Lesson	Topic	Language Focus	Example Sentences
Lesson 1 – My Company	Describe your company, products, and services	Grammar: Present Simple review; Vocab: product and service nouns	1. "We produce software for small businesses." 2. "Our company provides delivery services." 3. "We have offices in three countries."
Lesson 2 – A Day in My Job	Daily responsibilities and short work reports	Grammar: Present Simple vs Present Continuous; Vocab: task verbs, schedule terms; Pronunciation: /s/ vs /z/	1. "I usually check emails in the morning." 2. "I'm working on a new project today." 3. "She manages the production schedule."
Lesson 3 – Dealing with Clients	Writing polite emails and chat messages	Functional Language: requests, clarifications, and apologies; Vocab: polite expressions, openers & closings	1. "Could you please confirm the delivery date?" 2. "I'm sorry for the misunderstanding." 3. "Please let me know if you need more information."
Lesson 4 – Getting Things Done	Describing simple processes and progress updates	Grammar: Present Continuous for progress; Vocab: process verbs, sequencing words	1. "We're testing the product now." 2. "First, we collect the data, then we review it." 3. "I'm waiting for my manager's approval."
Lesson 5 – Looking Back	Describing recent events and results	Grammar: Past Simple & Past Continuous; Vocab: result words, time markers	1. "We finished the project last week." 2. "It was raining when the meeting started." 3. "The client was happy with the outcome."
Lesson 6 – Future Plans	Talking about near-future arrangements	Grammar: Going to, will, Present Continuous for future; Vocab: planning phrases; Pronunciation: /sh/ vs /ch/	1. "We're going to launch the product next month." 2. "I'll send you the file tomorrow." 3. "We're meeting the supplier on Friday."
Lesson 7 – Comparing & Choosing	Comparing products and making recommendations	Grammar: Comparatives & Superlatives; Vocab: adjectives for quality and cost	1. "This model is cheaper but slower." 2. "Our new version is the best so far." 3. "That option seems more reliable."
Lesson 8 – Team Projects	Talking about roles, delegation, and teamwork	Grammar: Verb + infinitive/gerund; Vocab: role titles, task verbs	1. "I enjoy working with my team." 2. "She's responsible for leading the project." 3. "We decided to hire a new designer."
Lesson 9 – Customer Service Basics	Handling simple questions and helping clients	Functional Speaking: politeness, giving directions, problem-solving	1. "How can I help you today?" 2. "Please follow me to the meeting room." 3. "I'll check that for you right away."
Lesson 10 – Review & Practice	Review of all key language and skills		