



Administration and Office Efficiency

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.

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.

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.

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.

• 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.

• 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.

• 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.

• 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.

Confirmed Sessions

FROM	TO	DURATION	FEES	LOCATION
May 25, 2025	May 29, 2025	5 days	4250.00 \$	KSA - Al Khobar
Sept. 29, 2025	None	None days	4250.00 \$	UAE - Dubai
Oct. 27, 2025	Oct. 31, 2025	5 days	4250.00 \$	UAE - Abu Dhabi