

SELF-SPEAKING PROMPTS FOR CDLM COORDINATOR – PERSEUS MINING (CÔTE D'IVOIRE)

This document provides realistic self-speaking prompts to help you practice English in real work situations. Before or during any activity, say aloud what you are doing in English. When you don't know a word, check it in a dictionary, repeat it aloud three times, and continue your narration.

1. On the Way to a Worksite

- I'm leaving the office now.
- I'm going to the project site in [village name].
- I'm taking the company car.
- I need to check the fuel before I leave.
- I'm driving through the main gate.
- I'm turning left at the first junction.
- I'm following the dirt road to the construction site.
- The road is bumpy — I need to slow down.
- I can see the workers ahead.
- I'm parking near the warehouse.
- I'm getting out of the car.
- I'm putting on my helmet and safety vest.
- I'm walking toward the site supervisor.
- I'm greeting the workers. "Good morning, how's the work going today?"

2. Supervising Construction or Field Work

- I'm observing the masons as they build the wall.
- I'm checking if they are using the correct materials.
- I'm measuring the foundation depth.
- I'm asking the supervisor about progress.
- I'm taking notes on the project report form.
- I'm taking pictures for documentation.
- I'm asking about the number of workers on site.
- I'm inspecting the bricks and the cement mixture.
- I'm reminding the team to wear their safety helmets.
- I'm verifying if the plan matches the actual work.
- I'm thanking the workers for their effort.

3. Meeting with Community Members

- I'm arriving at the meeting area.
- I'm shaking hands with the village chief.
- I'm introducing myself: "I'm the CDLM Coordinator from Perseus Mining."
- I'm explaining the purpose of our visit.
- I'm listening to the community representative.
- I'm taking notes of their main concerns.
- I'm responding politely: "Thank you for raising that point."
- I'm summarizing what we have agreed on.
- I'm promising to share their feedback with management.
- I'm closing the meeting: "It was a pleasure meeting you all."

- I'm leaving the venue and heading back to the car.

4. Writing or Reviewing a Report (in the office)

- I'm opening my laptop.
- I'm checking my emails.
- I'm opening the report template.
- I'm writing the project title.
- I'm summarizing the field visit findings.
- I'm including pictures in the report.
- I'm proofreading the text for errors.
- I'm saving the document.
- I'm sending it to my manager.
- I'm closing my laptop and organizing my desk.

5. Internal Meeting or Coordination Session

- I'm preparing my notes before the meeting.
- I'm joining the Zoom meeting.
- I'm greeting everyone: "Good afternoon, colleagues."
- I'm giving a short update on our current projects.
- I'm presenting the main challenges from last week.
- I'm listening carefully to my manager's feedback.
- I'm asking a question to clarify a point.
- I'm taking notes during the discussion.
- I'm suggesting a new idea for improvement.
- I'm summarizing the next steps.
- I'm saying: "Thank you for the meeting, see you tomorrow."

6. Office Routine / Daily Actions

- I'm arriving at the office.
- I'm greeting my colleagues.
- I'm putting my bag on the desk.
- I'm checking today's agenda.
- I'm making a phone call to the contractor.
- I'm writing down the key points.
- I'm printing some documents.
- I'm signing a project form.
- I'm organizing my files.
- I'm leaving the office for lunch.

7. Community Project Monitoring

- I'm talking to the school director about attendance.
- I'm interviewing a farmer about the irrigation project.
- I'm asking: "How has this project helped your community?"
- I'm writing their answers in my notebook.
- I'm taking pictures of the new facilities.
- I'm checking if the materials are being used correctly.
- I'm observing the students using the new classrooms.
- I'm thanking the local leaders for their cooperation.

Tip for Practice: Say these sentences aloud while performing your real tasks. If you don't know a word, look it up, repeat it aloud, and keep going. This will help you think and speak naturally in English during your workday.