Garnet
Garnet Global Training Center

GGT-LN-122

Languages & Business Communication

Arabic Grammar for Professionals

قواعد اللغة العربية للمهنيين

Duration	Language	Formats	Hours	Level
5 or 10 days	**English or Arabic**	**Classroom, online, in-house**	**35 / 70**	**Intermediate (practitioner)**

Overview

Arabic Grammar for Professionals focuses on how the work is actually done: the methods, checks and decisions practitioners use every day, illustrated with real cases from the region. Language skills for the workplace, from business English to technical translation. You can join a public session in one of 20 cities or live online, in English or Arabic, or bring the course in-house with examples from your own operations.

What you will be able to do

- Apply the methods and standards of Arabic Grammar for Professionals to real tasks.
- Diagnose common problems and identify root causes.
- Interpret data and results correctly and act on them.
- Follow safe, compliant and documented work practices.
- Avoid the mistakes that most often cause rework or failure.

Who should attend

Professionals who use English or Arabic at work, translators and administrative staff. Practitioners with one to five years of experience benefit most.

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

WhatsApp: +971 56 674 7382

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 Arabic Grammar for Professionals: principles and standards

- Technical terminology
- Common mistakes and how to avoid them

Day 2 Methods and tools in practice

- Translation techniques
- Practice and feedback

Day 3 Diagnosis and problem solving

- Workplace vocabulary
- Regional and international case studies

Day 4 Quality, safety and documentation

- Writing emails and reports
- Checklists and templates to take away

Day 5 Workshop, assessment and action plan

- Speaking in meetings
- Group discussion and peer review

10-day outline

Day 1 Arabic Grammar for Professionals: principles and standards

- Technical terminology
- Common mistakes and how to avoid them

Day 2 Methods and tools in practice

- Translation techniques
- Practice and feedback

Day 3 Diagnosis and problem solving

- Workplace vocabulary
- Regional and international case studies

Day 4 Quality, safety and documentation

- Writing emails and reports
- Checklists and templates to take away

Day 5 Workshop, assessment and action plan

- Speaking in meetings
- Group discussion and peer review

Day 6 Advanced techniques and specialist practice

- Complex cases in depth
- Measurement and reporting

Day 7 Digital tools, data and automation

- Analysis tools and software
- Using AI in this field

Day 8 Benchmarking against international practice

- Global performance benchmarks
- Hands-on workshop on a workplace challenge

Day 9 Capstone project

- Analyse a real challenge from your organisation
- Build the solution and implementation plan

Day 10 Presentations, final assessment and certificates

- Project presentations and review
- Final exam and certificate award

Schedule 2027–2030

Dates	Format	City	Language	Fee (USD)
10–21 Jan 2027	10-day classroom	Cairo	Arabic	8,950
11–15 Jul 2027	5-day classroom	Manama	Arabic	4,750
18–22 Oct 2027	5-day classroom	Kuala Lumpur	English	4,750
8–12 Nov 2027	5-day online	Live online	Arabic	2,950
16–20 Jan 2028	5-day classroom	Riyadh	English	4,750
7–11 Feb 2028	5-day classroom	Dubai	English	4,750
15–26 May 2028	10-day online	Live online	Arabic	5,450
10–21 Jul 2028	10-day classroom	Singapore	English	8,950
19–23 Feb 2029	5-day classroom	London	English	4,750

Dates	Format	City	Language	Fee (USD)
17–21 Jun 2029	5-day classroom	Kuwait City	Arabic	4,750
3–7 Sep 2029	5-day online	Live online	Arabic	2,950
10–21 Dec 2029	10-day classroom	Dubai	English	8,950
13–24 Jan 2030	10-day classroom	Muscat	Arabic	8,950
20–31 May 2030	10-day online	Live online	Arabic	5,450
16–20 Jun 2030	5-day classroom	Riyadh	English	4,750
15–19 Jul 2030	5-day classroom	Istanbul	English	4,750

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