MAWA EVENTS

Address: No. 857, Block A2. Leisure Commerce Square - No 9., 46150 Petaling Jaya, Selangor, Malaysia

Phone: +601116373203 | **Email:** info@mawaevents.net

ESSENTIAL ENGLISH LANGUAGE FOR BUSINESS PROFESSIONALS

"Communicate with Confidence – Build Fluency and Professionalism in Business English"

Schedule

Date	Venue	Fees (Face-to-Face)
06 – 10 Jul 2026	Dubai - UAE	USD 3495 per delegate

► **Available delivery methods:** Face-to-Face & Online Training

Introduction

In today's global business environment, strong English communication skills are essential for success. This intensive 5-day training program is designed to enhance the English language proficiency of professionals working in diverse industries. With a focus on practical business communication, participants will improve their speaking, writing, listening, and reading skills to perform more effectively in international and multicultural workplaces.

Through interactive activities, role-plays, and real-world case scenarios, participants will build confidence in using English for presentations, meetings, emails, negotiations, and more. The course promotes clarity, accuracy, and fluency to help professionals make a lasting impact in their communications.

Objectives

By the end of this course, participants will be able to:

- Communicate effectively and confidently in English in business settings
- Use appropriate business vocabulary, expressions, and tone in professional interactions
- Improve pronunciation, fluency, and listening comprehension
- Write professional emails, reports, and business documents clearly and concisely
- Participate in meetings, negotiations, and presentations using accurate language

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Why Attend

- Enhance your professional English communication skills for workplace success
- Learn business-specific vocabulary and terminology for meetings, reports, and presentations
- Build fluency through role-plays, dialogues, and real-life practice
- Boost your confidence in engaging with international colleagues and clients
- Overcome common grammatical and pronunciation errors in a supportive environment

Target Audience

This program is designed for:

- Business professionals who use English as a second language
- Administrative staff, team leaders, and managers looking to improve communication skills
- Customer service, HR, sales, and technical professionals working in global teams
- Anyone preparing for international roles or English-speaking work environments

Individual Benefits

Key competencies that will be developed include:

- Improved fluency and confidence in spoken English
- Stronger business writing and email communication skills
- Clearer pronunciation and listening comprehension
- Ability to communicate effectively across cultural contexts
- Enhanced vocabulary for meetings, negotiations, and networking

Organizational Benefits

Upon completing the training course, participants will demonstrate:

- Improved team communication and collaboration in English
- More professional and effective client and stakeholder interactions
- Reduced misunderstandings and language-related errors in business documents
- Increased employee engagement and global readiness
- Enhanced reputation through polished and professional English use

Instructional Methodology

The course follows a blended learning approach combining theory with practice:

- Strategy Briefings – Key principles of business English communication
- Case Studies – Real-world scenarios requiring written and verbal responses
- Workshops – Practice in writing, speaking, listening, and role-playing business contexts
- Peer Exchange – Group activities for speaking practice and peer feedback
- Tools – Grammar correction guides, email templates, and vocabulary lists

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Course Outline

Detailed 5-Day Course Outline

Training Hours: 7:30 AM – 3:30 PM **Daily Format:** 3–4 Learning Modules | Coffee breaks: 09:30 & 11:15 | Lunch Buffet: 01:00 – 02:00

Day 1: Foundations of Business English Communication

- Module 1: Assessing English Proficiency & Setting Goals (07:30 – 09:30)
- Initial language assessment and learner needs analysis
- Identifying personal goals for business communication
- Common challenges for non-native English speakers
- Module 2: Grammar Essentials for Business (09:45 – 11:15)
- Correct tense usage in business contexts
- Sentence structure and clarity
- Avoiding common grammar mistakes
- Module 3: Business Vocabulary & Expressions (11:30 – 01:00)
- Useful phrases for meetings, emails, and conversations
- Industry-specific vocabulary building
- Idioms and phrasal verbs in business English

Day 2: Effective Business Writing

- Module 4: Writing Professional Emails (07:30 – 09:30)
- Email structure, tone, and etiquette
- Common mistakes in professional writing
- Practice: Writing sample emails with peer review
- Module 5: Reports and Business Documents (09:45 – 11:15)
- Structuring reports and proposals
- Using concise and formal language
- Editing and proofreading techniques
- Module 6: Business Correspondence Simulation (11:30 – 01:00)
- Role-play: Responding to business scenarios via email
- Feedback and refinement of writing style
- Tools for improving written English

Day 3: Speaking and Listening Skills

- Module 7: Business Conversation Skills (07:30 – 09:30)
- Role-playing greetings, small talk, and workplace discussions
- Formal and informal communication differences
- Active listening techniques
- Module 8: Meetings and Presentations (09:45 – 11:15)
- Expressing opinions, agreeing/disagreeing professionally
- Presentation structure and delivery tips
- Q&A session practice
- Module 9: Listening Practice (11:30 – 01:00)
- Understanding different English accents
- Listening to business interviews, calls, and discussions
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Comprehension checks and vocabulary follow-up

Day 4: Negotiations and Customer Interaction

- Module 10: Negotiation Language and Techniques (07:30 – 09:30)
- Key phrases for negotiation and persuasion
- Managing objections and making proposals
- Practice dialogues in business negotiation settings
- Module 11: Customer Service Language (09:45 – 11:15)
- Phrases for handling inquiries, complaints, and follow-ups
- Tone and empathy in customer-facing communication
- Role-plays in service-oriented scenarios
- Module 12: Communication Across Cultures (11:30 – 01:00)
- Adapting English for international business settings
- Cultural nuances in communication
- Strategies for overcoming language barriers

Day 5: Fluency, Confidence & Application

- Module 13: Public Speaking and Confidence Building (07:30 – 09:30)
- Techniques for building speaking confidence
- Overcoming nervousness and language anxiety
- Delivering a short business speech
- Module 14: Final Presentations and Peer Review (09:45 – 11:15)
- Participants deliver mini-presentations
- Constructive feedback and language improvement tips
- Celebrating progress and achievements
- Module 15: Course Wrap-up and Future Development (11:30 – 01:00)
- Summary of key takeaways
- Creating a personal action plan for continued learning
- Final Q&A and closing discussion

Certification

Participants will receive a Certificate of Completion in Essential English Language for Business Professionals, confirming their improved fluency, confidence, and practical communication skills in professional English for global business environments.

Why Choose MAWA Events

- **Global Expertise:** More than 17 years of experience in professional training and consulting.
- **Industry-Leading Faculty:** Courses delivered by seasoned professionals with hands-on experience.
- **Practical Insights:** Learn to turn theory into actionable strategies for real-world business impact.
- **Client-Focused Solutions:** Customized programs designed to achieve your organisation’s unique goals.

In-House / Customized Training Interested in running this course for your team? Please contact us:	TEL: **+601116373203**	EMAIL: **info@mawaevents.net**

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