

Weekly Speaking Practice Planner

Five short sessions to build visible communication progress

Set Your Weekly Goal

- This week I want to improve: _____
- My most important real-world situation is: _____
- I will practise for _____ minutes on _____ days.

Session 1 - Baseline

- Record a 60-second response without restarting.
- Topic: Introduce yourself and explain your current goal.
- Notice: starting speed, repeated words, idea completion and voice energy.

Session 2 - Structure

- Answer one question using Point - Reason - Example - Close.
- Question: _____
- One improvement I noticed: _____

Session 3 - Professional Situation

- Practise asking for clarification, giving an update or disagreeing respectfully.
- Situation: _____
- Useful phrase I used: _____

Weekly Speaking Practice Planner

Five short sessions to build visible communication progress

Session 4 - Career Practice

- Choose an interview, group discussion or presentation task.
- Record two attempts. Change only one behaviour in the second attempt.
- Behaviour changed: _____

Session 5 - Review

- Compare your final recording with Session 1.
- Score 1-5: Confidence ____ Clarity ____ Structure ____ Completion ____
- What improved: _____
- Next week's priority: _____