FREE PROFESSIONAL SELF-ASSESSMENT

BUSINESS ENGLISH CONFIDENCE CHECKLIST

Find your strongest workplace communication skills, spot your friction points, and choose one practical action for your next working week.

A 10-MINUTE CHECK-IN FOR WORKING PROFESSIONALS

This is a reflection tool, not an English proficiency test. Rate how confidently you can perform each task today.

1 = Not yet confident **2 = With support** **3 = Usually confident**
4 = Confident and independent

MEETINGS
Speak up and contribute

PRESENTATIONS
Structure and deliver ideas

WORKPLACE INTERACTION
Handle real-time conversations

WRITING & FOLLOW-UP
Make next steps clear

PART 01 / SELF-ASSESSMENT

How confident are you?

Circle one number per statement. Focus on what you can do in real workplace situations, not on grammar perfection.

1	**I can contribute in meetings.** I ask questions, clarify points, and share my opinion.	○ 1	○ 2	○ 3	○ 4
2	**I can interrupt politely.** I can enter a conversation without losing my point.	○ 1	○ 2	○ 3	○ 4
3	**I can explain my work clearly.** I describe projects, progress, and challenges.	○ 1	○ 2	○ 3	○ 4
4	**I can present a recommendation.** I use a clear structure and support my argument.	○ 1	○ 2	○ 3	○ 4
5	**I can manage questions.** I respond or buy time when I need to think.	○ 1	○ 2	○ 3	○ 4
6	**I can handle unexpected moments.** I can rephrase, clarify, and keep the conversation moving.	○ 1	○ 2	○ 3	○ 4
7	**I can write effective emails.** My purpose, tone, and requested action are clear.	○ 1	○ 2	○ 3	○ 4
8	**I can follow up after meetings.** I summarise decisions, owners, and next steps.	○ 1	○ 2	○ 3	○ 4

PART 02 / ACTION PLAN

Turn insight into action.

A useful self-assessment ends with one small, observable change you can practise this week.

YOUR SCORE

Add your eight ratings. Total: _____ / 32

8-15 | Start with one recurring workplace situation and build useful language.

16-23 | Build consistency through realistic practice and feedback.

24-32 | Refine precision, adaptability, and communication under pressure.

MY NEXT 7-DAY EXPERIMENT

1. MY PRIORITY SITUATION

Where do I most need to feel more capable?

2. MY MICRO-ACTION

What will I practise before or during that situation?

3. EVIDENCE OF PROGRESS

What will I notice or be able to do differently?

PART 03 / PRACTICAL PHRASES

Use these in your next meeting.

Small language tools for everyday professional communication. Personalise them to fit your role and your own voice.

CONTRIBUTING

“Could I add something here?”

“From my perspective, the main issue is…”

CLARIFYING

“Just to make sure I understood…”

“Could you expand on that point?”

HANDLING QUESTIONS

“That is a useful question. Let me clarify…”

“I do not have that figure to hand, but I can follow up.”

AGREEING ON ACTION

“Can we confirm the next steps?”

“Who will take ownership of this?”

READY TO MAKE ENGLISH WORK FOR YOU?

Explore tailored Business English coaching and practical learning resources.

simonenglishcoach.com/business