



Job seeker

TeachFluently

English Guide for Job Seekers

Speak confidently. Study anywhere. Work everywhere.

Resourceful Content.

- ✓ Goals & Focus Areas
- ✓ Learning Strategy (weekly routine + methodology)
- ✓ Skill Breakdown
- ✓ Recommended Materials & Tools (ALL FREE + clickable)
- ✓ Progress Plan
- ✓ Exercises + quizzes
- ✓ Extra tips to stay consistent

“Every application is a step forward. Every word you learn expands your opportunities. Your future employer is waiting for your improved English — keep going”



Goals & Focus Areas

- Communicate confidently in interviews and workplace contexts.
- Write professional CVs, cover letters and emails.
- Understand job ads and match skills to role descriptions.
- Develop interview-ready spoken responses and short presentations.
- Improving workplace communication
- Strengthening speaking fluency for professional situations
- Mastering email writing & formal expressions
- Building vocabulary for common industries (customer service, admin, retail, hospitality, IT)

Communicate confidently in interviews and workplace contexts

How to do it: Learn key phrases, practice common interview questions, and use structured answers (STAR method) to express ideas clearly. In workplace situations, focus on active listening and direct, simple language.

Recommendation: Record yourself answering questions to improve clarity and tone.

Short answer: Build confidence through repeated, realistic practice.

Write professional CVs, cover letters and emails

How to do it: Use clean formatting, highlight achievements with action verbs, and keep messages focused on purpose and results.

Recommendation: Keep documents one page when possible and tailor each one to the job. Follow a consistent structure: introduction, key details, actionable results, and a closing line.

Short answer: Focus on clarity, structure, and relevance. Write in a clear, organized format that highlights your strengths.



Understand job ads and match skills to role descriptions.

How to do it: Break the job ad into required skills, tasks, and qualifications. Match each point with your experience using simple examples.

Recommendation: Create a list of your top skills and link each one to a real example and create a checklist for every role to ensure your CV reflects the needed skills.

Short answer: Prepare clear, concise responses and identify the key requirements and connect them directly to your experience.

Develop interview-ready spoken responses and short presentations

Explanation: Prepare short, organized answers; keep messages simple and supported by examples.

Recommendation: Practice speaking for 30–60 seconds per answer and prepare a small bank of stories you can adapt to different questions.

Short answer: Prepare clear, concise responses and organize your ideas, use examples, and practice delivering them aloud.

Improving workplace communication

How to do it: Use polite language, active listening, and ask clarifying questions to avoid misunderstandings.

Recommendation: Practice short daily workplace dialogues to build confidence.

Short answer: Communicate clearly and respectfully.



Strengthening speaking fluency for professional situations

How to do it: Practice speaking in real contexts, use repetition, and learn phrases used in meetings, calls, and teamwork.

Recommendation: Shadow native speakers for 5 minutes daily.

Short answer: Practice often and use common professional phrases.

Mastering email writing & formal expressions

How to do it: Follow a clear structure: greeting, purpose, details, action request, and closing. Use polite and concise expressions.

Recommendation: Create templates for common email types (requests, follow-ups, updates)

Short answer: Use a simple structure and formal expressions to sound professional.

Building vocabulary for common industries (customer service, admin, retail, hospitality, IT)

How to do it:

Learn essential terms used in each field, practice them in sentences, and use real job ads as vocabulary sources.

Recommendation:

Create small word lists with example phrases for quick review.

Short answer: Focus on industry-specific, everyday terms.



Learning Strategy (weekly routine + methodology)

Day	Focus	Activities
Mon	Vocabulary & Grammar	Learn 10–15 job-related words; review formal connectors (“furthermore”, “in addition”).
Tue	Reading Practice	Read job descriptions; analyze required skills.
Wed	Writing	Practice short emails: “requesting information”, “following up”.
Thu	Listening	Watch interview preparation videos; take notes.
Fri	Speaking	Role-play interviews (solo or partner).
Sat	Application Skills	Update CV; write cover letters.
Sun	Review	Track progress; complete self-assessment checklist.

Methodology Based on Research

- ✧ Task-based learning: practice real tasks (emails, CVs, interviews).
- ✧ Spaced repetition: use Anki for vocabulary.
- ✧ Active recall: test yourself rather than only re-reading.
- ✧ Output-focused practice: record and review spoken answers.



Skill Breakdown

Grammar

Focus: present perfect (experience), passive voice, modals for politeness, conditionals for hypothetical answers.

Example activity: Convert casual sentence → professional:

“I did sales there” → “I managed customer accounts, increasing monthly revenue.”

Listening

Practice: short business English podcasts and TED talks; listen twice (gist, then details).

Example resource links:

BBC Learning English -Business

<https://www.bbc.co.uk/learningenglish/english/features/business-english>

TED Talks <https://www.ted.com/talks>

Job interview simulations YouTube playlist

https://www.youtube.com/results?search_query=job+interview+practice

Writing

Focus: CV bullets (achievement-focused), professional emails (subject line, opening, request, closing), concise cover letters.

Tool: Europass CV builder <https://europa.eu/europass/en/create-europass-cv>



Reading

Read career pages, job descriptions, industry blogs and practice: highlight action verbs and required skills.

Tools:

- Google Careers guides
<https://careers.google.com/>
- Indeed Career Guide
<https://www.indeed.com/career-advice>

Speaking

Practice common interview prompts: “Tell me about yourself”, STAR method answers (Situation, Task, Action, Result).

Tools: Youglish (pronunciation examples) — <https://youglish.com/>



Recommended Materials & Tools (FREE — both name + link)

- BBC Learning English — Business:
 - <https://www.bbc.co.uk/learningenglish/english/features/business-english>
- British Council — Speaking & Interview practice: <https://learnenglish.britishcouncil.org/skills/speaking>
- TED Talks (listening, ideas): <https://www.ted.com/talks>
- Europass CV builder (CV template): <https://europa.eu/europass/en/create-europass-cv>
- Anki (spaced repetition): <https://apps.ankiweb.net/>
- YouTube — English With Lucy: <https://www.youtube.com/@EnglishwithLucy>
- Breaking News English (reading practice): <https://breakingnewsenglish.com/>

Progress Plan

Roadmap levels & checklist

· Beginner (A1–A2)

- Description: Simple introductions, 500–1000 words.
- Checklist: [] Learn 300 essential job words [] 30 min listening/day for 4 weeks

· Intermediate (B1–B2)

- Description: Can answer interview questions; use past experience.
- Checklist: [] Record and evaluate 2-minute interview answers weekly [] Write 3 tailored CV bullets per week



· **Advanced (C1+)**

- Description: Professionally fluent; lead meetings/presentations.
- Checklist: [] Deliver a 5-minute presentation about your work [] Complete 3 mock interviews (peers or tutor)

Monthly milestone plan

- a) Month 1: Focus vocabulary + grammar basics for professional
- b) · Month 2: Speaking & listening (recordings + feedback)
- c) · Month 3: Polishing CV + cover letter and practice 10 interview questions

Mini-Quiz & Activities

1. Rewrite informal sentence into professional tone (3 items).
2. 50-word email asking for interview slot.
3. Record a 2-minute answer to: “Tell me about a time you solved a problem.”

Extra tips to stay consistent

- 1) 10–15 minutes daily is better than 2-hour weekly sessions.
- 2) Keep a “jobs vocabulary” spreadsheet and review with Anki.
- 3) Use a friendly accountability partner (swap mock interviews weekly).