

RUNWAY – HORIZON

CAPTAIN LEVEL

Mastering Advanced English Communication

Speak Like a Leader

RUNWAY – Horizon (Captain Level) is an advanced English speaking program designed to develop **high-level, precise, and impactful** communication in professional and real-world situations.

- Communicate with clarity, authority, and confidence
- Express complex ideas with precision and structure
- Lead conversations and influence effectively
- Handle advanced and unpredictable communication situations
- Deliver professional, extended spoken responses



RUNWAY – Horizon | Captain Level

A Structured English Speaking System

Program Overview

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RUNWAY – Horizon | Captain Level

Program Overview

✈ Who This Book Is For

Designed for learners who:

- Can communicate clearly but want to **lead conversations with authority**
- Want to express ideas with precision, impact, and influence
- Need to handle high-pressure and complex communication situations
- Are ready to move from structured speaking to **strategic, leadership-level communication**.

This level is ideal for learners developing **advanced, real-world leadership** communication skills.

✈ Learning Objectives

Upon completion, students should be able to:

- Lead conversations with clarity, authority, and confidence
- Make decisions and justify them with strong reasoning
- Communicate effectively in high-pressure situations
- Influence, persuade, and guide others through **communication**
- Manage conflict and navigate complex discussions
- Deliver precise, impactful, and concise responses
- Structure advanced responses with strategic thinking
- Communicate like a leader in professional environments

✈ Instructional Use

This program may be delivered through:

- Executive-level coaching
- Advanced small group sessions
- Professional training environments
- Leadership-focused communication programs

Structured practice builds clarity.

Clarity builds confidence.

Confidence builds **authority**.

Authority creates impact.

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LESSON FRAMEWORK

- Executive Skill
 - Model Interaction
 - Guided Leadership Practice
 - Strategic Speaking Task
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Leadership communication is clarity, authority, and impact.





Lesson 1 – Command-Level Clarity



Takeoff – Why Precision Matters

At Captain Level, strong communication is **not about speaking more** – it's about speaking **clearly and efficiently**.

At Captain Level, you should **remove** unnecessary words and express ideas with confidence and precision.

Example → Upgrade

Example: Communication is important.

Upgrade: Effective communication is essential because it **allows people to exchange ideas clearly, avoid misunderstandings**, and build stronger professional and personal relationships.



Model Flight – Example Conversation

Topic: Why is clear communication important in professional environments?



Mia: I believe clear communication is critical in **professional environments** because it ensures that everyone **understands** expectations and responsibilities. As a result, it reduces mistakes and improves overall efficiency.



Victor: From a practical perspective, strong communication **helps teams collaborate more effectively**. When information is shared clearly, **people can make better decisions** and avoid **unnecessary confusion**.



Rico: I would add that **clear communication also builds trust**. When people express themselves confidently and transparently, it creates a more positive and **productive work environment**.



Practice Zone – Example Questions

1. Why is clarity important in communication?
2. How can people improve the way they express ideas?
3. Why do misunderstandings happen?
4. How does clear communication affect teamwork?
5. Why is being concise important?



Landing – Homework

Record 1 minute answer:

7. Answer clearly
2. Be concise
3. Avoid unnecessary words.





Lesson 2 – Layered Opinions & Nuanced Thinking



Takeoff – Moving Beyond Simple Opinions

At this level, strong speakers show that they **understand complexity**. Instead of giving one **opinion**, you should **explore different perspectives**.

Example: Technology is good.

Upgrade: While **technology** brings many benefits, such as improving communication and **efficiency**, it **also** creates **challenges**, including **reduced face to-face** interaction and **privacy concerns**.



Model Flight – Example Conversation

Topic: Is technology always beneficial?



Mia: I think technology is generally beneficial because it improves **efficiency** and access to information. However, it can also reduce **direct human interaction**, which is an important downside.



Victor: From my point of view, the **impact of technology depends** on how it is **used**. If people use it responsibly, it can greatly improve **quality of life**.



Rico: I agree to some extent, but I also believe we should be cautious. Over-reliance on technology can lead to **problems** like decreased critical thinking.



Practice Zone – Example Questions

1. Is social media positive or negative?
2. Should people work remotely or in offices?
3. Is competition always good?
4. Should students use technology in class?
5. Is globalization beneficial?



Landing – Homework

Record 1 minute answer:

7. Give your opinion
2. Add a second perspective
3. Show balance.





Lesson 3 – Real-Time Structured Speaking



Takeoff – Organizing Ideas Instantly

Captain-level speakers structure their answers **while speaking** using clear frameworks.

Example: Exercise is good.

Upgrade: Exercise is beneficial **for several reasons**. First, it improves physical health. **Second**, it helps reduce **stress**. Finally, it increases **overall energy levels**.



Model Flight – Example Conversation

Topic: Why is exercise important?



Mia: There are several reasons why exercise is important. First, it improves physical health. **Second**, it helps people manage **stress** more **effectively**. Finally, it contributes to better mental well-being.



Victor: I would **structure** it slightly **differently**. Exercise not only improves health but also increases **productivity**, which is especially important in busy lifestyles.



Rico: In my opinion, exercise is important because it creates balance in life. it helps both physically and mentally.



Practice Zone – Example Questions

1. Why is education important?
2. Why do people travel?
3. Why is teamwork important?
4. Why should people save money?
5. Why is time management important?



Landing – Homework

Record 1 minute answer:

2. Use a structure (*First, Second, Finally*)
7. Speak smoothly
3. Stay organized.





Lesson 4 – Persuasion & Influence



Takeoff – Convincing With Reason

At Captain Level, you should **convince others** by using **logic** and reasoning effectively.

Example → Upgrade

Example: People should read.

Upgrade: Reading is valuable because it enriches knowledge, improves thinking skills, and enhances understanding.



Model Flight – Example Conversation

Topic: Why develop new skills?



Mia: It's important to develop new skills. Reading, for instance, expands our knowledge.

Victor: Moreover, acquiring new skills boosts confidence.



Rico: Plus, learning helps us adapt to new situations.



Rico: Plus, learning helps us **adapt to new situations**. When people express themselves **con** efficiently and transparently.



Practice Zone – Example Questions

1. Why is learning English important?
2. Why is education valuable?
3. Why is teamwork effective?
4. Why should people save money?
5. Why is travel beneficial?



Landing – Homework

Record 1 minute answer:

2. State a strong opinion
2. Support with reasons
3. Use examples (At Captain Level...)





Lesson 5 – Diplomatic Communication



Takeoff – Disagree Politely

At Captain Level, how you disagree is as important as what you disagree on. You should disagree with a **professional** and **respectful tone** while expressing your perspective clearly.

Example → Upgrade

Example: I see your point, but I would approach this



Model Flight – Example Conversation

Topic: Is it better to work in the office or remotely?



Mia: I think working in the office has clear **advantages**. It improves team collaboration and communication.



Victor: I understand your point, but **remote work** offers **flexibility** and saves commuting time, which can be very effective.



Rico: I see **both sides**. How about a mix of office and remote work? It seems like the best of both worlds.



Practice Zone – Example Questions

1. Is online learning as effective as classroom learning?
2. Should companies allow **social media** at work?
3. Is working long hours better for productivity?
4. Should healthy competition be encouraged?
5. Are homework assignments necessary?



Landing – Homework

Record 1 minute answer:

- 1 Show understanding
- 2 Disagree politely
- 3 Give perspective





Lesson 6 – Abstract & Complex Discussions



Takeoff – Discuss Abstract Ideas Clearly

At Captain Level, you should be able to talk about **big and abstract ideas clearly** and **confidently**. You need to explain concepts in a way that is **easy to understand** and **meaningful**.

Example → Upgrade

Example: Success is important.

Upgrade: Success is important because it gives people a sense of achievement and motivates them to continue improving and growing in different areas of life.



Model Flight – Example Conversation

Topic: What is success?



Mia: I think success can mean *Diffeert* things to different people. For some, it is about **achieving financial stability**, while for others, it is about **personal happiness** and



Victor: From my perspective, success is closely connected to **personal goals**. If someone achieves what they set out to do, that can be considered success.



Rico: I believe success is about **balance**. It's not only about achievements, but also about maintaining well-being and enjoying life.



Practice Zone – Example Questions

1. What is happiness?
2. What is success?
3. What is responsibility?
4. What is freedom?



Landing – Homework

Record 1 minute answer:

- 1 Define the idea
- 2 Give an example
- 3 Explain clearly





Lesson 7 – Leadership Communication



Takeoff – Speak with Authority and Clarity

At Captain Level, you should speak with confidence, provide clear direction, and explain your reasoning. A strong leader communicates in a way that motivates and guides others effectively.

Example → Upgrade

Example: We should do this.

Upgrade: I recommend this approach because it is **efficient**. It will save time and allow us to reach our goal more effectively.



Model Flight – Example Conversation

Topic: Why is clear communication important at a leadership level?



Mia: When leaders communicate **clearly**, team members **understand what is** expected and feel more confident moving forward.



Victor: Listening to the team is also crucial. It shows that the leader values team input.



Rico: Motivating the team through **clear goals** and positive **reinforcement** leads to better **results**.



Practice Zone – Example Questions

1. What qualities make a good leader?
2. How should decisions be made?
3. How can you build trust in a team?
4. How do you handle problems as a leader?
5. Why is motivation important?



Practice Zone – Example Questions

1. What qualities make a good leader?
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5. Why is motivation important?



Landing – Homework

Record 1 minute answer:

1. Speak with confidence
2. Provide clear direction
3. Explain your reasoning





Lesson 8 — Advanced Problem Solving



Takeoff — Explain Problems Step by Step

At Captain Level, you should **explain problems clearly** and present solutions in a structured way. This helps others understand the issue and see practical ways to solve it.

Example → Upgrade

Example: Traffic is a problem.

Upgrade: Traffic is a major issue, but it can be improved by developing **better public transportation**, encouraging carpooling, and improving city planning.



Model Flight — Example Conversation

Topic: How can cities reduce traffic?



Mia: One effective solution is **improving public transportation** so people rely less on private cars.



Victor: Another approach is **introducing flexible work hours** to reduce congestion during peak times.



Rico: Investing in education creates **opportunities**. People with a **strong education** can access better jobs.



Practice Zone — Example Questions

1. Tell a student to make a presentation.
2. I want to learn another language. What are some tips?
3. How could a small business improve sales?
4. I have headaches and feel tired.
5. What are ways to boost productivity?



Landing — Homework

Record 1 minute answer:

1. Identify the problem
2. Give solutions
3. Explain results





Lesson 9 – Impactful Storytelling



Takeoff – Tell Meaningful Stories

At Captain Level, you should **tell stories** that are clear, engaging and meaningful. A strong story should show not only what happened, but also what you **learned** from it.

Example → Upgrade

Example: I learned something.

Upgrade: I learned a **new skill** that was **challenging at first**, but it helped me become more **confident** and **adaptable** over time.



Model Flight – Example Conversation

Topic: Describe a learning experience:



Mia: I had to learn something new for work, and at first it was quite difficult.



Victor: For me, the process **taught patience** and **persistence**.



Rico: I think these experiences are **important** because they **help us grow**.



Practice Zone – Example Questions

1. Describe a challenge
2. Talk about a success
3. Describe something you learned
4. Talk about a mistake
5. Describe a meaningful experience



Landing – Homework

Record 1 minute answer:

1. Tell a story
2. Add a lesson
3. Explain the impact





Lesson 10 – Extended Professional Speaking



Takeoff – Deliver Long Structured Answers

At Captain Level, you should **deliver long responses** that are **structured** and coherent. To keep your audience engaged, provide an introduction, an organized body, and a clear conclusion.

Example → Upgrade

Example: Education is important.

Upgrade: Education is important because it **builds knowledge**, **enhances critical thinking**, and opens doors to better opportunities.



Model Flight – Example Conversation

Topic: Why is education important?



Mia: I think of education as the foundation of our future. It gives us the knowledge and skills we need to succeed in life.



Victor: Education encourages **critical thinking**. It helps us solve problems effectively and make better decisions.



Rico: Investing in education creates **opportunities**. People with a strong education can access better jobs and contribute more to society.



Practice Zone – Example Questions

1. Why is technology important?
2. Why are communication skills valuable?
3. How does travel broaden your perspective?
4. Why are critical thinking skills necessary?
5. What role do soft skills play in success?



Landing – Homework

Record 2 minute answer:

- 1 Give an introduction
- 2 Provide details
- 3 Give a clear conclusion



RUNWAY – Horizon | Progression

A Structured English Speaking System



- ✓ Produce basic complete sentences
- ✓ Understand everyday English topics
- ✓ Support ideas with reasons
- ✓ Practice short, structured answers



- ✓ Speak continuously with clear structure
- ✓ Support ideas and solutions
- ✓ Handle complex communication situations
- ✓ Deliver long, organized responses



- ✓ Lead high-pressure communication
- ✓ Make critical, justified decisions
- ✓ Manage real-world challenges
- ✓ Communicate with authority and precision

Progress through these levels by mastering more advanced communication skills and becoming a leader in English speaking competence.

YOU HAVE COMPLETED CAPTAIN LEVEL

Congratulations!

You have successfully completed the
Runway Horizon – Captain Level.



- ✓ Lead high-pressure communication
- ✓ Make critical, justified decisions
- ✓ Manage real-world challenges
- ✓ Inspiring and motivating others

WHAT YOU HAVE MASTERED

- ✓ Executive communication
- ✓ Strategic decision-making
- ✓ Crisis and negotiation management
- ✓ Inspiring and motivating others

FINAL MESSAGE

Great captains communicate **with authority.**
Exceptional leaders communicate 🌐 to inspire and empower.

Congratulations,
you are now a **Captain** of communication.

The sky is the limit.