

Speak English Now Podcast

Episode #375

How to Use AI at Work in English

Hi! I'm Georgiana, and I'm back with a new episode.

I'm here to help you speak English more confidently and more naturally.

Before we start, get the transcript at my website.

And if you want to support the podcast, share it with your friends and family. That helps me a lot. Thank you!

All right! Let's start.

Today, we're going to talk about a very modern and practical topic:

How to use AI at work in English.

This episode is especially useful for you if you work for a multinational company, an international team, or any job where you need English for emails, meetings, presentations, documents, or communication with clients and colleagues.

These days, many people are using AI at work, and that makes sense.

AI can help you write emails, organize notes, prepare presentations, summarize documents, and improve the tone of a message.

So yes, AI can be useful.

But many people make the same mistake:
they use AI as if it were a replacement for their own thinking.

Or they ask AI to write like a native speaker, and then they copy English that is too advanced, too formal, or too unnatural for them.

And that can create problems.

The grammar may be correct.

The message may sound impressive.

But sometimes the person doesn't fully understand what they are sending.

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And that is risky.

Maybe your colleague asks a simple question.

Maybe your client wants clarification.

Maybe you need to explain your message in a meeting.

And then suddenly, you are using language that is not really yours.

So here is the main idea of today's episode:

Don't use AI as a replacement. Use AI as a helper.

Like an assistant.

Like someone who gives you a hand.

It can help you draft, improve, organize, and save time.

But you still need to think.

You still need to decide.

You still need to understand the message.

And you still need to be responsible for what you send.

That is the smart way to use AI.

So let me give you three simple ideas.

First:

Ask AI to adapt the English to your level.

Don't just say:

"Write this email for me."

Be more specific.

For example:

"Write this in clear B1 English."

"Use simple professional English."

"Adapt this for a non-native speaker."

"Use short sentences and natural vocabulary."

"Make it polite but not too formal."

This is important because professional English does not always mean difficult English.

Very often, the best professional message is simply:

clear,

polite,

natural,

and easy to understand.

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If you are asking a colleague for a document, you do not need extremely formal English.

You just need to be clear and polite.

Second:

Think about who you are writing or speaking to.

Not every message needs the same tone.

An email to a colleague is not the same as an email to a client.

A presentation is not the same as a quick internal message.

So before using AI, ask yourself:

Who is this for?

What is the goal?

How formal should this be?

That makes a big difference.

With a colleague, you may want something simple and friendly.

With a client, you may want something more careful and polished.

For a presentation, you need English that is easy to say aloud, not just nice to read.

Third:

Never send language you don't understand.

This is probably the golden rule.

If AI gives you a sentence and you don't really understand it, don't send it.

If a phrase sounds elegant but strange, be careful.

If the vocabulary is too advanced for you, simplify it.

Because you need control.

You need to know what you are saying.

You need to be able to explain it.

And you need to be able to answer questions about it.

So yes, use AI to support real tasks:

to rewrite an email,

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to make a message clearer,
to summarize a report,
to organize ideas for a presentation,
or to help you prepare for a meeting.

These are good uses.

But always read everything again.
Always make changes if necessary.
Always make sure the final message sounds natural for you.

So here is a simple rule to remember:

Ask AI to help you communicate better, not to pretend to be someone you are not.

You do not need to sound like a native speaker.
You do not need to sound brilliant.
You do not need to sound overly formal.

You need to sound:
clear,
professional,
natural,
and understandable.

And in many situations, that is actually better.

All right!

Now let's continue with the mini-story.



Mini-Story

(Improve your Speaking)

I'll tell you a story by asking questions.

After each question, answer out loud.

Then I'll give you the correct answer.

Ready? Let's start!

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Let's start!

Mike worked for a multinational company. He used English for emails and meetings.

Did Mike work for a multinational company?

Yes, Mike worked for a multinational company.

Did he use English at work?

Yes, he used English at work.

Did he use English for emails and meetings?

Yes, he used English for emails and meetings.

Did Mike use English only to order pizza?

No, he didn't use English only to order pizza. He used English for work.

Mike started using AI because he wanted help with his English.

Did Mike start using AI?

Yes, he started using AI.

Did he want help with his English?

Yes, he wanted help with his English.

Was that a bad idea?

No, that wasn't a bad idea.

Why did Mike use AI?

Because he wanted help with his English at work.

At first, Mike asked AI to write like a native speaker, and that was a mistake.

Did Mike make a mistake at first?

Yes, Mike made a mistake at first.

Did he ask AI to write like a native speaker?

Yes, he asked AI to write like a native speaker.

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Was the result too advanced for him?

Yes, the result was too advanced for him.

Was it also too formal?

Yes, it was also too formal.

One day, Mike sent a message with words he didn't really understand.

Did Mike send a message one day?

Yes, Mike sent a message one day.

Did he understand every word?

No, he didn't understand every word.

Was that risky?

Yes, that was risky.

Why was it risky?

Because he used words he didn't really understand.

After that, Mike changed his strategy. He told AI: "Use simple professional English" and "Adapt this for a non-native speaker."

Did Mike change his strategy?

Yes, Mike changed his strategy.

Did he ask for simple professional English?

Yes, he asked for simple professional English.

Did he ask AI to adapt the text for a non-native speaker?

Yes, he did.

Was this a better strategy?

Yes, this was a better strategy.

When Mike wrote to colleagues, he used a simple tone. When he wrote to clients, he used a more formal tone.

Did Mike use the same tone for everyone?

No, he didn't use the same tone for everyone.

Did he use a simpler tone with colleagues?

Yes, he used a simpler tone with colleagues.

Did he use a more formal tone with clients?

Yes, he used a more formal tone with clients.

Did Mike think about the situation now?

Yes, Mike thought about the situation now.

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Before sending anything, Mike always read it carefully and changed difficult words.

Did Mike send everything immediately?

No, he didn't send everything immediately.

Did he read everything carefully first?

Yes, he read everything carefully first.

Did he change difficult words?

Yes, he changed difficult words.

Did he stay in control?

Yes, he stayed in control.

Soon, Mike felt more confident because AI was helping him, not replacing him.

Did Mike feel more confident after some time?

Yes, Mike felt more confident after some time.

Was AI replacing Mike?

No, AI wasn't replacing Mike.

Was AI helping him?

Yes, AI was helping Mike.

What was the big lesson?

The big lesson was this: AI works best as a helper, not as a replacement.

All right. That's the end of the story. Listen to this mini-story many times to improve your speaking! See you in the next lesson!

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