



*Training Course:
English Language Proficiency Enhancement
Program*

*28 September - 2 October 2026
Madrid (Spain)*

Training Course: English Language Proficiency Enhancement Program

Training Course code: PS236399 From: 28 September - 2 October 2026 Venue: Madrid (Spain) - Training Course Fees: 5775 € Euro

Introduction

In today's global and diverse work environment, English has become one of the most essential tools for effective professional communication.

This training program aims to enhance participants' English language skills through a practical and interactive approach that focuses on real-life and workplace communication, helping participants build confidence and improve overall performance.

Program Objectives

By the end of this program, participants will be able to:

- Use English confidently in daily and professional situations
- Improve speaking, listening, and comprehension skills
- Develop reading and writing abilities
- Write professional emails and business reports
- Communicate effectively during meetings and presentations
- Expand vocabulary and professional terminology

Target Audience

- Employees across various sectors
- Fresh graduates
- Individuals seeking to improve their English proficiency
- Professionals working in multinational environments
- Anyone who needs English for professional or personal purposes

Training Program Outline

Day 1: Language Fundamentals and Level Assessment

- English proficiency level assessment
- Review of basic English language fundamentals
- Core tenses Present - Past - Future
- Sentence structure and formation
- Practical exercises and interactive discussions

Day 2: Speaking Skills Development

- Improving correct pronunciation
- Building fluency and confidence
- Common daily expressions
- Managing formal and informal conversations
- Practical role-play activities

Day 3: Listening and Comprehension Skills

- Developing listening skills
- Understanding different conversation styles
- Handling telephone conversations in English
- Identifying main ideas and key points
- Workplace-based practical exercises

Day 4: Reading and Professional Writing Skills

- Reading comprehension techniques

- Writing professional emails
- Writing business reports and official correspondence
- Common writing mistakes
- Practical writing exercises with immediate feedback

Day 5: English in the Workplace

- Communication skills for meetings
- Presentation skills
- Professional English vocabulary and terminology
- Workplace simulation activities
- Final evaluation and certification

Registration form on the Training Course: English Language Proficiency Enhancement Program

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Complete & Mail or fax to Global Horizon Training Center (GHTC) at the address given below

Delegate Information

Full Name (Mr / Ms / Dr / Eng):
 Position:
 Telephone / Mobile:
 Personal E-Mail:
 Official E-Mail:

Company Information

Company Name:
 Address:
 City / Country:

Person Responsible for Training and Development

Full Name (Mr / Ms / Dr / Eng):
 Position:
 Telephone / Mobile:
 Personal E-Mail:
 Official E-Mail:

Payment Method

- Please find enclosed a cheque made payable to Global Horizon
- Please invoice me
- Please invoice my company

Easy Ways To Register

Telephone:
+201095004484 to
provisionally reserve your
place.

Fax your completed
registration
form to: +20233379764

E-mail to us :
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or training@gh4t.com

Complete & return the
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to: Global Horizon
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Giza, Giza Governorate,
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