

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

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

MAWA EVENTS

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

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



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
 -

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.

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

© Material published by MAWA Events shown here is copyrighted. All rights reserved. Any unauthorized copying, distribution, use, dissemination, downloading, storing (in any medium), transmission, reproduction or reliance in whole or any part of this course outline is prohibited and will constitute an infringement of copyright.