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SMART ENGLISH FOR MODERN WORK

Student worksheet

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SPEAKING PRACTICE

Introduce Your Job in Simple English (module 1)

◆ Step 1: Follow the Structure

1 What do you do? _____

👉 *I work as... / I work in...*

2 What do you work on? _____

👉 *I work on...*

👉 *I work with...*

👉 *I help with...*

3 What skills do you use? _____

👉 *I use...*

👉 *...is important in my job.*

◆ Step 2: Fill the Gaps

"I work _____.

I work with _____ and _____.

_____ is important in my job."

(Examples of words to choose from:

digital tools · emails · clients · projects · communication · organization · online)

◆ Step 3: Example (Model Answer)

"I work in an office.

I work with emails and digital tools.

Communication is important in my job."

◆ Step 4: Speak Again

👉 Say it **one more time**, slowly.

👉 Don't worry about mistakes.

👉 Clear and simple is perfect.

Talking About AI in Simple English (Module 2)

◆ Step 1: Think in Ideas (Not Technology)

Ask yourself **silently** or write it:

- **Where do I see AI?** _____
- **What does it help me do?** _____
- **Why is it useful for my work?** _____

👉 Don't think about how AI works.

👉 Think about **what it helps you do**.

◆ Step 2: Explain AI Simply (Speak)

Use this structure:

"I use AI to _____.
It helps me _____.
It saves _____."

You can choose from these words:

- write emails
- organize ideas
- understand information
- summarize texts
- work faster
- save time

(Simple verbs = perfect English.)

◆ Step 3: Give Your Opinion About AI

Choose **one**:

- **I think AI is useful.**
- **I think AI helps people.**
- **In my opinion, AI saves time.**

👉 Optional softening (if needed):

can · might

Example:

I think AI can help with tasks.

◆ Step 4: Add One Real Example

Choose **one** sentence:

- I use AI at work.
- I use AI for simple tasks.
- AI helps me every day.

Short. Clear. Modern.

◆ Model 1 — Basic AI Use at Work

Read Aloud

"I use AI to write emails.
It helps me work faster.
I think AI is useful.
AI saves time."

◆ Model 2 — AI for Information & Understanding

Read Aloud

"I use AI to understand information.
It helps me organize ideas.
In my opinion, AI helps people.
I use AI for simple tasks."

◆ Model 3 — AI as a Support Tool

Read Aloud

"I use AI at work.
It helps me with tasks.
I think AI can save time.
AI is a useful tool."

Repeat

Say the model **one more time**

- Speak **slowly**
- Don't correct yourself
- Focus on **meaning, not perfection**

New Jobs & Skills in Simple English (Module 3)

◆ Step 1: Think in Ideas (Not Job Titles)

Ask yourself **silently** or read **on screen**:

- How has my job changed? _____
- What skills do I use today? _____
- What is important in my work now? _____

👉 Don't think about perfect English.

👉 Think about **real work**.

◆ Step 2: Describe Your Job Today (Speak)

Use this structure:

"I work _____.
I work with _____.
My job is _____."

You can choose from these words:

- in an office
- online
- with digital tools
- with people
- changing
- more flexible

(Simple words = modern English.)

◆ Step 3: Talk About Skills

Choose **one or two**:

- I use digital skills.
- Communication is important in my job.
- I solve problems.
- I'm learning new skills.

👉 You don't need many skills.

👉 1–2 is perfect.

◆ Step 4: Give a Simple Opinion

Choose **one**:

- I think **skills** are important today.
- In my opinion, **learning** is important.
- I think my job is **changing**.

(Optional softening: *can* · *is becoming*)

Example:

I think my job is becoming more digital.

◆ Model 1 — Job Change

Read Aloud

"I work in an office.
I work with digital tools.
My job is changing.
I think skills are important today."

◆ Model 2 — Skills & Learning

Read Aloud

"I work online.
I use communication skills.
I'm learning new skills.
In my opinion, learning is important."

◆ Model 3 — Modern Work Mindset

Read Aloud

"I work with people and technology.
I use digital skills.
My job is more flexible now.
I think this is important."

Repeat Say the model **again**

- Speak **slowly**
- Don't stop for mistakes
- Focus on **meaning and clarity**

Thinking & Problem-Solving in English (Module 4)

◆ Step 1: Think in Ideas (Not Translation)

Ask yourself:

- **What is the situation?** _____
 - **What is the problem?** _____
 - **What is the next step?** _____
-

◆ Step 2: Explain Step by Step

"We are working on _____.

The problem is _____.

The next step is _____."

(Examples to choose from: *a project · time · communication · talk · change the plan · ask for help*)

◆ Step 3: Give Your Opinion

Choose one:

- **I think** this is important.
- **I think** we need more time.
- **In my opinion**, this is a good idea.

(Optional softening: *might · could*)

◆ Step 4: Interact (One Short Sentence)

Choose **one**:

- **I agree.**
 - **I see your point, but...**
 - **Can you explain this?**
 - **What is the next step?**
-

◆ Model Example (Read Aloud)

"We are working on a project.

The problem is time.

I think we need more time.

Can you explain the next step?"

English You Can Actually Use at Work (Module 5)

◆ Step 1: Think in Situations (Not Grammar)

Ask yourself **silently** or write:

- **Where am I using English?** _____
- **What do I need to do right now?** _____
- **What is the main message?** _____

👉 Don't think about perfect English.

👉 Think about **getting the job done**.

◆ Step 2: Say What You're Doing (Speak)

Use this structure:

"I'm working on _____.

This is _____.

I will _____."

You can choose from these words:

- a task
- a project
- ready
- important
- check this
- finish it
- get back to you

(Simple verbs = real work English.)

◆ Step 3: Ask or Respond Simply

Choose **one**:

- **Can you help me with this?**
- **Can you please check this?**
- **I'll check and get back to you.**
- **This is ready.**

Short. Clear. Professional.

♦ **Step 4: Interact (Meetings / Daily Talk)**

Choose **one**:

- I agree.
- I'm not sure.
- What is the next step?
- Can you explain this?

You don't need more.

♦ **Step 5: Add One Friendly Sentence (Optional)**

Choose **one**:

- How are you?
- Busy day today?
- Thanks for your help.

One sentence is enough to sound human and professional.

♦ **Model 1 — Daily Work Update**

Read Aloud

"I'm working on a task.
This is important.
I'll check and get back to you.
Thanks for your help."

♦ **Model 2 — Email / Message Situation**

Read Aloud

"I'm working on the project.
This part is ready.
Can you please check this?
Thanks."

♦ **Model 3 — Meeting Participation**

Read Aloud

"I'm working on this task.
The problem is time.
I'm not sure about the deadline.
What is the next step?"

◆ Model 4 — Informal Work Interaction

Read Aloud

“I’m working on a project.
I’ll finish it today.
I agree with this plan.
Busy day today?”

Repeat

- Say the model **again**
- Speak **slowly**
- Don’t correct yourself
- Focus on **clarity, not perfection**

SMART ENGLISH FOR MODERN WORK

Complete Vocabulary List (Modules 1–5)

✿ MODULE 1 — Modern Work & Confidence

English	Italiano
modern work	lavoro moderno
confidence	fiducia
real life	vita reale
adult learner	adulto che impara
skill	competenza
job	lavoro
work	lavoro
change	cambiamento
flexible	flessibile
traditional	tradizionale
online	online
digital	digitale
tool	strumento
communication	comunicazione
simple	semplice
clear	chiaro
useful	utile
improve	migliorare
learn	imparare
growing	in crescita

MODULE 2 — AI & Technology at Work

English	Italiano
AI (Artificial Intelligence)	Intelligenza Artificiale
technology	tecnologia
tool	strumento
system	sistema
data	dati
task	compito
project	progetto
automation	automazione
digital tool	strumento digitale
online platform	piattaforma online
save time	risparmiare tempo
work faster	lavorare più velocemente
support	supportare
help	aiutare
use AI	usare l'AI
organize ideas	organizzare idee
write emails	scrivere email
summarize	riassumere
information	informazioni
learning	apprendimento

 MODULE 3 — Jobs, Skills & Learning

English	Italiano
new jobs	nuovi lavori
new skills	nuove competenze
digital skills	competenze digitali
communication skills	competenze comunicative
problem-solving	risoluzione dei problemi
learning skills	capacità di apprendere
experience	esperienza
practice	pratica
step by step	passo dopo passo
mistake	errore
progress	progresso
consistency	costanza
confidence	fiducia
professional	professionale
flexible work	lavoro flessibile
remote work	lavoro da remoto
online work	lavoro online
daily routine	routine quotidiana

✿ MODULE 4 — Thinking, Explaining & Interacting

English	Italiano
think in English	pensare in inglese
translate	tradurre
idea	idea
situation	situazione
problem	problema
solution	soluzione
next step	prossimo passo
explain	spiegare
structure	struttura
step	passo
opinion	opinione
I think...	penso che...
in my opinion	secondo me
agree	essere d'accordo
disagree	non essere d'accordo
politely	in modo educato
ask a question	fare una domanda
clarify	chiarire
meeting	riunione
decision	decisione

🧩 MODULE 5 — Real Work English (Daily Use)

✉ Emails & Messages

English	Italiano
email	email
message	messaggio
write an email	scrivere un'email
opening	apertura
closing	chiusura
update	aggiornamento
request	richiesta
confirm	confermare
check	controllare
reply	rispondere
get back to you	ricontattarti
thanks	grazie
best regards	cordiali saluti



Meetings & Collaboration

English	Italiano
meeting	riunione
agenda	ordine del giorno
deadline	scadenza
priority	priorità
task	compito
action	azione
agree	essere d'accordo
I'm not sure	non sono sicuro
explain	spiegare
repeat	ripetere
next step	prossimo passo
decision	decisione

 Small Talk & Informal English

English	Italiano
small talk	chiacchiere
informal	informale
friendly	amichevole
How are you?	Come stai?
Busy day?	Giornata impegnativa?
long day	giornata lunga
weekend	fine settimana
break	pausa
thanks for your help	grazie per l'aiuto
nice to talk to you	piacere di parlare con te

SPEAKING PRACTICE

Use Your Vocabulary – Speak with Confidence

How to use this page

- Speak **out loud**
 - Use **short sentences**
 - Don't translate
 - Don't correct yourself
If it's clear, it's good.
-

♦ PRACTICE 1 — READ & SAY

What to do

Read each sentence.

Say it out loud.

Repeat once, slowly.

Say out loud:

- **AI is a tool.**
- **AI helps with tasks.**
- **AI saves time.**

Pause. Breathe.

You are already speaking English.

Say out loud:

- **Digital skills are important.**
 - **Communication is important.**
 - **I'm learning new skills.**
-

Say out loud:

- **I'm working on a task.**
- **This is a priority.**
- **I'll get back to you.**

◆ PRACTICE 2 — CHOOSE & SPEAK

What to do

Choose **one option**.

Say the full sentence out loud.

Complete and say:

I use AI to _____.

Choose one:

- write emails
- organize ideas
- save time

Say it:

I use AI to save time.

Complete and say:

In my job, _____ is important.

Choose one:

- communication
 - digital skills
 - learning
-

Complete and say:

I'm working on _____.

Choose one:

- a task
- a project
- this

◆ PRACTICE 3 — 3-LINE MICRO SPEECH

What to do

Read the structure.

Fill the gaps **in your head**.

Say all three lines out loud.

Structure

I'm working on _____.

The problem is _____.

The next step is _____.

Choose from:

- a task / a project
 - time / communication
 - talk / check / ask for help
-

Model (read out loud)

I'm working on a project.

The problem is time.

The next step is to talk.

That's real work English.

◆ PRACTICE 4 — ONE WORD EXPANSION

What to do

Say the sentence.

Add **one word**.

Stop.

Say:

AI helps.

Add one word:

AI helps people.

Say:

This is important.

Add one word:

This is very important.

◆ **PRACTICE 5 — THINK → SAY (NO TRANSLATION)**

What to do

Read the question.

Answer with **one short sentence**.

Ask yourself:

- **What is the problem?**
- **What is the next step?**
- **What am I working on?**

Say out loud:

- *The problem is time.*
 - *The next step is to check.*
 - *I'm working on a task.*
-

◆ **PRACTICE 6 — 60-SECOND SPEAKING**

What to do

- Set a **60-second timer**
 - Speak freely
 - Use only simple sentences
-

Prompt

Talk about your work today.

You can use:

- I'm working on...
- This is important.
- I need help.
- The next step is...

Stop when the timer ends.

◆ PRACTICE 7 — CONFIDENCE FINISH

Say these sentences out loud:

- **Simple English works.**
- **I don't need perfect English.**
- **I can use English at work.**

NOTES

This image shows a blank sheet of white paper with horizontal blue ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

 Remember

- Short is professional
- Clear is good English
- One sentence is enough

You're not studying English.
You're **using** it.