

B1 Grammar — General English + Workplace English

JBK Independent Learning Program

Layer 1 — The Learning Goal

1.1 What Will I Learn?

Workplace Application (how to use this at work): At work, you often need to choose the right grammar to explain what happened, describe a plan, give a reason, or make a polite request. This chapter will help you make those choices.

CEFR Learning Objective

B1 — Use common grammar patterns accurately enough to communicate in familiar situations.

I can use common grammar patterns with reasonable accuracy in familiar situations. I still make some mistakes, but people can understand what I mean.

Grammar helps you express your ideas clearly and accurately.

At A2, you learned to notice grammar, understand simple rules, practice them, and use them.

At B1, you will take another step.

You will learn to **choose grammar that fits what you want to say and the situation you are in.**

You will learn how to:

- understand more complex grammar patterns;
- discover grammar rules from examples;
- use short explanations to check your ideas;
- choose grammar that fits your meaning;
- choose grammar that fits a situation;
- compare different grammar forms;
- practice grammar in meaningful situations;
- use grammar in speaking and writing;
- use AI to help your grammar learning; and
- choose grammar resources that match your needs.

The goal is not only to ask:

What is the grammar rule?

You will also learn to ask:

Why would I use this grammar here?

1.2 Why Should I Care About Grammar?

Workplace Application: At work, grammar helps you explain experiences, plans, problems, reasons, and opinions. You may use grammar when speaking with coworkers, writing an email, or giving a simple update. The goal is clear communication, not perfect grammar.

Grammar helps you communicate your meaning.

At B1, you can communicate about many different topics.

You may want to:

- describe past experiences;
- talk about plans and possibilities;
- explain reasons;
- compare ideas;
- give advice;
- express opinions;
- describe changes;
- talk about conditions;
- tell stories; or
- explain what you think will happen.

In many situations, more than one grammar form may be possible.

The important question is often:

Which form best expresses what I mean?

For example:

I went to Spain last year.

and

I've been to Spain.

Both sentences are about Spain. But they communicate different information.

The first tells us about a finished time in the past. The second tells us about experience.

Learning grammar means learning not only how a form works, but also when and why to use it.

1.3 Your Grammar Learning Goal

Workplace Application: If you use English at work, choose a goal that matches a real need. For example: "I can explain what happened with a task," "I can ask for information politely," or "I can give reasons for a suggestion."

There is no one grammar goal that is right for every B1 learner.

Your personal goal should come from your own needs, interests, and situations.

You can use the “I Can” statements of the CEFR (the European scale of language levels, from A1 to C2) to help you choose a goal.

For example:

I can talk about my experiences and explain when something happened.

Or you can choose a goal about:

- telling stories;
- talking about experiences;
- discussing future plans;
- expressing possibilities;
- giving advice;
- explaining reasons;
- comparing ideas;
- expressing opinions;
- describing changes;
- communicating at work; or
- another situation that is important to you.

Choose grammar that helps you communicate something you need to communicate.

1.4 Grammar and Meaning

Workplace Application: In workplace English, the grammar you choose can change the meaning of your message. Ask yourself what you want to communicate and which form fits the situation.

At B1, grammar is not only about correct forms.

Grammar also helps communicate meaning.

Look at these examples:

I live in Portland.

I am living in Portland.

The forms are different.

The speaker may choose one form rather than the other because of what they want to communicate.

When you study grammar, ask:

What does this form mean?

Why did the speaker choose this form?

Would another form change the meaning?

These questions help you become a more thoughtful grammar learner.

1.5 Grammar and Situation

Workplace Application: At work, the situation often decides the grammar. Telling your supervisor what you did this morning, explaining how long you have worked on a project, and asking a customer to wait may each need a different form.

Grammar also depends on the situation.

Imagine that you are talking to a friend about your weekend.

You might say:

I went to the beach.

Now imagine that someone asks whether you have ever visited that beach.

You might say:

I've been there several times.

The grammar changes because the situation and the meaning change.

At B1, you will practice making these kinds of choices. You will learn to think:

Situation → Meaning → Grammar Choice

What is the situation? What do I want to communicate? Which grammar form fits?

This is an important step toward using English more naturally.

1.6 Two Ways to Learn Grammar

Workplace Application: At work, you can learn grammar from examples you hear or read, such as emails and conversations, or you can begin with a short rule and then practice it in a workplace situation. Both approaches can help.

You learned about two directions for learning grammar in A2. They are still useful at B1.

Discover the Rule

You can begin with examples.

Look at the sentences. Notice the pattern.

Ask:

What do I notice?

What does this grammar seem to mean?

Why might the speaker have chosen this form?

Then make a guess about the rule.

Check your idea with a grammar explanation.

This is called **inductive learning** (finding the rule from examples):

Examples → Notice → Discover → Check

Start with the Rule

Sometimes a short explanation is the best place to begin.

You can learn the rule first. Then look at examples and practice using it.

This is called **deductive learning** (learning the rule first, then using it):

Rule → Examples → Practice → Use

A short explanation can save time when a grammar point is difficult to discover.

Use Both Directions

Good independent learners can move in both directions.

Sometimes you begin with examples. Sometimes you begin with a rule. And sometimes you can combine them, as you will see in Section 2.3.

The important thing is not which direction you use.

The important thing is that you understand the grammar and learn to use it.

1.7 How AI Can Help You Learn Grammar

Workplace Application: AI can help you prepare for grammar you need at work. For example, it can compare two forms you might use in an email or create short workplace situations for you to practice.

AI gives you many new ways to study grammar.

You can ask AI to:

- give you examples of a grammar form;
- help you discover a grammar pattern;
- explain a difficult grammar point;
- compare two grammar forms;
- give you situations in which to choose a grammar form;
- check your choice;
- explain your mistakes;
- create more practice;
- practice conversations with you; and
- give you feedback (comments that help you improve) on your use of grammar.

AI can be a **grammar coach, practice partner, and learning assistant.**

But remember:

AI does not replace practice.

AI can give you examples and explanations. It can create practice. It can give feedback.

But you must do the thinking, practice the grammar, and use it yourself.

1.8 Your Goal as an Independent Grammar Learner

As you become your own English teacher, learn to ask questions such as:

What grammar do I need?

What do I already know?

What am I trying to communicate?

What is the situation?

Which grammar forms could I use?

Which form shows my meaning best?

How can I practice it?

Can I use it without thinking about the rule?

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What should I practice next?

These questions help you take more control of your grammar learning.

At B1, you are beginning to move from:

“I know this grammar rule.”

to:

“I know when and why I can use this grammar.”

And later:

“I can choose and use the grammar that expresses what I mean.”

Layer 2 — The Learning Method

2.1 How Can I Improve My Grammar?

There are many ways to learn grammar.

At B1, you will continue to use the strategies (ways to help you learn) you learned at A2. But you will also learn to make more decisions about which grammar to use and why.

You do not need to use every strategy.

This chapter gives you a few useful tools to try. Later, you can visit the Resource Library (a list of free websites and tools in Part 3) to find more ideas.

2.2 The Grammar Learning Process

A useful B1 grammar process is:

Notice → Understand → Compare → Choose → Practice → Use

You can use this process with many different grammar activities.

Notice

Workplace Application: Notice grammar in workplace emails, messages, instructions, and conversations. Ask what the speaker or writer is trying to communicate.

First, look at or listen to English in context (the words and situation around a word).

Notice how people use grammar.

For example:

I went to Spain last year.

I've been to Spain several times.

Ask yourself:

- What do I notice?
- What is different?
- What information does each sentence give?
- Why might the speaker use one form instead of the other?

You do not need to know the answer right away.

First, notice the language.

Understand

Workplace Application: Use examples or a short explanation to understand grammar you need for work. Focus on the meaning and situation, not only the rule.

Now try to understand the grammar.

You can:

- look at more examples;
- think about the meaning;
- discover a possible rule;
- read a short explanation; or
- ask AI for an explanation.

A short rule can help you organize what you have noticed.

For example:

The past simple often describes a finished past event.

The present perfect can describe experience when we do not give a finished past time.

A rule is useful when it helps you understand and use the language.

Compare

Workplace Application: Compare two forms that you may use at work. Ask how the meaning changes and which form is better for the situation.

At B1, comparing grammar forms becomes especially important.

Look at two or more forms.

Ask:

- How are they different?
- Do they have different meanings?
- Do we use them in different situations?
- Would changing the form change what the speaker means?

For example:

I lived in Quito for five years.

I have lived in Quito for five years.

Ask:

What is different about these two sentences?

Then think about the situation in which each sentence would be appropriate.

Comparing forms helps you understand that grammar is connected to meaning and situation.

Choose

Workplace Application: Choose the grammar that best fits your workplace message. Think about your purpose, the person you are speaking or writing to, and the meaning you want to express.

Now practice choosing the grammar that fits the situation. This is an important B1 skill.

For example:

Situation: Your friend asks what you did yesterday.

I went shopping.

Situation: Your friend asks whether you have ever gone shopping in Boston.

I've been shopping in Boston.

The situation changes. Your grammar choice may change too.

When you choose grammar, ask yourself:

- What is the situation? Who am I talking to? What am I talking about?
- What do I want to communicate? What meaning do I want to express?
- Which grammar forms could I use? Are there two or more possibilities?
- Which form fits the situation best? Why?

Then try it. Say or write your sentence.

Check it with a teacher, AI, or another reliable resource.

Then try again. Make another sentence or use the grammar in another situation.

Do not only practice “Choose the correct answer.” Also ask: “Why is this answer appropriate?”

You are not only learning:

What is the rule?

You are learning:

When should I use this form?

Practice

Workplace Application: Practice grammar in familiar workplace situations. Move from short exercises to explaining a problem, giving an update, or writing a short email.

Understanding grammar is only the beginning.

Try to move through these steps:

Recognize → Choose → Complete → Create → Communicate

Recognize: Can you find the grammar when you see or hear it?

Choose: Can you choose the form that fits the situation?

Complete: Can you complete a sentence correctly?

Create: Can you make your own sentence?

Communicate: Can you use the grammar naturally when speaking or writing?

Do not practice only one way.

You can practice grammar through:

- short exercises;
- sentence completion;
- choosing between forms;
- correcting mistakes;
- creating your own sentences;
- questions and answers;
- short conversations;
- role-plays;
- short writing tasks; and
- real-life situations.

Different types of practice help you use grammar in different ways.

If you always practice grammar in exercises, you may know the answer but still have trouble using it in conversation.

Practice should move toward real communication.

A teacher, textbook, website, or AI can give you practice. But you must do the practicing.

Use

Workplace Application: Use the grammar in a real situation at work or in a role-play, such as a conversation with a coworker, a message to your supervisor, or a short update in a meeting.

You may understand a grammar rule but still have trouble using it.

For example, you may know the difference between two grammar forms when you see them in a textbook.

But when you are speaking, you may not know which one to choose quickly.

That is normal. It means you need more practice using the grammar in real communication.

Use it when you speak and write. With repeated use, your choices can become faster and more natural.

Grammar becomes yours when you can use it to say what you mean.

2.3 A Few Grammar Strategies

We cannot teach every grammar-learning strategy in one chapter.

Instead, we will introduce a few strategies that are especially useful for B1 grammar.

You can explore more strategies in the Resource Library.

Metacognitive Strategies

These strategies help you plan and check your learning.

Planning

Workplace Application: Before practicing, choose a workplace situation and a grammar goal. For example: “I want to practice giving reasons for a change in my work schedule.”

Before you begin, decide:

- What grammar do I want to practice?
- Why do I need it?
- What situation do I want to use it in?
- What do I already know?
- How will I practice it?

Example:

I want to practice different ways to talk about future plans because I need to use them at work.

Planning gives your practice a clear goal.

Monitoring

Workplace Application: While practicing, ask yourself whether your grammar shows the meaning you want. Notice forms that cause problems in workplace conversations or writing.

While you are learning, ask yourself:

- Do I understand the grammar?
- Can I recognize it in context?
- Do I understand the difference between the forms?
- Can I choose the right form for the situation?
- What am I still unsure about?

Example:

I understand the two forms, but I am not sure which one to choose when I speak. I need more practice with different situations.

Monitoring helps you find the part you really need to practice.

Evaluating

Workplace Application: After a workplace practice activity, ask yourself: Did my message say what I meant? Did I choose the right form for the situation? What should I practice again before I use it at work?

After practicing, ask:

- Did I choose the correct form?
- Did I understand why it was correct?
- Could I explain my choice?
- Could I use the grammar without looking at the rule?
- What mistakes did I make?
- What should I practice again?

Evaluating helps you decide whether you have really learned the grammar.

Cognitive Strategies

These strategies help you work with the grammar itself.

Notice Patterns

Workplace Application: Notice grammar patterns in workplace emails and conversations. Look for forms that people use to talk about plans, past events, reasons, possibilities, or requests.

Look for grammar patterns in real English.

For example:

If it rains, we'll stay home.

If I have time, I'll call you.

Ask:

What do these sentences have in common?

Then try to discover the pattern.

Compare Forms

Workplace Application: Compare forms you use at work, such as "I work on Mondays," "I'm working on the report," and "I used to work nights." Ask when you would use each one.

Put similar grammar forms together.

For example:

I used to play tennis.

I play tennis.

I am playing tennis.

Ask:

- What does each sentence mean?
- What is different?
- When would I use each form?

Comparing helps you see how form, meaning, and situation connect.

Learn from Context

When you see a grammar form in a conversation, story, email, or article, ask:

Why did the writer or speaker choose this form?

Think about:

- the situation;
- the meaning;
- the time;
- the relationship between the people; and
- what the speaker wants to communicate.

This helps you do more than learn rules by heart.

Use Examples

Workplace Application: Keep useful workplace examples for grammar you often need. Then create your own examples for your job or daily work.

When you learn a grammar point, keep useful examples. Do not only memorize the rule.

For example:

I've worked here since 2022.

Then create your own example:

I've lived in Maine since 2015.

Your own examples help connect grammar with your life.

Use Both Directions Together

Remember the two directions you learned in Section 1.6.

Inductive learning — begin with examples:

I've finished my work.

She's already left.

They haven't arrived yet.

Ask: What do these sentences have in common? Then check your idea with a short explanation.

Deductive learning — begin with a rule:

Use “yet” mainly in questions and negative sentences when talking about something expected but not completed.

Then look at examples:

Have you finished yet?

I haven't finished yet.

Then practice using the form.

You can also combine the two approaches:

Look at examples

↓

Notice a pattern

↓

Make a guess about the rule

↓

Check the rule

↓

Compare examples

↓

Choose the form in different situations

↓

Practice

↓

Use the grammar

This lets you learn actively while still using clear explanations when you need them.

Use Your Mistakes

Workplace Application: If you make a grammar mistake in workplace practice, find the correct form, understand why it works, and use it again in a new workplace sentence.

Mistakes can show you what you need to learn.

When you make a grammar mistake:

1. Notice it.
2. Find the correct form.
3. Understand why it is correct.
4. Think about the situation.
5. Make another example.
6. Try to use it again.

For example:

I have seen him yesterday.

A possible correction is:

I saw him yesterday.

Ask:

Why is the past simple better here?

The answer is connected to the finished time expression “yesterday.”

Then make another sentence:

I saw my friend last Saturday.

You can also ask AI:

“I made this grammar mistake: [sentence]. Please explain why it is wrong using clear B1 English. Give me two correct examples and then give me three short situations so I can practice the grammar. Do not give me the answers until I try.”

The goal is not simply to correct the mistake.

The goal is to understand the reason and use the grammar correctly next time.

2.4 My Strategy Record

Each time you practice grammar, write down the strategy you tried, whether it helped you, and why.

My grammar goal:

Date	Strategy I tried	Did it help me? (Yes / A little / Not yet)	Why?	What will I try next time?

You do not need to use every strategy. Choose a strategy, try it, reflect on it, and decide if it works for you.

2.5 Remember

At B1, grammar learning is not only about rules and exercises.

It is about connecting:

Situation → Meaning → Grammar Choice

A useful learning process is:

Notice → Understand → Compare → Choose → Practice → Use

The goal is not simply to know grammar rules.

The goal is to understand why a grammar form is used and when it is useful.

And then practice it until you can use it.

Layer 3 — The Learning Tools

Choose Your Tier

This layer has four tiers. A tier is a way to practice with the tools you have. Each tier adds to the tiers before it.

- **Tier 1 — Paper and People:** your textbook, your Learning Notebook (your own notebook for this course), and a partner.
- **Tier 2 — Phone, No Internet:** any phone with a voice recorder, and text messages (SMS).
- **Tier 3 — Limited Data:** light grammar websites and AI in text.
- **Tier 4 — Good Internet:** AI, all websites, and online resources.

3.1 Partner and AI Roles

Workplace Application: AI can be a grammar coach for familiar workplace situations. It can help you practice emails, requests, updates, explanations, and conversations at B1 level.

Tier 1 — Paper and People

Grammar Partner: Your partner gives you situations, and you choose the best grammar form. Then you explain your choice.

Example Collector: You find examples of the grammar in a newspaper, a book, or your textbook, and copy them into your notebook.

If you have no partner, write two forms side by side in your notebook, such as the past simple and the present perfect. Add your own example for each.

Tier 2 — Phone, No Internet

Recorder: Record a short story or explanation that uses the grammar. Listen with your paper in front of you. Mark any mistake, and rewrite the sentence on paper.

Text Messages (SMS): Send a partner three sentences with the grammar. Your partner replies with one question or one correction. SMS needs no internet, but your plan may charge for each message, so use it sometimes.

Tier 3 — Limited Data

Light Grammar Websites: Perfect English Grammar, English Grammar Online, and Englishpage.com have explanations and exercises with answers. All three are in the Low-Data Edition of the Resource Library (its short list of websites that use little data).

AI in Text: Type your sentences and ask AI to check your grammar choices. Text uses very little data.

Tier 4 — Good Internet

For B1 grammar, AI can be your:

- **Grammar Coach** — explains grammar, compares forms, and helps you understand mistakes;
- **Practice Partner** — gives you situations in which you need to choose and use grammar; and
- **Learning Assistant** — helps you find useful grammar resources and creates more practice when you need it.

3.2 AI Functions

Workplace Application: You can ask AI to explain a grammar choice, compare forms, create workplace examples, check your sentences, or give you practice. You should make the final grammar choices yourself.

AI can help you:

- explain a grammar rule using clear English;
- give you examples in context;
- compare two or more grammar forms;
- create situations for grammar practice;
- check your grammar choices;
- explain your mistakes;
- create more practice; and
- practice conversations with you.

These are only a few ideas.

You can find more ideas in the Resource Library.

3.3 AI Tasks

Workplace Application: Ask AI to create practice for a workplace situation such as explaining a problem, giving a reason, making a polite request, or talking about a plan.

For example, you can ask AI to:

- help you discover a grammar pattern from examples;
- give you two grammar forms and help you compare them;
- give you situations and ask you to choose the best grammar form; and
- practice using the grammar in conversation.

Choosing the best form for a situation is especially useful at B1.

You are not only asking:

What is correct?

You are asking:

What is appropriate in this situation, and why?

3.4 Scripts and AI Prompts

Workplace Application: You can adapt the B1 prompts (the messages you write to AI) below to familiar workplace situations. Ask AI to help you understand and practice grammar rather than write your communication for you.

Every tier has the same three tasks: discover the grammar, compare and choose forms, and practice communication. Only the tool is different.

Tier 1 — With Paper and a Partner

Discover the Grammar: Find six examples of the grammar in a text. Copy them into your notebook, underline the pattern, and write the rule in your own words. Then check it in your textbook.

Compare and Choose: Write ten short situations on paper. Your partner chooses the best form for each one and explains why. Then change roles.

Practice Communication: Talk with a partner about a topic for five minutes. Your partner listens for the grammar and tells you one thing you did well.

Tier 2 — With Your Phone

Discover the Grammar: Read six example sentences aloud and record them. Listen. What pattern do you notice?

Compare and Choose: Record the same idea with two different forms. Listen. How is the meaning different?

Practice Communication: Record a one-minute story or explanation with the grammar. Listen with your paper in front of you, mark any mistakes, and record it again.

Tier 3 — Websites and Text Prompts

Discover and Compare: On Perfect English Grammar or Englishpage.com, read one explanation and do one exercise. Then check your answers.

Choose and Practice Communication: The prompts under Tier 4 are text prompts. They use little data, so you can use them too.

Tier 4 — AI Prompts

Prompt 1 — Discover the Grammar

“I am a B1 English learner. Give me six examples using [grammar point]. Do not explain the grammar yet. Ask me questions that help me notice the pattern and guess the rule. After I answer, give me a short explanation and tell me if my idea is correct.”

This lets you practice finding a rule from examples.

Prompt 2 — Compare Grammar Forms

“I am a B1 English learner. Please compare [grammar form 1] and [grammar form 2]. Give me simple examples and explain the difference in meaning and use. Then give me five short situations and ask me which form I would choose and why.”

This helps you practice comparing and choosing.

Prompt 3 — Choose the Grammar

“I am a B1 English learner. Give me 10 short situations in everyday life or at work. In each situation, ask me to choose the grammar form that best expresses the meaning. Do not give me the answers until I try. After I answer, explain why my choice is correct or incorrect.”

Think first. Then check. Your thinking is part of the learning.

Prompt 4 — Practice Communication

“I am a B1 English learner. Have a conversation with me about [topic]. Ask questions that require me to use [grammar point]. Do not correct every small mistake while I am speaking. After each answer, give me useful feedback and let me try again when I make an important mistake.”

This helps you move from grammar practice to communication.

3.5 A Simple Rule for Using AI

When you use AI for grammar, try this order:

Think → Try → Check → Correct → Try Again

Do not always ask AI for the answer first.

For example, instead of:

“What is the correct answer?”

try:

“I think this sentence should use the present perfect. Can you check my answer and explain why?”

This makes you an active learner.

3.6 Choose Your Grammar Practice

Workplace Application: Choose B1 grammar practice that matches a workplace need, such as writing an email, explaining a problem, giving an update, making a request, or expressing an opinion.

You do not need to practice every grammar point at the same time.

Choose grammar that matches your current goal.

You can choose:

- General English;
- Workplace English;
- grammar you need for speaking;
- grammar you need for writing;
- grammar you often get wrong; or
- grammar you need for one situation.

For example:

I want to practice conditionals because I need to talk about possibilities at work.

Or:

I want to practice different ways to talk about the past because I have trouble telling stories.

Your goal should help you decide what to practice.

Practice in Your Tier

- **Tier 1 — Paper and People:** Find the grammar in a newspaper, a book, or your textbook. Practice choosing forms with a partner.
- **Tier 2 — Phone, No Internet:** Record a short story or explanation, and listen. Mark mistakes on paper and rewrite them. Practice by SMS with a partner.
- **Tier 3 — Limited Data:** Do one exercise on Perfect English Grammar, English Grammar Online, or Englishpage.com.
- **Tier 4 — Good Internet:** Use the prompt in Section 3.7 to find free practice.

3.7 Let AI Help You Find the Right Practice

Workplace Application: You can ask AI to recommend free B1 grammar practice for a workplace goal, such as polite requests, giving updates, or explaining what happened.

AI can also help you choose resources.

For example:

“I am a B1 English learner. I need to practice grammar for workplace conversations. Please recommend three free resources that give me opportunities to use grammar, not only read explanations. For each resource, explain what I can practice and why it may be useful for me.”

Then try one.

Ask yourself:

Is this helping me?

If it is too easy, find something more difficult.

If it is too difficult, find something simpler.

If it does not match your goal, choose another resource.

You are the person who chooses.

3.8 The JBK Independent Learning Cycle

Workplace Application: Use the JBK Independent Learning Cycle (seven steps to plan and check your own learning) with a workplace grammar goal. Check what you can say or write at work now. Plan a goal and a situation. Choose B1 practice, and practice it yourself. Check whether you chose the right grammar. Think about what helped, and decide what to practice next.

Now use the learning system you learned in Part 1.

Note: The JBK Independent Learning Cycle is the author's own model. It is inspired by the European Language Portfolio (ELP), a record of your language goals and progress.

1. Assess

What can I do now?

2. Plan

What is my goal?

What situation do I want to communicate in?

When and how will I practice?

3. Choose

Which activity or resource will I use?

Use the Resource Library or ask AI for help.

4. Practice

Complete the grammar activity.

Use one or two strategies.

Use AI if it helps you.

5. Evaluate

Did I choose the grammar that fits the situation?

Can I use it without looking at the rule?

6. Reflect

What did I learn?

What worked well?

What was difficult?

Did AI help me?

7. Improve

What will I practice next?

You might need:

- more examples;
- more comparison;
- more exercises;
- more speaking practice;
- more writing practice; or
- a clearer explanation.

Assess → Plan → Choose → Practice → Evaluate → Reflect → Improve

3.9 This Week's Practice

Workplace Application: Choose a familiar workplace grammar task connected to a real situation. Practice choosing grammar that fits the meaning and situation, then use it in a realistic workplace speaking or writing task.

Plan one short grammar practice for this week.

My grammar goal: What grammar do I need to practice?

Grammar activity: What will I do to practice this grammar?

My tier (1, 2, 3, or 4): What will I use to help me?

My grammar strategy: How will I learn and remember the grammar?

When will I practice?

After you practice, complete your Learning Record (your notes before and after each practice) in Section 3.10.

3.10 My Learning Record

Workplace Application: Record the workplace situation you practiced, the grammar you used, mistakes you noticed, and what you want to practice next.

Your Learning Record helps you see how your grammar learning is growing. Keep it in your Learning Notebook.

Use this record before and after each grammar practice. A few short notes are enough.

Before I Practice

My grammar goal:

Situation I want to practice:

Grammar point or forms:

The strategy I will try:

After I Practice

Can I recognize the grammar in context?

Can I choose the grammar form that fits the situation?

Can I use the grammar correctly?

What mistakes did I make?

Why was the correct form appropriate?

What did I learn?

What helped me?

What will I practice next?

Workplace English

What workplace situation did I practice?

3.11 Visit the Resource Library

Workplace Application: Choose a B1 workplace grammar resource when it matches your goal. The work situation can be practical, but keep the English at B1.

You have now learned several ways to study and practice B1 grammar.

But these are only a starting point.

The Resource Library gives you more grammar resources and practice.

Look for resources that match:

- your B1 level;
- your grammar goal;
- General English or Workplace English;
- the situations you need to communicate in;
- your interests; and
- the type of practice you need.

You may find:

- grammar explanations;
- grammar reference materials;
- examples in context;
- exercises;
- practice activities; and
- tools for checking your work.

You do not need to try everything. Choose a few resources that look useful to you.

Try one. Then ask:

Is this helping me learn to use grammar?

If it is useful, keep it.

If it is not useful, choose another resource.

This is part of becoming your own English teacher.

Layer 4 — Reflection and Growth

4.1 Self-Assessment — “I Can...”

Now that you have finished this chapter, think about what you can do.

Grammar

I can...	Yes	Sometimes	Not yet
notice grammar patterns in English.	☐	☐	☐
understand a short explanation of a grammar rule.	☐	☐	☐
discover some grammar rules from examples.	☐	☐	☐
compare different grammar forms.	☐	☐	☐
understand how different grammar forms can change meaning.	☐	☐	☐
choose grammar that fits a particular situation.	☐	☐	☐
explain why I chose a particular grammar form.	☐	☐	☐
practice grammar in different ways.	☐	☐	☐
use new grammar in my own sentences.	☐	☐	☐
use grammar when I speak and write.	☐	☐	☐
notice and learn from some of my grammar mistakes.	☐	☐	☐
review grammar that I have learned.	☐	☐	☐

Independent Learning

I can...	Yes	Sometimes	Not yet
choose a grammar goal that is useful to me.	☐	☐	☐
choose practice that matches my grammar goal.	☐	☐	☐
use AI to support my grammar learning.	☐	☐	☐
ask AI to explain or compare grammar forms.	☐	☐	☐
use AI to practice choosing grammar for different situations.	☐	☐	☐
use the Resource Library to find useful grammar resources.	☐	☐	☐

I can...	Yes	Sometimes	Not yet
keep a record of my grammar learning.	☐	☐	☐
use the JBK Independent Learning Cycle to plan my next steps.	☐	☐	☐

Workplace Self-Assessment

I can...	Yes	Sometimes	Not yet
choose a B1 workplace grammar goal that is useful to me.	☐	☐	☐
choose grammar that fits a familiar workplace situation.	☐	☐	☐
use grammar to explain, give reasons, make requests, and give updates.	☐	☐	☐
notice grammar mistakes in my workplace communication.	☐	☐	☐
decide what workplace grammar I need to practice next.	☐	☐	☐

You do not need to check “Yes” for everything today.

Your goal is not to be perfect.

Your goal is to keep improving.

4.2 Reflection

Workplace Reflection: Think about a workplace situation in which you used or practiced English. Did your grammar communicate your meaning clearly? What grammar choice was difficult? What will you practice next?

Think about your experience in this chapter.

Ask yourself:

- What grammar was easiest for me?
- What was most difficult?
- Did I learn something by looking at examples first?
- Did a short grammar explanation help me?
- Did comparing grammar forms help me understand the differences?
- Was it difficult to choose the right grammar for a situation?
- Which practice activity helped me most?
- Did I understand why my grammar choice was appropriate?
- What mistakes did I make?
- What did my mistakes teach me?

- Did AI help me? How?
- Which resource was most useful?
- What would I like to practice next?

Record your answers in your Learning Notebook.

Your answers can help you choose your next learning goal.

4.3 What Did I Learn About Learning Grammar?

Workplace Application: At work, think about grammar as a choice: What is happening? What do I need to say? Which form will make my message clear?

Learning grammar is not only about remembering rules.

It is also about learning how to make grammar choices.

At B1, try to think about grammar in this way:

Situation → Meaning → Grammar Choice

Ask yourself:

What is happening?

What do I want to communicate?

Which grammar form fits my meaning?

Can I use it correctly?

Can I use it naturally?

This way of thinking can help you become a more independent grammar learner.

4.4 The Student's Job Is Big

Your teacher can:

- explain;
- show you how;
- answer questions;
- give you practice;
- give you feedback; and
- help you decide what to study next.

AI can also help with many of these things.

But nobody can do the learning for you.

Your job is to:

- think about the grammar;
- notice patterns;
- compare forms;
- make choices;
- practice;
- make mistakes;
- learn from your mistakes;
- practice again; and
- use the grammar in real communication.

Practice turns knowledge into a skill.

Remember:

The teacher's job is small. The student's job is big.

You are the person who does the important work.

4.5 Independent Learning Tip

Workplace Application: Do not stop when you understand the rule. Practice choosing and using the grammar in a workplace situation until it becomes easier.

Don't stop when you understand the rule.

Understanding is only one step.

Ask yourself:

Can I choose it when I need it?

And then:

Can I use it when I communicate?

If the answer is no, you need more practice.

Make your own sentences.

Say them aloud.

Use the grammar when you speak or write.

Come back to it later.

Practice helps turn grammar knowledge into usable language.

4.6 Your Next Step

Workplace Application: Choose one B1 grammar point that you need for work. Use the JBK Independent Learning Cycle to practice it in a realistic workplace situation.

You have learned some ways to study grammar on your own.

Now choose one grammar point that is useful to you and use the JBK Independent Learning Cycle from Section 3.8:

Assess → Plan → Choose → Practice → Evaluate → Reflect → Improve

Then begin again.

4.7 Remember

At B1, grammar learning is more than learning rules by heart.

You are learning to connect:

Situation → Meaning → Grammar Choice

A useful learning process is:

Notice → Understand → Compare → Choose → Practice → Use

And remember:

Think → Try → Check → Correct → Try Again

AI can help you. Your teacher can help you. The Resource Library can help you.

But you are the learner who does the work.

The goal is not only:

“I know the rule.”

The goal is:

“I know when and why to use it.”

And then:

“I can choose and use the grammar that expresses what I mean.”

With practice, your grammar choices can become faster, easier, and more natural.

That is how you become your own English teacher.