Garnet
Garnet Global Training Center

GGT-LN-107

Languages & Business Communication

Professional Arabic Writing

الكتابة المهنية باللغة العربية

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

Overview

Professional Arabic Writing 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 Professional Arabic Writing to real tasks.
- 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.
- Diagnose common problems and identify root causes.

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 Professional Arabic Writing: 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 Professional Arabic Writing: 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)
2–6 May 2027	5-day classroom	Manama	English	4,750
12–16 Jul 2027	5-day online	Live online	Arabic	2,950
11–22 Oct 2027	10-day classroom	Amsterdam	English	8,950
14–18 Nov 2027	5-day classroom	Kuwait City	English	4,750
3–14 Jan 2028	10-day online	Live online	Arabic	5,450
21–25 Feb 2028	5-day classroom	Abu Dhabi	English	4,750
6–10 Mar 2028	5-day classroom	Dubai	English	4,750
12–23 Jun 2028	10-day classroom	Istanbul	English	8,950
12–16 Mar 2029	5-day classroom	Istanbul	English	4,750

Dates	Format	City	Language	Fee (USD)
18–22 Jun 2029	5-day online	Live online	Arabic	2,950
7–11 Oct 2029	5-day classroom	Kuwait City	English	4,750
11–22 Nov 2029	10-day classroom	Jeddah	Arabic	8,950
3–7 Mar 2030	5-day classroom	Muscat	Arabic	4,750
15–26 Apr 2030	10-day online	Live online	English	5,450
18–22 Aug 2030	5-day classroom	Doha	English	4,750
2–13 Sep 2030	10-day classroom	Abu Dhabi	English	8,950

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