays  
From 9.00 a.m. to 4.00 p.m.

📅 Commencement : November 2025

💰 Course Fee: Rs. 92,000.00 (Payable in 2 Installments)



**SLIDA**

*"Learning Confers Discipline"*