Garnet
Garnet Global Training Center

GGT-LN-101

Languages & Business Communication

Business English Communication

التواصل بالإنجليزية للأعمال

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

Overview

Business English Communication 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. Choose 5 or 10 days, classroom or live online, English or Arabic; organisations can also run it in-house and adapt the examples to their own work.

What you will be able to do

- Apply the methods and standards of Business English Communication 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 Business English Communication: principles and standards

- Technical terminology
- Regional and international case studies

Day 2 Methods and tools in practice

- Translation techniques
- Practice and feedback

Day 3 Diagnosis and problem solving

- Workplace vocabulary
- Checklists and templates to take away

Day 4 Quality, safety and documentation

- Writing emails and reports
- Group discussion and peer review

Day 5 Workshop, assessment and action plan

- Speaking in meetings
- Measurement and reporting

10-day outline

Day 1 Business English Communication: principles and standards

- Technical terminology
- Regional and international case studies

Day 2 Methods and tools in practice

- Translation techniques
- Practice and feedback

Day 3 Diagnosis and problem solving

- Workplace vocabulary
- Checklists and templates to take away

Day 4 Quality, safety and documentation

- Writing emails and reports
- Group discussion and peer review

Day 5 Workshop, assessment and action plan

- Speaking in meetings
- Measurement and reporting

Day 6 Advanced techniques and specialist practice

- Complex cases in depth
- Hands-on workshop on a workplace challenge

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
- Common mistakes and how to avoid them

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)
4–8 Apr 2027	5-day classroom	Cairo	English	4,750
2–6 May 2027	5-day classroom	Manama	English	4,750
7–18 Jun 2027	10-day classroom	Dubai	English	8,950
5–9 Jul 2027	5-day online	Live online	English	2,950
3–7 Jan 2028	5-day classroom	Barcelona	English	4,750
5–16 Mar 2028	10-day classroom	Jeddah	English	8,950
18–29 Sep 2028	10-day online	Live online	English	5,450
16–20 Oct 2028	5-day classroom	London	English	4,750
19–23 Mar 2029	5-day classroom	London	English	4,750

Dates	Format	City	Language	Fee (USD)
14–18 May 2029	5-day online	Live online	English	2,950
7–18 Oct 2029	10-day classroom	Jeddah	Arabic	8,950
10–14 Dec 2029	5-day classroom	Paris	English	4,750
6–10 Jan 2030	5-day classroom	Jeddah	English	4,750
18 Feb – 1 Mar 2030	10-day online	Live online	English	5,450
17–21 Mar 2030	5-day classroom	Manama	English	4,750
6–17 May 2030	10-day classroom	Paris	English	8,950

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