

**Sample, pared down to show what every worksheet includes. Real worksheets are built from each session's recording.
The client and details are fictional.**

Session Worksheet

Daniela Ruiz · Session 4 of 15 · The Executive Voice Blueprint

1. What we worked on today

Today we worked on the endings of your numbers. When you say a figure at speed, the final consonant disappears, so “fourteen percent” becomes “fourteen percen” and listeners ask you to repeat it.

2. Your focus pattern

fourteen percent · forty percent · fifteen million · fifty million

Hold the final t for a moment before you move to the next word.

3. Your words this week

margin · forecast · variance · quarterly · facility · logistics

Taken from your own board update. Say each one twice, slowly and then at speaking pace.

4. Sentences from your meetings

Our margin rose fourteen percent this quarter.

The variance against forecast was under two percent.

One thing to try this week

Before your Thursday update, record the first two sentences on your phone and listen for the ends of the numbers. Send me the recording on WhatsApp if anything sounds off.

5. Practice log

Day	What I practiced	What felt hard