EFSP Auxiliary ESL Curriculum

Manufacturing English Participant Workbook

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

Audience: plant managers, production supervisors, quality engineers, maintenance teams, industrial engineers, safety leads, supply planners, and manufacturing-adjacent professionals

Focus: A manufacturing English curriculum for production meetings, line problems, lean improvement, defects, maintenance, safety, supplier quality, shift handoffs, and root-cause 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. Production Flow and Daily Management

Situation

A line misses target for the third shift in a row.

Stakeholder pressure: Ask operators to work faster.

Constraint: The constraint may be material availability, changeover time, staffing, or equipment reliability.

Terms to use

- throughput
- cycle time
- constraint
- downtime

Evidence, owner, or policy boundary

Pushback sentence

Draft the daily production update

Module 2. Lean, Waste, and Continuous Improvement

Situation

A kaizen event identifies excess movement and waiting.

Stakeholder pressure: Tell employees to be more efficient.

Constraint: Process design, layout, standard work, and visual management need review.

Terms to use

- kaizen
- standard work
- waste
- value stream

Evidence, owner, or policy boundary

Pushback sentence

Draft the lean improvement proposal

Module 3. Defects, Scrap, and Rework

Situation

Scrap has increased after a tooling change.

Stakeholder pressure: Ship the acceptable units and watch the trend.

Constraint: Containment, defect mode, inspection plan, and customer impact must be defined.

Terms to use

- defect
- scrap
- rework

- containment

Evidence, owner, or policy boundary

Pushback sentence

Draft the defect containment brief

Module 4. Root Cause and Corrective Action

Situation

A customer returns parts for fit issues.

Stakeholder pressure: Say the operator missed a step.

Constraint: Root cause must be supported by data, not assumed from the visible failure.

Terms to use

- root cause
- 5 Whys
- fishbone
- 8D

Evidence, owner, or policy boundary

Pushback sentence

Draft the 8D problem statement

Module 5. Maintenance, Reliability, and Changeover

Situation

A critical machine keeps failing during peak demand.

Stakeholder pressure: Delay maintenance until the order is complete.

Constraint: Unplanned downtime, safety risk, spare parts, and preventive maintenance need balancing.

Terms to use

- preventive maintenance
- MTBF
- changeover
- spare parts

Evidence, owner, or policy boundary

Pushback sentence

Draft the maintenance risk escalation

Module 6. EHS and Safety Communication

Situation

A supervisor sees bypassed guarding during a rush order.

Stakeholder pressure: Finish the run and fix the guard later.

Constraint: Safety controls, lockout/tagout, and incident risk override schedule pressure.

Terms to use

- EHS
- lockout/tagout
- near miss
- stop work

Evidence, owner, or policy boundary

Pushback sentence

Draft the safety stop-work script

Module 7. Supplier Quality and Incoming Materials

Situation

Incoming material fails inspection before a major build.

Stakeholder pressure: Use it because the supplier says it is fine.

Constraint: Specification, deviation approval, alternate supply, and customer risk must be assessed.

Terms to use

- supplier quality
- incoming inspection

- specification
- deviation

Evidence, owner, or policy boundary

Pushback sentence

Draft the supplier deviation request

Module 8. Shift Handoffs and Escalation

Situation

The night shift leaves an unresolved process alarm.

Stakeholder pressure: Let day shift figure it out.

Constraint: Handoff needs status, actions taken, risk, owner, and escalation path.

Terms to use

- handoff
- andon
- escalation
- owner

Evidence, owner, or policy boundary

Pushback sentence

Draft the shift handoff note

Capstone Simulation

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