Garnet
Garnet Global Training Center

GGT-LN-104

Languages & Business Communication

English Writing for Reports & Proposals

الكتابة بالإنجليزية للتقارير والعروض

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

Overview

English Writing for Reports & Proposals 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 English Writing for Reports & Proposals 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 Writing for Reports & Proposals: principles and standards

- Speaking in meetings
- Common mistakes and how to avoid them

Day 2 Methods and tools in practice

- Technical terminology
- Translation techniques

Day 3 Diagnosis and problem solving

- Practice and feedback
- Regional and international case studies

Day 4 Quality, safety and documentation

- Workplace vocabulary
- Checklists and templates to take away

Day 5 Workshop, assessment and action plan

- Writing emails and reports
- Group discussion and peer review

10-day outline

Day 1 English Writing for Reports & Proposals: principles and standards

- Speaking in meetings
- Common mistakes and how to avoid them

Day 2 Methods and tools in practice

- Technical terminology
- Translation techniques

Day 3 Diagnosis and problem solving

- Practice and feedback
- Regional and international case studies

Day 4 Quality, safety and documentation

- Workplace vocabulary
- Checklists and templates to take away

Day 5 Workshop, assessment and action plan

- Writing emails and reports
- 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)
12–16 Apr 2027	5-day classroom	Dubai	Arabic	4,750
19–23 Jul 2027	5-day online	Live online	Arabic	2,950
6–10 Sep 2027	5-day classroom	Abu Dhabi	Arabic	4,750
11–22 Oct 2027	10-day classroom	Casablanca	Arabic	8,950
7–11 May 2028	5-day classroom	Kuwait City	English	4,750
2–13 Jul 2028	10-day classroom	Doha	English	8,950
14–25 Aug 2028	10-day online	Live online	English	5,450
18–22 Sep 2028	5-day classroom	Dubai	Arabic	4,750
16–20 Apr 2029	5-day classroom	Istanbul	English	4,750

Dates	Format	City	Language	Fee (USD)
19–30 Aug 2029	10-day classroom	Amman	Arabic	8,950
1–5 Oct 2029	5-day classroom	London	English	4,750
17–21 Dec 2029	5-day online	Live online	English	2,950
12–16 May 2030	5-day classroom	Manama	Arabic	4,750
5–16 Aug 2030	10-day online	Live online	Arabic	5,450
18–29 Nov 2030	10-day classroom	Dubai	English	8,950
8–12 Dec 2030	5-day classroom	Cairo	English	4,750

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