





PROFESSIONAL ENGLISH COMMUNICATION

Practice Notebook



**TEDx Speaker
Personality Transformation Coach &
International Motivational Speaker**

ALOK KESHRI
PERSONALITY TRANSFORMATION COACH

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PREFACE

Welcome to the Practice Notebook!

Congratulations on taking this important step towards personal and professional growth. This notebook is designed to be your companion in the journey of refining your Professional English Communication Skills and achieving your goals.

Our Personality Transformation Hub (PTH) community is a vibrant place where learning and self-improvement are central. Here, you'll not only practice just exercises and notes; you'll uncover the keys to unlocking your full potential.

As you work through the exercises, take time to reflect on your growth, celebrate your successes, and identify areas for improvement.

I encourage you to use this notebook as a tool for self-discovery and advancement. Practice Exercises, document your thoughts, track your milestones, and embrace each opportunity for growth. Remember, every achievement is a step towards your larger goals, no matter how small.

PTH Community thrives on mutual encouragement and shared success. By actively participating and engaging with the content, you're not only advancing your own skills but also contributing to its collective growth.

My team and I are excited to support you on this journey and look forward to witnessing the incredible progress you will make. Here's to your success and the many milestones ahead!

Warmest Regards,

Alok Keshri
TEDx Speaker,
Personality Transformation Coach
& International Motivational Speaker



Who am I?

- My name is _____
- I'm from _____
- I have joined PEC because _____

- One thing I'm proud of is _____

- I want to be known for _____

- Write one motivational line for yourself that you will read every day before starting your practice.



My Vision – My Future Self

Instructions: Take a quiet moment. Think deeply about your personal and professional goals. **Write from your heart.**

- **I want to confidently...**

(Example: I want to confidently express my ideas in team meetings without fear.)

- **I no longer want to feel nervous when...**

(Example: I no longer want to feel nervous when speaking in front of senior leaders.)

- **I imagine myself...**

(Example: I imagine myself speaking fluently, using the right words, and inspiring others through my words.)

- **In 3 months, I would like to say...**

(Example: I've overcome my hesitation and now speak clearly in every meeting.)



Who Are You as a Communicator?

1. What best describes you when it comes to English communication?

(Choose the option closest to how you feel.)

- I avoid speaking in English even when I know the answer.
- I know what to say but struggle to say it fluently.
- I can speak, but I want to sound more confident and professional.
- I'm fairly fluent but want to reach the next level.

2. How do you feel when someone suddenly asks you to speak in English during a meeting or group?

- I feel confident and speak comfortably.
- I feel nervous but try my best to speak.
- I panic and struggle to find the right words.
- I avoid speaking or try to change the topic.

3. What do you want to achieve by learning professional English?

- Speak confidently in meetings
- Crack job interviews
- Handle client calls with ease
- Lead teams and presentations
- Make videos/content in English
- Other: _____

4. Do you feel you miss professional opportunities because of your English communication?

- Yes, very often
- Sometimes
- Rarely
- Not at all



Self-Assessment – Where Am I Now?

Rate yourself honestly from 1 (Very Low) to 5 (Very High)
Be Honest, Not Harsh

Skill Area	My Rating (1-5)
Confidence	
Fluency	
Sentence Making	
Vocabulary Usage	
Grammar Clarity	
Speaking Without Fear	

What's the one thing that stops you from speaking confidently in English?

What would happen if you become a confident English communicator?
How would life change?



Let's Make a Commitment

I promise myself the following during this PEC journey:

(Write your own pledge)

- **I will**

- **I will**

- **I will not**

- **I will not**

Final Note

Your presence here reflects your commitment to growth.

This program is more than a course – it's a structured journey to enhance your communication skills.

I look forward to guiding you every step of the way.

Alok Keshri

Your Mentor in this Journey



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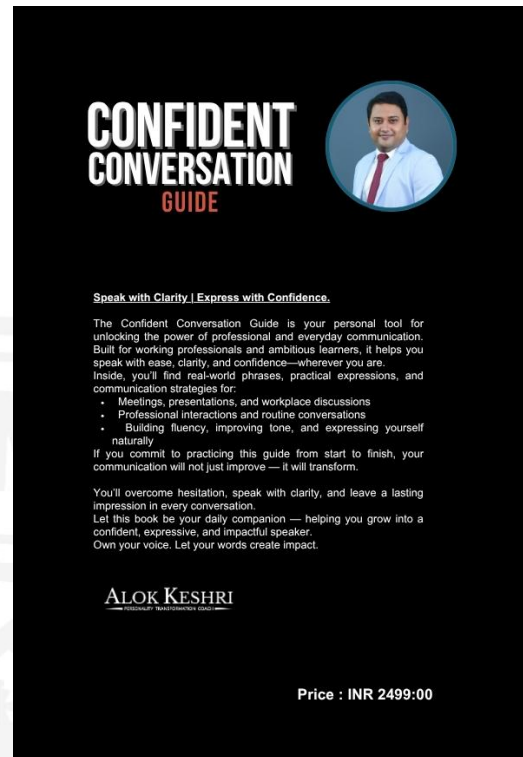


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Confident Conversation Guide



Speak with Clarity | Express with Confidence.

The Confident Conversation Guide is your personal tool for unlocking the power of professional and everyday communication. Built for working professionals and ambitious learners, it helps you speak with ease, clarity, and confidence—wherever you are.

Inside, you'll find real-world phrases, practical expressions, and communication strategies for:

- Meetings, presentations, and workplace discussions
- Professional interactions and routine conversations
- Building fluency, improving tone, and expressing yourself naturally

If you commit to practicing this guide from start to finish, your communication will not just improve – it will transform.

You'll overcome hesitation, speak with clarity, and leave a lasting impression in every conversation. Let this book be your daily companion – helping you grow into a confident, expressive, and impactful speaker.



Confident Conversation Guide

- Essential Tools for Professional Growth
- Phrases Mastery
- Grammar Mastery
- Practice Exercises

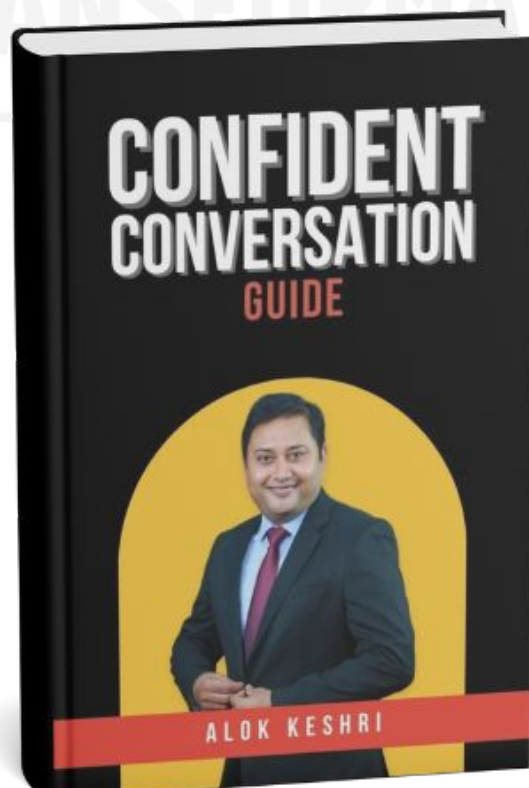
Own your voice. Let your words create impact.

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THANK YOU



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