1. **Introduction**:
   - Start by saying what you'll talk about. Like, "Today, I want to talk about communication."
2. **Background/Context**:
   - Explain a bit about why communication is important. You can say, "Communication means talking and listening to each other. It helps us understand and connect with people."
3. **Main Points/Arguments**:
   - Talk about different ways we communicate, like talking face-to-face, texting, or using gestures.
   - Give examples of how good communication can help in everyday life, like making friends or working well with others.
   - You can also mention problems that can happen when communication isn't clear, like misunderstandings or arguments.
4. **Opinion/Analysis**:
   - Share your thoughts on why good communication matters. You can say, "I think good communication is really important. It helps us solve problems and get along better with others."
5. **Conclusion/Summary**:
   - Wrap up by summarizing what you talked about. Like, "Communication is a big part of our lives. When we communicate well, it can make things better for everyone."

1.

lesson 2 :advertising
Introduction:
   - Let's start by talking about advertising. It's when companies try to tell us about their products or services.
2. **Background/Context**:
   - Advertising is everywhere, like on TV, the internet, and billboards. Companies use it to make people interested in what they're selling.
3. **Main Points/Arguments**:
   - Explain different types of advertising, such as commercials on TV, ads on websites, or posters in public places.
   - Give examples of products you've seen advertised and how the ads try to persuade you to buy them.
   - You can also talk about how advertising can influence our choices and preferences.
4. **Opinion/Analysis**:
   - Share your thoughts on advertising. Maybe you like seeing new products, or perhaps you think some ads are too pushy.

- You can say, "I think advertising can be helpful to learn about new things, but sometimes it can be too much."

5. **Conclusion/Summary**:
   - Wrap up by summarizing what you've discussed. Like, "Advertising is a big part of how companies get our attention. It's all around us, and it can affect what we buy and how we think about products."

lesson 3: data visualisation

1. **Introduction**:
   - Let's talk about something called data visualization. It's a way to show information using pictures or graphs.

2. **Background/Context**:
   - Data visualization helps people understand big amounts of information more easily. Instead of just looking at numbers, you can see them in charts or diagrams.

3. **Main Points/Arguments**:
   - Explain different types of data visualizations, like bar graphs, pie charts, or maps.
   - Give examples of when you've seen data visualizations, like in school reports or on websites.
   - Talk about how data visualization can help us see patterns or trends in information.

4. **Opinion/Analysis**:
   - Share your thoughts on data visualization. Maybe you find it helpful for understanding things better, or maybe you think it's confusing sometimes.
   - You can say, "I think data visualization is really useful because it makes information clearer."

5. **Conclusion/Summary**:
   - Summarize what you've talked about. Like, "Data visualization is a cool way to show information. It helps us understand things better and see patterns we might not notice otherwise."

1. **lesson4 : mastering the art of pitching**
   Introduction:
   - Let's talk about something called pitching. It's when you try to convince someone about an idea or a project.
2. **Background/Context**:
   - Pitching is like telling a story. You want to catch people's attention and make them interested in what you're talking about.
3. **Main Points/Arguments**:
   - Explain what a pitch is: a short talk where you explain your idea or project.
   - Talk about the importance of knowing your audience. You want to know who you're talking to and what they care about.
   - Mention the key elements of a good pitch, like starting with a hook to grab attention and then explaining your idea clearly and enthusiastically.
4. **Opinion/Analysis**:
   - Share your thoughts on pitching. Maybe you find it exciting to share ideas with others, or perhaps you think it's challenging to make your point in a short amount of time.
   - You can say, "I think pitching is a fun way to share what's important to me. It's like telling a story, and I enjoy trying to get people interested."
5. **Conclusion/Summary**:
   - Summarize what you've discussed. Like, "Pitching is all about telling a story in a short amount of time. It's important to know your audience and to be clear and enthusiastic about your idea."

lesson 5 : Driving Innovation in engineering
1. **Introduction**:
   - Let's talk about how engineers make new and better things. This is called innovation.
2. **Background/Context**:
   - Engineers are like problem solvers. They use science and math to create things that help people or make life easier.
3. **Main Points/Arguments**:
   - Explain what innovation means: coming up with new ideas or improving existing ones.
   - Talk about how engineers use creativity and teamwork to solve problems and invent new technologies.
   - Give examples of innovative engineering projects, like designing better cars or creating new medical devices.
4. **Opinion/Analysis**:

- Share your thoughts on innovation in engineering. Maybe you think it's exciting to see new inventions, or perhaps you believe it's important for making the world a better place.
- You can say, "I think innovation in engineering is really cool because it helps us solve problems and improve our lives."

5. **Conclusion/Summary**:
- Summarize what you've talked about. Like, "Innovation in engineering is all about coming up with new ideas and making them real. It's important for making progress and solving the challenges we face."

lesson 6 : Process Description

1. **Introduction**:
- Let's talk about something called a process description. It's like explaining how something is done step by step.

2. **Background/Context**:
- A process is a series of steps to get something done, like baking a cake or making a paper airplane.

3. **Main Points/Description**:
- Explain what a process description is: a clear explanation of how to do something from start to finish.
- Give an example of a simple process, like making a sandwich or tying shoelaces.
- Talk about the importance of using clear and simple language so that anyone can understand the process.

4. **Opinion/Analysis**:
- Share your thoughts on process descriptions. Maybe you find them helpful when learning new things, or perhaps you think they're boring to read.
- You can say, "I think process descriptions are helpful because they break things down into easy steps. It makes learning new tasks easier."

5. **Conclusion/Summary**:
- Summarize what you've discussed. Like, "A process description is like a recipe for doing something. It's important to explain each step clearly so that anyone can follow along."

1.
   Introduction:
   - Let's talk about something important at work: motivation. It's what keeps us excited and eager to do our job.
2. **Background/Context**:
   - Motivation is like having energy or enthusiasm to get things done. It helps us feel good about our work and do it well.
3. **Main Points/Arguments**:
   - Explain what workplace motivation is: feeling excited and interested in doing your job.
   - Talk about different things that can motivate people, like feeling appreciated, having opportunities to learn and grow, or enjoying the work they do.
   - Mention how good bosses and coworkers can help motivate each other by being supportive and encouraging.
4. **Opinion/Analysis**:
   - Share your thoughts on workplace motivation. Maybe you think it's important to feel happy and inspired at work, or perhaps you believe it helps people do their best.
   - You can say, "I think workplace motivation is really important because it helps us enjoy our work and do it well."
5. **Conclusion/Summary**:
   - Summarize what you've talked about. Like, "Workplace motivation is about feeling excited and interested in what we do. When we're motivated, we feel good about our work and do it better."

1. **Introduction**:
   - Let's talk about something important called project management. It's about making plans and organizing tasks to get things done.
2. **Background/Context**:
   - Project management is like being the captain of a ship. You have to steer everyone in the right direction to reach your destination on time and budget.
3. **Main Points/Explanation**:
   - Explain what project management is: It's about setting goals, making schedules, and working with a team to finish a project.
   - Talk about the key parts of project management, like planning, organizing, leading, and controlling.

- Mention how project managers use tools like Gantt charts or to-do lists to keep track of tasks and deadlines.

4. **Opinion/Analysis**:
   - Share your thoughts on project management. Maybe you think it's important for keeping things on track, or perhaps you find it challenging to manage a team.
   - You can say, "I think project management is really helpful because it keeps everyone organized and focused on the goal."

5. **Conclusion/Summary**:
   - Summarize what you've discussed. Like, "Project management is like being the captain of a team. It's about planning, organizing, and leading to get things done smoothly."

lesson9 : Salary Negotiation tips

1. **Introduction**:
   - Let's talk about something important when getting a job: negotiating your salary. It's about discussing how much money you'll earn for the work you do.

2. **Background/Context**:
   - Negotiating your salary means talking with your employer about how much you'll be paid. It's like making a deal about your paycheck.

3. **Main Points/Tips**:
   - Explain what salary negotiation is: It's a conversation where you discuss your pay before accepting a job offer.
   - Talk about preparing for negotiation by researching typical salaries for similar jobs and considering your own skills and experience.
   - Mention the importance of being confident and polite during the negotiation process, and being ready to explain why you deserve a higher salary.

4. **Opinion/Analysis**:
   - Share your thoughts on salary negotiation. Maybe you think it's important to stand up for yourself and ask for what you're worth, or perhaps you find it stressful to talk about money.
   - You can say, "I think salary negotiation is an important part of getting a fair deal. It's worth asking for what you think you deserve."

5. **Conclusion/Summary**:
   - Summarize what you've discussed. Like, "Salary negotiation is about having a conversation about your pay. By preparing and being confident, you can increase your chances of getting a fair salary."

1. **Introduction**:
   - Let's talk about something called "from hustle to hush." It's about the transition from being busy and working hard to finding peace and relaxation.

2. **Background/Context**:
   - "Hustle" means being very busy, maybe with work or other activities. "Hush" is the opposite—it's about being calm and quiet, like taking a break.

3. **Main Points/Explanation**:
   - Explain what "from hustle to hush" means: It's about finding balance between being busy and taking time to relax.
   - Talk about the importance of taking breaks and resting, even when things are busy. It helps us recharge and feel better.
   - Mention different ways to find hush, like taking walks, meditating, or spending time with loved ones.

4. **Opinion/Analysis**:
   - Share your thoughts on finding balance between hustle and hush. Maybe you think it's important to take breaks to avoid burnout, or perhaps you find it hard to slow down when there's so much to do.
   - You can say, "I think finding a balance between hustle and hush is really important. It helps us stay healthy and happy."

5. **Conclusion/Summary**:
   - Summarize what you've discussed. Like, "Moving from hustle to hush is about finding time to relax and recharge, even when things are busy. It's important for our well-being."