Garnet
Garnet Global Training Center

GGT-LN-113

Languages & Business Communication

English Grammar for Professionals

قواعد اللغة الإنجليزية للمهنيين

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

Overview

English 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. 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

- Apply the methods and standards of English Grammar for Professionals to real tasks.
- Use the right tools, checks and calculations step by step.
- Diagnose common problems and identify root causes.
- Interpret data and results correctly and act on them.
- Follow safe, compliant and documented work practices.

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 Grammar for Professionals: principles and standards

- Speaking in meetings
- Group discussion and peer review

Day 2 Methods and tools in practice

- Technical terminology
- Translation techniques

Day 3 Diagnosis and problem solving

- Practice and feedback
- Measurement and reporting

Day 4 Quality, safety and documentation

- Workplace vocabulary
- Hands-on workshop on a workplace challenge

Day 5 Workshop, assessment and action plan

- Writing emails and reports
- Common mistakes and how to avoid them

10-day outline

Day 1 English Grammar for Professionals: principles and standards

- Speaking in meetings
- Group discussion and peer review

Day 2 Methods and tools in practice

- Technical terminology
- Translation techniques

Day 3 Diagnosis and problem solving

- Practice and feedback
- Measurement and reporting

Day 4 Quality, safety and documentation

- Workplace vocabulary
- Hands-on workshop on a workplace challenge

Day 5 Workshop, assessment and action plan

- Writing emails and reports
- Common mistakes and how to avoid them

Day 6 Advanced techniques and specialist practice

- Complex cases in depth
- Regional and international case studies

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
- Checklists and templates to take away

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)
15–19 Feb 2027	5-day classroom	Barcelona	English	4,750
9–13 Aug 2027	5-day online	Live online	English	2,950
15–19 Nov 2027	5-day classroom	Dubai	Arabic	4,750
20–31 Dec 2027	10-day classroom	Vienna	English	8,950
15–26 May 2028	10-day online	Live online	Arabic	5,450
11–22 Jun 2028	10-day classroom	Kuwait City	English	8,950
21–25 Aug 2028	5-day classroom	Casablanca	Arabic	4,750
3–7 Sep 2028	5-day classroom	Amman	Arabic	4,750
15–26 Jan 2029	10-day classroom	Barcelona	English	8,950

Dates	Format	City	Language	Fee (USD)
12–16 Feb 2029	5-day online	Live online	English	2,950
14–18 May 2029	5-day classroom	Kuala Lumpur	English	4,750
11–15 Jun 2029	5-day classroom	London	English	4,750
4–15 Mar 2030	10-day online	Live online	Arabic	5,450
13–17 May 2030	5-day classroom	Dubai	Arabic	4,750
17–28 Jun 2030	10-day classroom	Kuala Lumpur	English	8,950
5–9 Aug 2030	5-day classroom	Abu Dhabi	Arabic	4,750

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