

JOB READY ENGLISH

Participant workbook for interviews, meetings, and final presentations



Inside this workbook

Warm-up routines to help you start speaking calmly.

Simple frameworks for clear answers and stories.

Practice pages for interviews, meetings, and presentations.

Feedback and reflection spaces to track your growth.

How to use this workbook

A simple routine for every lesson

- Write before you speak. A short note helps you organize your answer.
- Practise out loud. Use this workbook to capture your best version.
- Use feedback quickly. Circle one thing to improve next time.
- Keep every page. Together they show your growth over time.

Before class	After class

Success check

Today I used a clearer structure.

I spoke with better calm / pace / confidence.

My best sentence from today: _____

Weekly tracker

Use one line each session

Session	Today I practised	Confidence (1-5)	One note to remember
1			
2			
3			
4			
5			
6			

Pattern check

When do I feel strongest?

What usually causes me to freeze?

What routine helps me reset fastest?

Calm start routine

Pause • breathe • speak

Quick prep

What do I feel in my body before I speak?

What sentence can I use to buy one second of thinking time?

What breathing cue helps me reset fast?

Draft / notes	Best spoken version

Feedback

What sounded clear?

What needs more structure or stronger vocabulary?

One revision I will make next time:

Clarity map

Main point • reason • example

Quick prep

My topic today is:

My main point is:

One reason is:

One example is:

Draft / notes	Best spoken version

Feedback

What sounded clear?

What needs more structure or stronger vocabulary?

One revision I will make next time:

Vocabulary upgrade

Replace weak words with stronger ones

Quick prep

Basic word I say a lot:

A stronger option:

A sentence with the stronger word:

A second sentence:

Draft / notes	Best spoken version

Feedback

What sounded clear?

What needs more structure or stronger vocabulary?

One revision I will make next time:

STAR story builder

Situation • task • action • result

Quick prep

Situation:

Task:

Action:

Result:

Draft / notes	Best spoken version

Feedback

What sounded clear?

What needs more structure or stronger vocabulary?

One revision I will make next time:

Meeting language

Agree • add • ask • recommend

Quick prep

Useful phrase I want to try:

When I can use it:

My practice sentence:

A second practice sentence:

Draft / notes	Best spoken version

Feedback

What sounded clear?

What needs more structure or stronger vocabulary?

One revision I will make next time:

Final presentation planner

Opening • key points • close

Quick prep

My opening line:

Key point 1:

Key point 2:

My closing line:

Draft / notes	Best spoken version

Feedback

What sounded clear?

What needs more structure or stronger vocabulary?

One revision I will make next time:

Peer feedback rubric

Circle one number and add one note

Skill	1	2	3	4	5	One comment
Calm start						
Clarity						
Structure						
Confidence						

Coach note

The strongest part of this performance was:

The next practice target is:

Reflection + next step

Finish strong and plan what comes next

Before / after

Before this program, speaking felt like: _____

Now I can: _____

The most useful framework for me was: _____

My evidence of growth	My next goal

Commitment line

In my next interview / meeting / presentation, I will remember to: _____