Garnet
Garnet Global Training Center

GGT-LN-105

Languages & Business Communication

Academic English Test Preparation

التحضير لاختبارات اللغة الإنجليزية الأكاديمية

Duration	Language	Formats	Hours	Level
5 or 10 days	**English or Arabic**	**Classroom, online, in-house**	**35 / 70**	**Certification preparation**

Overview

Participants in Academic English Test Preparation follow a focused study plan, work through realistic practice questions and learn the exam technique that turns knowledge into a pass. Exam registration and fees are arranged directly with the certifying body. Language skills for the workplace, from business English to technical translation. It runs as a 5-day or 10-day program in English or Arabic, in classrooms in Dubai, Riyadh, Cairo, London, Istanbul and other cities, or live online, and can be delivered in-house.

What you will be able to do

- Understand the structure, domains and rules of the exam.
- Answer practice questions under timed conditions.
- Identify and close your personal knowledge gaps.
- Use proven exam techniques for difficult questions.
- Follow a realistic study plan up to exam day.

Who should attend

Professionals who use English or Arabic at work, translators and administrative staff. Candidates should check the eligibility requirements of the certifying body before enrolling.

Key topics

- Workplace vocabulary
- Writing emails and reports
- Speaking in meetings
- Technical terminology
- Translation techniques
- Practice and feedback

Formats and fees

5-day classroom	**USD 4,750**
5-day online	**USD 2,950**
10-day classroom	**USD 8,950**
10-day online	**USD 5,450**
In-house	**Quotation per group**

Fees per participant, excluding VAT.

Register or ask

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Email: info@garnettrainings.com

Training: training@garnettrainings.com

Web: garnettrainings.com

Sharjah Publishing City Free Zone, Sharjah, UAE

Certificate

Participants who attend at least 90% of sessions and complete the final assessment receive a certificate of completion stating 35 contact hours (5-day) or 70 contact hours (10-day).

5-day outline

Day 1 Exam overview and diagnostic test
- Writing emails and reports
- Common mistakes and how to avoid them

Day 2 Knowledge areas review: part 1
- Speaking in meetings
- Technical terminology

Day 3 Knowledge areas review: part 2
- Translation techniques
- Regional and international case studies

Day 4 Practice questions and exam technique
- Practice and feedback
- Checklists and templates to take away

Day 5 Full mock exam and study plan
- Workplace vocabulary
- Group discussion and peer review

10-day outline

Day 1 Exam overview and diagnostic test
- Writing emails and reports
- Common mistakes and how to avoid them

Day 2 Knowledge areas review: part 1
- Speaking in meetings
- Technical terminology

Day 3 Knowledge areas review: part 2
- Translation techniques
- Regional and international case studies

Day 4 Practice questions and exam technique
- Practice and feedback
- Checklists and templates to take away

Day 5 Full mock exam and study plan
- Workplace vocabulary
- Group discussion and peer review

Day 6 Deep review of the hardest domains
- Analysis of mock exam results
- Focus on weak areas

Day 7 Extended question banks
- Domain-by-domain questions
- Scenario questions

Day 8 Second mock exam
- Full timed exam
- Answer review

Day 9 Time and pressure management
- Strategies for long questions
- Handling unexpected questions

Day 10 Final mock exam and last-week plan
- Final exam
- Exam-day checklist

Schedule 2027–2030

Dates	Format	City	Language	Fee (USD)
21–25 Mar 2027	5-day classroom	Amman	English	4,750
17–28 May 2027	10-day classroom	Singapore	English	8,950
13–17 Sep 2027	5-day online	Live online	Arabic	2,950
6–10 Dec 2027	5-day classroom	Kuala Lumpur	English	4,750
10–21 Jan 2028	10-day online	Live online	Arabic	5,450
16–20 Oct 2028	5-day classroom	Singapore	English	4,750
19–23 Nov 2028	5-day classroom	Riyadh	Arabic	4,750
4–15 Dec 2028	10-day classroom	Dubai	Arabic	8,950
10–14 Jun 2029	5-day classroom	Cairo	English	4,750
2–6 Jul 2029	5-day classroom	Istanbul	English	4,750

Dates	Format	City	Language	Fee (USD)
18–29 Nov 2029	10-day classroom	Riyadh	Arabic	8,950
10–14 Dec 2029	5-day online	Live online	Arabic	2,950
14–18 Jan 2030	5-day classroom	Singapore	English	4,750
10–14 Feb 2030	5-day classroom	Kuwait City	Arabic	4,750
10–21 Jun 2030	10-day classroom	Istanbul	English	8,950
7–18 Oct 2030	10-day online	Live online	Arabic	5,450

Customised and in-house versions of this course are available on request. garnettrainings.com/en/customise/