Garnet
Garnet Global Training Center

GGT-LN-121

Languages & Business Communication

Arabic Language Proofreading

التدقيق اللغوي العربي

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

Overview

Arabic Language Proofreading turns established good practice into step-by-step methods that participants rehearse in exercises and then apply at work. 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 Language Proofreading to real tasks.
- Follow safe, compliant and documented work practices.
- Avoid the mistakes that most often cause rework or failure.
- Share good practice with your team.
- Use the right tools, checks and calculations step by step.

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 Language Proofreading: principles and standards

- Practice and feedback
- Common mistakes and how to avoid them

Day 2 Methods and tools in practice

- Workplace vocabulary
- Writing emails and reports

Day 3 Diagnosis and problem solving

- Speaking in meetings
- Regional and international case studies

Day 4 Quality, safety and documentation

- Technical terminology
- Checklists and templates to take away

Day 5 Workshop, assessment and action plan

- Translation techniques
- Group discussion and peer review

10-day outline

Day 1 Arabic Language Proofreading: principles and standards

- Practice and feedback
- Common mistakes and how to avoid them

Day 2 Methods and tools in practice

- Workplace vocabulary
- Writing emails and reports

Day 3 Diagnosis and problem solving

- Speaking in meetings
- Regional and international case studies

Day 4 Quality, safety and documentation

- Technical terminology
- Checklists and templates to take away

Day 5 Workshop, assessment and action plan

- Translation techniques
- 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)
17–21 Jan 2027	5-day classroom	Doha	English	4,750
16–27 May 2027	10-day classroom	Riyadh	English	8,950
20–24 Sep 2027	5-day online	Live online	Arabic	2,950
1–5 Nov 2027	5-day classroom	Amsterdam	English	4,750
3–14 Jan 2028	10-day classroom	Paris	English	8,950
5–9 Jun 2028	5-day classroom	London	English	4,750
13–17 Aug 2028	5-day classroom	Doha	Arabic	4,750
20 Nov – 1 Dec 2028	10-day online	Live online	English	5,450
19–23 Mar 2029	5-day classroom	Paris	English	4,750

Dates	Format	City	Language	Fee (USD)
7–11 May 2029	5-day online	Live online	Arabic	2,950
10–21 Sep 2029	10-day classroom	Geneva	English	8,950
19–23 Nov 2029	5-day classroom	Kuala Lumpur	English	4,750
17–21 Feb 2030	5-day classroom	Riyadh	English	4,750
2–13 Sep 2030	10-day online	Live online	English	5,450
10–21 Nov 2030	10-day classroom	Kuwait City	Arabic	8,950
16–20 Dec 2030	5-day classroom	Casablanca	English	4,750

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