Mathias BOUTET
2024 - 2025

English Class for Engineers

On my way to be a good english speaker

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DORANCO
École Sup' des Tech Créatives

Improving Your English Oral Skills in Professional Contexts

Session Objectives and Ice-Breaker Activity

Welcome to today's session on enhancing your English speaking abilities in professional settings.

Session Objectives

GET ACCUSTOMED TO LISTENING AND SPEAKING IN ENGLISH

Throughout this session, we will communicate exclusively in English to immerse ourselves fully.

EXPAND TECHNICAL AND EVERYDAY VOCABULARY

We will learn new terms and expressions relevant to web development and daily interactions.

PRACTICE PRONUNCIATION AND CORRECT USE OF TENSES

Emphasis will be placed on speaking clearly and using grammatical structures accurately.

ENGAGE IN PRACTICAL, PROFESSIONAL SCENARIOS

You will participate in role-plays and discussions simulating real-world situations.

Importance of Oral Communication Skills

Professional Growth
Effective communication opens doors to international opportunities and collaborations.
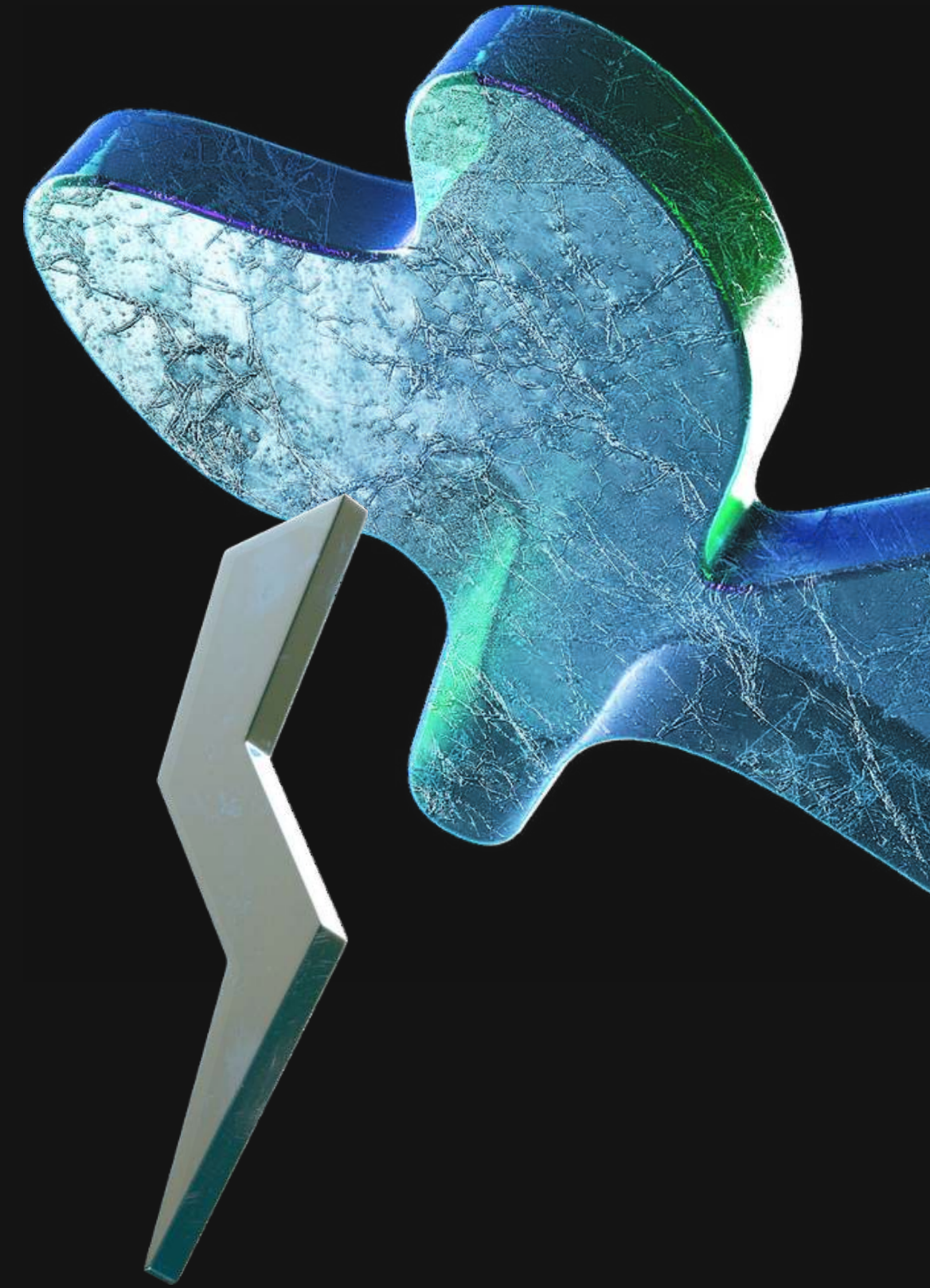
Team Collaboration
Clear speech enhances teamwork and prevents misunderstandings in projects.

Client Interactions
Confidence in speaking boosts client trust and project success.

Personal Confidence
Improving your oral skills increases self-assurance in various settings.

Ice-Breaker Activity

SHARING YOUR CHALLENGES IN ENGLISH ORAL EXPRESSION

Let's begin by identifying areas we find challenging when speaking English.

Brainstorming :

- prounonciation
- verbs
- communication skills
- technical vocabulary
- tournure de phrases dans un contexte technique/professionnel

Common Vocabulary and Useful Expressions in Professional Settings

Enhancing Your English Communication Skills

Basic Expressions

Fundamental Phrases for Professional Settings

Greetings and Small Talk

"Hello, how are you?" : « Bonjour, comment ça va ? »
"Good morning/afternoon/evening." : « Bonjour/Bon après-midi/Bonsoir. »
"Nice to meet you." : « Enchanté(e) de vous rencontrer. »
"How was your weekend?" : « Comment s'est passé votre week-end ? »
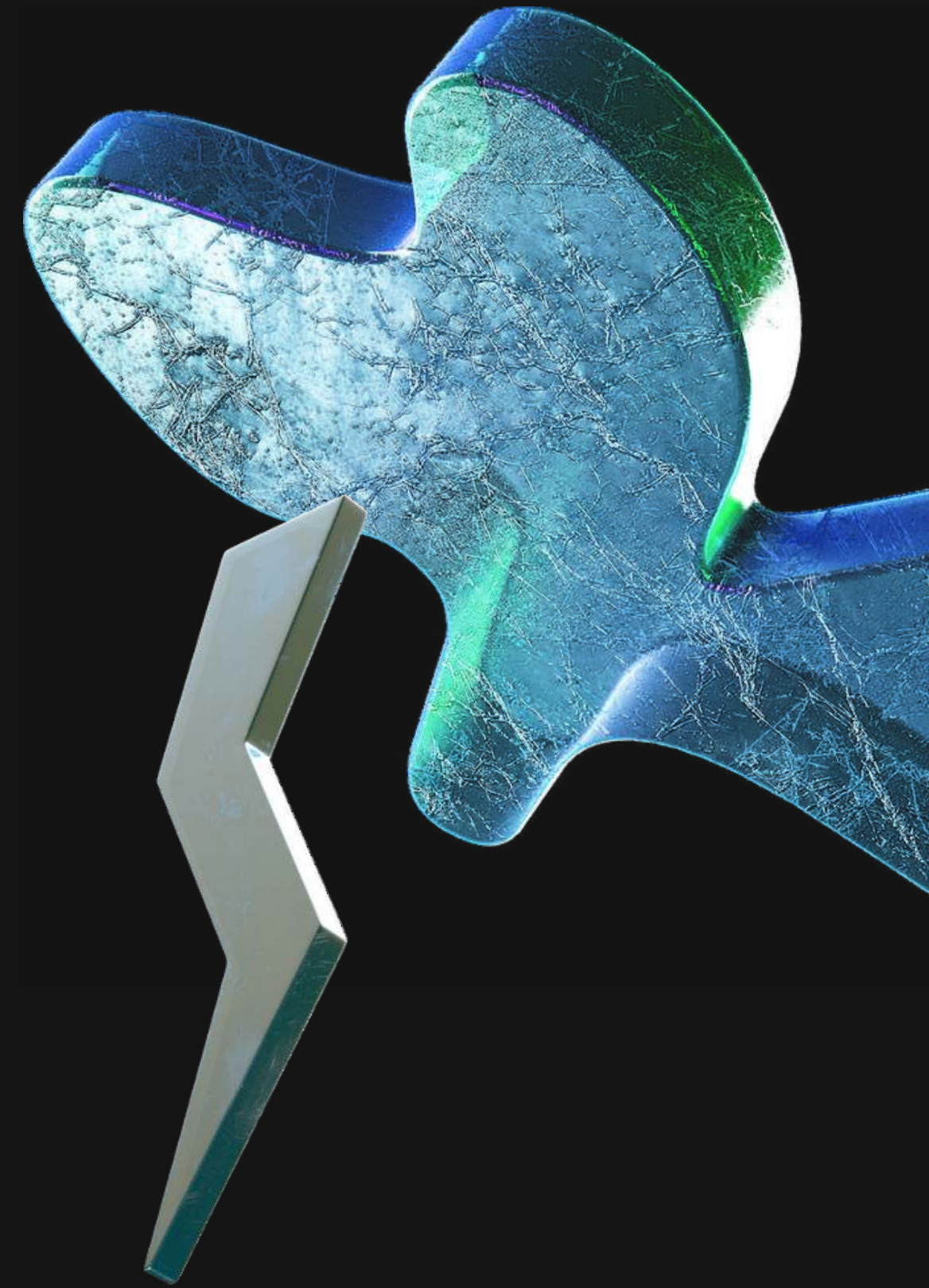"What's new?" : « Quoi de neuf ? »

Polite Phrases

"Please." : « S'il vous plaît. »
"Thank you." : « Merci. »
"You're welcome." : « De rien. » / « Je vous en prie. »
"Excuse me." : « Excusez-moi. »
"I'm sorry." : « Je suis désolé(e). »

Basic Expressions

Fundamental Phrases for Professional Settings

Common Verbs and Phrases

"Schedule a meeting." : « Planifier une réunion. »

"Send an email." : « Envoyer un e-mail. »

"Discuss the project." : « Discuter du projet. »

"Finish the task." : « Terminer la tâche. »

"Start working on." : « Commencer à travailler sur. »

Basic Questions

"Can you help me?" : « Pouvez-vous m'aider ? »

"Do you have a moment?" : « Avez-vous un instant ? »

"What do you think?" : « Qu'en pensez-vous ? »

"Could you repeat that, please?" : « Pourriez-vous répéter, s'il vous plaît ? »

"Is everything clear?" : « Est-ce que tout est clair ? »

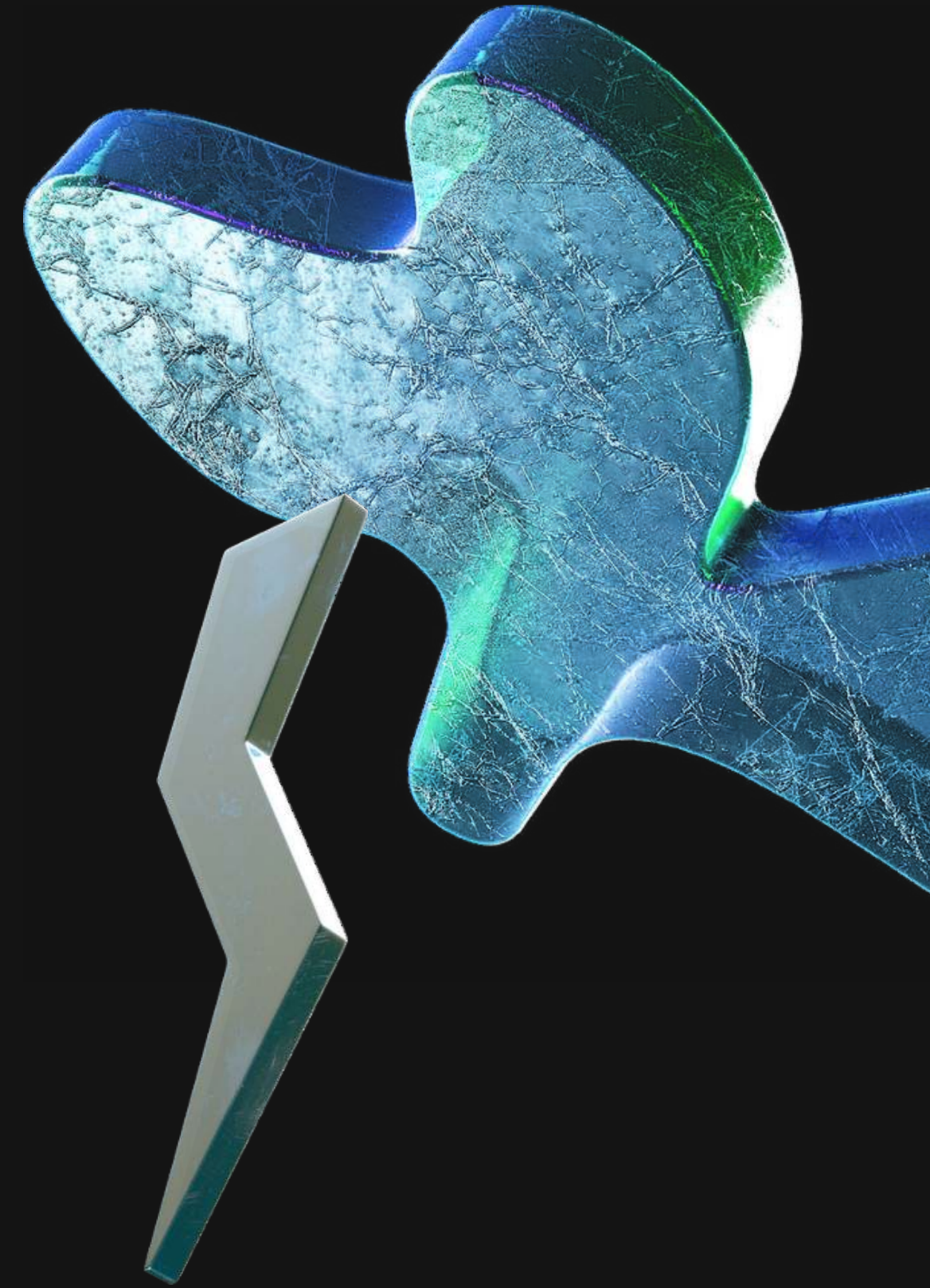### Expressing Understanding

"I see." : « Je vois. »

"I understand." : « Je comprends. »

"That makes sense." : « Cela a du sens. »

"Got it." : « Compris. »

"Exactly." : « Exactement. »

Intermediate Expressions

Expanding Your Professional Vocabulary

Phrasal Verbs

"Set up" : « Mettre en place »

"Look into" : « Examiner » / « Se pencher sur »

"Figure out" : « Comprendre » / « Trouver une solution »

"Back up" : « Sauvegarder »

"Follow up" : « Faire un suivi »

"Carry out" : « Effectuer » / « Réaliser »

"Break down" : « Décomposer » / « Tomber en panne »

"Come up with" : « Trouver » / « Proposer »

"Run into" : « Rencontrer (par hasard) » / « Se heurter à »

"Turn down" : « Refuser » / « Rejeter »

Professional Expressions

"Ahead of schedule" : « En avance sur le planning »

"Behind schedule" : « En retard sur le planning »

"On track" : « Sur la bonne voie »

"Take into account" : « Prendre en compte »

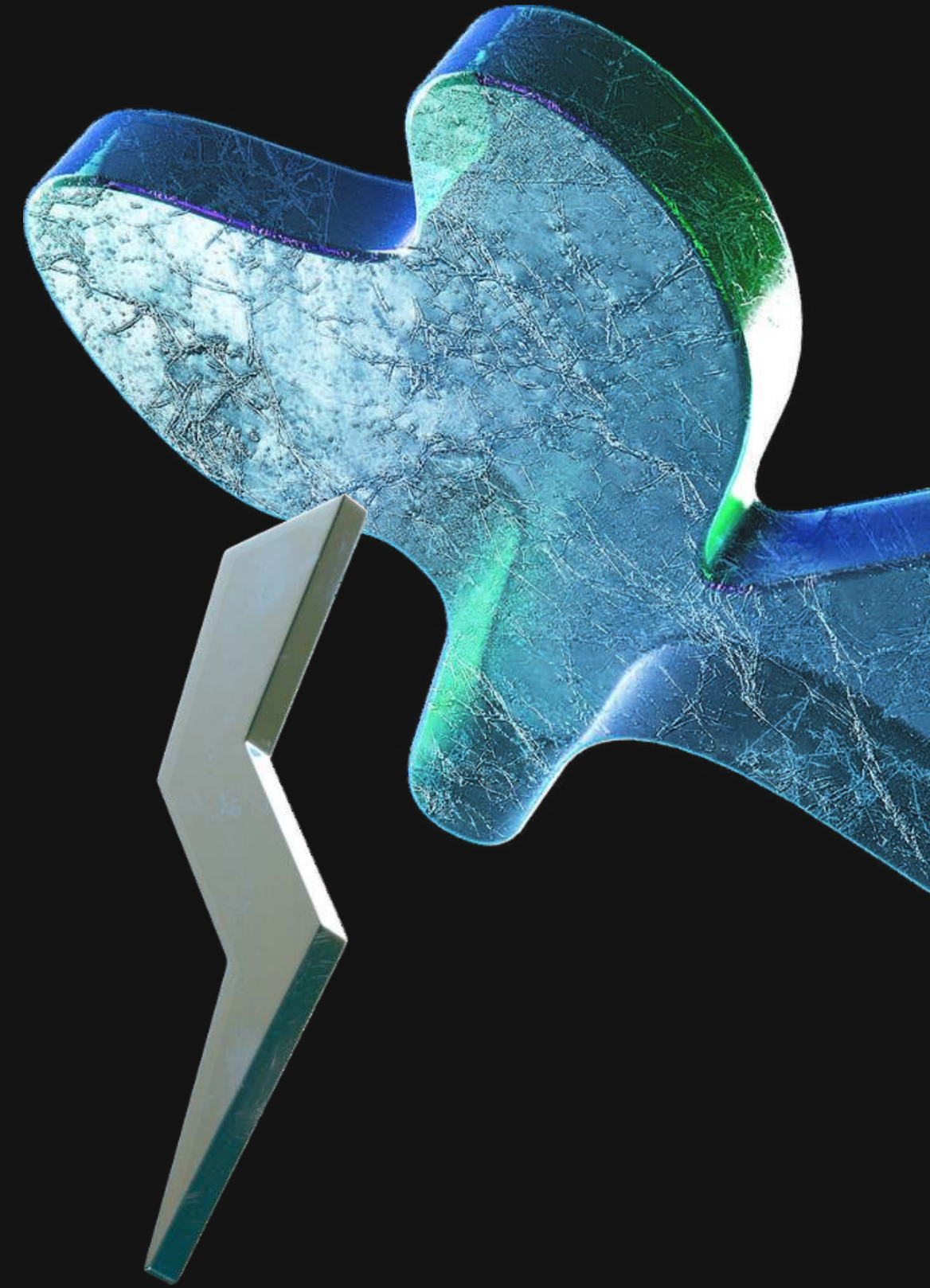"Bring up an issue" : « Soulever un problème »

"Move forward" : « Aller de l'avant » / « Progresser »

"Push back a deadline" : « Reporter une échéance »

"Reach out to" : « Contacter »

"Touch base" : « Prendre contact » / « Faire le point »

"Keep me posted" : « Tenez-moi informé(e) »

Intermediate Expressions

Expanding Your Professional Vocabulary

Making Suggestions and Offers

"How about we try...?" : « Que diriez-vous d'essayer...? »

"Why don't we...?" : « Pourquoi ne pas...? »

"Would you like me to...?" : « Voudriez-vous que je...? »

"I can handle that if you want." : « Je peux m'en occuper si vous voulez. »

"Shall we proceed with...?" : « Devons-nous poursuivre avec...? »

Expressing Agreement and Disagreement

"I agree with you." : « Je suis d'accord avec vous. »

"That's a good point." : « C'est un bon point. »

"I'm not sure about that." : « Je ne suis pas sûr(e) de cela. »

"I see it differently." : « Je le vois différemment. »

"You might be right, but..." : « Vous avez peut-être raison, mais... »
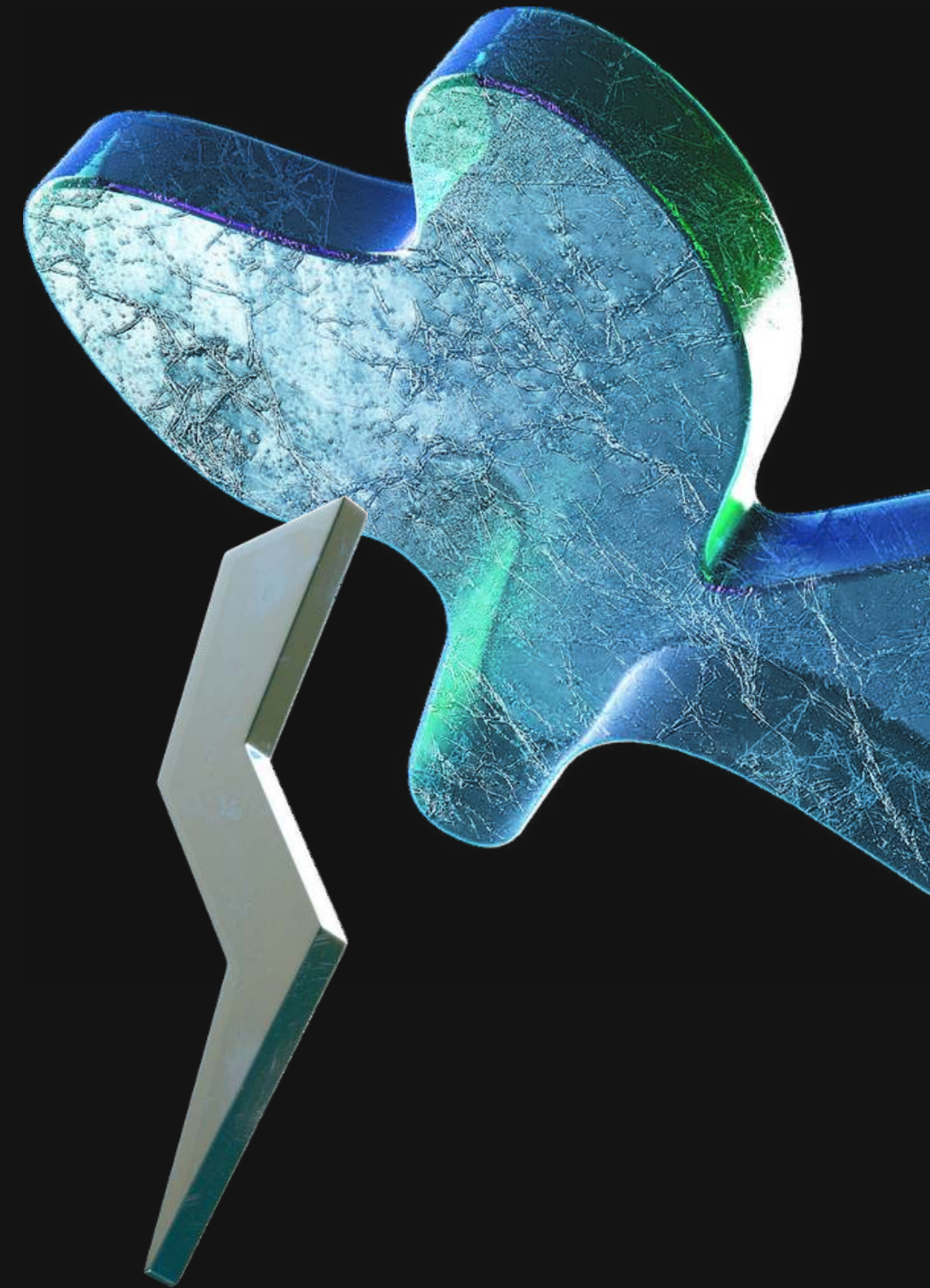
Expressing Certainty and Probability

"I'm certain that..." : « Je suis certain(e) que... »

"There's a good chance that..." : « Il y a de bonnes chances que... »

"It's unlikely that..." : « Il est peu probable que... »

"We might need to..." : « Nous pourrions avoir besoin de... »

"I doubt that..." : « Je doute que... »

Advanced Expressions

Expanding Your Professional Vocabulary

Idiomatic Expressions

"Think outside the box." : « Penser de manière créative » / « Sortir des sentiers battus »

"At the end of the day." : « En fin de compte »

"Get the ball rolling." : « Lancer les choses » / « Commencer »

"Hit the ground running." : « Être opérationnel immédiatement »

"The bottom line." : « L'essentiel » / « Le point le plus important »
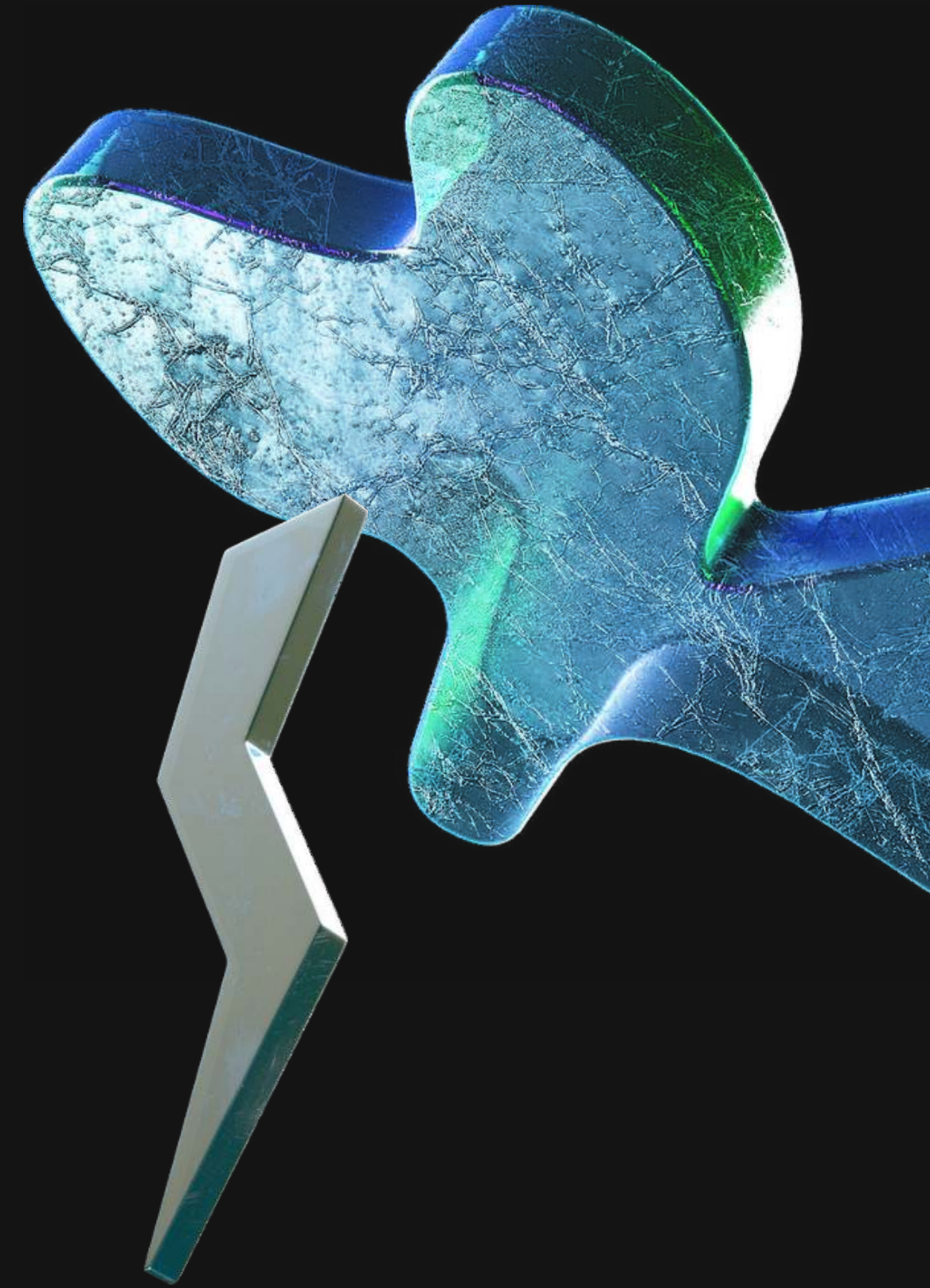
"In the same boat." : « Être dans le même bateau » / « Être dans la même situation »

"Cut corners." : « Brûler les étapes » / « Bâcler le travail »

"Bite off more than you can chew." : « Avoir les yeux plus gros que le ventre » / Prendre plus que ce qu'on peut gérer »

"Up in the air." : « En suspens » / « Indécis »

"A win-win situation." : « Une situation gagnant-gagnant »

Advanced Expressions

Expanding Your Professional Vocabulary

<u>Expressions for Meetings</u>

"Let's dive right in." : « Entrons directement dans le vif du sujet »

"To table an item." : « Mettre un point à l'ordre du jour » / « Reporter un sujet »

"On the back burner." : « Mettre en veilleuse » / « Mettre de côté pour le moment »

"Take the lead." : « Prendre les devants » / « Prendre la direction »

"Get up to speed." : « Se mettre à jour » / « Se mettre au courant »

"In the pipeline." : « En cours » / « En préparation »

"No-brainer." : « C'est évident » / « Ça va de soi »

"Ballpark figure." : « Estimation approximative »

"Elephant in the room." : « Problème évident que personne ne veut aborder »

"By the book." : « Selon les règles » / « À la lettre »
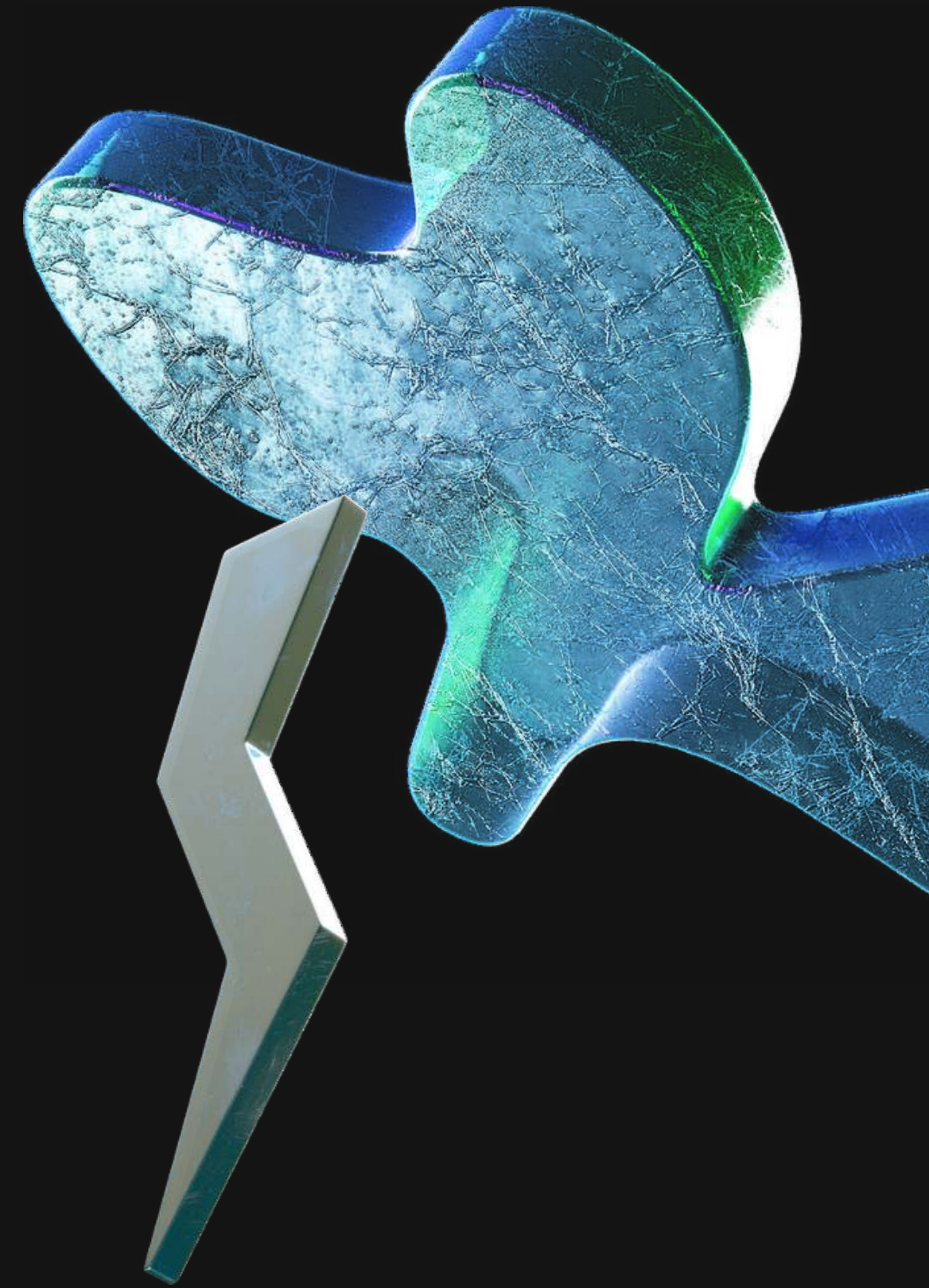
<u>Negotiation and Persuasion</u>

"From my perspective..." : « De mon point de vue... »

"I understand your concerns." : « Je comprends vos préoccupations. »

"Let's find a middle ground." : « Trouvons un compromis. »

"Would you be open to...?" : « Seriez-vous ouvert(e) à...? »

"I propose that we..." : « Je propose que nous... »

Advanced Expressions

Expanding Your Professional Vocabulary

Expressing Concerns and Issues

"I'm afraid that..." : « Je crains que... »

"There seems to be a problem with..." : « Il semble y avoir un problème avec... »

"We need to address this issue." : « Nous devons aborder ce problème. »

"This could potentially cause..." : « Cela pourrait potentiellement causer... »

"It's crucial that we..." : « Il est crucial que nous... »

Closing Conversations

"Let's wrap things up." : « Concluons. » / « Terminons. »

"I look forward to our next meeting." : « J'ai hâte à notre prochaine réunion. »

"Keep me updated." : « Tenez-moi informé(e). »

"If there's nothing else, we can conclude." : « S'il n'y a rien d'autre, nous pouvons conclure. »

"Thank you for your time." : « Merci pour votre temps. »
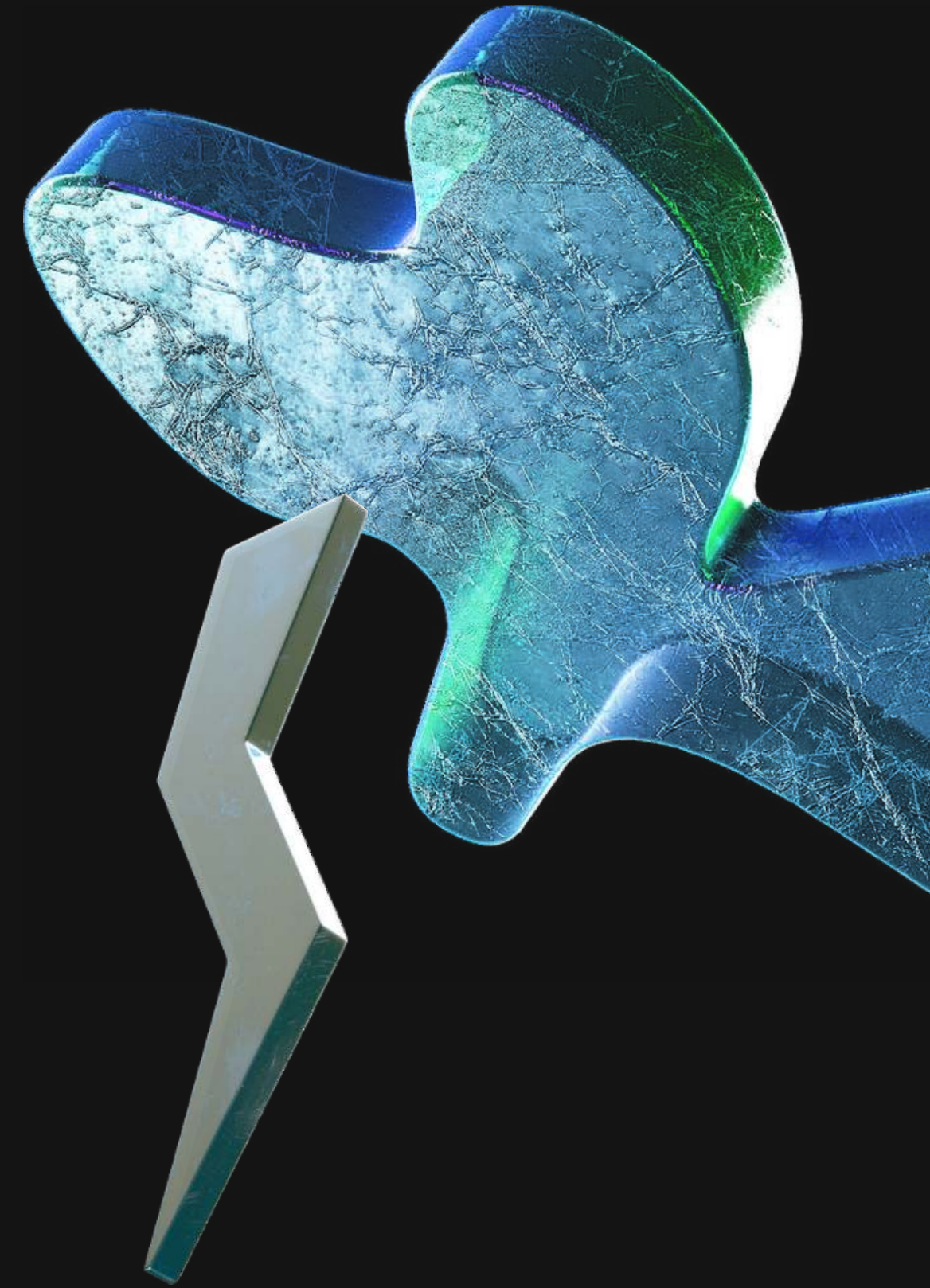
Pronunciation Workshop and Mastery of Verb Tenses

Enhancing Your English Speaking Skills

Challenging Sounds for French Speakers

SPECIFIC SOUNDS TO PRACTICE:

- "TH" Sounds: /θ/ and /ð/
- "H" Sound: /h/
- English "R" Sound: /ɹ/
- Diphthongs: Combination of two vowel sounds within the same syllable

The "TH" Sounds

VOICELESS /θ/ (AS IN THINK, BOTH)

Words to Practice:
- Think, thing, both, mouth, athlete

VOICED /ð/ (AS IN THIS, OTHER)

Words to Practice:
- This, that, they, other, weather

Practicing the "TH" Sounds

SENTENCES FOR PRACTICE:

- "I think that this is the right path."
- "They went to the theater on Thursday."
- "Both of them enjoyed the weather."

TIPS:

- Place your tongue between your teeth.
- Gently blow air for $/\theta/$; add vocal cord vibration for $/\eth/$.

The "H" Sound

COMMON WORDS:

- House, happy, hear, hello, history

SENTENCES FOR PRACTICE:

- "Hello, how are you holding up?"
- "She is happy to help with the hosting project."

TIPS:

- Exhale softly when pronouncing /h/.
- Avoid adding a vowel sound before the /h/.

The English "R" Sound

COMMON WORDS:

- Red, right, around, research, correct

SENTENCES FOR PRACTICE:

- "We need to review the report."
- "He arrived early for the meeting."

TIPS:

- Slightly curl your tongue without touching the roof of your mouth.
- Do not roll or trill the "R" as in French.

Diphthongs

KEY DIPHTHONGS FOR PRACTICE:

- /aɪ/ as in my, time
- /eɪ/ as in say, date
- /oʊ/ as in go, over
- /aʊ/ as in now, out
- /ɔɪ/ as in boy, choice

Practicing Diphthongs

SENTENCES FOR PRACTICE:

- "I have a meeting at nine." $(/aɪ/)$
- "Can we play the video again?" $(/eɪ/)$
- "Please show me how to code this." $(/oʊ/)$
- "They are out of the office now." $(/aʊ/)$
- "The new design is a great choice." $(/ɔɪ/)$

TIPS:

- Glide smoothly from the first vowel sound to the second.
- Practice the transition between sounds.

Intonation and Rhythm

UNDERSTANDING INTONATION:

- The rise and fall of pitch in speech.
- Conveys attitudes and emotions.

IMPORTANCE OF RHYTHM:

- English is a stress-timed language.
- Stressed syllables occur at regular intervals.

Stress in Words and Sentences

WORD STRESS:

- One syllable is pronounced louder, longer, and higher.
-

Example:
- "DE-velop" vs. "de-VE-lop-ment"

SENTENCE STRESS:

- Content words (nouns, verbs, adjectives, adverbs) are stressed.

Example:
- "She WORKS at a SOFTWARE company."

Practicing Intonation Patterns

STATEMENTS:

- Generally have falling intonation.

- "We have completed the project."

YES/NO QUESTIONS:

- Rising intonation at the end.

- "Are you joining the meeting?"

WH- QUESTIONS:

- Falling intonation.

- "When is the deadline?"

Linking and Connected Speech

LINKING SOUNDS:

- Connect words to maintain flow.

Examples:
- "Next week"   sounds like "Nextweek"

- "I need to"   sounds like "I needa"

PRACTICE SENTENCES:

- "I'll see you in an hour."

- "She's going out tonight."

Exercise: Tongue Twisters

PRACTICE SENTENCES:

- "She sells seashells by the seashore."

- "The thirty-three thieves thought that they thrilled the throne throughout Thursday."

PURPOSE:

- Improve articulation and fluency.

Mastery of Verb Tenses

FOCUS ON COMMON TENSES:

- Present Simple
- Present Continuous
- Past Simple
- Present Perfect
- Future Forms

Mastery of Verb Tenses

PRESENT SIMPLE:

- <u>Usage:</u> Regular actions, facts, routines.
- <u>Example</u>: "She writes code every day."

PRESENT CONTINUOUS:

- <u>Usage:</u> Actions happening now or around now.
- <u>Example:</u> "She is writing code right now."

Practice Exercise

CONVERT THE SENTENCES:

- "They <u>develop</u> software." (Present Simple)
- "They <u>are developing</u> software." (Present Continuous)

IDENTIFY THE CONTEXT:

- Regular activity vs. current action.

Past Simple vs. Present Perfect

PAST SIMPLE:

- <u>Usage</u>: Completed actions at a specific time in the past.

<u>Example</u>: "We launched the app last month."

PRESENT PERFECT:

- <u>Usage</u>: Actions with relevance to the present or unspecified time.

<u>Example</u>: "We have launched several apps this year."

Practice Exercise

PRACTICE EXERCISE

Fill in the Blanks:

- "I (finish) the report yesterday." (Past Simple)

Answer: "I finished the report yesterday."

- "She (work) here since 2018." (Present Perfect)

Answer: "She has worked here since 2018."

Future Forms

USING "WILL":

- Usage: Decisions made at the moment, predictions.

Example: "I will call you tomorrow."

USING "GOING TO":

- Usage: Planned actions, intentions.

Example: "They are going to attend the conference."

PRESENT CONTINUOUS FOR FUTURE:

- Usage: Fixed arrangements.

Example: "We are meeting the client next Monday."

Conditional Sentences

FIRST CONDITIONAL (REAL FUTURE CONDITION):

- Structure: If + Present Simple, will + base verb

Example: "If it rains, we will cancel the event."

SECOND CONDITIONAL (HYPOTHETICAL PRESENT/FUTURE):

- Structure: If + Past Simple, would + base verb

Example: "If I had more time, I would learn another language."

Pronunciation Practice with Verb Tenses

PRONUNCIATION PRACTICE WITH VERB TENSES

Sentences:

- "He works remotely." (Present Simple)
- "We are discussing the proposal." (Present Continuous)
- "They completed the project on time." (Past Simple)
- "She has joined the team recently." (Present Perfect)

Focus:

- Pronounce the verb endings clearly.
- Pay attention to irregular verb forms.

Intonation in Questions

YES/NO QUESTIONS:

- Rising intonation at the end.

"Did you finish the report?"

WH- QUESTIONS:

- Falling intonation.

"When did you start working here?"

TAG QUESTIONS:

- Rising or falling depending on certainty.

"You're coming to the meeting, aren't you?"

Professional Role-Playing Scenarios

Enhancing Your English Communication Skills in Real-World Contexts

Intonation in Questions

YES/NO QUESTIONS:

- Rising intonation at the end.

"Did you finish the report?"

WH- QUESTIONS:

- Falling intonation.

"When did you start working here?"

TAG QUESTIONS:

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Professional Role-Playing Scenarios

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Overview of Activities

- <u>Scenario 1</u>: Project Kick-off Meeting*

- <u>Scenario 2</u>: Negotiation with a Difficult Client

- <u>Scenario 3</u>: Resolving a Team Conflict

<u>Activities</u>:

- Group preparation

- Role-play presentations

- Debriefing and feedback

Scenario 1: Project Kick-off Meeting

SCENARIO 1: INTRODUCTION

Objective: Discuss project goals, resources, and deadlines

Roles:

- Project Manager
- Front-end Developer
- Back-end Developer
- UX/UI Designer

Scenario 1: Project Kick-off Meeting

SCENARIO DETAILS

Context:
- A new web development project is about to start.
- The team needs to align on objectives and assign responsibilities.

Key Discussion Points:
- Project scope and goals
- Resource allocation
- Timeline and milestones
- Communication channels

Scenario 1: Project Kick-off Meeting

ROLES AND RESPONSIBILITIES

Project Manager:
- Lead the meeting
- Outline project objectives
- Facilitate discussion

Front-end Developer:
- Discuss UI implementation plans
- Identify potential challenges

Back-end Developer:
- Address server-side requirements
- Highlight resource needs

UX/UI Designer:
- Present initial design concepts
- Gather feedback from the team

Scenario 1: Project Kick-off Meeting

USEFUL EXPRESSIONS AND VOCABULARY

For Leading the Meeting:
- "Let's get started by reviewing our main objectives."
- "Please feel free to share your thoughts."

For Discussing Plans:
- "I propose that we focus on the mobile version first."
- "We might need additional resources for this feature."

For Setting Deadlines:
- "Can we agree on completing this phase by next month?"
- "Let's set a milestone for the end of the week."

Scenario 1: Project Kick-off Meeting

PREPARATION INSTRUCTIONS

Form Groups of Four:
- Assign roles within your group.

Prepare for the Meeting:
- Outline key points you wish to discuss.
- Use advanced vocabulary and expressions.

Time Allocation:
- Preparation: 10 minutes
- Role-Play: 10 minutes per group

Scenario 2: Negotiation with a Difficult Client

SCENARIO 2: INTRODUCTION

Objective: Manage client expectations, negotiate deadlines, propose alternative solutions

Roles:
- Sales Representative
- Client
- Product Manager

Scenario 2: Negotiation with a Difficult Client

SCENARIO DETAILS

Context:
- The client is dissatisfied with the current progress.
- Deadlines are tight, and the client requests additional features.

Key Discussion Points:
- Addressing the client's concerns
- Negotiating feasible deadlines
- Offering alternative solutions or compromises

Scenario 2: Negotiation with a Difficult Client

ROLES AND RESPONSIBILITIES

Sales Representative:
- Maintain a positive relationship
- Navigate the negotiation diplomatically

Client:
- Express dissatisfaction and demands
- Be assertive but open to solutions

Product Manager:
- Provide technical insights
- Explain limitations and possibilities

Scenario 2: Negotiation with a Difficult Client

USEFUL EXPRESSIONS AND VOCABULARY

For Negotiation:
- "I understand your concerns, and we're here to find a solution."
- "Could we consider adjusting the scope to meet the deadline?"

For Proposing Alternatives:
- "What if we prioritize the most critical features first?"
- "Would you be open to extending the deadline?"

For Expressing Concerns:
- "I'm afraid that adding these features might impact the quality."
- "There seems to be a misunderstanding regarding the project scope."

Scenario 2: Negotiation with a Difficult Client

PREPARATION INSTRUCTIONS

Form Groups of Three:
- Assign roles within your group.

Prepare for the Negotiation:
- Sales Representative and Product Manager plan strategies.
- Client prepares concerns and demands.

Time Allocation:
- Preparation: 10 minutes
- Role-Play: 10 minutes per group

Scenario 3: Resolving a Team Conflict

SCENARIO 3 INTRODUCTION

<u>Objective:</u> Address a disagreement on the technical approach

<u>Roles:</u>
- Developer A
- Developer B
- Mediator (Manager)

Scenario 3: Resolving a Team Conflict

SCENARIO DETAILS

Context:
- Two developers disagree on using different frameworks.
- The conflict is affecting team productivity.

Key Discussion Points:
- Each developer presents their viewpoint.
- Mediator facilitates the discussion to find a resolution.
- Decide on the best approach moving forward.

Scenario 3: Resolving a Team Conflict

ROLES AND RESPONSIBILITIES

Developer A:
- Advocate for Framework X
- Provide reasons and benefits

Developer B:
- Advocate for Framework Y
- Present arguments and advantages

Mediator (Manager):
- Listen to both sides impartially
- Guide the discussion towards a compromise

Scenario 3: Resolving a Team Conflict

USEFUL EXPRESSIONS AND VOCABULARY

For Expressing Opinions:
- "From my perspective, Framework X offers better scalability."
- "I believe that Framework Y is more efficient for our needs."

For Mediating:
- "Let's find a middle ground that satisfies both requirements."
- "Could we consider combining elements from both frameworks?"

For Resolving Conflict:
- "It's crucial that we work together to meet our deadlines."
- "I suggest we evaluate both options based on key criteria."

Scenario 3: Resolving a Team Conflict

PREPARATION INSTRUCTIONS

Form Groups of Three:
- Assign roles within your group.

Prepare for the Discussion:
- Developers outline their arguments.
- Mediator plans strategies to facilitate resolution.

Time Allocation:
- Preparation: 10 minutes
- Role-Play: 10 minutes per group

Activity Instructions

ROLE-PLAY GUIDELINES

- <u>During the Role-Play:</u>
  - Stay in character.
  - Listen actively to others.
  - Use polite and professional language.
- <u>Focus On:</u>
  - Clear pronunciation.
  - Correct use of verb tenses.
  - Incorporation of idiomatic expressions.

Activity Instructions

TIME MANAGEMENT

Total Time per Group:
- 10 minutes for role-play.

Signals:
- A 2-minute warning will be given.
- Stay Within Time Limits:
- Ensure all key points are covered.

Any Question ?

Contact me : mboutet2@gmail.com