A2+ Business/General Interactions 2 Curriculum - LESSON PLANNING
Student: Perla Gaxiola Classes per week: 1 Position: Manager at Russell Bedford Level: A2+ Curriculum: 📄 A2+ Business/General Interactions 2 Curriculum

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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 (BUSINESS)
Aims:

TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
Date/teacher: January 16th, Alejandro			
Lesson 1: Analyzing general workplace communication	• Grammar: Question making - present tenses	• Client is able to	
Comments/ Suggestions for next lesson:			
Date/teacher: January 28th, Alejandro			
Lesson 2: Dealing with workplace discussions	• Grammar: Reporting verbs	• Client is able to	
Comments/ Suggestions for next lesson: The client was able to explore using synonyms and a wider range of words to avoid repetitiveness.			
Date/teacher: February 4th, Alejandro			
Lesson 3: Agreeing and disagreeing	• Grammar:Present simple and progressive	• Client is able to	

Comments/ Suggestions for next lesson:	

Week 2 - Feedback and Interactions(GENERAL)

Aims:

TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS

Date/teacher: February 13th, Alejandro

Lesson 4: Praising friends	• Grammar: Coordinating conjunctions	• Client is able to	
Comments/ Suggestions for next lesson:			

Date/teacher: February 25th, Alejandro

Lesson 5: Latest news and bias	• Grammar: Raising and falling intonation in statements	• Client is able to	
Comments/ Suggestions for next lesson:			

Date/teacher: March 4th, Alejandro

Lesson 6: Making new friends	• Grammar: Characteristics of a pep talk	• Client is able to	
Comments/ Suggestions for next lesson:			

Week 3 -Conflict Resolution (BUSINESS)
Aims:

TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS

Date/teacher: March 13th, Alejandro

Lesson 7: Mediating and reaching compromises	• Grammar: Comparatives and Superlatives	• Client is able to	

Comments/ Suggestions for next lesson:

Date/teacher: April 3rd, Alejandro
March 27th, Alejandro (off topic)

Lesson 8: Solving a conflict in the office	• Grammar: Linking words	• Client is able to	

Comments/ Suggestions for next lesson:

Date/teacher: April 10th, Alejandro

Lesson 9:Giving full details to your boss	● Grammar: Reported speech	● Client is able to	

Comments/ Suggestions for next lesson:

Week 4 - Cultivating Empathy (GENERAL)
Aims:

TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS

Date/teacher:

Lesson 10: Identifying emotions in family and friends	• Grammar: ed and -ing adjectives	• Client is able to	

Comments/ Suggestions for next lesson:

Date/teacher:

Lesson 11: Introvert vs. Extrovert spectrum.	• Grammar: Vocabulary to describe emotions	• Client is able to	

Comments/ Suggestions for next lesson:

Date/teacher:			
Lesson 12: Tones and accents	• Grammar: Intonation in formal and informal contexts	• Client is able to	
Comments/ Suggestions for next lesson:			

Week 5 - Strengthening Relationships (BUSINESS)

Aims:

TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS

Date/teacher:			
Lesson 13: Workplace relationships	• Grammar: Present perfect: life experiences	• Client is able to	
Comments/ Suggestions for next lesson:			

Date/teacher:			
Lesson 14: Polite statements and intonation	• Grammar: Conditionals	• Client is able to	
Comments/ Suggestions for next lesson:			

Date/teacher:			
Lesson 15: Identifying and activating mutual team member interests	• Grammar: Vocabulary for Persuasive expression	• Client is able to	
Comments/ Suggestions for next lesson:			

Week 6 - Apology Process (GENERAL)

Date/teacher:			
Lesson 16: Maturity, what is it?	• Grammar: Modals	● Client is able to	
Comments/ Suggestions for next lesson:			

Date/teacher:			
Lesson 17: Apologizing and debating	● Grammar: Expressing result: therefore, thus, so, as a result, due to, etc.	● Client is able to	
Comments/ Suggestions for next lesson:			

Date/teacher:			
Lesson 18: Correcting your friends, about moral and ethics	• Grammar: Writing: emails	● Client is able to	
Comments/ Suggestions for next lesson:			

Week 7 - Asking for help (BUSINESS)

Aims:

TOPIC & CONTENT	**LANGUAGE FOCUS**	**PRODUCTION**	**MATERIALS / SKILLS**

Date/teacher:			
Lesson 19: Requesting help politely and formally to coworkers	• Grammar: Making polite requests	● Client is able to	
Comments/ Suggestions for next lesson:			

Date/teacher:			
Lesson 20: Offering help	● Grammar: Conditionals	● Client is able to	
Comments/ Suggestions for next lesson:			

Date/teacher:			
Lesson 21: Accepting or rejecting help	• Grammar: Passive voice: simple past and simple present	● Client is able to	
Comments/ Suggestions for next lesson:			

Week 8 - Review and Evaluation

Aims: Review previous lessons

TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS

Date/teacher:			
Lesson 22: Review weeks 1-3	• Review weeks 1-3		
Comments/ Suggestions for next lesson:			

Date/teacher:			
Lesson 23: Review weeks 4-6	• Review weeks 4-6		
Comments/ Suggestions for next lesson:			

Date/teacher:			
Lesson 24: Review weeks 6-7	• Review weeks 6-7		

Client's comments about evaluation/next curriculum:

Lesson 25: Final speaking evaluation -
Date/consultant:
Observations:
Next curriculum (learner's path):

A2 Business Interactions 1 - LESSON PLANNING
Student: Perla Gaxiola Classes per week: 2 Position: Manager at Russell Bedford Level: A2 Curriculum: 📄 A2 Business Interactions 1 Curriculum Current week: 8/8

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Week 1 - First Day
Aims:

TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS

Date/teacher: 8/4 Roberto			
Lesson 1: Present your educational background	• Grammar: Present tenses review • Vocabulary: educational background	• Client is able to talk about their educational background	
Comments/ Suggestions for next lesson:			

Date/teacher: 8/8 Roberto

| Lesson 2: Explain your professional experience | • Grammar: sequencers , past review
• Vocabulary: work experience | • Client is able to describe their past professional experience | |

Comments/ Suggestions for next lesson:

Date/teacher: 8/18 Roberto			
Lesson 3: Discuss cultural differences between Mexico and the US	• Grammar: comparatives • Vocabulary: work cultures, adjectives	• Client is able to describe the differences/similarities and compare different work cultures	

Comments/ Suggestions for next lesson:

Week 2 - Current Projects
Aims:

TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS

Date/teacher: 8/25 Eka			
Lesson 4: Explain what projects you're currently working on	• Grammar: Connecting words for cause and effect • Vocabulary: projects, cause and effect	• Client is able to describe their current projects	

Comments/ Suggestions for next lesson:

Date/teacher: 9/7 Eka 9/1 Eka (DNH)			
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: 9/15 Eka			
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: 9/22 José Luis

TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
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	expressions for negotiating

Comments/ Suggestions for next lesson:

Date/teacher: October 5th - Orlando

TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
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: 10/20 Eka
October 12th - Orlando DNH

TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
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: 10/27 Eka

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: 11/3 Eka			
Lesson 11: Debate which strategy works best for a vendor/client/boss	• Grammar: superlatives • Vocabulary: adjectives	• Client is able to identify the best negotiation strategy for different situations	
Comments/ Suggestions for next lesson:			

Date/teacher: 11/07 Norma			
Lesson 12: Useful vocabulary and expressions for negotiating	● Grammar: phrasal verbs / prepositions ● Vocabulary: useful expressions	● Client is able to conduct a successful negotiation	Role play
Comments/ Suggestions for next lesson:			

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Week 4 - Negotiation			
Aims:			
TOPIC & CONTENT	**LANGUAGE FOCUS**	**PRODUCTION**	**MATERIALS / SKILLS**

Date/teacher: May 9th, Alejandro			
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: May 23rd, Alejandro			
Lesson 11: Debate which strategy works best for a vendor/client/boss	• Grammar: superlatives • Vocabulary: adjectives	• Client is able to identify the best negotiation strategy for different situations	
Comments/ Suggestions for next lesson:			

Date/teacher: May 30th, Alejandro			
Lesson 12: Useful vocabulary and expressions for negotiating	• Grammar: phrasal verbs / prepositions • Vocabulary: useful expressions	• 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: June 6th, Alejandro (off curriculum) / June 13th, Alejandro			
Lesson 13: Start a presentation efficiently	• Grammar: Intonation, tone and pace • Skills: intonation and pronunciation • Vocabulary: presentations - starting	• Client is able to start a presentation and give an overview of the topics covered	
Comments/ Suggestions for next lesson:			

Date/teacher: June 21st, Alejandro			
Lesson 14: Transmit ideas	• Grammar: Word choice • Vocabulary: strong verbs, adjectives and nouns	• Client is able to successfully transmit ideas using powerful vocabulary	
Comments/ Suggestions for next lesson:			

Date/teacher: June 27th, Alejandro			
Lesson 15: Asking and answering questions	• Grammar: questions forms • Vocabulary:questions	• 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 4th, Alejandro			
Lesson 16: Evaluate risks and qualify vendors	• Grammar: adverbs • Vocabulary : risks	• Client is able to assess and evaluate risks	

		associated with their projects	

Comments/ Suggestions for next lesson:			

Date/teacher: July 17th, Alejandro			
Lesson 17: Compare and manage risks	• Grammar: discourse markers • Vocabulary: adjectives	• Client compares and manages risks related to their projects	

Comments/ Suggestions for next lesson:			

Date/teacher: August 1st, Alejandro			
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: August 8th, Alejandro			
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: August 16th, Alejandro			
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 22nd, Alejandro			
Lesson 21: Giving motivation back to your team	• Grammar: pitching • Vocabulary: useful expressions	● 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: September 3rd, Alejandro			
Lesson 22:	• **Presenting a project in a meeting**		
Comments/ Suggestions for next lesson:			

Date/teacher: September 5th, Alejandro			
Lesson 23:	● **Negotiating the terms of the project**		
Comments/ Suggestions for next lesson:			

Date/teacher:			
Lesson 24:	• Dealing with risks and conflicts regarding the project		

Client's comments about evaluation/next curriculum:

Lesson 25: Final speaking evaluation -
Date/consultant:
Observations:
Next curriculum (learner's path):