

JOB READY ENGLISH

Stop freezing—Speak with Structure—Sound
Professional

CONFERENCE

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YOUR DATE
YOUR TIME

AGENDA

01 The Problem & Promise

02 The S.T.E.P. System

03 Program Format & Deliverables

04 Curriculum Overview (24 Sessions)

05 What Participants Learn (Skills)

06 Outcomes & Benefits

07 Contact

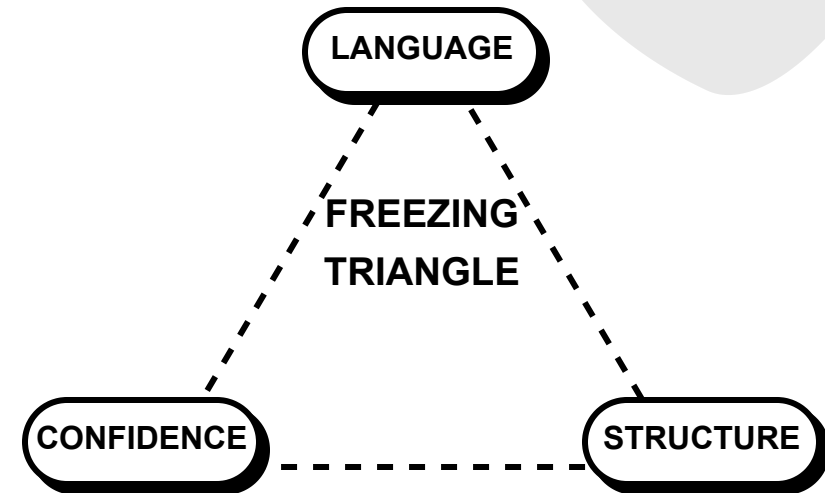
THE PROBLEM & PROMISE

Stop Freezing. Start Speaking with Structure.

- What “freezing” is: cognitive overload under pressure (meetings, interviews)
- Why it matters: ideas get lost → reduced confidence and perceived professionalism

Kicker: Language + Structure + Confidence reinforce each other (a slip in one impacts the others)

- How the program helps: builds predictable speaking routines and response structures for real work contexts

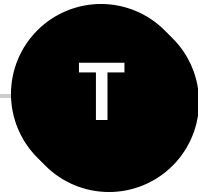


THE S.T.E.P. SYSTEM



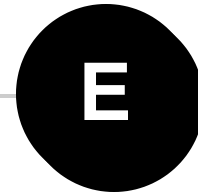
SCAN

identify where communication
breaks down



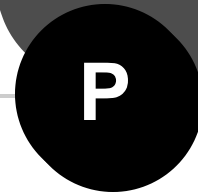
TRAIN

build stronger speaking patterns
and response structures



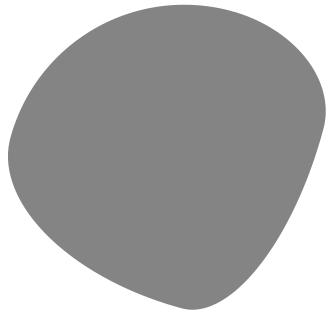
EXECUTE

practice in real-world meetings,
interviews, and leadership
moments



PROMOTE

strengthen tone, clarity, and
executive presence/confidence



PROGRAM FORMAT & DELIVERABLES

WHAT YOU GET (12 WEEKS)

- Program length: 12 weeks
- Live training: 2 live sessions per week (1 hour each) on Zoom
- Support: 1:1 assessments & reviews
- Progress tracking: measurable WIDA progress + job-interview readiness
- Cohort size: 3–5 spots per cohort (monthly)
- Extra support until confident (no extra cost)

1

LIVE SESSIONS

Direct instruction & interactive practice

2

1:1 REVIEWS

Personalized feedback & assessment

3

PRACTICE TASKS

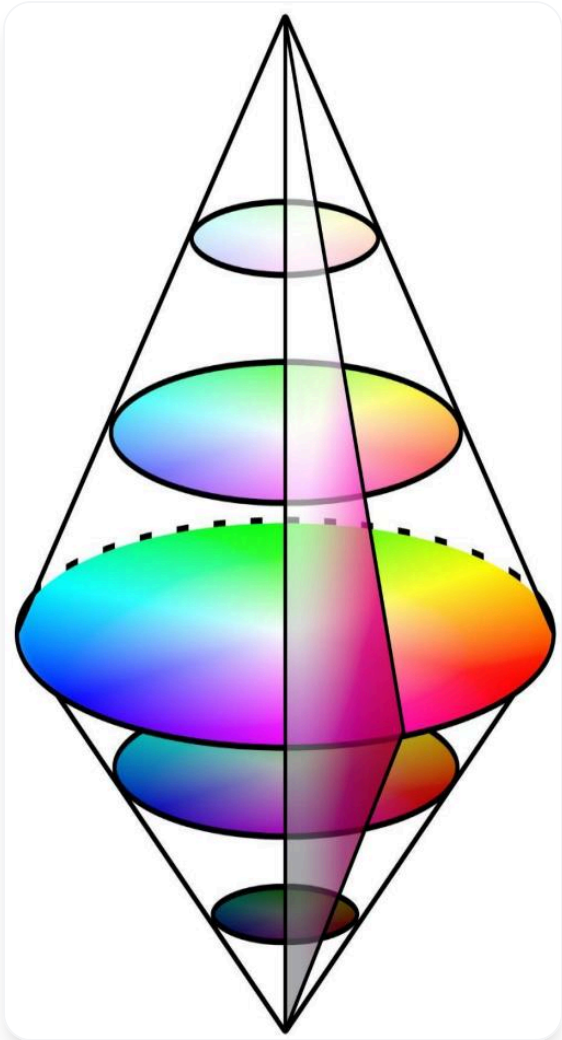
Real-world workplace assignments

4

EXTRA SUPPORT

Continued guidance until confident





CURRICULUM OVERVIEW

Curriculum design: progressive skill-building from regulation → structure → real-world performance

- **MODULE 1 – FOUNDATIONS (SESSIONS 1-6)**
Core focus on regulation, voice awareness, and foundational clarity.
- **MODULE 2 – STRUCTURE & STORIES (SESSIONS 7-14)**
Mastering frameworks like 1-2-1 and STAR for structured workplace communication.
- **MODULE 3 – WORKPLACE PERFORMANCE (SESSIONS 15-20)**
Applying skills to high-pressure scenarios, meetings, and professional presence.
- **MODULE 4 – INTEGRATION & CAPSTONE (SESSIONS 21-24)**
Final mock interviews, meetings, and capstone presentations for transition to real-world.

MODULE 1 — FOUNDATIONS

Foundations: Regulate First, Then Speak

- ✓ 1) Why we freeze (insight over accuracy)
- ✓ 2) CALM START: Center body → Air first → Light voice → Make first line simple
- ✓ 3) Voice awareness: pitch, pace, power
- ✓ 4) Clarity speaking: S.E.E. (Stress key words / Endings / Energy)
- ✓ 5) Vocabulary upgrade: precision over “big words”
- ✓ 6) Confidence building: Micro-Confidence Trio (posture / breath / one strong sentence)



CALM START CHECKLIST

- ✓ Center body
- ✓ Air first
- ✓ Light voice
- ✓ Make first line simple

MICRO-CONFIDENCE TRIO



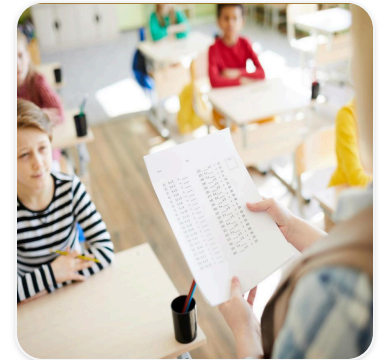
Posture



Breath



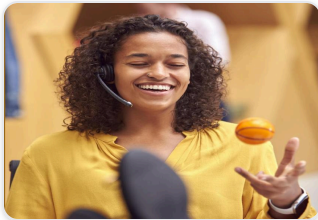
Sentence



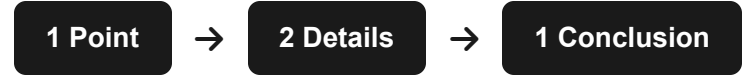
MODULE 2 — STRUCTURE & STORIES

Structure: Answer Clearly Without Rambling

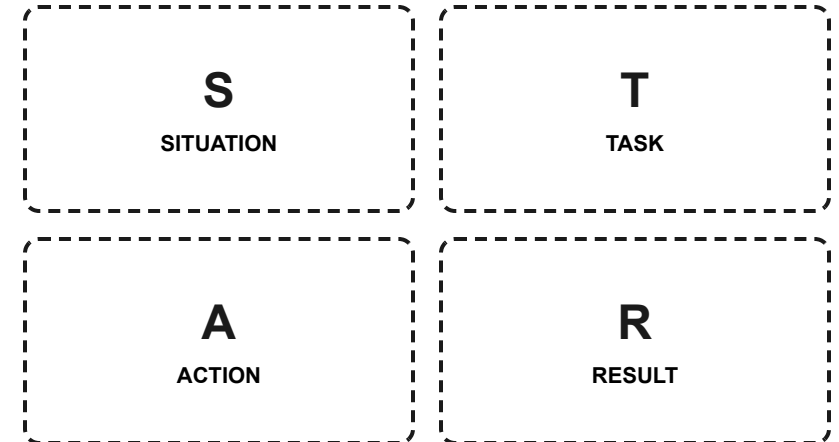
- ✔ 7) 1-2-1 structure: 1 main point → 2 details → 1 conclusion
- ✔ 8) Storytelling basics: beginning–middle–end (20–30 seconds)
- ✔ 9) Explain clearly: start simple → steps → pause/check
- ✔ 10) Smart questions: clarifying / detail-seeking / decision-making
- ✔ 11) Answering without rambling: Start simple → add one detail → stop & check
- ✔ 12) Opinion speaking: opinion → reason → example
- ✔ 13) STAR method for interviews: Situation/Task/Action/Result
- ✔ 14) Interview answers: simple → strength → one example (Calm Start, Clear Close)



“1-2-1” ARROW STRUCTURE



“STAR” 4-BOX STORY STRUCTURE



MODULE 3-4 — WORKPLACE PERFORMANCE & CAPSTONE

PRACTICE IN REAL WORKPLACE MOMENTS



WORKPLACE PERFORMANCE (15–20)

- ✔ 15) Workplace scenarios: Acknowledge → Explain → Offer action
- ✔ 16) Problem–Solution: Problem → Why it matters → Solution
- ✔ 17) Persuasion language: proposal → benefit → invite agreement
- ✔ 18) Handling pressure: pause → one slow breath → simple, steady answers
- ✔ 19) Meeting communication: start / clarify / close
- ✔ 20) Professional presence: posture + voice + direct language



INTEGRATION & CAPSTONE (21–24)

- ★ 21) Giving opinions clearly (reinforce respectful structure)
- ★ 22) Mock meeting (roles + observe + debrief)
- ★ 23) Final interview (capstone mock interview + coaching)
- ★ 24) Final presentations (purpose → key points → confident takeaway)



PRACTICE TOOLKIT: SITUATION → FRAMEWORK MAPPING

SITUATION	RECOMMENDED FRAMEWORK
Misunderstandings / Delays	Acknowledge-Explain-Offer
Presenting Proposals	Problem-Solution
Influencing Others	Persuasion (Proposal-Benefit-Agreement)
High-Stress Moments	Pressure Reset (Pause-Breath-Steady)
Active Participation	Meeting Phrases & Presence

OUTCOMES & BENEFITS

BEFORE

- Freezing under pressure
- Rambling without focus
- Unclear delivery



AFTER

- Calm & regulated
- Structured responses
- Confident presence

- Speak with structure in meetings and interviews (less freezing, less rambling)
- Communicate with clearer voice delivery (pitch/pace/power control)
- Use practical frameworks on-demand (1-2-1, STAR, Problem-Solution, Acknowledge-Explain-Offer)
- Increased confidence through repeatable habits (CALM START + Micro-Confidence Trio)
- Job readiness support: mock meetings, mock interviews, final presentation practice



THANK YOU

Let's Build Success Together

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