



# Miloda - Academy of Financial Studies

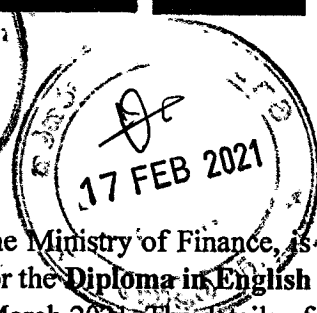
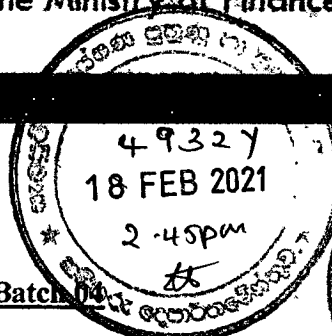
The Training Arm of the Ministry of Finance.



AFS

09 February 2021

Dear Sir/Madam



## Diploma in English for Professionals (DEP) – Batch 04

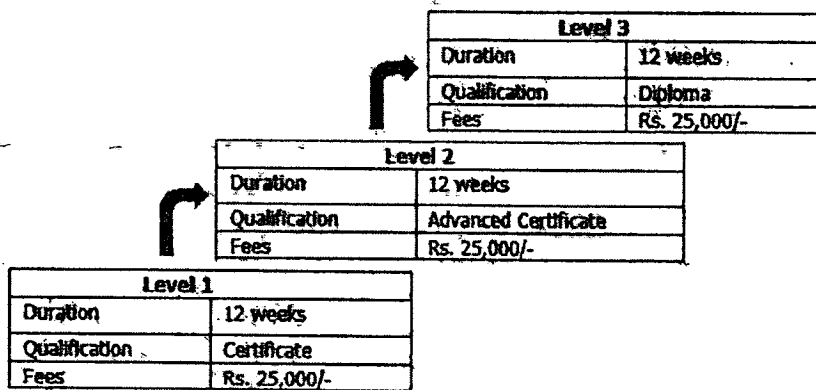
Miloda Academy of Financial Studies (AFS), being the training arm of the Ministry of Finance, is pleased to call applications from officers in the public and private sectors for the **Diploma in English for Professionals (DEP) – Batch 04** which is going to be commenced in March 2021. The details of the programme are as follows.

### Content

- General Conversational English
- Business Correspondence Skills
- Functional Grammar
- Academic Reading Skills
- Creative Writing Skills
- Report Writing Skills
- Professional Presentation Techniques
- Public Speaking Skills
- Meeting Techniques
- Listening Comprehension Skills
- Interviewing Techniques
- Negotiation Skills
- Summarizing & Reformulating Techniques
- English Literature
- Pronunciation

### Duration & Course Fee

36 weeks (Rs. 75,000/- should be made by a cheque drawn in favour of 'Academy of Financial Studies')



Course fee can be paid in 03 installments before the commencement of each level.

**Weekday Batch** (Tuesdays and Thursdays from 01.00pm to 04.00pm)

**Weekend Batch** (Saturdays from 09.00am to 04.00pm)

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**Miloda - Academy of Financial Studies**  
The Training Arm of the Ministry of Finance.



AFS

09 February 2021

Dear Sir/Madam

**Diploma in English for Junior Executives (DEJE) – Batch 08**

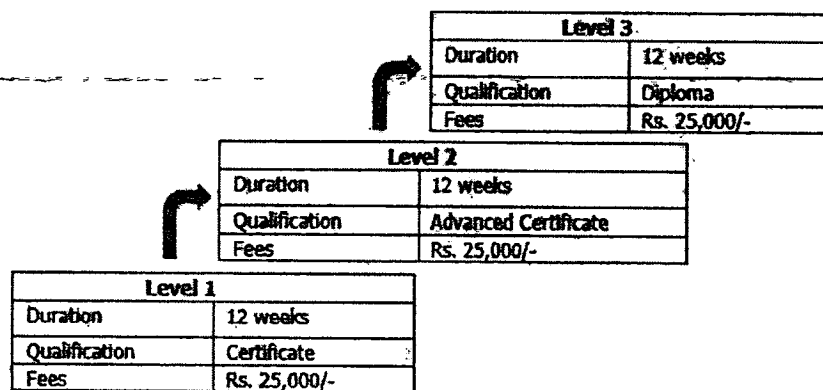
Miloda Academy of Financial Studies (AFS), being the training arm of the Ministry of Finance, is pleased to call applications from officers in the public and private sectors for the **Diploma in English for Junior Executives (DEJE) – Batch 08** which is going to be commenced in March 2021. The details of the programme are as follows.

**Content**

- General Conversational Skills
- Formal Letter Writing Skills
- Reading and Comprehension Skills
- Listening & Note Taking Skills
- Functional Grammar
- Vocabulary Building Activities
- Effective Telephone Techniques
- Job Interview Techniques
- Meeting Techniques
- Basic Report Writing Skills

**Duration & Course Fee**

36 weeks (Rs. 75,000/- should be made by a cheque drawn in favour of 'Academy of Financial Studies')



Course fee can be paid in 03 installments before the commencement of each level.

**Weekday Batch (Thursdays from 09.00am to 04.00pm)**

**Weekend Batch (Saturdays from 09.00am to 04.00pm)**



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Office Use Only

## APPLICATION FORM

1. Course Title/No:

2. Name of Applicant:

3. Designation:

4. Organization:

5. Official Address: 



 Tele: 



  
 Fax: 



  
 Email:

6. Private Address 



 Tele: 



  
 Mob: 



  
 Email:

7. Identity Card No:

8. How did you get to know about this programme?  
 Miloda website     Bulletin     Programme Coordinator     Facebook   
 Other .....

9. I do hereby certify that the above information is true and correct

.....  
 Signature

.....  
 Date

10. Head of Department

Mr/Ms ..... is nominated for the training program on ..... His/Her course fee will be / will not be paid by our department.

Signature: .....

Name/Designation: .....

Date: .....

**NB: Application should accompany the course fee by cheque drawn in favor of "Academy of Financial Studies"**