



Consulting and Training | Reach New Heights

Course Name

Certificate in Professional Arabic Writing Skills

Sector Name

Interpersonal Skills and Self Development

Document Type

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Certificate in Professional Arabic Writing Skills

Course Introduction

This training program is designed to provide participants with the advanced writing skills necessary to navigate the demands of professional environments where Arabic is the primary language of communication.

This intensive, **three-day** program will equip participants with the tools, techniques, and strategies to write high-quality, culturally appropriate, and professional Arabic documents. From mastering formal letter-writing to drafting complex business reports, proposals, and legal documents, this program will sharpen your writing and enable you to communicate with clarity, precision, and professionalism in any context.

Throughout the training program, participants will engage in hands-on exercises and real-world applications, allowing them to immediately apply the knowledge gained to their day-to-day work.

Upon completion, participants will be able to produce polished, effective written Arabic that meets the highest professional standards, while ensuring it aligns with cultural and organizational expectations.

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Target Audience

Professionals, especially those in business, governmental agencies, and regional corporations, who need to communicate effectively in Arabic in a formal or professional context.

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Learning Objectives

- ✓ Develop clarity, formality, and precision in writing.
- ✓ Recognize the differences between formal and informal Arabic, and adjust writing style accordingly.
- ✓ Write effectively for different audiences, ensuring tone and content are appropriate for the context.
- ✓ Write business letters, emails, memos, reports, proposals, and legal documents using standard Arabic writing conventions.
- ✓ Create persuasive content, incorporating essential components like executive summaries, conclusions, and recommendations.
- ✓ Tailor writing to suit various professional purposes, including formal communication, legal agreements, and business pitches.
- ✓ Apply advanced grammar and syntax rules to ensure clarity, accuracy, and professionalism.
- ✓ Avoid common writing pitfalls such as redundancy, wordiness, and unclear sentence structure.
- ✓ Utilize precise and effective vocabulary to convey ideas in a clear and concise manner.
- ✓ Review and edit Arabic documents for accuracy, clarity, and consistency.
- ✓ Learn techniques for improving readability and flow, ensuring documents are easy to follow and engaging.
- ✓ Use proofreading tools and resources to minimize errors and enhance document quality.

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Course Outline

✓ 01 Day One

Overview of Professional Arabic Writing

- ✓ Introduction to the importance of writing skills in a professional environment.
- ✓ Key characteristics of professional Arabic writing (clarity, formality, precision).
- ✓ Differences between formal and informal Arabic writing.
- ✓ Discussion: The role of Arabic in global business and communication.

Key Elements of Professional Writing:

- ✓ Tone and style: how to achieve a professional tone in writing.
- ✓ The structure of professional Arabic documents.
- ✓ Importance of audience awareness: tailoring your message for different readers.
- ✓ Writing with cultural sensitivity in Arabic-speaking regions.

Writing Tools and Resources:

- ✓ Common writing tools and resources for the Arabic language (spell checkers, dictionaries, style guides).
- ✓ Overview of the Arabic keyboard and writing software.
- ✓ Introduction to common formatting guidelines for professional documents.
- ✓ Exercise: Writing a brief self-introduction email in professional Arabic.

Advanced Grammar and Syntax for Professional Writing:

- ✓ Advanced grammar rules relevant to professional writing.
- ✓ Sentence structure and the importance of clarity and simplicity.
- ✓ Using proper punctuation in Arabic writing.
- ✓ Avoiding redundancy and unnecessary complexity in writing.
- ✓ The role of active vs. passive voice in professional writing.
- ✓ Using precise and effective vocabulary.
- ✓ Exercise: Reviewing and correcting complex Arabic sentences to ensure clarity and grammatical accuracy.

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Course Outline

✓ 02 Day Two

Writing Professional Letters in Arabic:

- ✓ Understanding the structure of formal letters in Arabic.
- ✓ Common phrases and expressions used in business letters.
- ✓ Writing letters of inquiry, request, and response.

Writing Emails and Memos:

- ✓ Structure of a professional email in Arabic.
- ✓ The use of salutations, introductions, body, and conclusions in email writing.
- ✓ Tips for clarity and conciseness in email communication.
- ✓ The purpose and format of memos.
- ✓ Writing memos for different business purposes (notifications, instructions, etc.).
- ✓ Using formal language in memos while maintaining clarity.
- ✓ Exercise: Writing an email to a client and a memo to a team member.

Report Writing Skills:

- ✓ The structure of a formal report in Arabic.
- ✓ Key components: title, introduction, methodology, analysis, conclusions, and recommendations.
- ✓ Tips for clarity and coherence in reports.
- ✓ How to present data and analysis in a report.

- ✓ Writing objective, evidence-based content.
- ✓ Presenting findings and recommendations effectively.
- ✓ Exercise: Writing an introduction and methodology section for a sample report.

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Course Outline

✓ 03 Day Three

Writing Proposals and Business Plans:

- ✓ The structure of a business proposal.
- ✓ How to pitch ideas, services, or products in a proposal.
- ✓ Key components: executive summary, objectives, methodology, timeline, and budget.
- ✓ The structure of a business plan: overview, market analysis, objectives, strategies, and financial projections.
- ✓ Writing persuasive and informative content.
- ✓ Tailoring the tone and content to different stakeholders.
- ✓ Exercise: Drafting an executive summary for a business proposal.

Writing for Legal and Contractual Purposes:

- ✓ Common legal documents in Arabic (contracts, agreements, terms and conditions).
- ✓ Key legal terms and their appropriate usage.
- ✓ Drafting clear and precise contract language.
- ✓ The structure and components of terms and conditions.
- ✓ How to write company policies and procedures in Arabic.
- ✓ Writing in a way that is legally binding and clear to all parties.
- ✓ Exercise: Drafting a basic contract clause or company policy in Arabic.

Editing and Proofreading Arabic Documents:

- ✓ Techniques for reviewing and editing your work.
- ✓ Common mistakes to avoid in professional Arabic writing.
- ✓ Using proofreading tools for Arabic content.
- ✓ Enhancing the readability of Arabic texts through structure and style.
- ✓ Ensuring consistency in terminology and tone across documents.
- ✓ Formatting for clarity and ease of reading.
- ✓ Exercise: Proofreading and editing a sample Arabic document.

Final Project Review and Presentation:

- ✓ Participants will present their final written project to the group.
- ✓ Feedback from the instructor and peers on writing quality, clarity, and professionalism.

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Confirmed Sessions

FROM	TO	DURATION	FEES	LOCATION
Oct. 12, 2026	Oct. 14, 2026	3 days	4950.00 \$	USA , Texas
Aug. 23, 2026	Aug. 25, 2026	3 days	3250.00 \$	KSA , Riyadh
May 24, 2027	May 26, 2027	3 days	3250.00 \$	UAE , Abu Dhabi
March 29, 2027	March 31, 2027	3 days	3250.00 \$	UAE , Dubai

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