

# 30-Day Spoken English Challenge Tracker

A simple daily worksheet for building speaking fluency, clarity, vocabulary, pronunciation, and confidence.

|                        |       |
|------------------------|-------|
| Name                   | _____ |
| Start date             | _____ |
| Target completion date | _____ |

**How to use it:** Complete one exercise each day, tick the box when finished, and use the notes area to record what you noticed.

**Privacy tip:** Do not record confidential company, client, financial, or personal information.

**Practice consistently. Focus on progress, not perfection.**

## Before You Start: Baseline Test

Record yourself speaking for 60 seconds: **"Tell me about yourself, what you do or study, and what you are working on right now."** Then rate yourself from 1-5.

| Skill         | Day 1 score |
|---------------|-------------|
| Fluency       | ___ / 5     |
| Clarity       | ___ / 5     |
| Vocabulary    | ___ / 5     |
| Pronunciation | ___ / 5     |
| Confidence    | ___ / 5     |
| Filler words  | ___         |

Start recording date: \_\_\_\_\_ Recording saved? ☐ Yes

# Week 1: Voice & Vocal Clarity

**Goal:** Build the habit of speaking aloud and become more comfortable with your own voice.

| Day | Daily practice                                                                       | Done                     |
|-----|--------------------------------------------------------------------------------------|--------------------------|
| 1   | Workday voice note: speak for 60 seconds about your top 3 priorities.                | <input type="checkbox"/> |
| 2   | Workday voice note: speak for 60 seconds about your top 3 priorities.                | <input type="checkbox"/> |
| 3   | Workday voice note: speak for 60 seconds about your top 3 priorities.                | <input type="checkbox"/> |
| 4   | Email-to-speech: read 2-3 important emails aloud with clear pauses and emphasis.     | <input type="checkbox"/> |
| 5   | Email-to-speech: read 2-3 important emails aloud with clear pauses and emphasis.     | <input type="checkbox"/> |
| 6   | Professional pitch: give a 2-minute summary of your role and responsibilities.       | <input type="checkbox"/> |
| 7   | Professional pitch: give a 2-minute summary of your role, project, or current goals. | <input type="checkbox"/> |

## Week notes

What felt easier? What should I practice more? \_\_\_\_\_

\_\_\_\_\_

## Week 2: Meeting & Discussion Skills

**Goal:** Practice useful phrases, structured answers, clarification, and diplomatic disagreement.

| Day | Daily practice                                                                                             | Done                     |
|-----|------------------------------------------------------------------------------------------------------------|--------------------------|
| 8   | Choose 3 workplace phrases for agreeing, disagreeing, or asking for clarification; say each aloud 5 times. | <input type="checkbox"/> |
| 9   | Choose 3 new workplace phrases; say each aloud 5 times and use each in a sentence.                         | <input type="checkbox"/> |
| 10  | Choose 3 new workplace phrases; say each aloud 5 times and use each in a sentence.                         | <input type="checkbox"/> |
| 11  | PREP practice: answer one work question using Point - Reason - Example - Point.                            | <input type="checkbox"/> |
| 12  | PREP practice: answer a different work question using Point - Reason - Example - Point.                    | <input type="checkbox"/> |
| 13  | PREP practice: answer a different work question using Point - Reason - Example - Point.                    | <input type="checkbox"/> |
| 14  | Pre-meeting warm-up: 5 minutes speaking aloud about the 2 points you want to raise.                        | <input type="checkbox"/> |

### Week notes

What felt easier? What should I practice more? \_\_\_\_\_

\_\_\_\_\_

## Week 3: Small Talk & Storytelling

**Goal:** Build rapport, reduce awkward pauses, and become better at explaining ideas naturally.

| Day | Daily practice                                                                   | Done                     |
|-----|----------------------------------------------------------------------------------|--------------------------|
| 15  | Practice 3 open-ended icebreakers you could use with a colleague.                | <input type="checkbox"/> |
| 16  | Practice 3 new open-ended icebreakers you could use with a colleague.            | <input type="checkbox"/> |
| 17  | Practice 3 new open-ended icebreakers you could use with a colleague.            | <input type="checkbox"/> |
| 18  | 60-second story: summarize an industry article, work challenge, or personal win. | <input type="checkbox"/> |
| 19  | 60-second story: use transitions such as Initially, However, and Ultimately.     | <input type="checkbox"/> |
| 20  | 60-second story: tell a new short story clearly within one minute.               | <input type="checkbox"/> |
| 21  | Active listening: restate a complex point aloud to show your understanding.      | <input type="checkbox"/> |

### Week notes

What felt easier? What should I practice more? \_\_\_\_\_

\_\_\_\_\_

## Week 4: Executive Polish & Presence

**Goal:** Reduce filler words, improve word choice, and deliver a short presentation clearly.

| Day | Daily practice                                                                    | Done                     |
|-----|-----------------------------------------------------------------------------------|--------------------------|
| 22  | Filler-word audit: record 2 minutes of speech and count your filler words.        | <input type="checkbox"/> |
| 23  | Repeat the audit and replace filler words with short, deliberate pauses.          | <input type="checkbox"/> |
| 24  | Repeat the audit on a new topic and aim for fewer filler words.                   | <input type="checkbox"/> |
| 25  | Power verbs: replace a weak verb with a more precise alternative in 5 sentences.  | <input type="checkbox"/> |
| 26  | Power verbs: practice 5 precise workplace verbs in your own spoken sentences.     | <input type="checkbox"/> |
| 27  | Power verbs: revise and speak 5 sentences using clearer, more precise verbs.      | <input type="checkbox"/> |
| 28  | Capstone: deliver a 3-minute presentation about a project you know well.          | <input type="checkbox"/> |
| 29  | Capstone: repeat the presentation and review your body language and eye contact.  | <input type="checkbox"/> |
| 30  | Capstone: deliver your final 3-minute presentation and review your vocal cadence. | <input type="checkbox"/> |

### Week notes

What felt easier? What should I practice more? \_\_\_\_\_

\_\_\_\_\_

## Day 30: Final Test & Progress Check

Record yourself answering the same 60-second question you used on Day 1. Then compare the two recordings.

| Skill         | Day 1   | Day 30  |
|---------------|---------|---------|
| Fluency       | ___ / 5 | ___ / 5 |
| Clarity       | ___ / 5 | ___ / 5 |
| Vocabulary    | ___ / 5 | ___ / 5 |
| Pronunciation | ___ / 5 | ___ / 5 |
| Confidence    | ___ / 5 | ___ / 5 |
| Filler words  | ___     | ___     |

**My biggest improvement:** \_\_\_\_\_

**My next speaking goal:** \_\_\_\_\_

Keep the two recordings. Your progress is easier to notice when you listen back.

### 3 Rules to Keep Practicing

- 1. Habit-stack your practice.** Attach speaking practice to a routine you already have.
- 2. Focus on clarity, not accent.** Aim for understandable pronunciation, steady pacing, and clear ideas.
- 3. Keep a done list.** Mark each completed day. Consistency makes the habit easier to maintain.

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