Garnet
Garnet Global Training Center

GGT-LN-115

Languages & Business Communication

English for Meetings & Presentations

الإنجليزية للاجتماعات والعروض

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

Overview

English for Meetings & Presentations 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 English for Meetings & Presentations to real tasks.
- 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.
- Share good practice with your team.

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 English for Meetings & Presentations: principles and standards

- Practice and feedback
- Regional and international case studies

Day 2 Methods and tools in practice

- Workplace vocabulary
- Writing emails and reports

Day 3 Diagnosis and problem solving

- Speaking in meetings
- Checklists and templates to take away

Day 4 Quality, safety and documentation

- Technical terminology
- Group discussion and peer review

Day 5 Workshop, assessment and action plan

- Translation techniques
- Measurement and reporting

10-day outline

Day 1 English for Meetings & Presentations: principles and standards

- Practice and feedback
- Regional and international case studies

Day 2 Methods and tools in practice

- Workplace vocabulary
- Writing emails and reports

Day 3 Diagnosis and problem solving

- Speaking in meetings
- Checklists and templates to take away

Day 4 Quality, safety and documentation

- Technical terminology
- Group discussion and peer review

Day 5 Workshop, assessment and action plan

- Translation techniques
- 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)
17–21 Jan 2027	5-day classroom	Riyadh	English	4,750
8–12 Mar 2027	5-day online	Live online	English	2,950
7–11 Jun 2027	5-day classroom	Dubai	English	4,750
11–22 Oct 2027	10-day classroom	London	English	8,950
6–10 Mar 2028	5-day classroom	Dubai	Arabic	4,750
3–14 Jul 2028	10-day classroom	Istanbul	English	8,950
20–24 Aug 2028	5-day classroom	Kuwait City	Arabic	4,750
4–15 Dec 2028	10-day online	Live online	English	5,450
2–6 Apr 2029	5-day classroom	Abu Dhabi	English	4,750

Dates	Format	City	Language	Fee (USD)
21 May – 1 Jun 2029	10-day classroom	Paris	English	8,950
2–6 Jul 2029	5-day online	Live online	English	2,950
3–7 Dec 2029	5-day classroom	Dubai	English	4,750
7–11 Jan 2030	5-day classroom	London	English	4,750
18–22 Feb 2030	5-day classroom	Dubai	English	4,750
11–22 Mar 2030	10-day classroom	Geneva	English	8,950
15–26 Jul 2030	10-day online	Live online	English	5,450

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