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**Course Name**

# Business English for Global Success

**Sector Name**

Administration and Office Efficiency

**Document Type**

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## Business English for Global Success

# Course Introduction

In today's global workplaces, communicating clearly and professionally in English is an essential skill — even for junior and entry-level roles.
**BOOST's Business English for Global Success** is a highly practical course designed specifically for non-native English speakers who want to build strong foundational business communication skills.

The course focuses on developing basic professional English for common workplace tasks: emails, meetings, teamwork, client communication, reporting, and day-to-day office interaction.

Participants will build confidence, expand their business vocabulary, and practice real-world English skills required in modern companies — all through supportive, interactive sessions.

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# Target Audience

- ✓ Junior employees, office assistants, and entry-level professionals working in English-speaking environments.
- ✓ Non-native English speakers aiming to build strong workplace English skills.
- ✓ Administrative staff, junior coordinators, customer service representatives, and support teams.
- ✓ Professionals who want to write emails, participate in meetings, and communicate confidently with colleagues and supervisors.

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# Learning Objectives

- ✓ Build essential English vocabulary for professional office communication.
- ✓ Improve writing skills for emails, notes, and simple business documents.
- ✓ Develop listening and speaking skills for meetings and teamwork.
- ✓ Gain confidence to interact with colleagues, clients, and managers professionally.
- ✓ Learn workplace etiquette and polite expressions commonly used in business settings.
- ✓ Apply English practically through real-world office simulations and activities.

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## Business English for Global Success

# Course Outline

### ✓ DAY 01

**Essential Business English Vocabulary and Expressions**

- ✓ Common office and business-related vocabulary.
- ✓ Basic structures for professional conversation.
- ✓ Greetings, introductions, and everyday workplace dialogue.
- ✓ Polite expressions and formal vs. informal language in business.

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## Business English for Global Success

# Course Outline

### ✓ Day 02

**Writing Professional Emails and Business Communication**

- ✓ Structure and tone of professional business emails.
- ✓ Writing clear subject lines, greetings, and closings.
- ✓ Making simple requests, responding to inquiries, and confirming information.
- ✓ Common phrases and templates for quick email writing.
- ✓ Drafting and reviewing short work-related emails.

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## Business English for Global Success

# Course Outline

## ✓ Day 03

**Understanding Meetings and Team Communication**

- ✓ Listening for key points during meetings.
- ✓ Taking basic meeting notes and writing summaries.
- ✓ Asking for clarification politely and confirming understanding.
- ✓ Simple phrases for giving updates and participating in discussions.
- ✓ Exercise: Simulating a short team meeting.

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## Business English for Global Success

# Course Outline

## ✓ Day 04

**Writing Short Business Documents and Reports**

- ✓ Basics of writing short reports, memos, and summaries.
- ✓ Organizing ideas clearly and logically.
- ✓ Using professional language and avoiding common mistakes.
- ✓ Writing a simple weekly update report or meeting memo.

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# Course Outline

### ✓ Day 05

**Practical Application and Workplace Scenarios**

- ✓ Handling telephone calls and voicemail messages.
- ✓ Writing quick instant messages and chat communications professionally (Teams, Slack, etc.).
- ✓ Reviewing and correcting common grammar and vocabulary errors.

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## Confirmed Sessions

| FROM | TO | DURATION | FEES | LOCATION |
|---|---|---|---|---|
| June 13, 2027 | June 17, 2027 | 5 days | 4250.00 $ | KSA , Al Khobar |
| Nov. 2, 2026 | Nov. 6, 2026 | 5 days | 4250.00 $ | UAE , Abu Dhabi |
| March 15, 2027 | March 19, 2027 | 5 days | 4950.00 $ | Spain , Barcelona |
| Oct. 5, 2026 | Oct. 9, 2026 | 5 days | 4250.00 $ | UAE , Dubai |

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