



EMPOWERING PEOPLE • STRENGTHENING SYSTEMS

English Language Learning Training Portfolio

*Strategic Capacity Building Solutions for Academic Excellence,
Professional Advancement, and Global Communication*

Designed and Developed by:

Dr. Jamal Al Dhubaibi

Founder and Director, Growth Nexus Capacity Building Hub

First Edition: May 2026

1. Executive Framework & Introduction

In today's interconnected and rapidly evolving global landscape, English language proficiency is no longer a mere advantage; it is a fundamental prerequisite for academic success, professional advancement, and active participation in the international community. The Growth Nexus Capacity Building Hub recognizes that for individuals and organizations operating in complex and developing contexts, mastering English opens doors to global opportunities, cross-cultural collaboration, and sustainable development.

Our English Language Learning Portfolio is meticulously designed to bridge the gap between foundational language acquisition and specialized, high-impact communication skills. This comprehensive training suite seamlessly integrates internationally recognized pedagogical frameworks with hyper-contextualized insights derived from the unique socio-economic and educational climate of Yemen. These programs are specifically tailored to deliver immediate, measurable results for students, professionals, NGOs, civil society actors, and corporate entities, ensuring that learners can effectively navigate and succeed in a globalized world.

The portfolio is structured into two distinct yet complementary sections: General English Language Courses that provide progressive language development from foundational to advanced levels, and Specific English Language Courses that address targeted professional and academic communication needs. Each course has been carefully calibrated to ensure practical applicability, cultural sensitivity, and measurable outcomes aligned with international standards.

Course Summary Overview

Course	Duration	Level / Category
Course 1: Basic English I	30 Hours	General - Basic
Course 2: Basic English II	30 Hours	General - Basic
Course 3: Basic English III	30 Hours	General - Basic
Course 4: Elementary English I	40 Hours	General - Elementary
Course 5: Elementary English II	40 Hours	General - Elementary
Course 6: Intermediate English I	40 Hours	General - Intermediate
Course 7: Intermediate English II	40 Hours	General - Intermediate
Course 8: Advanced English I	40 Hours	General - Advanced
Course 9: Advanced English II	40 Hours	General - Advanced
Course 10: Business English Writing	40 Hours	Specific - Professional

Course 11: Improving Successful Communication	40 Hours	Specific - Professional
Course 12: TOEFL Preparation	40 Hours	Specific - Professional

2. Core Curricula: General English Language Learning

This foundational track is structured to guide learners progressively from the very basics of English to advanced proficiency, ensuring a solid grounding in all four core language skills: reading, writing, listening, and speaking. The nine courses below represent a complete learning pathway from absolute beginner to near-native fluency.

2.1 Basic English Courses (Foundation Level)

Course 1: Basic English I — Foundations of Language

Duration: 30 Hours (Recommended: 3 Weeks / 10 Sessions)

Target Audience: Absolute beginners, adults returning to education, and individuals with no prior English exposure.

Strategic Value Proposition: Demystifies the English language, providing participants with the essential phonetic, grammatical, and lexical building blocks required to construct simple, meaningful sentences.

Learning Objectives:

- Recognize and pronounce the English alphabet and basic phonetic sounds.
- Construct simple sentences using fundamental subject-verb-object structures.
- Acquire core vocabulary related to daily survival, family, and immediate surroundings.
- Develop basic reading comprehension of short, simple texts.

Curriculum Modules:

- Module 1: The Building Blocks — Introduction to the alphabet, phonics, and basic pronunciation rules.
- Module 2: Everyday Vocabulary — Essential words for greetings, numbers, colors, family, and common objects.
- Module 3: Simple Sentences — Introduction to basic verbs (to be, to have) and simple present tense structures.

Tangible Deliverables & Outcomes: *A foundational vocabulary bank of 200+ essential words and the ability to introduce oneself and ask basic questions.*

Course 2: Basic English II — Expanding the Foundation

Duration: 30 Hours (Recommended: 3 Weeks / 10 Sessions)

Target Audience: Learners who have completed Basic I or possess very rudimentary English skills.

Strategic Value Proposition: Reinforces the foundational elements while expanding grammatical structures and vocabulary, moving learners from simple words to practical, short dialogues.

Learning Objectives:

- Expand vocabulary to include common actions, routines, and local environments.
- Formulate questions and short responses using appropriate auxiliary verbs.
- Develop basic listening skills to understand slow, clearly spoken English.
- Practice writing short paragraphs about personal information and daily habits.

Curriculum Modules:

- Module 1: Action and Routine — Verbs for daily activities, telling time, and describing routines.
- Module 2: Asking and Answering — Formulating Wh- questions (who, what, where, when) and basic responses.
- Module 3: The Immediate Environment — Vocabulary and descriptions related to home, workplace, and local community.

Tangible Deliverables & Outcomes: *A structured vocabulary journal and the confidence to engage in short, predictable conversations.*

Course 3: Basic English III — Consolidating Core Skills

Duration: 30 Hours (Recommended: 3 Weeks / 10 Sessions)

Target Audience: Learners preparing to transition to Elementary level, needing final reinforcement of basic concepts.

Strategic Value Proposition: Solidifies the foundation by focusing on the integration of reading, writing, listening, and speaking in a structured, supportive environment, preparing learners for more complex grammatical structures.

Learning Objectives:

- Read and comprehend short, simple narratives and informational texts.
- Write simple, coherent paragraphs with basic punctuation and capitalization.
- Participate in short, guided conversations on familiar topics.
- Understand simple spoken instructions and descriptions.

Curriculum Modules:

- Module 1: Reading the Basics — Strategies for reading short texts, understanding context clues, and summarizing main ideas.
- Module 2: Writing Fundamentals — Sentence structure review, paragraph formation, and basic spelling conventions.
- Module 3: Speaking and Listening Practice — Guided role-plays, basic dictation, and interactive listening exercises.

Tangible Deliverables & Outcomes: *A portfolio of short written paragraphs and the ability to participate in basic, structured dialogues.*

2.2 Elementary English Courses (Functional Communication)

Course 4: Elementary English I — Essential Communication

Duration: 40 Hours (Recommended: 4 Weeks / 12 Sessions)

Target Audience: Beginners ready to move beyond foundational skills to practical, everyday communication.

Strategic Value Proposition: Transitions learners from simple sentence construction to functional language use, enabling them to navigate common real-world situations with increasing independence.

Learning Objectives:

- Engage in common social interactions (shopping, asking for directions, making appointments).
- Understand and use a wider range of tenses, including past simple and present continuous.
- Improve listening comprehension of short, everyday conversations.
- Write simple emails, messages, and short personal narratives.

Curriculum Modules:

- Module 1: Navigating Daily Life — Functional language for travel, shopping, healthcare, and social interactions.
- Module 2: Expanding Grammar — Introduction to past tense, continuous aspects, and basic modal verbs.
- Module 3: Practical Reading and Writing — Reading brochures, schedules, and writing short functional texts.

Tangible Deliverables & Outcomes: *The ability to handle common everyday interactions and write basic functional texts independently.*

Course 5: Elementary English II — Fluency in Foundational Skills

Duration: 40 Hours (Recommended: 4 Weeks / 12 Sessions)

Target Audience: Elementary learners needing to solidify their grasp of basic grammar and expand their communicative range.

Strategic Value Proposition: Focuses on fluency and accuracy within the elementary range, ensuring learners can express themselves clearly and understand others in standard, everyday contexts.

Learning Objectives:

- Describe experiences, events, and plans with greater detail and coherence.
- Understand the main points of clear, standard speech on familiar matters.
- Write connected texts on topics that are familiar or of personal interest.
- Participate confidently in informal discussions and exchanges of information.

Curriculum Modules:

- Module 1: Describing and Narrating — Using adjectives, adverbs, and narrative tenses to tell stories and describe experiences.
- Module 2: Information Exchange — Strategies for asking for clarification, expressing opinions, and agreeing/disagreeing.
- Module 3: Connected Writing — Structuring paragraphs with logical flow, using basic linking words, and writing personal emails.

Tangible Deliverables & Outcomes: *A structured personal journal and the ability to engage in sustained, informal conversations on familiar topics.*

2.3 Intermediate English Courses (Professional Proficiency)

Course 6: Intermediate English I — Enhancing Proficiency

Duration: 40 Hours (Recommended: 5 Weeks / 15 Sessions)

Target Audience: Elementary learners ready to tackle more complex language structures and abstract concepts.

Strategic Value Proposition: Bridges the gap between basic communication and the ability to handle more complex situations, introducing learners to the nuances of English grammar and vocabulary.

Learning Objectives:

- Understand the main ideas of complex text on both concrete and abstract topics.
- Interact with a degree of fluency and spontaneity with native speakers.
- Produce clear, detailed text on a wide range of subjects.
- Analyze and discuss texts, identifying underlying arguments and perspectives.

Curriculum Modules:

- Module 1: Complex Grammar Structures — Conditional sentences, passive voice, and relative clauses.
- Module 2: Abstract Vocabulary and Idioms — Expanding vocabulary beyond the concrete to discuss ideas, opinions, and feelings.
- Module 3: Critical Reading and Discussion — Analyzing articles, summarizing arguments, and participating in structured debates.

Tangible Deliverables & Outcomes: *A comprehensive grammar workbook and the ability to participate in detailed discussions on familiar subjects.*

Course 7: Intermediate English II — Mastering Interaction

Duration: 40 Hours (Recommended: 5 Weeks / 15 Sessions)

Target Audience: Intermediate learners aiming for fluency, accuracy, and the ability to handle complex professional or academic interactions.

Strategic Value Proposition: Focuses on refining language skills to achieve a high level of communicative competence, preparing learners for advanced study or professional environments.

Learning Objectives:

- Interact fluently and spontaneously in most social, academic, and professional contexts.
- Write complex, well-structured texts, demonstrating controlled use of organizational patterns.
- Understand a wide range of demanding, longer texts, and recognize implicit meaning.
- Express ideas clearly and effectively in both formal and informal settings.

Curriculum Modules:

- Module 1: Advanced Grammar and Style — Fine-tuning grammar for precision and introducing stylistic variations.
- Module 2: Academic and Professional Reading — Strategies for reading dense texts, identifying main arguments, and synthesizing information.
- Module 3: Advanced Writing Skills — Essay writing, report writing, and expressing nuanced opinions with supporting evidence.

Tangible Deliverables & Outcomes: *A portfolio of essays and reports demonstrating advanced writing proficiency and the ability to engage in complex dialogues.*

2.4 Advanced English Courses (Mastery and Leadership)

Course 8: Advanced English I — Professional and Academic Excellence

Duration: 40 Hours (Recommended: 5 Weeks / 15 Sessions)

Target Audience: Advanced learners preparing for higher education, leadership roles, or highly competitive professional environments.

Strategic Value Proposition: Equips learners with the sophisticated language skills required for academic research, high-level professional communication, and leadership.

Learning Objectives:

- Understand with ease virtually everything heard or read.
- Summarize information from different spoken and written sources, reconstructing arguments in a coherent presentation.
- Express themselves spontaneously, very fluently and precisely, differentiating finer shades of meaning even in more complex situations.
- Write clear, well-structured, detailed text on complex subjects.

Curriculum Modules:

- Module 1: Academic Research and Discourse — Advanced reading strategies, critical analysis, and academic writing conventions.
- Module 2: Professional Communication — High-level presentations, negotiations, and persuasive writing.
- Module 3: Nuance and Subtlety — Mastering idiomatic expressions, cultural references, and subtle shifts in meaning.

Tangible Deliverables & Outcomes: *A comprehensive research paper or professional report and the confidence to present complex ideas fluently.*

Course 9: Advanced English II — Mastery and Leadership

Duration: 40 Hours (Recommended: 5 Weeks / 15 Sessions)

Target Audience: Advanced learners seeking mastery of the English language for executive leadership, policy formulation, or international diplomacy.

Strategic Value Proposition: Focuses on the highest levels of language proficiency, enabling learners to influence, persuade, and lead effectively in English.

Learning Objectives:

- Engage in complex, abstract, and highly specialized discussions with ease and authority.
- Write sophisticated, persuasive, and highly structured documents (proposals, policy briefs, executive summaries).
- Critically evaluate and synthesize complex information from multiple sources.
- Demonstrate complete mastery of grammatical structures and vocabulary nuances.

Curriculum Modules:

- Module 1: Persuasion and Influence — Advanced rhetoric, debate techniques, and persuasive writing strategies.
- Module 2: Policy and Strategy Formulation — Writing and analyzing complex policy documents and strategic plans.
- Module 3: Leadership Communication — Public speaking, executive presentations, and cross-cultural leadership dialogue.

Tangible Deliverables & Outcomes: *A polished policy brief or executive presentation and the demonstrated ability to lead complex international discussions.*

3. Specialized Curricula: Specific English Language Courses

These targeted courses are designed for professionals, students, and organizations requiring specialized English skills for specific contexts, ensuring high-impact, practical application of language proficiency. Drawing upon the Growth Nexus Methodology and internationally validated pedagogical frameworks, these courses deliver immediate, measurable outcomes tailored to Yemen's unique professional and academic landscape.

3.1 Professional Communication Suite

Course 10: Business English Writing

Duration: 40 Hours (Recommended: 4 Weeks / 12 Sessions)

Target Audience: NGO Field Staff, Community Facilitators, Corporate Professionals, Project Managers, Administrative Personnel, and individuals seeking to enhance their workplace writing capabilities.

Strategic Value Proposition: Establishes a synchronized foundational understanding of how to write clear, professional, and persuasive documents in corporate and humanitarian contexts. The course transforms participants from hesitant writers into confident communicators capable of producing high-impact business documents.

Learning Objectives:

- Deconstruct complex business communication needs into actionable writing inputs.
- Utilize institutional frameworks to identify structural barriers to effective business writing.
- Formulate clear, concise, and audience-appropriate documents for diverse professional contexts.
- Apply the seven qualities of effective business writing to all workplace documents.

Curriculum Modules:

- Module 1: Foundations of High-Impact Business Writing — The writer's job, business writing as professional service, and the seven qualities of effective business writing.
- Module 2: Writing for the Audience — Audience analysis questions, writing for senior managers, large and diverse audiences, and reader's point of view.
- Module 3: Clarity, Brevity, and Reader Value — Plain language, getting to the point, active voice, and summaries using the Five Ws.
- Module 4: Word Choice, Tone, and Professional Style — Tone in business writing, avoiding jargon and acronyms, commonly confused words, and high-impact word choice.
- Module 5: The Writing Process — Traditional writing process, Garner's Four-Role Approach, and creative and innovative alternatives.

- Module 6: Workplace Document Types — Agendas, business letters, memos, executive summaries, reports, proposals, and business cases.
- Module 7: Professional Email Writing — When email is appropriate, subject lines, email structure, email style rules, and pre-sending review.
- Module 8: Revising, Editing, Proofreading, and Peer Review — Differences between revising, editing, and proofreading; checklists and strategies.

Tangible Deliverables & Outcomes: *A validated Writing Intervention Matrix designed to optimize field project communication, a comprehensive portfolio of professionally crafted business documents (emails, memos, reports, proposals), and a Quick Business Writing Checklist for ongoing self-assessment.*

Course 11: Improving Successful English Communication

Duration: 40 Hours (Recommended: 4 Weeks / 12 Sessions)

Target Audience: Aspiring Entrepreneurs, Micro-business Owners, Economic Development Officers, NGO Communication Teams, Community Leaders, and professionals requiring enhanced interpersonal and organizational communication skills.

Strategic Value Proposition: Demystifies the communication lifecycle, providing participants with the tactical tools required to transform basic language skills into scalable, investment-ready communication strategies. This course bridges the gap between knowing English and using it effectively in professional, humanitarian, and community contexts.

Learning Objectives:

- Cultivate a systematic communication mindset focused on clarity, empathy, and calculated message delivery.
- Architect comprehensive communication blueprints detailing ethical frameworks, stakeholder strategies, and organizational messaging.
- Enhance active listening, questioning, and dialogue techniques for effective professional interaction.
- Develop crisis communication, media engagement, and community accountability capabilities.

Curriculum Modules:

- Module 1: Foundations of Successful Communication — Communication models, meaning, and feedback loops.
- Module 2: Communication Models, Meaning, and Feedback — Encoding, decoding, channels, and barriers to effective communication.
- Module 3: Audience, Context, Culture, and Communication Styles — Communication style dimensions, contextual sensitivity, and audience analysis templates.

- Module 4: The 7 Cs of Effective Messages — Clear, Concise, Concrete, Correct, Coherent, Complete, and Courteous.
- Module 5: Active Listening, Questioning, and Dialogue — Active listening practices, asking better questions, and dialogue vs. discussion vs. debate.
- Module 6: Emotions, Trust, Apologies, and Difficult Conversations — Emotional awareness, destructive habits, apologies and repair, and managing difficult conversations.
- Module 7: Team and Internal Organizational Communication — Types of team communication, communication climate, and internal communication systems.
- Module 8: Communication Planning and Strategy — Communication strategy components, stakeholder analysis, and communication plan templates.
- Module 9: Packaging Messages — Key message design, storytelling, and persuasion with integrity.
- Module 10: Advanced Contexts — Communication channels and media, community engagement, humanitarian principles, crisis communication, digital/virtual communication, and monitoring communication effectiveness.

Tangible Deliverables & Outcomes: *Each participant exits with a fully articulated Communication Strategy Plan, a comprehensive Communication Blueprint with stakeholder mapping, a Community Feedback Mechanism Template, and a Personal Improvement Plan for ongoing professional development.*

Course 12: TOEFL Preparation

Duration: 40 Hours (Recommended: 4 Weeks / 12 Sessions)

Target Audience: University Students, Professionals seeking international certification, Individuals aiming for higher education abroad, and anyone requiring formal English proficiency certification.

Strategic Value Proposition: Provides a rigorous, exam-focused curriculum designed to maximize scores across all four sections of the TOEFL iBT (Internet-based Test). The course combines strategic test-taking techniques with intensive skill development to ensure participants are fully prepared for the exam format and timing constraints.

Learning Objectives:

- Master the specific format, question types, and timing constraints of the TOEFL iBT.
- Develop advanced reading and listening strategies for academic texts and lectures.
- Enhance speaking skills for independent and integrated tasks with fluency and coherence.
- Refine academic writing skills for integrated and independent essay tasks.

Curriculum Modules:

- Module 1: TOEFL iBT Overview and Strategy — Understanding the test structure, scoring rubrics, and general test-taking strategies.
- Module 2: Reading Mastery — Techniques for skimming, scanning, vocabulary in context, and answering inference, detail, and reference questions.
- Module 3: Listening Excellence — Strategies for note-taking, understanding main ideas, recognizing organization, and synthesizing information from lectures and conversations.
- Module 4: Speaking Proficiency — Structuring responses for independent and integrated tasks, practicing fluency, pronunciation, and coherence.
- Module 5: Writing Excellence — Crafting high-scoring integrated and independent essays, focusing on organization, development, and grammatical accuracy.
- Module 6: Mock Exams and Review — Full-length practice tests, detailed feedback analysis, targeted review sessions, and individual improvement strategies.

Tangible Deliverables & Outcomes: *Production of an institutional-grade, end-to-end TOEFL Study Plan, customized practice tests with detailed scoring rubrics, a Personal Strengths and Weaknesses Analysis Report, and a structured 12-month academic preparation roadmap for continued language development.*

4. Institutional Differentiators

The Growth Nexus Capacity Building Hub differentiates its English language training framework from traditional classrooms through five integrated operational pillars:

Contextualized Yemen Case Studies: Every program replaces abstract western educational approaches with highly relevant local realities from urban centers like Sana'a and Aden, as well as rural and tribal communities. Examples, exercises, and scenarios are drawn from Yemeni professional, humanitarian, and educational contexts.

Hands-on Capstone Projects: Participants don't just absorb theory; they build real, locally adapted communication projects, writing portfolios, or examination preparation plans directly applicable to their target communities and professional roles.

Ready-to-Deploy Field Tools: Graduates exit with field-ready toolkits, including business writing templates, communication plan frameworks, TOEFL practice materials, and self-assessment instruments ready for immediate application.

Humanitarian-Development-Peace Nexus (HDPN) Core Alignment: Ensuring all communication training actively supports conflict-sensitive messaging, community engagement, and sustainable development communication practices appropriate for fragile contexts.

AI-Powered Language Optimization: We teach modern technology-enhanced execution, training participants to systematically leverage accessible artificial intelligence tools for writing assistance, pronunciation practice, vocabulary building, and exam preparation.

5. Methodology & Instructional Approach

The Growth Nexus English Language Learning Portfolio employs an integrated, multi-modal pedagogical approach designed to maximize learner engagement, retention, and practical application. Drawing upon the Growth Nexus Methodology developed by Dr. Jamal Al Dhubaibi, the courses combine evidence-based language teaching principles with locally adapted strategies that respect cultural context and address the unique challenges of learning in fragile and developing contexts.

5.1 Core Pedagogical Principles

- Communicative Language Teaching (CLT) as the primary methodology, emphasizing real-world communication over grammatical perfection.
- Task-Based Language Teaching (TBLT) integrated throughout, ensuring learners develop language through meaningful, purposeful activities.
- Blended Learning Model combining face-to-face instruction with digital resources, self-study materials, and technology-enhanced practice.
- Differentiated Instruction accommodating diverse learning styles, paces, and prior knowledge levels within each cohort.
- Assessment for Learning (AfL) using continuous formative assessment, self-assessment instruments, and peer feedback mechanisms.

5.2 Technology Integration

Each course incorporates modern technology tools to enhance the learning experience, including digital vocabulary platforms, online grammar exercises, audio-visual materials, interactive speaking practice tools, and AI-assisted writing feedback. Participants are guided to use these tools independently for continued learning beyond the classroom.

5.3 Assessment and Certification

All courses include comprehensive assessment frameworks featuring pre-course diagnostic assessments, ongoing formative evaluations, capstone project submissions, and post-course proficiency testing. Upon successful completion, participants receive a Certificate of Completion from Growth Nexus Capacity Building Hub, documenting their achieved proficiency level and course competencies.

6. Logistics, Scheduling, and Delivery Options

The Growth Nexus Capacity Building Hub offers flexible delivery options to accommodate diverse learner needs and organizational requirements:

Face-to-Face Intensive: In-person training at the Growth Nexus training facility in Sana'a or at client-identified locations, delivered in intensive blocks of 2-3 hours per session.

Hybrid Blended: Combination of in-person sessions and guided online learning modules, ideal for working professionals and geographically dispersed learners.

Online Synchronous: Live virtual sessions conducted through secure video conferencing platforms, enabling participation from anywhere in Yemen and beyond.

Corporate/Institutional Packages: Customized delivery schedules and cohort sizes for organizations, ministries, NGOs, and universities seeking bulk enrollment or tailored content.

Growth Nexus Capacity Building Hub

Transforming Fragile Economies through Institutional Excellence

Website: <https://growthnexuscbhub.com>

Email: info@growthnexuscbhub.com

Tel: +967101115723

Mobile: +967733276818

Address: 6 Hadda Street, Beside Al Jubee for Furniture, Sana'a, Yemen