



PROJECT MANAGEMENT LESSON PLANNING

Student: Elena Pillado
 Classes per week: 2
 Position: Coppel Buyer/Vendors Team
 Level: B1/B1+
 Curriculum:  B1 Project Management Curriculum
 Current topic: 1-8

Decompress: Nov 27, 2023 Bernardo

Here's the template:  Needs analysis/Decompress template

Notes on Client (Changes on new curriculum, suggestions, needs another curriculum, etc.):

Remember to notify your leader when decompress is completed, or contact directly with Jaime via Slack

Week 1 - Professional profile

TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
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Date/teacher:

Lesson 1: Introduce yourself & describe your position	<ul style="list-style-type: none"> Grammar: Present tense/ Sentence structure with conjunctions Vocabulary: Action verbs necessary for the position 	<ul style="list-style-type: none"> Clients introduce themselves and describe their job 	<ul style="list-style-type: none"> What is project management? (video)
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Comments/ Suggestions for next lesson:

Date/teacher:

Lesson 2: Go over activities & responsibilities	<ul style="list-style-type: none"> Grammar: Gerunds (for activities & verbs that take gerunds) Vocabulary: work activities and responsibilities 	<ul style="list-style-type: none"> Clients talk about work activities and responsibilities 	<ul style="list-style-type: none"> Linkedin profiles
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Comments/ Suggestions for next lesson:

Date/teacher:

Lesson 3: Introduce your team members	<ul style="list-style-type: none"> Grammar: Present Simple and Continuous Vocabulary: adjectives 	<ul style="list-style-type: none"> Clients are able to introduce others and describe their responsibilities 	<ul style="list-style-type: none">
Comments/ Suggestions for next lesson:			
Week 2 - Your company			
TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
Date/teacher:			
Lesson 4: Describe the evolution of your company	<ul style="list-style-type: none"> Grammar: Past continuous vs past simple/ timelines Vocabulary: company history, time markers for the past 	<ul style="list-style-type: none"> Client presents the timeline of their company 	
Comments/ Suggestions for next lesson:			
Date/teacher:			
Lesson 5: Connect actions inside the company	<ul style="list-style-type: none"> Grammar: Connectors (emphasize, addition, contrast, ...) Vocabulary: organizational structure 	<ul style="list-style-type: none"> Client describes the organizational structure of their company and how it is connected 	<ul style="list-style-type: none"> Connectors
Comments/ Suggestions for next lesson:			
Date/teacher:			
Lesson 6: Explain the relation with suppliers & clients	<ul style="list-style-type: none"> Grammar: Modal verbs (possibilities & requests) Vocabulary: work relationships 	<ul style="list-style-type: none"> 	<ul style="list-style-type: none"> Modal verbs exercises
Comments/ Suggestions for next lesson:			
Week 3 - Current projects			
TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
Date/teacher:			
Lesson 7: Explain the process when you start a project	<ul style="list-style-type: none"> Grammar: Modals/Connections words (cause & effects) Vocabulary: projects 	<ul style="list-style-type: none"> Client discussed and describes a process of starting a project 	<ul style="list-style-type: none"> Six questions to ask before starting a big project.
Comments/ Suggestions for next lesson:			

Date/teacher:

Lesson 8: Describe your current project

- Grammar: Sequencers, Present Perfect
- Vocabulary: adjectives, projects

- Client describes and details current projects

- [Good project managers vs bad managers](#)

Comments/ Suggestions for next lesson:

Date/teacher:

Lesson 9: Describe past & future projects

- Grammar: Past Simple vs Present Perfect/ Future tense
- Vocabulary: adjectives, projects

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Comments/ Suggestions for next lesson:

Week 4 - Organizational chart**TOPIC & CONTENT****LANGUAGE FOCUS****PRODUCTION****MATERIALS / SKILLS****Date/teacher:**

Lesson 10: Explain the hierarchy of your company - Who works where?

- Conditionals (0 & 1st)
- Vocabulary: jobs and tasks

- .Client details the hierarchy and structure of their company

- Create organizational chart

Comments/ Suggestions for next lesson:

Date/teacher:

Lesson 11: Explain who is responsible for what or in charge of

- Grammar: verb + Prepositions/ gerunds and infinitives
- Vocabulary: departments

- Client details the departments in their company and their duties

- Draw the setup of your company

Comments/ Suggestions for next lesson:

Date/teacher:

Lesson 12: Compare different company structures

- Grammar: Comparatives & superlatives
- Vocabulary: company structure

- Client Compares Different company structures (alcanza vs coppel) - what are the pros and cons?

Comments/ Suggestions for next lesson:

Week 5 - Meetings**TOPIC & CONTENT****LANGUAGE FOCUS****PRODUCTION****MATERIALS / SKILLS**

Date/teacher:

Lesson 13: Scheduling & rescheduling meetings

- Grammar: Polite language (request & phrases)/ Preposition of time
- Skill: More complex question formation
- Vocabulary: meetings

- Client is able to schedule and reschedule appointments, discuss availability

- [Meeting vocabulary](#)
- [Quiz meeting vocabulary](#)

Comments/ Suggestions for next lesson:

Date/teacher:

Lesson 14: Preparing a meeting

- Grammar: : Phrasal verbs
- Vocabulary: wants and needs

- Client explains how they set up their meetings (wants & needs)

- [Article your meetings stink & what to do about it.](#)

Comments/ Suggestions for next lesson:

Date/teacher:

Lesson 15: Having a meeting

- Grammar: Discourse markers / WH question forms
- Skill: participating in a meeting
- Vocabulary: meetings

- Client role plays participating in a meeting

- [The most critical types of project management](#)
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Comments/ Suggestions for next lesson:

Week 6 - Let's hire someone!**Date/teacher:**

Lesson 16: Minimum vs preferred qualities (write a vacancy)

- Grammar: passive voice, Royal order of adjectives
- Skills: writing
- Vocabulary: skills hard and soft

- Client details and describes a job vacancy

- [Job Description Vocabulary](#)
- [Job Description Template](#)

Comments/ Suggestions for next lesson:

Date/teacher:

Lesson 17: Job interview

- Grammar: questions in passive
- Vocabulary: job vacancy

- Client asks and answers questions for a job interview

- [Inclusive Language \(extension activity\)](#)

Comments/ Suggestions for next lesson:

Date/teacher:

Lesson 18: Evaluate


- Grammar:

- Client evaluates

candidates	reported speech • Vocabulary: skills	potential candidates for a vacancy	
Comments/ Suggestions for next lesson:			
Week 7 Projects 2.0 - into the deep			
TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
Date/teacher:			
Lesson 19: Managing time	• Grammar: Second Conditional / prepositions of time • Vocabulary: time management	• Clients discusses their time management and deadlines	• Quiz vocab time management
Comments/ Suggestions for next lesson:			
Date/teacher:			
Lesson 20: Scopes and capabilities	• Grammar: Tenses review (all) • Vocabulary: intensifiers	• Client reflects on their scope and capabilities	• Avoid this time management mistakes
Comments/ Suggestions for next lesson:			
Date/teacher:			
Lesson 21: Risk and Result	• Grammar: will vs would/ conditionals review • Vocabulary; predictions	• Client is able to discuss how to calculate cost, outcome and manage risks and results	• How to prioritize your company's projects
Comments/ Suggestions for next lesson:			
Topic 8 - Evaluation - Formal			
Date/teacher:			
Lesson 22: Evaluation prep	• Content from week 1-3	• Explain who is involved in your current project	
Comments/ Suggestions for next lesson:			
Date/teacher:			
Lesson 23: Evaluation prep	• Content from week 4-5	• Explain the problems & solutions from your previous projects	
Comments/ Suggestions for next lesson:			
Date/teacher:			


Lesson 24: Evaluation prep	<ul style="list-style-type: none">Content from week 6-7	<ul style="list-style-type: none">Explain the KPIs of your project	Lesson 24: Evaluation prep
Comments/ Suggestions for next lesson:			
Lesson 25: Final eval			
Client's comments about evaluation/next curriculum:			
B1+ Intermediate Business			

LESSON PLANNING

Student: Elena Pillado
 Classes per week: 4
 Position: Coppel Buyer/Vendors Team
 Level: -B1
 Curriculum:  A2+ Business Interactions 2 Curriculum
 Current topic:8/8

This curriculum was changed, she will travel to China, focus to high and accurate speaking production

Decompress: Julio

Here's the template:  Needs analysis/Decompress template

Notes on Client (Changes on new curriculum, suggestions, needs another curriculum, etc.):

Remember to notify your leader when decompress is completed, or contact directly with Jaime via Slack

Week 1 - Effective Communication

TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
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Date/teacher: 8/14 Eka

Lesson 1: Analyzing general workplace communication	Grammar: -Question making -Present tenses	<ul style="list-style-type: none"> Client is able to make and answer questions about communication issues. 	What is Effective Communication? Definition, Characteristics, Skills, Significance, Barriers - The Investors Book
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Comments/ Suggestions for next lesson:

Date/teacher: August 15th, Bernardo

Lesson 2: Dealing with workplace discussions	Grammar: -Reporting verbs	<ul style="list-style-type: none"> Client is able to discuss in a polite way. 	Direct Discussion – How to Approach a Co-Worker Managing Workplace Conflict Vancouver Island University Canada
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Comments/ Suggestions for next lesson:

Date/teacher: August 17th, Bernardo

Lesson 3: Agreeing and disagreeing

Vocabulary:
agreeing /disagreeing

- Client is able to agree or disagree with co-workers.

[Useful phrases for discussions](#)

Comments/ Suggestions for next lesson:

Week 2 - Navigating Airports

TOPIC & CONTENT

LANGUAGE FOCUS

PRODUCTION

MATERIALS / SKILLS

Date/teacher: 8/18 Eka

Lesson 4: Airport Basics

-Introduction to airports, essential expressions(e.g., terminal, gate, security, boarding pass).
- Grammar Point: Present simple tense for describing routines and actions.

- The client will be able to navigate an airport, communicate with airport staff, and follow basic procedures..

Comments/ Suggestions for next lesson:

Date/teacher: August 19th, Bernardo

Lesson 5: Booking Flights and Checking-In

- Booking flights online, discussing flight details, checking-in procedures.
-Grammar Point: Past simple tense for discussing past travel experiences.

- Client will be able to book a flight, discuss flight information, and understand check-in processes

Comments/ Suggestions for next lesson:

Date/teacher: **August 19th, Bernardo**

Lesson 6: Airport Security and Boarding

- Security procedures, packing essentials, boarding the plane.
-Grammar Point: Imperatives for giving instructions and commands.

- Client will understand airport security protocols, pack appropriately, and follow boarding instructions.

Comments/ Suggestions for next lesson:

Week 3 - Navigating the City and Using Public Transportation

TOPIC & CONTENT

LANGUAGE FOCUS

PRODUCTION

MATERIALS / SKILLS

Date/teacher: 8/21 Eka

Lesson 7: Using Public Transportation

-Types of transportation (buses, subways, taxis), ticketing, common phrases.
-Grammar Point: Modal verbs (can, must) for expressing ability and necessity.

- Client will be able to navigate public transportation options and ask for directions.

[Conflict Resolution: Definition, Process, Skills, Examples](#)

Comments/ Suggestions for next lesson:

Date/teacher: 22/August Julio **DHP**

Lesson 8: Asking for Directions

-Asking for and giving directions around the city.
-Grammar Point: Prepositions of place for describing locations.

- Client will confidently ask for directions, understand responses, and find their way around.

[Section 6. Training for Conflict Resolution.](#)

Comments/ Suggestions for next lesson:

Date/teacher: 8/23 Eka

Lesson 9: Using Maps and Timetables

-Reading maps, understanding transportation timetables.
-Grammar Point: Future tense for discussing plans and schedules.

- Client will read maps, interpret timetables, and plan their journeys using public transportation.

[Joey doesn't share food, Friends 1080p](#)

Comments/ Suggestions for next lesson:

Week 4 - Interacting in Restaurants and Shopping

TOPIC & CONTENT

LANGUAGE FOCUS

PRODUCTION

MATERIALS / SKILLS

Date/teacher: August 24th, Paulina

Lesson 10: Dining Out in China

-Food items, restaurant settings, ordering dishes.
-Grammar Point: Countable and uncountable nouns for ordering and describing food.

- Client will confidently order food, understand menus, and interact in a restaurant.

[Emotions and Types of Emotional Responses](#)

Comments/ Suggestions for next lesson:

Date/teacher: 8/25 Eka

Lesson 11: Making Reservations

-Reserving tables, specifying preferences, changing reservations.
-Grammar Point: Conditional sentences for making polite requests.

- Client will make restaurant reservations, discuss preferences, and modify bookings if needed.


[Explanation: Introvert vs. Extrovert by Simon Sinek | Educational Speech | BillionaireBehaviour](#)

Comments/ Suggestions for next lesson:

Date/teacher: 8/25 Eka

Lesson 12: Handling Problems in Restaurants	<ul style="list-style-type: none"> -Dealing with issues (wrong orders, allergies), asking for assistance. -Grammar Point: Polite language and expressions for handling complaints. 	<ul style="list-style-type: none"> Client will effectively communicate concerns, request assistance, and resolve problems in restaurants. 	Tone Is Hard to Grasp Online. Can Tone Indicators Help?
Comments/ Suggestions for next lesson:			

Week 5 - Shopping and Souvenirs			
TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS

Date/teacher: August 26th, Jaime			
Lesson 13: Shopping	<ul style="list-style-type: none"> -Clothing, sizes, colors, common shopping phrases. -Grammar Point: Comparatives and superlatives for describing items. 	<ul style="list-style-type: none"> Client will shop for clothing, describe preferences, and interact with salespeople. 	10 Types of Workplace Relationships and How To Improve Them Indeed.com  Improving Workplac...
Comments/ Suggestions for next lesson:			

Date/teacher: 29/August Paulina 28/August Julio DHP,			
Lesson 14: Bargaining and Negotiating	<ul style="list-style-type: none"> -Bargaining in markets, negotiating prices. -Grammar Point: Expressing preferences using "would like" and "prefer." 	<ul style="list-style-type: none"> Client will confidently negotiate prices, express preferences, and engage in market transactions. 	Pronunciation: Want to be Polite? Learn English Intonation – Guest Post English with a Twist
Comments/ Suggestions for next lesson:			

Date/teacher: August 30th, Paulina			
Lesson 15: Souvenirs and Cultural Etiquette	<ul style="list-style-type: none"> -Buying souvenirs, understanding cultural norms. 	<ul style="list-style-type: none"> Client will purchase souvenirs, inquire about cultural norms, and practice respectful interactions. 	Successful teamwork: A case study

	-Grammar Point: Indirect speech for conveying reported speech.		
Comments/ Suggestions for next lesson:			

Topic 6 - Checking into Hotels

TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
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Date/teacher: August 31st, Paulina

Lesson 16: Arriving to theHotel	-Types of accommodations, hotel facilities, room amenities. -Grammar Point: Present continuous tense for describing current actions and situations.	<ul style="list-style-type: none"> Client will be able to check into a hotel, discuss room preferences, and inquire about facilities. 	How to say sorry at work
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Comments/ Suggestions for next lesson:

Date/teacher: 9/1 Roberto

Lesson 17: Asking for Services	-Requesting services (room cleaning, wake-up calls), special requests. -Grammar Point: Modal verbs (could, would) for making polite requests.	<ul style="list-style-type: none"> Client will confidently ask for hotel services and make special requests. 	How to Apologize Like a Professional How to apologize to a customer: A 3-step plan RingCentral
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Comments/ Suggestions for next lesson:

Date/teacher: 2/September Julio

Lesson 18: Handling Issues at Hotels	<ul style="list-style-type: none"> -Dealing with problems (room issues, reservations), expressing dissatisfaction. -Grammar Point: Conditional sentences for discussing hypothetical situations. 	<ul style="list-style-type: none"> Client will effectively communicate issues, request solutions, and handle problems at hotels. 	How to Apologize to a Client (With Email Template!) The Muse 6 excellent apology emails to send to your customers Front
Comments/ Suggestions for next lesson:			

Topic 7 - Exploring Chinese Culture			
TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS

Date/teacher: 9/4 Eka			
Lesson 19: Cultural Etiquette and Customs	<ul style="list-style-type: none"> -Greetings, gestures, cultural norms in China. -Grammar Point: Indirect questions for asking about customs and traditions. 	<ul style="list-style-type: none"> Client will learn about Chinese cultural etiquette and demonstrate cultural sensitivity. 	https://www.themuse.com/advice/the-right-way-to-ask-for-help-at-work
Comments/ Suggestions for next lesson:			

Date/teacher: September 5TH, Bernardo			
Lesson 20: Festivals and Celebrations	<ul style="list-style-type: none"> -Chinese festivals (Spring Festival, Mid-Autumn Festival), traditional celebrations. -Grammar Point: Past continuous tense for describing ongoing actions in the past. 	<ul style="list-style-type: none"> Client will discuss Chinese festivals, understand their significance, and engage in cultural conversations. 	10 Ways To Help and Support Colleagues at Work Indeed.com
Comments/ Suggestions for next lesson:			

Date/teacher: 21/September Julio OFF CURRICULUM, REPEAT 22/September			
Lesson 21: Traditional Cuisine and Dining Customs	<ul style="list-style-type: none"> -Chinese cuisine, dining customs, table manners. -Grammar Point: Expressions of preference and opinion for discussing food. 	<ul style="list-style-type: none"> Client will talk about Chinese dishes, understand dining customs, and participate in 	How to Make, Accept and Reject Offers in English-Bespeaking Blog

		discussions about food.	
Comments/ Suggestions for next lesson:			

Week 8 - Review

Aims: Review previous lessons

TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
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Date/teacher: 9/25 Roberto			
Lesson 22: Review week 1,2&3	<ul style="list-style-type: none"> Review 		
Comments/ Suggestions for next lesson:			

Date/teacher: October 4th / Karel			
Lesson 23: Review week 4,5&6	<ul style="list-style-type: none"> Review 		
Comments/ Suggestions for next lesson:			

Date/teacher: October 5th, Paulina			
Lesson 24: Review week 7&8	<ul style="list-style-type: none"> Review 		
Client's comments about evaluation/next curriculum:			

Lesson 25: Final speaking evaluation -			
Date/consultant: 10/9th – Eka - eval did not happen please DO IT NEXT CLASS			

Observations:

Next curriculum (learner's path):  B1 Project Management Curriculum - 1p summary


B1+ Presentations/Meetings LESSON PLANNING

Student: Elena Pillado

Classes per week: 4


Position: Coppel Buyer/Vendors Team

Level: B1 fluency A2 accuracy

Curriculum:  A2 Business Interactions 1 Curriculum - 1p summary

Current week: 8/8

Decompress:

Here's the template:  Needs analysis/Decompress template

Notes on Client (Changes on new curriculum, suggestions, needs another curriculum, etc.):

Remember to notify your leader when decompress is completed, or contact directly with Jaime via Slack

Topic 1 - Projects

Aims: Describing current projects you are involved in, your deliverables, people involved as well as past and future project your department is looking forward to initiating

TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
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Date/teacher: 5/July Julio

Lesson 1: Projects and deliverables

- Present Perfect Simple and Continuous
- Projects and deliverables

- Describe your current projects, deliverables and goals

Comments/ Suggestions for next lesson:

Date/teacher: 6/July Julio

Lesson 2: Staffing a project

- Adjectives and Adverbs
- Staffing

- Discuss the people involved in your projects

Lesson 2: Staffing a project

Comments/ Suggestions for next lesson:

Date/teacher: 6/July Julio

Lesson 3: Past and future projects

- Past tenses - simple and continuous
- Future tenses

- Explain and discuss your past and future projects

Lesson 3: Past and future projects

Comments/ Suggestions for next lesson:

Topic 2 - The concept of presentations

Aims: Describe the components of a presentation, starting and ending a presentation and explaining the outline of a presentation

TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
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Date/teacher: 7/July Julio

Lesson 4: Components of a presentation

- Presentation etiquette
- Sequencers

- Describe the components of a presentation

Comments/ Suggestions for next lesson:

This LP to an A2 level was modified as requested to fit client's proficiency (11/07/23)

Date/teacher: 11 July '23 - kiva OFF CURRICULUM 12/July Julio

Lesson 5: Offer your opinion on a project strategy

- Grammar: Expressions for personal opinion
- Vocabulary: opinions

- Client can give positive and negative opinions on project strategies

Comments/ Suggestions for next lesson:

Date/teacher: 14 July '23 - kiva

Lesson 6: Identify areas of growth in a results presentation

- Grammar: modals
- Vocabulary: being polite

- Client can politely point out areas of growth and suggest next steps

Comments/ Suggestions for next lesson:

Week 3 - Proposing a project

Aims:

TOPIC & CONTENT

LANGUAGE FOCUS

PRODUCTION

MATERIALS / SKILLS

Date/teacher: 19/ July Julio

Lesson 7: Describe your strategy for creating a project proposal

- Grammar: Prepositions of time
- Vocabulary: time expressions

- Client is able to detail the strategy of a project

Comments/ Suggestions for next lesson:

expressions for negotiating

Date/teacher: 20/ July Julio

Lesson 8: Back up your proposal with substantial arguments

- Grammar: Argumentation
- Vocabulary: useful expressions

- Client is able to argue in favor of their proposal

Comments/ Suggestions for next lesson:

Date/teacher: 7/21 Eka

Lesson 9: Give feedback on a coworker's presentation

- Grammar: Giving feedback
- Vocabulary: positive and negative feedback

- Client gives positive and negative feedback to others

Comments/ Suggestions for next lesson:

Week 4 - Negotiation

Aims:

TOPIC & CONTENT

LANGUAGE FOCUS

PRODUCTION

MATERIALS / SKILLS

Date/teacher: July 22nd, Bernardo

Lesson 10: Analyze different negotiation strategies

- Grammar: cause and effect
- Vocabulary: negotiation steps

- Clients discuss and detail different negotiation strategies

Comments/ Suggestions for next lesson:

Date/teacher: July 22nd, Bernardo

Lesson 11: Debate which strategy works best for a vendor/client/boss	<ul style="list-style-type: none"> Grammar: superlatives Vocabulary: adjectives 	<ul style="list-style-type: none"> Client is able to identify the best negotiation strategy for different situations 	
Comments/ Suggestions for next lesson:			

Date/teacher: 25 July '23 - kiva			
Lesson 12: Useful vocabulary and	<ul style="list-style-type: none"> Grammar: phrasal verbs / prepositions Vocabulary: useful expressions 	<ul style="list-style-type: none"> Client is able to conduct a successful negotiation 	Role play
Comments/ Suggestions for next lesson:			

Week 5 - Presentation strategies			
Aims:			
TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS

Date/teacher: 27 July '23 - kiva			
Lesson 13: Start a presentation efficiently	<ul style="list-style-type: none"> Grammar: Intonation, tone and pace Skills: intonation and pronunciation Vocabulary: presentations - starting 	<ul style="list-style-type: none"> Client is able to start a presentation and give an overview of the topics covered 	
Comments/ Suggestions for next lesson:			

Date/teacher: July 29th, Jaime			
Lesson 14: Transmit ideas	<ul style="list-style-type: none"> Grammar: Word choice 	<ul style="list-style-type: none"> Client is able to successfully transmit ideas 	

	<ul style="list-style-type: none"> Vocabulary: strong verbs, adjectives and nouns 	using powerful vocabulary	
Comments/ Suggestions for next lesson:			

Date/teacher: July 29th, Jaime			
Lesson 15: Asking and answering questions	<ul style="list-style-type: none"> Grammar: questions forms Vocabulary: questions 	<ul style="list-style-type: none"> Client is able to ask and answer questions related to a presentation 	
Comments/ Suggestions for next lesson:			

Topic 6 - Risks Aims: Identifying the essential elements of a business pitch and creating your company's pitch while reframing your company's challenges as positives			
TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS

Date/teacher: July 31st, Bernardo			
Lesson 16: Evaluate risks and qualify vendors	<ul style="list-style-type: none"> Grammar: adverbs Vocabulary : risks 	<ul style="list-style-type: none"> Client is able to assess and evaluate risks associated with their projects 	
Comments/ Suggestions for next lesson:			

Date/teacher: July 31st, Bernardo			
Lesson 17: Compare and manage risks	<ul style="list-style-type: none"> Grammar: discourse markers Vocabulary: adjectives 	<ul style="list-style-type: none"> Client compares and manages risks related to their projects 	

Comments/ Suggestions for next lesson:

Date/teacher: August 1st, Bernardo

Lesson 18: Declining a project because of risk

- Grammar: conditionals
- Vocabulary: polite declining

- Client is able to politely decline a risky project and give arguments to support the decision

Comments/ Suggestions for next lesson:

Topic 7 - Problem-solving

Aims:

TOPIC & CONTENT

LANGUAGE FOCUS

PRODUCTION

MATERIALS / SKILLS

Date/teacher: 8/2 Eka (DNH) 3/august Julio

Lesson 19: Solving a conflict between two co-workers

- Grammar: phrasal verbs
- Vocabulary: conflicts

- Client is able to mediate in a conflict between other parties

Comments/ Suggestions for next lesson:

Date/teacher: 8/4 Eka

Lesson 20: Expressing disagreement to your boss

- Grammar : polite disagreement
- Vocabulary: useful expressions

- Client is able to disagree politely

Comments/ Suggestions for next lesson:

Date/teacher: August 5th, Bernardo

Lesson 21: Giving motivation back to your team	<ul style="list-style-type: none"> Grammar: pitching Vocabulary: useful expressions 	<ul style="list-style-type: none"> Client is able to motivate again a team after a conflict 	
Comments/ Suggestions for next lesson:			

Week 8 - Review Aims: Review previous lessons			
TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS

Date/teacher: August 5th, Bernardo			
Lesson 22:	<ul style="list-style-type: none"> Presenting a project in a meeting 		
Comments/ Suggestions for next lesson:			

Date/teacher: 8/august Julio			
Lesson 23:	<ul style="list-style-type: none"> Negotiating the terms of the project 		
Comments/ Suggestions for next lesson:			

Date/teacher: 8/11 Eka (DNH)			
Lesson 24:	<ul style="list-style-type: none"> Dealing with risks and conflicts regarding the project 		
Client's comments about evaluation/next curriculum:			

RESTARTED SAME CURRICULUM**Topic 1 - Projects**

Aims: Describing current projects you are involved in, your deliverables, people involved as well as past and future project your department is looking forward to initiating

TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
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Date/teacher: 7/21 Ryan

Lesson 1: Projects and deliverables	<ul style="list-style-type: none">• Present Perfect Simple and Continuous• Projects and deliverables	<ul style="list-style-type: none">• Describe your current projects, deliverables and goals	
Comments/ Suggestions for next lesson:			

Date/teacher: 7/ 26 RYan

Lesson 2: Staffing a project	<ul style="list-style-type: none">• Adjectives and Adverbs• Staffing	<ul style="list-style-type: none">• Discuss the people involved in your projects	Lesson 2: Staffing a project
Comments/ Suggestions for next lesson:			

Date/teacher: 8/6 Ryan

Lesson 3: Past and future projects	<ul style="list-style-type: none">• Past tenses - simple and continuous• Future tenses	<ul style="list-style-type: none">• Explain and discuss your past and future projects	Lesson 3: Past and future projects
Comments/ Suggestions for next lesson:			

Topic 2 - The concept of presentations

Aims: Describe the components of a presentation, starting and ending a presentation and explaining the outline of a presentation

TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
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Date/teacher: 8/11 8/12 8/13 RYan off curriculum

Lesson 4: Components of a presentation

- Presentation etiquette
- Sequencers

- Describe the components of a presentation

Comments/ Suggestions for next lesson:

Date/teacher: 8/10 and 8/18 RYan

Lesson 5: Starting and ending a presentation

- Intonation & tone
- Useful phrases

- How to start & end a presentation

Comments/ Suggestions for next lesson:

Date/teacher: 8/19

Lesson 6: Introduction

- Phrasal verbs in meeting setting
- Vocab for starting a presentation

- Explain what your cover in your presentations

Lesson 6: Introduction

Comments/ Suggestions for next lesson:

Topic 3 - Presentation interactions

Aims: Keeping the attention during a presentation, asking and answering questions on what you hear

TOPIC & CONTENT

LANGUAGE FOCUS

PRODUCTION

MATERIALS / SKILLS

Date/teacher: 8/27

Lesson 7: Components of a presentation

- Phrases to command an audience
- IF and UNLESS

- How to keep the focus on topic during a presentation

Lesson 7: Components of a presentation

Comments/ Suggestions for next lesson:

Date/teacher: 9/2 and 9/12 RYan

Lesson 8: Questions

- Question formation

- Discuss possible follow up questions of your presentation

Comments/ Suggestions for next lesson:

Date/teacher: 9/13 and 9/14 RYan

Lesson 9: Answers

- Answering strategies
- Useful phrases

- Answer follow up questions about your presentation

Lesson 9: Answers

Comments/ Suggestions for next lesson:

Topic 4 - Sharing information

Aims: Give your opinion (agree/disagree) on what has been said during the last meeting, give ideas or input during meeting and clarify complex situations for outstanders

TOPIC & CONTENT

LANGUAGE FOCUS

PRODUCTION

MATERIALS / SKILLS

Date/teacher:

Lesson 10: Giving your opinion

- Modals (should, must, could, might)
- Agreeing and disagreeing

- Give opinion/ agree/disagree on what has been said during the last meeting

Comments/ Suggestions for next lesson:

Date/teacher:

Lesson 11: Sharing ideas

- Pitching - conditionals

- Pitching ideas and sharing opinions

	<ul style="list-style-type: none"> Expressing opinions 		
Comments/ Suggestions for next lesson:			

Date/teacher:			
Lesson 12: Clarifying	<ul style="list-style-type: none"> Discourse markers Tag questions 	<ul style="list-style-type: none"> Clarify complex situations for outstanders 	
Comments/ Suggestions for next lesson:			

Topic 5 - Meetings Aims: Leading a meeting, participating in a meeting and covering some strategies how to politely interrupt, ask for clarification or jump to a different topic.			
TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS

Date/teacher:			
Lesson 13: Meeting components	<ul style="list-style-type: none"> Meeting components and strategies Conditionals 	<ul style="list-style-type: none"> Discuss meeting components and strategies 	
Comments/ Suggestions for next lesson:			

Date/teacher:			
Lesson 14: Leading a meeting	<ul style="list-style-type: none"> Starting and finishing a meeting Leadership strategies 	<ul style="list-style-type: none"> Leading a successful meeting from start to finish 	
Comments/ Suggestions for next lesson:			

Date/teacher:			
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Lesson 15: Participating in meetings	<ul style="list-style-type: none"> • Interrupting politely • Expressing your opinion • Asking for clarification • Changing the topic 	<ul style="list-style-type: none"> • Effectively participating in a meeting 	
Comments/ Suggestions for next lesson:			

Topic 6 - Emails Aims: Defining the differences between formal & informal emails, sending an email requesting, or rescheduling a meeting, and with the minutes of your last meeting			
TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS

Date/teacher:			
Lesson 16: Formal and informal emails	<ul style="list-style-type: none"> • Formal and informal expressions for emails • Business email structure 	<ul style="list-style-type: none"> • Draft formal & informal emails 	
Comments/ Suggestions for next lesson:			

Date/teacher:			
Lesson 17: Requesting or rescheduling a meeting	<ul style="list-style-type: none"> • Modals for offers/requests • Apologizing 	<ul style="list-style-type: none"> • Schedule and reschedule meetings 	
Comments/ Suggestions for next lesson:			

Date/teacher:			
Lesson 18: Meeting minutes	<ul style="list-style-type: none"> • Summarizing/being concise • Discourse markers 	<ul style="list-style-type: none"> • Send a summary of your meeting to your team members/boss 	
Comments/ Suggestions for next lesson:			

Topic 7 - Reporting data

Aims: Focusing on numbers, tables, graphics and charts during meetings/presentations and describing and discussing these visuals

TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
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Date/teacher:

Lesson 19: Reporting numbers	<ul style="list-style-type: none">Phrasal verbs for Statistics, percentages , trendsNumbers - ordinal and cardinal, percentages,	<ul style="list-style-type: none">Discuss and report on numbers, percentages and trends	
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Comments/ Suggestions for next lesson:

Date/teacher:

Lesson 20: Charts and graphs	<ul style="list-style-type: none">Phrasal verbs for describing visualsdiscourse markersComparison and contrast	<ul style="list-style-type: none">Discuss and report on visuals	
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Comments/ Suggestions for next lesson:

Date/teacher:

Lesson 21: Reports	<ul style="list-style-type: none">Passive voiceWriting skills / reports	<ul style="list-style-type: none">Draft a report on your project/presentation /meeting	
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Comments/ Suggestions for next lesson:

Week 8 - Review week: Project preparation

TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
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Date/teacher:			
Lesson 22: Review	<ul style="list-style-type: none"> • Prepare a presentation on a current project • 		Conduct the Perfect Job Interview in Twelve Simple Steps https://www.linkedin.com/pulse/20140210135852-20017018-conduct-the-perfect-job-in-interview-in-twelve-simple-steps
Comments/ Suggestions for next lesson:			

Date/teacher:			
Lesson 23: Review	<ul style="list-style-type: none"> • Question answering techniques 		
Comments/ Suggestions for next lesson:			

Date/teacher:			
Lesson 24: Review	<ul style="list-style-type: none"> • Reporting on presentations/meetings 		
Client's comments about evaluation/next curriculum:			

Lesson 25: Final speaking evaluation -Final speaking evaluation -present your project, answer questions about your presentation and draft an email to report to your manager on the presentation meeting	
Date/consultant:	
Observations:	
Next curriculum (learner's path):	

PROJECT MANAGEMENT LESSON PLANNING

Student: Elena Pillado
 Classes per week:
 Position:
 Level: B1 fluency A2 accuracy
 Curriculum: [B1 Project Management Curriculum](#)
 Current topic:

Week 1 - Professional profile

TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
Date/teacher: 5/09 Camille			
Lesson 1: Introduce yourself & describe your position	<ul style="list-style-type: none"> Grammar: Present tense/ Sentence structure with conjunctions Vocabulary: Action verbs necessary for the position 	<ul style="list-style-type: none"> Clients introduce themselves and describe their job 	<ul style="list-style-type: none"> What is project management? (video)

Comments/ Suggestions for next lesson:

Date/teacher: 5/10 Camille

Lesson 2: Go over activities & responsibilities	<ul style="list-style-type: none"> Grammar: Gerunds (for activities & verbs that take gerunds) Vocabulary: work activities and responsibilities 	<ul style="list-style-type: none"> Clients talk about work activities and responsibilities 	<ul style="list-style-type: none"> Linkedin profiles
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Comments/ Suggestions for next lesson:

Date/teacher: 5/12 Tere

Lesson 3: Introduce your team members	<ul style="list-style-type: none"> Grammar: Present Simple and Continuous Vocabulary: adjectives 	<ul style="list-style-type: none"> Clients are able to introduce others and describe their responsibilities 	<ul style="list-style-type: none">
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Comments/ Suggestions for next lesson:

Week 2 - Your company

TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
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Date/teacher: 5/13th Eka

Lesson 4: Describe the evolution of your company

- Grammar: Past continuous vs past simple/ timelines
- Vocabulary: company history, time markers for the past

- Client presents the timeline of their company

Comments/ Suggestions for next lesson:

Date/teacher: 5/16th Alexis

Lesson 5: Connect actions inside the company

- Grammar: Connectors (emphasize, addition, contrast, ...)
- Vocabulary: organizational structure

- Client describes the organizational structure of their company and how it is connected

- [Connectors](#)

Comments/ Suggestions for next lesson:

Date/teacher: 5/17 Tere

Lesson 6: Explain the relation with suppliers & clients

- Grammar: Modal verbs (possibilities & requests)
- Vocabulary: work relationships

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- [Modal verbs exercises](#)

Comments/ Suggestions for next lesson:

Week 3 - Current projects

TOPIC & CONTENT

LANGUAGE FOCUS

PRODUCTION

MATERIALS / SKILLS

Date/teacher: 5/18 Tere

Lesson 7: Explain the process when you start a project

- Grammar: Modals/Connections words (cause & effects)
- Vocabulary: projects

- Client discussed and describes a process of starting a project

- [Six questions to ask before starting a big project.](#)

Comments/ Suggestions for next lesson:

Date/teacher: 5/23rd Alexis

Lesson 8: Describe your current project

- Grammar: Sequencers, Present Perfect
- Vocabulary: adjectives, projects

- Client describes and details current projects

- [Good project managers vs bad managers](#)

Comments/ Suggestions for next lesson:

Date/teacher: 5/24 Antonio

Lesson 9: Describe past & future projects

- Grammar: Past Simple vs Present Perfect/ Future tense
- Vocabulary: adjectives, projects

- Client details past and future projects

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Comments/ Suggestions for next lesson:

Week 4 - Organizational chart**TOPIC & CONTENT****LANGUAGE FOCUS****PRODUCTION****MATERIALS / SKILLS****Date/teacher: 5/25th Alexis**

Lesson 10: Explain the hierarchy of your company - Who works where?

- Conditionals (0 & 1st)
- Vocabulary: jobs and tasks

- .Client details the hierarchy and structure of their company

- Create organizational chart

Comments/ Suggestions for next lesson:

Date/teacher: 5/26th Alexis

Lesson 11: Explain who is responsible for what or in charge of

- Grammar: verb + Prepositions/ gerunds and infinitives
- Vocabulary: departments

- Client details the departments in their company and their duties

- Draw the setup of your company

Comments/ Suggestions for next lesson:

Date/teacher: 5/27th Alexis DNH- 5/30 Alexis

Lesson 12: Compare different company structures

- Grammar: Comparatives & superlatives
- Vocabulary: company structure

- Client Compares Different company structures (alcanza vs coppel) - what are the pros and cons?

Comments/ Suggestions for next lesson: Elena did not attend for personal reasons. Feel free to use this LP or adapt it as you see fit.

Week 5 - Meetings**TOPIC & CONTENT****LANGUAGE FOCUS****PRODUCTION****MATERIALS / SKILLS****Date/teacher: Edgar 5/31st**

Lesson 13: Scheduling & rescheduling meetings

- Grammar: Polite language (request & phrases)/ Preposition of time
- Skill: More complex question formation

- Client is able to schedule and reschedule appointments, discuss availability

- [Meeting vocabulary](#)
- [Quiz meeting vocabulary](#)

	<ul style="list-style-type: none"> Vocabulary: meetings 		
Comments/ Suggestions for next lesson: We only had 30 mins. of class because she was 10 minutes late and asked to finish 10 minutes earlier due to work. She wanted to review comparatives and superlatives so we focused on that for most of the session. Please introduce real quick prepositions of time in the next session.			
02/06/ Perla			
Lesson 14: Preparing a meeting	<ul style="list-style-type: none"> Grammar: : Phrasal verbs Vocabulary: wants and needs 	<ul style="list-style-type: none"> Client explains how they set up their meetings (wants & needs) 	<ul style="list-style-type: none"> Article <i>your meetings stink & what to do about it.</i>
Comments/ Suggestions for next lesson:			
02/06/Perla			
Lesson 15: Having a meeting	<ul style="list-style-type: none"> Grammar: Discourse markers / WH question forms Skill: participating in a meeting Vocabulary: meetings 	<ul style="list-style-type: none"> Client role plays participating in a meeting 	<ul style="list-style-type: none"> The most critical types of project management
Comments/ Suggestions for next lesson:			
Week 6 - Let's hire someone!			
Date/teacher: 6/ 7 Maja			
Lesson 16: Minimum vs preferred qualities (write a vacancy)	<ul style="list-style-type: none"> Grammar: passive voice, Royal order of adjectives Skills: writing Vocabulary: skills hard and soft 	<ul style="list-style-type: none"> Client details and describes a job vacancy 	<ul style="list-style-type: none"> Job Description Vocabulary Job Description Template
Comments/ Suggestions for next lesson:			
Date/teacher: 6/ 8 Ryan			
Lesson 17: Job interview	<ul style="list-style-type: none"> Grammar: questions in passive Vocabulary: job vacancy 	<ul style="list-style-type: none"> Client asks and answers questions for a job interview 	<ul style="list-style-type: none"> Inclusive Language (extension activity)
Comments/ Suggestions for next lesson:			
Date/teacher: 6/9 RYAN			
Lesson 18: Evaluate candidates	<ul style="list-style-type: none"> Grammar: reported speech Vocabulary: skills 	<ul style="list-style-type: none"> Client evaluates potential candidates for a vacancy 	
Comments/ Suggestions for next lesson:			

Week 7 Projects 2.0 - into the deep**TOPIC & CONTENT****LANGUAGE FOCUS****PRODUCTION****MATERIALS / SKILLS****Date/teacher: 06/13 Roberto**

Lesson 19: Managing time

- Grammar: Second Conditional / prepositions of time
- Vocabulary: time management

- Clients discuss their time management and deadlines

- [Quiz vocab time management](#)

Comments/ Suggestions for next lesson:

Date/teacher:06/14 Roberto

Lesson 20: Scopes and capabilities

- Grammar: Tenses review (all)
- Vocabulary: intensifiers

- Client reflects on their scope and capabilities

- [Avoid this time management mistakes](#)

Comments/ Suggestions for next lesson:

Date/teacher: 6/15th Alexis

Lesson 21: Risk and Result

- Grammar: will vs would/ conditionals review
- Vocabulary: predictions

- Client is able to discuss how to calculate cost, outcome and manage risks and results

- [How to prioritize your company's projects](#)

Comments/ Suggestions for next lesson:

Topic 8 - Evaluation - Formal**Date/teacher: 6/16th Denisse**

Lesson 22: Evaluation prep

- Content from week 1-3

- Explain who is involved in your current project

Comments/ Suggestions for next lesson:

Date/teacher: 6/17 Ryan

Lesson 23: Evaluation prep

- Content from week 4-5

- Explain the problems & solutions from your previous projects

Comments/ Suggestions for next lesson:

Date/teacher: 7/5 7/6 7/7 - 3 review lessons off curric Ryan

Lesson 24: Evaluation prep

- Content from week 6-7

- Explain the KPIs of your project

Lesson 24: Evaluation prep

Comments/ Suggestions for next lesson:

