



Consulting and Training | Reach New Heights

Course Name

Professional English For The workplace

Sector Name

Interpersonal Skills and Self Development

Document Type

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Course Introduction

English is often taught as a language, but in professional environments, it is primarily used as a working tool rather than an academic subject. Employees do not need perfect grammar; they need functional English that allows them to understand, respond, explain, ask, and interact confidently in real situations.

Developed by **Boost**, this course takes a practical, usage-based approach to English learning. Instead of traditional language instruction, the program focuses on how English is used at work—through conversations, instructions, short messages, discussions, and everyday professional interactions.

Boost's English course is designed to help participants think in English, respond naturally, and communicate with confidence, clarity, and purpose—without relying on memorization or complex language rules. This course treats English as a skill for action, not a subject for study.

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Target Audience

- ✓ Employees who use English occasionally or regularly at work
- ✓ Professionals who understand English but lack speaking confidence
- ✓ Staff working in mixed-language or multicultural environments
- ✓ Entry-level and mid-level employees
- ✓ Individuals seeking practical communication ability, not academic study

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Learning Objectives

- ✓ Use English confidently in everyday work-related situations
- ✓ Understand spoken English in real conversations, not scripted dialogues
- ✓ Express ideas clearly using simple, correct, and functional language
- ✓ Respond appropriately in common workplace interactions
- ✓ Reduce hesitation and fear when speaking English
- ✓ Apply English naturally as a communication tool, not a theoretical language

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Course Outline

✓ DAY 01

Thinking and responding in English

Module 1: English as a Communication Tool

- ✓ How English is used in real work situations
- ✓ Shifting from translation to direct understanding
- ✓ Building confidence with simple language

Module 2: Core Sentence Patterns for Daily Use

- ✓ Functional sentence structures
- ✓ Saying more with fewer words
- ✓ Avoiding overthinking and hesitation

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Course Outline

✓ Day 02

Understanding Spoken English in Real Situations

Module 3: Listening Beyond Words

- ✓ Understanding the meaning, not every word
- ✓ Identifying key messages in conversations
- ✓ Handling different speaking speeds and accents

Module 4: Responding Naturally

- ✓ Common response patterns
- ✓ Asking for clarification confidently
- ✓ Keeping conversations flowing

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Course Outline

✓ Day 03

Speaking Clearly and Effectively

Module 5: Expressing Ideas Simply

- ✓ Explaining tasks, issues, and updates
- ✓ Using practical vocabulary
- ✓ Structuring spoken responses

Module 6: Managing Everyday Conversations

- ✓ Workplace small talk
- ✓ Requests, confirmations, and explanations
- ✓ Professional but natural interaction

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Course Outline

✓ Day 04

Practical Writing for Daily Work

Module 7: Writing for Action

- ✓ Writing short, clear messages
- ✓ Structuring meaning, not long sentences
- ✓ Avoiding confusion in written communication

Module 8: Functional Email Communication

- ✓ Writing emails that get responses
- ✓ Clear subject lines and purpose-driven messages
- ✓ Polite, professional, and simple language

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Course Outline

✓ Day 05

Confident Use and Continuous Improvement

Module 9: English in Real Workplace Scenarios

- ✓ Meetings, instructions, and discussions
- ✓ Handling misunderstandings
- ✓ Staying calm and confident while speaking

Module 10: Building Personal English Confidence

- ✓ Identifying individual communication patterns
- ✓ Reducing fear and hesitation
- ✓ Creating a personal English usage plan

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Confirmed Sessions

FROM	TO	DURATION	FEES	LOCATION
Feb. 1, 2027	Feb. 5, 2027	5 days	4950.00 \$	Netherlands , Amsterdam
June 28, 2027	July 2, 2027	5 days	2150.00 \$	Virtual , Online
Aug. 30, 2027	Sept. 3, 2027	5 days	4250.00 \$	UAE , Dubai
Dec. 7, 2026	Dec. 11, 2026	5 days	4250.00 \$	UAE , Dubai

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