

Training Programme Axes

Training Programme Name	Business English Diploma
Training Programme Name	دبلوم إنجليزي للأعمال
Training Programme Organiser	Rum Sands Academy
Training programme Type	Diploma
Training hours	100
accreditation body	OAB-UK

Training goals

1. New Business Language
2. New Business Skills
3. New Business Vocabulary

Target groups

1. All age groups



Course Introduction

The **Business English** course in the *English for Everyone* series is designed to develop learners' professional communication skills for today's global workplace. The diploma contains Two-Level Course Introductions. The course provides clear, practical language input supported by visual learning, step-by-step explanations, and real-world examples. Each unit focuses on essential business topics—such as meetings, presentations, negotiations, emails, customer service, and workplace communication—while reinforcing key vocabulary, grammar, and functional expressions needed for professional success. Through structured practice activities, model dialogues, and self-assessment tasks, learners build confidence in using English effectively in business contexts. By the end of the course, students will be able to communicate professionally, handle common workplace interactions, and participate actively in a variety of business-related situations.

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Training programme Axes - Level 1

Axes	Course topics	Hours
Lesson 1	Unit 1	5
Topic 1	Meeting new colleagues	
Topic 2	New language Alphabet and spelling	
Topic 3	Vocabulary Introductions and greetings	
Topic 4	New skill Introducing yourself to co-workers	
Lesson 2	Unit 2	5
Topic 1	Everyday work activities	
Topic 2	New language Present simple	
Topic 3	Vocabulary Work activities	
Topic 4	New skill Talking about workplace routines	
Lesson 3	Unit 3	5
Topic 1	Business around the world	
Topic 2	New language Negative statements	
Topic 3	Vocabulary Countries and nationalities	
Topic 4	New skill Saying where things are from	
Lesson 4	Unit 3	5
Topic 1	Asking questions at work	
Topic 2	New language Forming questions	
Topic 3	Vocabulary Office equipment	
Topic 4	New skill Asking colleagues questions	
Lesson 5	Unit 4	5
Topic 1	Exchanging details	
Topic 2	New language Short answers	
Topic 3	Vocabulary Contact information	
Topic 4	New skill Exchanging contact details	
Lesson 6	Unit 5	5
Topic 1	Skills and experience	
Topic 2	New language "Have," "have got," articles	
Topic 3	Vocabulary Jobs and skills	
Topic 4	New skill Writing a business profile	
Lesson 7	Unit 6	5
Topic 1	Choosing a job	
Topic 2	New language "Like," "enjoy," and "hate"	
Topic 3	Vocabulary Workplace activities	
Topic 4	New skill Finding the right job	
Lesson 8	Unit 7	5
Topic 1	Describing your workplace	
Topic 2	New language "There is" and "there are"	

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Topic 3	Vocabulary Office equipment	
Topic 4	New skill Describing a workplace	
Lesson 9	Unit 8	5
Topic 1	Personal qualities	
Topic 2	New language Possessive adjectives	
Topic 3	Vocabulary Personality traits	
Topic 4	New skill Describing your co-workers	
Lesson 10	Unit 9	5
Topic 1	Describing your job	
Topic 2	New language Adjectives and comparatives	
Topic 3	Vocabulary Money and pay	
Topic 4	New skill Describing your job to someone	
Total hours		50

Training programme Axes - Level 2

Axes	Course topics	Hours
Lesson 1	Unit 1	5
Topic 1	Introduction	
Topic 2	New language Present simple and continuous	
Topic 3	Vocabulary Etiquette for introductions	
Topic 4	New skill Introducing yourself and others	
Lesson 2	Unit 2	5
Topic 1	Getting to know colleagues	
Topic 2	New language Past simple and past continuous	
Topic 3	Vocabulary Sharing past experiences	
Topic 4	New skill Talking about past experiences	
Lesson 3	Unit 3	5
Topic 1	Talking about changes	
Topic 2	New language "Used to," "be / get used to"	
Topic 3	Vocabulary Small talk	
Topic 4	New skill Talking about changes at work	
Lesson 4	Unit 4	5
Topic 1	Delegating Tasks	
Topic 2	New language Modal verbs for obligation	
Topic 3	Vocabulary Delegation and politeness	
Topic 4	New skill Delegating tasks to colleagues	
Lesson 5	Unit 5	5
Topic 1	Writing a Report	
Topic 2	New language Past perfect and past simple	
Topic 3	Vocabulary Formal business English	

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Topic 4	New skill Writing reports	
Lesson 6	Unit 6	5
Topic 1	Making apologies	
Topic 2	New language Present perfect continuous	
Topic 3	Vocabulary Apologies	
Topic 4	New skill Apologizing on the telephone	
Lesson 7	Unit 7	5
Topic 1	Making plans by email	
Topic 2	New language Email language	
Topic 3	Vocabulary Meetings and workshops	
Topic 4	New skill Making plans	
Lesson 8	Unit 8	5
Topic 1	Keeping clients informed	
Topic 2	New language Continuous tenses	
Topic 3	Vocabulary Arrangements and schedules	
Topic 4	New skill Keeping clients informed	
Lesson 9	Unit 9	5
Topic 1	Informal Communication	
Topic 2	New language Phrasal verbs	
Topic 3	Vocabulary Arrangements and plans	
Topic 4	New skill Keeping clients informed	
Lesson 10	Unit 10	5
Topic 1	Describing Process	
Topic 2	New language The passive voice	
Topic 3	Vocabulary Processes and manufacturing	
Topic 4	New skill Discussing how things are done	
Total hours		50

OAB-UK Authority Director

IOA Regional Director

Package Organiser

Hub

Nathee Qasbi

Rum Fands Pecademy



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