

RUNWAY

CORE

Captain Level



*Where your English journey takes off
at **JET SPEED!***

Precision • Clarity • Control

RUNWAY CORE – Captain Level

Copyright © 2026

RUNWAY CORE – Captain Level

All rights reserved.

No part of this publication may be reproduced, stored in a retrieval system, or transmitted in any form or by any means – *electronic, mechanical, photocopying, recording, or otherwise* – without prior written permission from the copyright holder.

Developed by

SkyLine Language Center

Learn at *JET SPEED*

www.skylinelanguagecenter.com

Who Can Use This Book

RUNWAY CORE – Captain Level is designed for English learners who want to strengthen their speaking and communication skills in real-life situations.

This book is suitable for:

- ESL learners at **A2–B1 level**
- Students preparing for real-world conversations
- Professionals who want to communicate more clearly in English
- Classroom learners and self-study learners

Each lesson focuses on practical communication situations to help learners build confidence and fluency.

How to Use This Book

Each lesson follows the **RUNWAY 6-Stage Learning System**, designed to guide learners step by step.

PRE-FLIGHT 	Warm-up discussion questions to activate ideas and prepare for the topic.
BOARDING	Key vocabulary needed for the lesson
TAKE-OFF 	A conversation between Mia (<i>Flight Attendant</i>), Victor (<i>Captain</i>), and Rico (<i>ATC</i>) showing natural English communication.
CLIMB 	Useful expressions learners can use in real conversations.
CRUISE 	Practice discussion activities to apply the lesson topic.
LANDING 	A short speaking task that helps learners express ideas independently.

Each lesson fits on one page, allowing learners to complete a full communication lesson quickly and efficiently.

This structure makes the book suitable for:

- classroom practice
- speaking clubs
- independent study



TABLE OF CONTENTS

LESSON 01	Defending Your Opinion	1
LESSON 02	Learning from Mistakes	2
LESSON 03	Taking Responsibility	3
LESSON 04	Handling Difficult Conversations	4
LESSON 05	Giving Constructive Feedback	5
LESSON 06	Resolving Disagreements.....	6
LESSON 07	Gliving Misunderstandings	7
LESSON 08	Persuading Others	8
LESSON 09	Negotiating Solutions	9
LESSON 10	Explaining Your Decisions.....	10

RUNWAY



LESSON 01

DEFENDING YOUR OPINION

PRE-FLIGHT

Discuss the questions.

1. Is it important to defend your opinion? Why?
2. When people disagree with you, how do you usually respond?
3. Is it always necessary to prove that you are right?
4. Can people have different opinions and still respect each other?

BOARDING

Key Vocabulary

opinion	• reasonable
argument	• debate
evidence	• support an idea

Examples:

- Everyone has a different **perspective**.
- Try to support your opinion with clear reasons.

CLIMB

Useful Expressions

In my opinion...
I believe that...
From my perspective...
The reason I think this is...
I understand your point, but...
That may be true, however.

TAKE-OFF

Cabin Exchange

Mia: Mistakes can be beneficial if we learn from them. We shouldn't ignore them.

Victor: True. When we recognize a mistake, it's important to understand what went wrong and how to adjust for next time.

Rico: Yeah, ain't no shame in messin' up. As long as you learn from it.

Mia: Exactly. People should explain why they believe something.

Victor: Absolutely. Admitting a mistake is the first step to growth.

Rico: For sure. You gotta admit it to fix it, you know?

CRUISE

Practice Activity

Work with a partner.

"Is it better to **avoid** mistakes or to learn from them?"

- We should try to learn from...
- It's important to improve by...
- What can we learn from...?

LANDING

Speak for 1-2 minutes.

Topic. Describe an opinion that you strongly believe in.

- what your opinion is,
- why you believe it.
- how you would explain it to

RUNWAY



LESSON 02

LEARNING FROM MISTAKES

PRE-FLIGHT

Discuss the questions.

1. Why is it important to learn from mistakes?
2. Can mistakes lead to improvement? How?
3. How do you react when you make a mistake?
4. Describe a time when you learned from a mistake.

BOARDING

Key Vocabulary

misjudge	• overlook
error	• lesson
improve	• adjust
learn from	• learn from

- Pilots need to carefully learn from past errors.
- if you **overlook** a mistake, it might happen again.

CLIMB

Useful Expressions

- We should try to learn from...
- We need to admit our...
- It's important to improve by...
- What can we learn from...?
- One lesson I learned is...
- Admitting a mistake can...
- By analysing the error, we...
- If we don't admit mistakes, we...
- Experience helps us to...

Example: - We should try to learn from any errors we make.

TAKE-OFF

Cabin Exchange

Mia: Mistakes can be beneficial if we learn from them. We shouldn't ignore them.

Victor: True. When we recognize a mistake, it's important to understand what went wrong and how to adjust for next time.

Rico: Yeah, ain't no shame in messin' up. As long as you learn from it.

Mia: I agree. Every error is a chance to learn and improve.

Victor: Absolutely. Admitting a mistake is the first step to growth.

Rico: For sure. You gotta admit it to fix it, you know?

CRUISE

Practice Activity

Work with a partner.

"is it better **to avoid** mistakes or to learn from them?"

- We should try to learn from...
- It's important to improve by...
- What can we learn from...?

LANDING

Speak for 1 2 minutes.

Topic: Describe a valuable lesson you learned from making a mistake.

- what the mistake was,
- how you realized it.
- what you learned from it.

RUNWAY



LESSON 03

TAKING RESPONSIBILITY

PRE-FLIGHT

Discuss the questions.

1. Why is it important to take responsibility for your actions?
2. What happens when someone does not take responsibility?
3. How do you feel when you make a mistake?
4. Give an example of a time when you took responsibility for a mistake.

BOARDING

Key Vocabulary

responsibility	- fault
lesson	- lesson
accountable	- admit
duty	-

- We need to be **accountable** for our actions.
- If it's your fault, admit it.

CLIMB

Useful Expressions

- We need to be responsible for our actions.
- It's my duty to admit my mistake.
- If there's a problem, we should take responsibility.
- I admit that I made a mistake.
- I accept the consequences.
- Finding a solution is my responsibility.
- Owning up to a mistake is important.
- You're right, it's my fault.
- I'll take the blame for it...

Example: Finding a solution is my responsibility.

TAKE-OFF

Cabin Exchange

Mia: It's crucial to take responsibility for your actions. When you admit your mistakes, you show maturity.

Victor: I agree. Accepting the consequences makes you accountable and helps you improve in the future.

Rico: Yeah, when you mess up, own it. You can't go around blaming everyone else.

Mia: Owning your mistakes builds character.

Victor: Taking responsibility can lead to growth and respect from others.

Rico: Exactly. People respect you when you admit you were wrong.

CRUISE

Practice Activity

Work with a partner.

Should leaders be held accountable for their mistakes?

- We need to be responsible for...
- Finding a solution is my responsibility.
- You're right, it's my fault...
- Try to support your opinion with reasons.

LANDING

Speak for 1-2 minutes.

Topic: Explain a situation where you took responsibility for a mistake.

- what the situation was.
- why you took responsibility
- what you did to fix it.

RUNWAY



LESSON 04

HANDLING DIFFICULT CONVERSATIONS

PRE-FLIGHT

Discuss the questions.

1. When might you need to have a difficult conversation?
2. What is the best way to talk about a sensitive problem?
3. Why do some people avoid difficult conversations?
4. Describe a situation where someone handled a difficult conversation well.

BOARDING

Key Vocabulary

address	• issue
issue	• sensitive
handle	• resolve
respect	• respect

Examples.

- We should address the issue calmly.
- Sensitive problems should be handled with respect.

CLIMB

Useful Expressions

- We need to address this issue.
- Let's discuss the problem calmly.
- I understand your concern.
- I see your point, but...
- Let's try to find a solution together.

Example: Let's focus on solving the problem together.

TAKE-OFF

Cabin Exchange

Mia: Difficult conversations happen in many workplaces. It's important to talk about problems calmly.

Victor: I agree. When the topic is sensitive, we must remain professional and respectful.

Rico: Yeah, avoiding the problem won't fix it. Sometimes you just gotta talk it out.

Mia: That's true. Finding common ground can help people understand each other.

Victor: Listening carefully is also important. People want to feel heard.

Rico: Exactly. Even if you disagree, show respect and keep the conversation productive.

Example: Let's focus on solving the problem together.

CRUISE

Practice Activity

Work with a partner.

What is the best way to handle a difficult conversation at work?

- I understand your concern...
- Let's discuss the issue calmly...
- I respect your opinion...
- Let's find a solution together.

LANDING

Speak for 1-2 minutes.

Topic: Describe a difficult conversation you had or observed.

RUNWAY



LESSON 05

GIVING CONSTRUCTIVE FEEDBACK

✈️ PRE-FLIGHT

Discuss the questions.

1. Why is feedback important in a team?
2. What makes feedback helpful instead of offensive?
3. How should someone respond to criticism?
4. Describe a time when feedback helped you improve.

✈️ BOARDING

Key Vocabulary

feedback	• improve
improve	• suggestion
performance	• constructive
Examples:	• advice

- Constructive feedback helps people improve their performance.
- Good feedback should include useful suggestions.

✈️ CLIMB

Useful Expressions

- I have a suggestion that might help.
- You did a great job with...
- One thing you could improve is...
- Maybe you could try...
- I recommend focusing on...
- This part worked very well.
- Here is something that might help.
- I appreciate your effort..
- Another way to approach this is...
- You might consider changing...
- This could be improved by...

✈️ TAKE-OFF

Cabin Exchange

Mia: Giving feedback can help people improve, but it should be done respectfully.

Victor: Exactly. Constructive feedback should focus on solutions rather than blame.

Rico: Yeah, nobody likes being attacked. If you give advice, keep it helpful.

Mia: Positive feedback can also motivate people to do better.

Victor: A good leader highlights both strengths and areas for improvement.

Rico: Right, if something's wrong, show them how to fix it instead of just pointing it out.

Example: One thing you could improve is explaining your idea more clearly.

✈️ CRUISE

Practice Activity

Work with a partner.

How should managers give constructive feedback to employees?

Use these expressions:

- I recommend...
- One thing you could improve is...
- You might consider...
- This part worked well...

✈️ LANDING

Speak for 1–2 minutes.

Topic: Describe a time when someone gave you helpful feedback.

- what the feedback was,
- how you reacted,
- what you learned from it.

RUNWAY



LESSON 06

RESOLVING DISAGREEMENTS

PRE-FLIGHT

Discuss the questions.

1. Why do disagreements happen between people?
2. Is disagreement always negative? Why or why not?
3. What is the best way to resolve a disagreement?
4. Describe a situation where two people solved a disagreement successfully.

BOARDING

Key Vocabulary

- | | |
|--------------|--------------|
| disagreement | • compromise |
| conflict | • negotiate |
| negotiate | • solution |

Examples:

- A compromise helps both sides reach a solution.
- Good communication can resolve many conflicts.

CLIMB

Useful Expressions

- I understand your point, but...
- Let's try to find a compromise.
- Maybe we can meet in the middle.
- I see what you mean.
- Let's focus on the solution.
- That's a good point.
- Let's discuss this calmly.
- I think we can solve this together.
- What if we try another approach?
- Let's consider both ideas.

TAKE-OFF

Cabin Exchange

Mia: Disagreements happen in every team. What matters is how we handle them.

Victor: I agree. When people remain calm and respectful, it becomes easier to find solutions.

Rico: Yeah, arguing all the time won't fix anything. Sometimes you gotta meet halfway.

Mia: Listening carefully helps us understand the other person's point of view.

Victor: Exactly. When people understand each other, they can work toward a compromise.

Rico: Right, if both sides stay open-minded, the problem usually gets solved faster.

CRUISE

Practice Activity

Work with a partner.

What is the best way to resolve disagreements in a team?

- I understand your point...
- Maybe we can meet in the middle...
- Let's focus on the solution...
- What if we try another approach...

LANDING

Speak for 1 – 2 minutes.

Topic: Describe a disagreement you had or observed.

- what the disagreement was about
- how the people discussed the problem
- how the situation was resolved

RUNWAY



LESSON 07

CLARIFYING MISUNDERSTANDINGS

PRE-FLIGHT

Discuss the questions.

1. Why do misunderstandings happen between people?
2. What problems can misunderstandings cause at work?
3. How can you clarify something when you do not understand it?
4. Describe a situation where a misunderstanding was resolved.

BOARDING

Key Vocabulary

misunderstanding • assumption
confirm • explain
explain • clarify
interpret

Examples:

- It is important to clarify instructions before starting a task.
- Misunderstandings often happen when people make assumptions.

CLIMB

Useful Expressions:

- Could you clarify what you mean?
- I want to make sure I understand.
- Let me confirm something.
- Do you mean that...?
- If I understand correctly..?

TAKE-OFF

Cabin Exchange

Mia: Misunderstandings can happen when instructions are not clear.

Victor: That is true. It is important to clarify information before making decisions.

Rico: Yeah, sometimes people just assume things and get it wrong.

Mia: Asking questions can help prevent confusion.

Victor: Exactly. Confirming information ensures everyone understands the message,

Rico: Right. If something sounds unclear, just ask again and make sure.

CLIMB

Practice Activity

Work with a partner.

How can people prevent misunderstandings in a workplace?

Use these expressions:

- Could you clarify...
- I want to make sure I understand...
- Just to be clear...
- Do you mean that...?

LANDING

Speak for 1–2 minutes.

Topic: Describe a misunderstanding you experienced.

- what the misunderstanding was
- why it happened
- how it was clarified

RUNWAY



LESSON 08

PERSUADING OTHERS

PRE-FLIGHT

Discuss the questions.

1. What does it mean to persuade someone?
2. What makes an argument convincing?
3. Is it better to persuade with facts or emotions? Why?
4. Describe a time when someone persuaded you to change your mind.

BOARDING

Key Vocabulary

persuade • argument • reason
evidence • suggest

Examples:

- Strong evidence can help persuade people.
- A clear argument makes an idea more convincing.

CLIMB

Useful Expressions

- I believe this is the best option because...
- Let me explain my reasoning.
- Here is the main point...
- One important reason is...
- This approach could help because...
- I suggest we consider this idea.
- Another advantage is...

Examples

"I believe this is the best option because it saves time and resources."

TAKE-OFF

Cabin Exchange

Mia: Persuasion works best when people explain their ideas clearly.

Victor: I agree. A strong argument should include facts and logical reasons.

Rico: Yeah, just talking louder won't convince anybody.

Mia: It also helps when people listen to different opinions.

Victor: Exactly. Understanding the other perspective makes persuasion more effective.

Rico: Right. If you want people to agree, you gotta show them why it makes sense.

CRUISE

Practice Activity

Work with a partner.

How can someone persuade a team to accept a new idea?

Use these expressions:

- I believe this is the best option because...
- Let me explain my reasoning...
- One important reason is...
- Another advantage is...

LANDING

Speak for 1–2 minutes.

Topic: Describe a situation where someone persuaded you.

- what the situation was.
- what arguments were used
- why the persuasion was successful

RUNWAY



LESSON 09

NEGOTIATING SOLUTIONS

PRE-FLIGHT

Discuss the questions.

1. What does it mean to negotiate?
2. Why is negotiation important in teamwork?
3. When people disagree, how can negotiation help?
4. Describe a situation where two people reached a compromise.

BOARDING

Key Vocabulary

negotiate · compromise · agreement,
proposal · condition · benefit

Examples:

- Negotiation helps people reach a fair agreement.
- A good compromise benefits both sides.

CLIMB

Useful Expressions

- Let's find a solution that works for both sides.
- Maybe we can compromise.
- What if we try this option?.
- I understand your concern...
- That sounds reasonable.
- Could we adjust the plan?
- Let's consider another possibility.

Example:

"Maybe we can compromise and choose a solution that works for both teams."

TAKE-OFF

Cabin Exchange

Mia: Negotiation is important when people have different ideas.

Victor: Yes. A good negotiation focuses on finding a solution that benefits everyone.

Rico: Yeah, sometimes both sides gotta give little.

Mia: Listening carefully helps people understand each other's needs.

Victor: Exactly. When people communicate clearly, they can reach a reasonable agreement.

Rico: Right. If both sides stay flexible, it's easier to make a deal.

CRUISE

Practice Activity

Work with a partner:

How can two teams negotiate when they want different solutions?

Use these expressions:

- Maybe we can compromise...
- What if we try this option...
- Let's consider another possibility...
- That sounds reasonable...

LANDING

Speak for 1–2 minutes.

Topic: Describe a situation where people negotiated a solution

- what the problem was.
- what solutions were suggested
- how the final agreement was reached

RUNWAY



LESSON 10

EXPLAINING YOUR DECISIONS

PRE-FLIGHT

Discuss the questions.

1. Why is it important to explain your decisions to others?
2. What problems can happen when decisions are not explained clearly?
3. What information should people include when explaining a decision?
4. Describe a situation where someone explained a decision effectively.

BOARDING

Key Vocabulary

decision · reasoning · explanation
justify · process · outcome

Examples:

- Good leaders explain the reasoning behind their decisions.
- Clear explanations help people understand the decision process.

CLIMB

Useful Expressions.

- Let me explain my reasoning.
- The main reason for this decision is...
- We chose this option because...
- This approach seemed most effective.
- After reviewing the situation..
- This decision will help us achieve...
- Another important factor was...

Example:

"The main reason for this decision is that it saves both time and resources."

TAKE-OFF

Cabin Exchange

Mia: Sometimes people need to explain why they made a certain decision.

Victor: That is true. A clear explanation helps others understand the reasoning behind it.

Rico: Yeah, if you made the call, you gotta explain why it makes sense.

Mia: When people understand the reasons, they are more likely to accept the decision.

Victor: Exactly. Transparency builds trust within a team.

Rico: Right. If the logic is clear, people usually respect the decision.

CRUISE

Practice Activity

Work with a partner.

How should a manager explain an important decision to a team?

Use these expressions:

- Let me explain my reasoning...
- The main reason is...
- We chose this option because...
- Another important factor was...

LANDING

Speak for 1–2 minutes.

Topic: Describe a decision you made recently.

- what the decision was.
- how you made the decision
- why you chose that option

RUNWAY

COMMUNICATION EXPRESSION BANK

This quick reference provides useful expressions to help you communicate clearly and confidently in English conversations.

EXPRESSING OPINIONS

- In my opinion...
- I believe that...
- From my perspective...
- The reason I think this is...
- One important reason is...
- I think this approach works...
- I agree with that.
- That makes sense.
- You have a good point.
- I see what you mean.
- That's a reasonable idea.
- I think you're right.

AGREEING

- I agree with that.
- That makes sense.
- You have a good point.
- I see what you mean.
- That's a reasonable idea.
- I agree with that.
- That makes sense.
- You have a good point.
- That's a reasonable idea.
- I think you're right.

DISAGREEING POLITELY

- I understand your point, but...
- I see it differently.
- That may be true, however...
- Another way to look at it is...
- I'm not sure I completely agree.
- I respect your opinion, but I think...
- Maybe we can compromise.
- What if we try another option?
- Let's find a solution that works for both sides.
- That sounds reasonable.
- Let's consider another possibility.



RUNWAY COMMUNICATION SYSTEM

RUNWAY is a structured English communication framework designed to help learners develop confident **speaking skills** through a clear and progressive learning path.

Each lesson follows a flight-inspired learning path that guides learners from **understanding English to actively using it in conversation.**

The system focuses on three core communication principles:

- **Precision** – Express ideas accurately.
- **Clarity** – Organize thoughts so others understand easily.
- **Control** – Speak with confidence in real conversations.

THE RUNWAY LEARNING FLOW

- ➔ **PRE-FLIGHT** Topic introduction and discussion questions.
- ➔ **BOARDING** Key vocabulary needed for the lesson.
- ➔ **TAKE-OFF** A model conversation presenting the lesson topic.
- ➔ **CLIMB** Useful expressions for discussing ideas.
- ➔ **CRUISE** Guided speaking practice activity.
- ➔ **LANDING** Independent speaking task.

Developed by

SkyLine Language Center

SkyLine Language Center develops practical English communication programs designed for modern learners.

Our materials focus on helping learners communicate effectively in real-world situations.

*Where your English journey takes off at **JET SPEED!*** ✈️

www.skylinelanguagecenter.com

RUNWAY Core – Captain Level
