

Lesson	Topic	Language Focus	Example Sentences
Lesson 1 – Welcome to Work	Greetings, introductions and small talk	Grammar: Present Simple of be; Vocab: greetings, job titles; Pronunciation: ending sounds	1. “Hi, I’m _____, nice to meet you.” 2. “I work in the department.” 3. “How are you today?”
Lesson 2 – What We Do	Talking about jobs, departments and company info	Grammar: Present Simple vs Present Continuous; Vocab: departments, duties	1. “I work in sales.” 2. “She’s working on a new project.” 3. “We make office furniture.”
Lesson 3 – Daily Tasks	Describing day-to-day activities and schedules	Grammar: Adverbs of frequency; Vocab: daily verbs, time expressions	1. “I usually start work at 8:30.” 2. “We have meetings twice a week.” 3. “I never work on Sundays.”
Lesson 4 – At the Office	Places, equipment and people; asking for things	Grammar: There is/are; Prepositions of place; Vocab: office objects	1. “There’s a printer next to the desk.” 2. “Where is the meeting room?” 3. “There are two computers in my office.”
Lesson 5 – Talking to Customers	Polite interactions with customers and clients	Functional Language: offers and polite responses; Pronunciation: /b/ vs /p/	1. “Can I help you?” 2. “Please have a seat.” 3. “I’m sorry for the delay.”
Lesson 6 – Let’s Meet	Making arrangements and confirming times	Grammar: Can/Could, Let’s; Vocab: meeting phrases, days/months	1. “Can we meet on Thursday?” 2. “Let’s have a meeting at 2 o’clock.” 3. “I’m free on Friday morning.”
Lesson 7 – Talking About the Past	Describing recent events	Grammar: Past Simple (regular/irregular verbs); Vocab: past time markers	1. “I finished the report yesterday.” 2. “We met the client last week.” 3. “Did you go to the meeting?”
Lesson 8 – Phone & Messaging Basics	Short phone calls and written messages	Functional Language: basic telephone phrases; Vocab: message verbs	1. “Can I speak to Mr. Tan, please?” 2. “I’ll call you back later.” 3. “Please leave a message.”
Lesson 9 – My First Job Summary	Talking about your job and responsibilities	Review of Present & Past basics; Vocab: job responsibilities	1. “I started here last year.” 2. “I’m responsible for customer service.” 3. “I like my job because I meet new people.”
Lesson 10 – Review & Practice	Review of all topics and skills		