

# 3-MONTH DAILY ENGLISH FLUENCY & ADVANCED SPEAKING PLAN

**Purpose:** Move from *basic-intermediate* to *fluent, confident, and natural English speaking* using vocabulary, grammar-in-speaking, and listening + shadowing.

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## DAILY STUDY STRUCTURE (60-75 MINUTES)

Activity	Time	How to Do It
Vocabulary	15 min	Learn 5 words, write 1 personal sentence each, speak aloud
Grammar in Speaking	15 min	Use grammar only while speaking (no memorizing rules)
Listening + Shadowing	10-15 min	BBC / VOA / Simple YouTube, repeat exactly
Speaking Practice	15-20 min	Self-talk or recording using daily topic

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## LISTENING + SHADOWING METHOD (DAILY)

1. Choose **BBC Learning English / VOA Learning English**
  2. Listen to **1-2 minutes**
  3. Pause
  4. Repeat **exact words, tone, and pauses**
  5. Repeat same audio twice
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## MONTH 1: FOUNDATION & CONFIDENCE (WEEKS 1-4)

**Grammar Focus:** Present Simple, Present Continuous, Past Simple, Linking Words

### WEEK 1 - DAILY LIFE & ROUTINE

Day	Words (5)	Speaking Topic
1	improve, goal, daily, practice, confident	Why I want to improve my English
2	routine, habit, wake up, manage, time	My daily routine

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Day	Words (5)	Speaking Topic
3	work, task, responsibility, complete, plan	My daily work tasks
4	problem, solution, face, handle, situation	A problem I faced
5	learn, mistake, effort, progress, result	Learning from mistakes
6	feel, nervous, calm, comfortable, speak	Feelings while speaking English
7	review, remember, repeat, improve, practice	Weekly reflection

## WEEK 2 – WORK & COMMUNICATION

Day	Words	Speaking Topic
8	communicate, explain, understand, idea, clear	Importance of communication
9	meeting, discuss, opinion, agree, disagree	A meeting experience
10	report, data, collect, analyze, result	Work report/task
11	deadline, delay, manage, support, solution	Work challenges
12	skill, training, improve, apply, learn	Skills to improve
13	team, cooperate, share, respect, support	Teamwork
14	review, confident, progress, effort, practice	Weekly review

## WEEK 3 – EXPERIENCES & PAST

Day	Words	Speaking Topic
15	experience, past, challenge, solve, learn	Past experience
16	decision, choose, reason, option, result	Important decision
17	mistake, realize, improve, change, learn	Learning mistakes
18	situation, react, calm, handle, outcome	Handling problems
19	opportunity, benefit, advantage, risk, effect	Opportunities
20	success, failure, effort, patience, result	Meaning of success
21	review, repeat, improve, confident, speak	Weekly reflection

## WEEK 4 – OPINIONS & FUTURE

Day	Words	Speaking Topic
22	opinion, believe, think, reason, example	Opinion about education
23	advantage, disadvantage, compare, impact, effect	Benefits of English
24	plan, future, goal, achieve, focus	Future plans
25	change, improve, habit, continue, practice	Habits to change
26	motivate, inspire, effort, success, goal	Motivation
27	express, explain, respond, confident, fluent	Speaking progress
28	review, practice, remember, improve, speak	Monthly review
29	record, listen, correct, repeat, notice	Self-evaluation
30	summarize, reflect, confident, ready, improve	Month-1 reflection

## MONTH 2: FLUENCY & EXPANSION (WEEKS 5–8)

**Grammar Focus:** Future forms, because/although, modals, past continuous

### WEEK 5 – PLANS & DECISIONS

Day	Words	Speaking Topic
31	plan, decide, goal, strategy, achieve	Planning future
32	option, choose, compare, reason, decide	Decision making
33	future, career, growth, opportunity, improve	Career goals
34	risk, benefit, consider, outcome, effect	Taking risks
35	schedule, manage, prioritize, deadline, focus	Time management
36	adjust, review, continue, improve, practice	Improving plans
37	reflect, fluent, progress, effort, confident	Weekly review

### WEEK 6 – PROBLEMS & SOLUTIONS

Day	Words	Speaking Topic
38	problem, cause, effect, solution, prevent	Social problems

Day	Words	Speaking Topic
39	challenge, pressure, handle, calm, solution	Handling pressure
40	advise, suggest, recommend, support, help	Giving advice
41	fix, manage, solve, explain, improve	Solving problems
42	discuss, analyze, opinion, reason, result	Problem analysis
43	learn, apply, grow, improve, practice	Learning from problems
44	review, fluent, confident, explain, express	Weekly review

## WEEK 7 – WORK & STORYTELLING

Day	Words	Speaking Topic
45	project, task, assign, complete, report	Work project
46	experience, action, result, situation, learn	Work experience
47	delay, issue, manage, solve, outcome	Workplace challenge
48	cooperate, communicate, respect, support, team	Teamwork
49	efficiency, process, quality, improve, result	Improving work
50	mistake, reflect, correct, learn, improve	Lessons learned
51	review, fluent, confident, progress, skill	Weekly review

## WEEK 8 – ADVICE & OPINIONS

Day	Words	Speaking Topic
52	advise, guide, recommend, support, help	Advice to learners
53	opinion, agree, disagree, reason, explain	Giving opinions
54	benefit, drawback, compare, impact, result	Pros & cons
55	believe, perspective, experience, example	Personal beliefs
56	influence, change, habit, improve, effect	Habit change
57	express, clarify, respond, confident, fluent	Speaking confidently
58	review, summarize, improve, grow, practice	Month-2 review
59	record, evaluate, correct, repeat, notice	Self-evaluation
60	fluent, confident, advanced, ready, improve	Month-2 reflection

# MONTH 3: ADVANCED & NATURAL SPEAKING (WEEKS 9–12)

**Grammar Focus:** Conditionals, passive voice, comparisons, emphasis

## WEEK 9 – PROFESSIONAL ENGLISH

Day	Words	Speaking Topic
61	professional, role, responsibility, manage, deliver	Professional role
62	prepare, submit, review, approve, report	Reporting process
63	process, system, method, efficiency, improve	Work systems
64	expectation, standard, quality, performance, result	Performance
65	policy, rule, comply, follow, improve	Workplace rules
66	feedback, receive, apply, improve, grow	Feedback
67	review, fluent, clear, confident, precise	Weekly review

## WEEK 10 – ADVANCED IDEAS

Day	Words	Speaking Topic
68	impact, influence, outcome, result, effect	Impact of education
69	analyze, evaluate, assess, explain, conclude	Analysis
70	compare, contrast, highlight, emphasize, point	Comparing ideas
71	cause, consequence, prevent, manage, solve	Cause & effect
72	strategy, approach, method, achieve, improve	Problem strategies
73	perspective, evidence, reason, opinion, example	Expressing views
74	review, clarity, fluency, confidence, progress	Weekly review

## WEEK 11 – DISCUSSION & DEBATE

Day	Words	Speaking Topic
75	argue, claim, support, evidence, reason	Supporting opinions
76	agree, disagree, clarify, explain, respond	Discussions

Day	Words	Speaking Topic
77	advantage, disadvantage, balance, impact, result	Debates
78	propose, negotiate, decide, conclude, suggest	Decision making
79	summarize, recommend, conclude, emphasize, action	Conclusions
80	fluent, natural, clear, confident, accurate	Speaking growth
81	review, reflect, master, practice, improve	Weekly review

## WEEK 12 – MASTERY

Day	Words	Speaking Topic
82	journey, challenge, overcome, progress, success	English journey
83	confidence, fluency, clarity, accuracy, control	Speaking confidence
84	maintain, continue, improve, practice, habit	Maintaining English
85	discipline, effort, goal, achieve, habit	Long-term goals
86	inspire, motivate, guide, support, help	Inspiring others
87	proud, confident, fluent, advanced, ready	Personal growth
88	evaluate, refine, correct, repeat, improve	Final evaluation
89	summarize, explain, clarify, express, respond	Free speaking
90	fluent, confident, advanced, successful, ready	Final reflection

## FINAL RULES

✓ Speak daily ✓ Use grammar naturally ✓ Record yourself weekly ✓ Focus on clarity, not perfection

**If followed daily, this plan will make your English fluent, confident, and professional.**

## DAILY CHECKLIST (USE EVERY DAY)

Tick ✓ each item after completion:

- Learned today's **5 vocabulary words**
- Wrote **1 personal sentence** for each word
- Spoke the sentences **out loud (3 times)**

- Reviewed **previous words** (yesterday / 3 days / 7 days)
- Studied **today's grammar focus**
- Used grammar **while speaking** (not rules)
- Completed **Listening + Shadowing (10-15 min)**
- Spoke **10-20 minutes** on today's topic
- Recorded or reflected on my speaking

## DAILY SELF-EVALUATION SCORE SHEET

Score yourself honestly (1 = weak, 5 = excellent):

Skill Area	Score (1-5)	Notes
Vocabulary recall	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
Sentence clarity	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
Grammar usage	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
Fluency (no long pauses)	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
Pronunciation	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
Confidence	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	

**Daily Total Score:** \_\_\_ / 30

## WEEKLY SPEAKING CORRECTION TEMPLATE

Use this once per week (Day 7, 14, 21, etc.)

### 1. Weekly Speaking Recording

- Duration: **5-10 minutes**
- Topic: \_\_\_\_\_

### 2. Mistakes I Noticed

- Vocabulary mistakes:

• \_\_\_\_\_

- Grammar mistakes:

• \_\_\_\_\_

- Pronunciation issues:

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### 3. Corrected Version (Speak Again)

Write or think the improved sentences: - \_\_\_\_ - \_\_\_\_

### 4. Improvement Focus for Next Week

- Vocabulary
- Grammar
- Fluency
- Pronunciation
- Confidence

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## WORK / PROFESSIONAL ENGLISH CUSTOMIZATION

### DAILY PROFESSIONAL SPEAKING FORMAT (10-15 MIN)

Use this structure when practicing work-related English:

1. **Context** – What is the task or situation?
2. **Action** – What did I do or need to do?
3. **Challenge** – Any problem or limitation?
4. **Solution** – How was it handled?
5. **Result** – Outcome or learning

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### COMMON WORKPLACE SPEAKING TOPICS (ROTATE WEEKLY)

- Explaining a report or data finding
- Describing a project progress
- Discussing a problem and solution
- Giving updates to a manager
- Sharing recommendations
- Explaining delays or challenges
- Talking about responsibilities

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### ESSENTIAL PROFESSIONAL SENTENCE STARTERS

- "I would like to highlight that..."
- "Based on the data, we found that..."
- "One of the main challenges was..."
- "To address this issue, we..."

- "The outcome of this task was..."
  - "In my opinion, this approach is effective because..."
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## FINAL SUCCESS RULES

✓ Consistency over perfection ✓ Speak daily, even alone ✓ Grammar is a **tool**, not a test ✓ Confidence grows from repetition

**Follow this system daily, and your English will become fluent, professional, and confident within 3 months.**