SCHOOL OF LANGUAGE & CAREER DEVELOPMENT · PROGRAMME BRIEF

Professional Certificate In English

professional-certificate | Online | English & Tamil | 3 Months

Scan for course page

Programme Overview

PROGRAMME

Programme Name	Professional Certificate In English
Institution	School of Language & Career Development
Duration	3 Months
Level & Credits	N/A
Evaluation	Assessment Based
Delivery Mode	Online
Medium	English & Tamil
Class Time	Weekly 2 Classes (Night)
Class Recordings	Available (T&C Applied)
Study Materials	Available (T&C Applied)
Internship	Not Offered
Recognition	Globally Recognised

2 About This Programme

PROGRAMME

The Professional Certificate in English Level Up is a comprehensive, career-focused programme designed to develop practical English language proficiency, academic writing, professional communication, public speaking, creative expression, and language instruction skills using modern learning methodologies and internationally recognized language practices.

This programme takes learners from the fundamentals of English language communication through advanced concepts including English composition and written communication, literary studies and critical analysis, linguistics and language studies, principles of English language instruction, media and professional communication, public speaking and presentation skills, creative writing and publishing fundamentals, and translation and interpretation studies. Students will gain hands-on experience in developing effective writing techniques, strengthening grammar and vocabulary, analysing literary texts, enhancing verbal and non-verbal communication, delivering professional presentations, creating creative and academic content, applying translation and interpretation techniques, and building confidence in real-world English communication through practical exercises, assignments, presentations, discussions, and project-based learning. Delivered online in both English and Tamil, the programme is ideal for school leavers, undergraduates, university applicants, working professionals, teachers, job seekers, entrepreneurs, and anyone seeking to improve their English proficiency for academic, professional, and personal success. The flexible evening schedule, combined with recorded sessions and learning resources, enables students to learn at their own pace while balancing personal and professional commitments. By the end of the programme, learners will have developed strong written and spoken English communication skills, gained practical knowledge in literature, linguistics, translation, creative writing, and professional communication, and acquired the confidence to pursue opportunities in education, teaching, media, content writing, publishing, translation, customer service, corporate communication, public relations, and other English language-related careers.

3 Entry Requirements

PROGRAMME

N/A

N/A

Meet any one of the pathways above to qualify.

4 Programme Modules

PROGRAMME

M01 **English Composition and Written Communication**

Grammar&SentenceConstruction·Vocabulary Development·Paragraph&EssayWriting· ProfessionalWriting

M02 **LiteraryStudies&Critical Analysis**

IntroductiontoLiterature·Reading & Comprehension·LiteraryInterpretation· CriticalAnalysisTechniques

M03 **Linguistics&Language Studies**

FundamentalsofLinguistics·Language Structure&Usage·Phonetics &Pronunciation· LanguageDevelopment

M04 **PrinciplesofEnglish LanguageInstruction**

LearningMethodologies · CommunicationBasedTeaching·InteractiveLearning· InstructionalPlanning

M05 **Media&Professional Communication**

InterpersonalCommunication·Workplace Communication ·Digital&Media Communication ·ProfessionalCorrespondence

M06 **PublicSpeaking& PresentationSkills**

SpeechPreparation·PresentationDesign& Delivery· AudienceEngagement· Confidence& StagePresence

M07 **CreativeWriting& PublishingFundamentals**

CreativeWritingTechniques·Storytelling& Content·Editing&Proofreading·Publishing Platforms

M08 **Translation& InterpretationStudies**

PrinciplesofTranslation·Interpretation Techniques·Cross-CulturalCommunication· PracticalApplications

5 Skills You'll Gain

PROGRAMME

EnglishWriting | Communication | PublicSpeaking | PresentationSkills | Translation | CreativeWriting

6 Registration Process

PROGRAMME

1. **Consultation**
   Contact the enrolment team
2. **Offer Confirmation**
   Courses & gifts confirmed (if any)
3. **Payment**
   Make payment & share the slip
4. **Application**
   Submit application forms
5. **Onboarding**
   Receive LMS access & begin learning

7 Bank Details

PROGRAMME

Bank	HNB
Account No.	010020503102
Account Name	Harwest International Business College (Pvt) Ltd
Branch	Anuradhapura
SWIFT	HBLILKLX

8 Who Is This For?

PROGRAMME

After A/L	After Advanced Level
Higher Education Students	Diploma, HND, Degree Students
Working Professionals	Government / Private
Freelancers / Entrepreneurs	

9 Your Instructors

PROGRAMME

MM. MOHAMED AFRATH — SENIOUR INSTRUCTOR

MMK. FATHIMA SHAFRIN — INSTRUCTOR

Frequently Asked Questions

NEED ANY PREVIOUS PROGRAMMING KNOWLEDGE TO JOIN THIS PROGRAMME?

This programme is designed for beginners. All programming concepts are taught from the fundamentals.

WILL THE PROGRAMME INCLUDE PRACTICAL SPEAKING SESSIONS?

Every module includes interactive speaking activities, role plays, group discussions, presentations, and practical communication exercises.

DO YOU PROVIDE A PHYSICAL CERTIFICATE AFTER COMPLETION?

Yes. Upon successful completion, students receive a digital e-certificate (complimentary) and a printed certificate (available for a small fee). Certificates are issued by the relevant UK or international awarding body.

WHAT ENTRY REQUIREMENTS ARE NEEDED TO JOIN HARWEST?

For most programmes, you need a minimum of O/L qualifications or equivalent. Some advanced programmes may require A/L or a prior diploma. Our enrollment team can advise based on your background.

HOW LONG DOES IT TAKE TO COMPLETE A DIPLOMA PROGRAMME?

Diploma programmes typically take 6 months to complete. Foundation programmes are 3 months and HND programmes are 12 months. Duration may vary slightly depending on the specific programme.

HOW CAN I VERIFY A HARWEST CERTIFICATE?

You can submit a certificate verification request through our Certificate Verification page. Our team will verify and respond within 24 hours.

DOES HARWEST OFFER JOB PLACEMENT ASSISTANCE?

Yes. Through our School of Language & Career Development, we provide career guidance, CV writing workshops, interview preparation and connections with industry partners.

Harwest International Business College

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Course page

ADMISSIONS OFFICER

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