

Construction and Architecture English Participant Workbook

Practice pages for realistic field-specific meetings, pushback, documentation, and role-play preparation

Audience: architects, construction managers, project engineers, site supervisors, estimators, owners' representatives, subcontractor coordinators, and design-build teams

Focus: A construction and architecture English curriculum for design intent, RFIs, change orders, site coordination, safety, schedule pressure, permitting, punch lists, claims, and client communication.

Designed for advanced ESL learners who already use professional English and need industry-specific terminology, realistic meetings, role-play pressure, careful pushback, and polished workplace outputs.

Teaching stance: this is language and workplace-communication training, not legal, medical, financial, safety, or regulatory advice. Instructors should connect every scenario to the learner's current company policies, local rules, and approved procedures.

How to Use This Workbook

For each module, define the terms, identify the decision pressure, write a careful response, and practice the conversation aloud. Strong answers are specific, calm, evidence-aware, and tied to owner and next step.

Module 1. Design Intent and Client Requirements

Situation

A client requests a major design change late in design development.

Stakeholder pressure: Update the drawings immediately.

Constraint: Scope, fee, schedule, code, and constructability implications need review.

Terms to use

- design intent
- program
- constructability
- scope

Evidence, owner, or policy boundary

Pushback sentence

Draft the design-change response

Module 2. Drawings, Specifications, and RFIs

Situation

A subcontractor says drawings conflict with specifications.

Stakeholder pressure: Tell them to follow the drawings.

Constraint: Contract documents, RFI process, schedule impact, and design response are needed.

Terms to use

- RFI
- specification
- drawing set
- submittal

Evidence, owner, or policy boundary

Pushback sentence

Draft the RFI response summary

Module 3. Change Orders and Cost Control

Situation

A subcontractor submits a change order for hidden conditions.

Stakeholder pressure: Reject it because the budget is tight.

Constraint: Contract terms, notice, evidence, schedule, and pricing must be reviewed.

Terms to use

- change order
- allowance
- contingency

- notice

Evidence, owner, or policy boundary

Pushback sentence

Draft the change-order evaluation

Module 4. Schedule, Sequencing, and Critical Path

Situation

Steel delivery delay threatens enclosure work.

Stakeholder pressure: Ask all trades to recover the time.

Constraint: Critical path, float, resequencing, crew availability, and weather risk matter.

Terms to use

- critical path
- float
- lookahead schedule
- resequencing

Evidence, owner, or policy boundary

Pushback sentence

Module 6. Permitting, Inspections, and Code Issues

Situation

An inspector rejects an installation detail.

Stakeholder pressure: Ask the inspector to be flexible.

Constraint: Code interpretation, approved drawings, corrective work, and reinspection are required.

Terms to use

- permit
- inspection
- code compliance
- reinspection

Evidence, owner, or policy boundary

Pushback sentence

Draft the inspection correction plan

Module 7. Quality, Punch List, and Closeout

Situation

The client wants occupancy while punch items remain.

Stakeholder pressure: Hand over the space anyway.

Constraint: Life safety, substantial completion, warranties, and closeout documents need clarity.

Terms to use

- punch list
- substantial completion

- warranty
- closeout

Evidence, owner, or policy boundary

Pushback sentence

Draft the punch-list closeout plan

Module 8. Claims, Disputes, and Documentation

Situation

A delay dispute emerges after months of informal changes.

Stakeholder pressure: Argue from memory.

Constraint: Daily reports, notices, photos, meeting minutes, and contract language matter.

Terms to use

- claim
- daily report
- meeting minutes
- entitlement

Evidence, owner, or policy boundary

Pushback sentence

Draft the claim chronology

Capstone Simulation

Lead a cross-functional meeting in construction and architecture. Choose four modules from this workbook, connect the risks, and prepare a five-minute update with decision, evidence, constraint, owner, and next step.
