

Part 1: Daily Office Communication in English

Common Office Phrases:

Greetings & Openings: - Good morning! / Good afternoon! - How's everything going?

Checking Work Progress: - How is the project progressing? - Do you need any support?

Meetings & Discussions: - Let's get started. - May I add something? - Could you elaborate on that?

Emails & Work Exchanges: - Please find the attached file. - I look forward to hearing from you.

Explanations / Apologies: - I apologize for the delay. - Thank you for your understanding.

Ending Meetings: - Thank you for your time. - Let's follow up on this next week.

Small Talk Topics:

- Weather: *It's a beautiful day, isn't it?*
 - Weekend: *Did you do anything interesting over the weekend?*
 - Company updates: *I heard there's a new project starting soon.*
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Part 2: English Job Interview Skills

Common Interview Questions and Tips:

Question	Answer Tip
Tell me about yourself.	Briefly summarize your experience, skills, and strengths.
Why do you want this job?	Link your skills and passion to the job requirements.
What are your strengths?	Pick 2-3 strengths relevant to the position.
What are your weaknesses?	State a weakness and how you're improving it.
Tell me about a challenge you faced.	Use the STAR method: Situation, Task, Action, Result.

STAR Method Example:

S: In my previous project, we faced a tight deadline.

T: My task was to lead the testing team to complete full regression testing within 5 days.

A: I broke down tasks, delegated work efficiently, and communicated progress daily.

R: We completed testing on time and identified 12 critical bugs before release.

Part 3: Video and Reference Materials

Video Resources:

1. Business English Conversations at Work (Speak Confident English)
<https://www.youtube.com/watch?v=PPYVd7Xr3pQ>
2. Office Small Talk in English (Learn English with Emma)
<https://www.youtube.com/watch?v=ku8f0hl3gog>
3. STAR Method for Interviews (Speak Confident English)
<https://www.youtube.com/watch?v=RuhN5Z5ypqE>
4. How to Introduce Yourself in an Interview (Linda Raynier)
<https://www.youtube.com/watch?v=9mcv5h9PpO0>

Online Materials:

- BBC Business English: <https://www.bbc.co.uk/learningenglish/businessenglish>
 - Top Interview Questions - Indeed: <https://www.indeed.com/career-advice/interviewing/top-interview-questions-and-answers>
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Part 4: 1-Month Practice Plan

Week	Main Content	Notes
Week 1	Office communication (phrases, small talk)	Practice 15-20 mins daily
Week 2	Basic interview questions	Record yourself, practice speaking
Week 3	STAR technique + advanced answers	Watch videos, practice along
Week 4	Mock interviews, role-play	Practice with a friend

Prepared for continuous improvement of English office communication and interview performance.