

A faint, light-colored illustration of a woman in a business suit and a man in a suit shaking hands in an office environment. The woman is on the left, and the man is on the right. They are standing in front of a desk with a chair and a lamp. The background is a simple office floor and wall.

**GET THE
JOB YOU
WANT**

**The Complete Job
Interview Mastery
Guide**

**21 Proven Answer Templates
+ Stress-Killing Psychology**

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Founder, Effortless English

30 Years Teaching | 40 Million Students
Worldwide

INTRODUCTION

You studied English for 10 years. Maybe 15. Maybe 20.

You know the grammar rules. You can write emails. You passed tests.

But when the interviewer says "Tell me about yourself"...

Your mind goes blank. Your heart races. Your palms sweat. Your words come out slow. Choppy. Robotic.

And the job goes to someone with WORSE English than you.

Sound familiar?

Here's what schools never taught you: **Companies don't hire the person with the best grammar. They hire the person with the most confidence.**

I've spent 30 years teaching English to over 40 million students worldwide. I've seen this pattern thousands of times.

Brilliant professionals. Amazing skills. Perfect grammar on paper. But they freeze in interviews. They sound like robots. They look nervous. And they lose the job.

Not because their English was bad. Because their CONFIDENCE was invisible.

This guide will change that.

Inside, you'll discover:

- The REAL reason you freeze in English interviews (it's not what you think)
- 7 stress-killing psychology techniques to feel calm and confident BEFORE you walk in
- 21 proven answer templates you can use in your next interview
- The exact body language, voice tricks, and follow-up strategies that get you hired

This isn't a grammar guide. This is your complete interview mastery system.

Let's go.

CHAPTER 1: THE TRUTH ABOUT ENGLISH JOB INTERVIEWS

The Big Lie Schools Taught You

Schools taught you wrong.

They taught you that perfect grammar = good English. That if you memorize enough rules, you'll communicate well. That being correct is the same as being effective.

It's not.

In a job interview, the interviewer is NOT checking your grammar. They're reading your energy. Your confidence. Your presence. Your ability to connect.

Think about it. The best leaders you know — do they speak in perfect textbook English?

No. They use fragments. Contractions. Casual phrases. They say "gonna" and "wanna" and "you know what I mean?"

And they sound POWERFUL.

Communication is about connection. Not correction.

Your Competitive Moat in the AI Age

Here's something most people don't realize.

In the age of AI, your human communication skills are your biggest competitive advantage.

AI can write emails. AI can analyze data. AI can write code.

But AI CANNOT walk into a room, shake someone's hand, look them in the eye, and make them feel: "I want to work with this person."

That's YOUR moat. Your unfair advantage.

The job interview is where you PROVE you have human skills that AI will never replace:

- **Reading the room** — sensing what the interviewer needs to hear
- **Emotional authority** — showing calm confidence under pressure
- **Real-time connection** — building trust in the moment
- **Charisma and presence** — making people want to be around you

These skills matter MORE than perfect English. Much more.

What Interviewers REALLY Evaluate

Every hiring manager looks at 5 things. Every single one. In every industry. In every country.

The 5 Hiring Criteria:

1. Ability & Suitability

Can you do the job? Do you have the skills?

2. Problem-Solving

Can you find and fix problems?

3. Transferable Skills

Communication, critical thinking, teamwork

4. Intelligent Enthusiasm

Do you genuinely WANT this job?

5. Teamwork & Manageability

Can you work well with others?

Notice something? **Grammar is NOT on this list.**

Confidence shows up in ALL five.

When you speak confidently, interviewers believe you can do the job. When you show energy, they believe you want the job. When you communicate clearly (not perfectly — CLEARLY), they believe you'll work well with others.

Your mission is simple: **Show confidence across all 5 criteria.** That's it.

CHAPTER 2: 7

STRESS-KILLING

TECHNIQUES

Most interview guides skip this part. They give you answers. They give you tips. But they ignore the REAL problem: **fear**.

If your body is shaking with anxiety, the best answer in the world won't help you.

In my Effortless English system, I teach that you need two things to succeed:

- **The Engine** = Your method (the answer templates in Chapter 3)
- **The Fuel** = Your psychology (your confidence, energy, emotional state)

Without fuel, even the best engine won't run.

Let's fill your tank.

Technique 1: The 4-7-8 Breathing Reset

The fastest way to calm your nervous system. Do this in the car, in the waiting room, or in the bathroom before your interview.

How to do it:

01

Breathe IN through your nose

For 4 seconds

02

HOLD your breath

For 7 seconds

03

Breathe OUT through your mouth

For 8 seconds

04

Repeat

3-4 times




Why it works: The long exhale turns on your "rest and calm" system. It physically slows your heart rate. You will feel different in 60 seconds.

Technique 2: Power Posing

Your body controls your mind more than your mind controls your body. Use this.

How to do it:

1. Find a private space (bathroom, your car, a hallway)
2. Stand tall
3. Put your hands on your hips (like a superhero)
4. Keep your chest open. Chin slightly up.
5. Hold this position for **2 full minutes**

 **Why it works:** When you stand in a confident posture, your brain gets the signal: "I AM confident." Your stress hormones drop. Your confidence hormones rise. This is real science.


Remember: learning is NOT a passive activity. Move your body. Your physical state drives your mental state.

Technique 3: The Mental Movie (Visualization)

Elite athletes use this. Top CEOs use this. Now you will too.

How to do it:

1. Close your eyes
2. Create a vivid "mental movie" of your interview going PERFECTLY
3. See yourself walking in with confidence
4. See yourself shaking hands firmly
5. See yourself speaking clearly, naturally, with a smile
6. Hear the interviewer saying, "That's a great answer"
7. FEEL the confidence. The calm. The power.
8. Play this movie 3-5 times

 **Why it works:** Your brain cannot fully tell the difference between a vividly imagined experience and a real one. When you "practice" success in your mind, your brain builds pathways as if it really happened. You walk into the real interview thinking, "I've done this before."


Technique 4: The Confidence Anchor

This comes from NLP (Neuro-Linguistic Programming), and it's incredibly effective.

How to do it:

1. Think of a time you felt **TOTALLY** confident. Maybe you gave a great presentation. Won a competition. Helped someone and felt powerful.
2. Close your eyes. Relive that moment. See what you saw. Hear what you heard. **FEEL** what you felt.
3. When the confident feeling hits its **PEAK** — make a fist with your left hand and squeeze hard for 5 seconds.
4. Release and relax.
5. Repeat 5-10 times over several days.

Before your interview, squeeze your left fist. Your brain fires the confidence feeling automatically.

 **Why it works:** You create a physical trigger (the fist) connected to an emotional state (confidence). With practice, the trigger becomes automatic.

Technique 5: The "Good Enough" Mindset Shift





Simple but life-changing.

Stop trying to be perfect. Start trying to be clear.

Perfectionism is the enemy of confidence. When you aim for perfect grammar, you:

- Pause too long (looks uncertain)
- Self-correct constantly (looks nervous)
- Speak in a monotone (sounds robotic)
- Kill the natural flow of conversation

Instead, aim for "good enough." Good enough means:

- They understand you 
- You sound natural 
- You seem confident 
- You connect with the interviewer 

Repeat this before every interview: "My English is good enough. My confidence will do the rest."

Technique 6: The 5-5-5 Grounding Method

If panic rises — in the waiting room or before a tough question — use this.

How to do it:

Notice 5 things you can SEE


The desk, a plant,
the clock

Notice 5 things you can HEAR

Air conditioning,
footsteps, voices

Notice 5 things you can FEEL

Your feet on the floor, your hands on your
legs

 **Why it works:** Panic happens when your mind races into the future ("What if I fail?"). Grounding pulls you into the present. You can't be anxious AND fully present at the same time.

Technique 7: Your Peak State Ritual

I use this before every seminar I give — sometimes with 3,000 people watching.

Create a pre-interview ritual:

1

MOVE

Walk briskly, do jumping jacks, shake out your arms. 2-5 minutes.

2

MUSIC

Listen to a song that makes you feel **POWERFUL**. Create a "confidence playlist."

3

PHRASES

Say out loud: "I am confident. I am ready. I am the right person for this job. Commit, don't quit."

4

BREATHE

Finish with 3 rounds of the 4-7-8 technique.



Why it works: Emotion is created by motion. When you move with energy, your emotional state follows. You **CANNOT** feel defeated while jumping up and down.

CHAPTER 3: THE 21 JOB INTERVIEW QUESTIONS

PROVEN ANSWER TEMPLATES

How to Use These Templates

- Read each template
- Fill in YOUR personal details
- Practice OUT LOUD (learn with your ears, not your eyes!)
- Listen to yourself. Repeat many times until it flows naturally.
- Do NOT memorize word-for-word. Learn the STRUCTURE and speak naturally.

Use natural English. Contractions are great. Casual phrases are great. Sound like a real human, not a textbook.

Use the C-E-R Formula for every answer.

This is one of the most powerful tools I teach, and it's simple.

C-E-R stands for:

C = Claim — Your direct statement.

E = Evidence — A specific example or story.

R = Relevance — How it connects to THIS job. Let me show you how it works.

Let's say the interviewer asks: '**What is your greatest strength?**'

Here's a weak answer:

'Um, I'm a hard worker and I'm good with people.'

Boring. Generic. Forgettable. Here's a STRONG answer using C-E-R:

Claim: 'My greatest strength is problem-solving.'

Evidence: 'In my last job, I reduced customer complaints by 40% by creating a new ticketing system that organized issues by priority.'

Relevance: 'I know this role requires someone who can solve problems quickly, and that's exactly what I do best.'

See the difference? You made a claim, backed it up with proof, and connected it to their needs.

Use C-E-R for EVERY answer, and you'll sound professional, confident, and impressive.

Question 1: "Tell me about yourself."

Why they ask: They want a quick snapshot. Your energy matters MORE than your life story.

Template:

"Sure! I'm [YOUR NAME], and I've been working in [YOUR FIELD] for about [NUMBER] years. Most recently, I've been at [COMPANY] where I [ACHIEVEMENT (EVIDENCE)]. What I really enjoy is [SOMETHING YOU'RE PASSIONATE ABOUT IN YOUR WORK]. That's actually what drew me to this role — I saw you're looking for someone who can [KEY JOB REQUIREMENT, RELEVANCE], and that's exactly what I love doing."



Confidence Tip: Start with energy. Smile when you say "Sure!" Your first 5 seconds set the tone for the whole interview. Start strong and everything gets easier.

Question 2: "Why do you want this job?"

Why they ask: They want genuine enthusiasm. (Intelligent Enthusiasm = Hiring Criterion #4.)

Template:

"There are a couple of reasons. First, I've been following [COMPANY NAME] for a while, and I really like how you [SOMETHING SPECIFIC — product, mission, culture]. Second, this role fits perfectly with where I want my career to go. I want to [YOUR CAREER GOAL], and I can see that happening here. Plus, I'm really excited about the chance to [SPECIFIC PART OF THE JOB]."



Confidence Tip: Use the word

"excited." Say it with a slight smile and lift in your voice. Enthusiasm is contagious — interviewers feel it.

Question 3: "Why should we hire you?"

Why they ask: They want you to connect YOUR skills to THEIR needs.

Template:

"I think it comes down to three things. One, I have [NUMBER] years of experience in [RELEVANT FIELD], so I can hit the ground running. Two, I'm really good at [KEY SKILL THEY NEED] — for example, at my last job I [SPECIFIC ACHIEVEMENT]. And three, I genuinely care about [COMPANY'S MISSION OR VALUE]. I'm not looking for any job. I want THIS job."



Confidence Tip: The "three things" structure makes you sound organized and confident. Even if you're nervous, counting one, two, three gives your brain a clear path.

Question 4: "What is your greatest strength?"

Why they ask: They want to know if your strength matches what they need.

Template:

"I'd say my biggest strength is [STRENGTH THAT MATCHES THE JOB]. For example, at [PREVIOUS COMPANY], I [SPECIFIC EXAMPLE OF THAT STRENGTH IN ACTION]. My manager actually told me [BRIEF POSITIVE QUOTE IF YOU HAVE ONE]. I think that strength would really help here because [HOW IT CONNECTS TO THE JOB]."



Confidence Tip: Back up every strength with a STORY. Anyone can say "I'm a hard worker." When you tell a specific story, the interviewer BELIEVES you.

Question 5: "What is your greatest weakness?"

Why they ask: They want honesty and self-awareness. Not perfection.

Template:

"That's a great question. I'd say [REAL BUT NON-CRITICAL WEAKNESS]. For example, I used to [SPECIFIC EXAMPLE]. But I've been working on it by [WHAT YOU'VE DONE TO IMPROVE]. I've made a lot of progress. Actually, working on this taught me [POSITIVE LESSON]."



Confidence Tip: Never say "I'm a perfectionist" or "I work too hard." Interviewers hear these a thousand times. Be real. Honesty with a growth mindset is more impressive than a fake answer.

Question 6: "Where do you see yourself in 5 years?"

Why they ask: They want to know you'll stay and grow with the company.

Template:

"In 5 years, I see myself having grown a lot in [THIS FIELD/ROLE]. I want to [SPECIFIC CAREER GOAL — more responsibility, lead a team, become expert in X]. I'm looking for a company where I can grow long-term, and from what I've learned about [COMPANY NAME], I think that's possible here."



Confidence Tip: Show ambition that BENEFITS the company. The interviewer wants to feel confident you'll invest your energy here.

Question 7: "Why are you leaving your current job?"

Why they ask: Checking for red flags. Stay positive. Never criticize your current employer.

Template:

"I've learned a lot at [CURRENT COMPANY], and I'm grateful for the experience. But I feel ready for [NEW CHALLENGE/GROWTH AREA]. I'm looking for an opportunity where I can [WHAT THIS NEW JOB OFFERS], and that's what really attracted me to this position."



Confidence Tip: NEVER speak badly about your current or past employer. Even if they were terrible. The interviewer will think, "They'll talk about me the same way." Stay positive. Always.

Question 8: "Tell me about a time you overcame a challenge."

Why they ask: Problem-solving ability — Hiring Criterion #2.

Use the STAR Method:

- Situation — Set the scene
- Task — What was the challenge?
- Action — What did YOU do?
- Result — What happened?

Template:

"Sure. At [COMPANY], we had a situation where [DESCRIBE THE PROBLEM — brief]. My task was to [YOUR RESPONSIBILITY]. What I did was [SPECIFIC ACTIONS — 2-3 steps]. The result was [POSITIVE OUTCOME — include numbers if possible]. I learned that [BRIEF LESSON]."



Confidence Tip: Keep STAR answers under 2 minutes. Practice with a timer. Short, specific stories are more powerful than long ones.

Question 9: "Describe a time you worked on a team."

Why they ask: Teamwork matters in almost every job.

Template:

"At [COMPANY], I was part of a team working on [PROJECT]. My role was [YOUR SPECIFIC ROLE]. We had some disagreements about [BRIEF CHALLENGE], but I helped by [YOUR CONTRIBUTION — maybe you suggested a compromise or improved communication]. In the end, we [POSITIVE RESULT]. I really enjoyed it because great things happen when people work well together."



Confidence Tip: Show that you LISTEN to others. Interviewers want team players who value other people's ideas. Use phrases like "We decided together" and "I listened to their input."

Question 10: "Tell me about a time you showed leadership."

Why they ask: Even for non-management roles, they want initiative.

Template:

"There was a time at [COMPANY] when [SITUATION THAT NEEDED LEADERSHIP]. Nobody was stepping up, so I [WHAT YOU DID — took initiative, organized people, proposed a solution]. I [SPECIFIC ACTIONS]. The result was [POSITIVE OUTCOME]. I learned that leadership isn't about your title. It's about stepping up when something needs to be done."



Confidence Tip: Leadership = initiative. You don't need a management title. Showing you took action when nobody else did is incredibly impressive.

Question 11: "How do you handle conflict at work?"

Why they ask: Conflict is normal. They want emotional maturity.

Template:

"The most important thing in conflict is to listen first. At [COMPANY], there was a disagreement between me and a colleague about [BRIEF ISSUE]. Instead of getting defensive, I asked them to explain their perspective. Once I understood where they were coming from, we found a solution that worked for both of us. [POSITIVE RESULT]. I believe most conflict comes from miscommunication, not bad intentions."



Confidence Tip: Say "listen first." This shows emotional intelligence — one of those human skills AI can never replace. This is your competitive moat in action.

Question 12: "Tell me about a time you failed."

Why they ask: They want honesty and resilience. Everyone fails. Smart people learn.

Template:

"Good story. At [COMPANY], I [WHAT YOU TRIED]. Unfortunately, [WHAT WENT WRONG]. At first, I was disappointed. But I analyzed what happened and realized [WHAT YOU LEARNED]. Since then, I've [HOW YOU APPLIED THAT LESSON]. That experience actually made me better at [RELEVANT SKILL]."



Confidence Tip: A failure story told with confidence **INCREASES** trust. It shows self-awareness and resilience — leadership qualities.

Question 13: "Describe a time you had to learn something quickly."

Why they ask: Every job requires adaptation. They want fast learners.

Template:

"When I started at [COMPANY/ROLE], I had to quickly learn [NEW SKILL OR SYSTEM]. I didn't have much time, so I [YOUR APPROACH — tutorials, asking questions, daily practice, finding a mentor]. Within [TIMEFRAME], I was able to [POSITIVE RESULT]. I enjoy learning new things. It keeps work interesting."



Confidence Tip: End with "I enjoy learning new things." This shows Intelligent Enthusiasm — one of the 5 things every interviewer wants to see.

Question 14: "Tell me about a time you disagreed with your boss."

Why they ask: Can you push back respectfully AND still be a team player?

Template:

"Yes, this happened at [COMPANY]. My boss wanted to [THEIR APPROACH], but I felt [YOUR DIFFERENT IDEA] would get better results. I asked for a few minutes to share my perspective and explained [YOUR REASONING — with data or examples]. My boss appreciated that I spoke up, and we [OUTCOME — agreed, compromised, or you followed their decision respectfully]. I believe it's important to share your ideas, but also respect the final decision."



Confidence Tip: Winning formula: Be honest about the disagreement + Show respect for the process + Focus on the positive outcome.

Question 15: "How do you handle stress and pressure?"

Why they ask: Every job has stress. They need to know you won't fall apart.

Template:

"I handle stress pretty well, honestly. Staying organized helps a lot. When things get intense, I [YOUR APPROACH — prioritize tasks, break big projects into steps, take short resets]. For example, at [COMPANY], we had [STRESSFUL SITUATION], and I [HOW YOU HANDLED IT]. Pressure is part of any job worth doing. It's about having a plan and staying focused."



Confidence Tip: If you practice the 4-7-8 breathing from Chapter 2 regularly, you can honestly say "I handle stress well" — and your calm body language PROVES it.

Question 16: "How do you prioritize your work?"

Why they ask: Organizational skills and clear thinking.

Template:

"I start by looking at what's most urgent and what has the biggest impact. I list my tasks, pick the top 3, and focus on those first. If priorities change — which they always do — I adjust. I also communicate with my team and manager when I need to shift something. For example, at [COMPANY], I [SITUATION WITH COMPETING PRIORITIES], and I [YOUR APPROACH]. It worked well because [POSITIVE RESULT]."



Confidence Tip: Mentioning

communication with your team shows Teamwork & Manageability. Interviewers love hearing you keep others informed.

Question 17: "What is your work style?"

Why they ask: Cultural fit. Will you work well with their team?

Template:

"I'd describe my work style as [2-3 ADJECTIVES — for example: focused, collaborative, proactive]. I like to [HOW YOU WORK — plan my week, set clear goals, check in with my team]. I work well on my own, but I also enjoy collaborating on bigger projects. The best results come from [YOUR PHILOSOPHY — a mix of focused solo work and strong teamwork]."



Confidence Tip: Research the company culture before the interview. If they value collaboration, emphasize teamwork. If they value independence, emphasize self-direction. Match your answer to their style.

Question 18: "What are your salary expectations?"

Why they ask: Budget check. This is also a negotiation moment.

Template:

"I've researched the market rate for this role in [CITY/REGION], and based on my experience, I'd be looking at something in the range of [LOW END] to [HIGH END]. But the most important thing for me is finding the right opportunity where I can grow and contribute. I'm open to discussing what works for both of us."



Confidence Tip: Give a RANGE, never one number. Let the employer make the first offer when possible. "I'm open to discussing" sounds flexible and professional — not desperate.

Question 19: "What do you know about our company?"

Why they ask: This separates prepared candidates from lazy ones.

Template:

"I've done my research. I know [COMPANY] is [BRIEF DESCRIPTION — what they do, market position]. What really stood out to me is [SOMETHING SPECIFIC — a project, their mission, a news story, culture]. That's actually one of the reasons I'm excited about this role. I want to be part of [SOMETHING THE COMPANY IS DOING]."



Confidence Tip: Spend 30 minutes researching every company before an interview. Check their website, LinkedIn, recent news. This is the EASIEST way to show Intelligent Enthusiasm.

Question 20: "What questions do you have for us?"

Why they ask: Your questions show how seriously you take this opportunity.

Choose 2-3:

- "What does success look like in this role in the first 90 days?"
- "What's the team culture like here?"
- "What are the biggest challenges the team is facing right now?"
- "How does the company support professional growth?"
- "What do you personally enjoy about working here?"



Confidence Tip: ALWAYS have questions. "No, I think you covered everything" makes you look uninterested. The best question shows you're already thinking about how to SUCCEED.

Question 21: "Is there anything else you'd like us to know?"

Why they ask: Your final chance to make an impression.

Template:

"Yes, actually. I want to say I'm really excited about this opportunity. I know I can [YOUR KEY VALUE — solve a specific problem, bring a specific skill]. I'm the kind of person who gives 100%, and I'd love the chance to prove that here. Thank you so much for your time today."



Confidence Tip: End with energy.

This is your closing statement. Smile.

Eye contact. Leave them thinking, "I

liked that person."

CHAPTER 4: YOUR INTERVIEW ACTION PLAN

Before the Interview

The Day Before:

- Research the company (website, LinkedIn, recent news)
- Review the job description — match your skills to their needs
- Choose your outfit (conservative, professional, well-fitting)
- Practice answers OUT LOUD — use your ears, not just your eyes
- Do your Mental Movie visualization (Technique 3)
- Prepare 2-3 questions to ask them
- Set 2 alarms — never be late

Morning Of:

- Eat a good meal (your brain needs fuel)
- Peak State Ritual (Technique 7)
- 4-7-8 breathing (Technique 1)
- Power Pose for 2 minutes (Technique 2)
- Review key talking points — don't over-memorize
- Arrive 10-15 minutes early

During the Interview

Body Language:

- Firm handshake (not too strong, not too weak)
- Direct eye contact (look at the bridge of their nose if eyes feel intense)
- Sit up straight, open posture (no crossed arms)
- Lean slightly forward when listening (shows engagement)
- Nod while they speak (shows you're listening)
- Smile naturally — especially in the first 30 seconds

Voice Tips:

- Speak slightly slower than normal (sounds MORE confident, not less)
- Use a slightly lower pitch (deeper = more authority)
- Pause 1-2 seconds before big answers (shows thoughtfulness)
- Vary your tone — monotone = boring = not hired
- Use the interviewer's name sometimes ("Great question, Sarah")

If You Freeze:

1. Take a breath
2. Say: "That's a great question. Let me think about that for a moment."
3. Fire your Confidence Anchor (squeeze your left fist)
4. Answer with your template structure

This is normal. Even native speakers pause. A brief, confident pause is POWERFUL.

After the Interview

Within 24 Hours — Send a Thank-You Email:

Subject: Thank you — [JOB TITLE] Interview

Hi [NAME],

Thank you for taking the time to meet with me today. I really enjoyed learning about [SOMETHING SPECIFIC FROM YOUR CONVERSATION]. It made me even more excited about the chance to [CONTRIBUTE SOMETHING SPECIFIC].

I'm confident my experience in [YOUR KEY SKILL] would be a great fit for your team. Please reach out if you need any additional information.

Looking forward to hearing from you.

Best regards,
[YOUR NAME]

If You Don't Hear Back:

- Wait 5-7 business days
- Send a brief, polite follow-up
- Don't send more than 2 follow-ups
- Keep applying to other positions — never wait for just one

YOUR NEXT STEP: MASTER BUSINESS ENGLISH

You now have the templates. You have the psychology. You have the action plan.

But here's the truth: **one guide isn't enough to transform your English.**

Real confidence comes from real practice. Real listening. Real immersion in natural, professional English.

That's exactly what my **Business English Course** does.

Inside, you'll discover:

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- **Advanced job search strategies** — how to find, apply for, and WIN the jobs you want
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And if you want to start with the foundation — my proven method for speaking English fluently and confidently — get my **free book** **"Effortless English | Learn To Speak English Like A Native:**

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Commit, don't quit.

Lots of love to you.

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