Perla is travelling next October. Classes should focus on networking and social interaction.

Networking - LESSON PLANNING
Student: Perla Gaxiola Classes per week: 1 Position: Manager at Russell Bedford Level: B1/B1+ Curriculum: A2/A2+ Networking Curriculum Current week:

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 - Networking 101
Aims: Discussing and talking about the implications of networking.

TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
Date/teacher: May 21, 2026 Alejandro			
Lesson 1: Introduce yourself & ask questions when you meet a new person	• Grammar: Present tense - review to see if they use the 3rd person singular well • Vocabulary: WH Questions	• Client is able to talk about his work and personal life.	http://esldiscussiontopics.com/g01_presentSimple.html
Comments/ Suggestions for next lesson:			
Date/teacher: May 28, 2026 Alejandro			
Lesson 2: Talk about your career path	• Grammar: Questions present tense - review	• Client is able to discuss their career path.	https://english-at-home.com/career/
Comments/ Suggestions for next lesson:			
Date/teacher: Jun 11, 2026 Alejandro			
Lesson 3: Do's & Don'ts of Networking	• Grammar: Demonstrative pronouns	• Client is able to give their opinion on networking.	https://www.cio.com/article/230572/how-to-network-17-tips-for-shy-people.html

	and review of there is/are • Vocabulary: Current events, small talk		
Comments/ Suggestions for next lesson:			

Topic 2 - Social networking **Aims:** Discussing social interactions and networking.			
TOPIC & CONTENT	**LANGUAGE FOCUS**	**PRODUCTION**	**MATERIALS / SKILLS**
Date/teacher: Jun 19, 2026 Alejandro			
Lesson 4: Pitching yourself	• Grammar: Rephrasing • Vocabulary: Cue business words	• Client is able to speak with proficiency about themselves.	https://www.thebalancemoney.com/elevator-speech-examples-and-writing-tips-2061976
Comments/ Suggestions for next lesson:			
Date/teacher: Jun 25, 2026 Alejandro			
Lesson 5: Discuss some tips for networking	• Grammar: Discourse markers • Vocabulary: Connectors	• Client is able to give tips on networking.	Best Networking Tips: …
Comments/ Suggestions for next lesson:			
Date/teacher: Jul 9, 2026 Alejandro			
Lesson 6: Explain how to use social media to network	• Grammar: Formal vs informal • Vocabulary: Tech words for social media.	• Client compares formal and informal speech.	How to Use Social Me…
Comments/ Suggestions for next lesson:			

Topic 3 - Personality check **Aims:** Discussing, comparing and contrasting personality.			
TOPIC & CONTENT	**LANGUAGE FOCUS**	**PRODUCTION**	**MATERIALS / SKILLS**
Date/teacher: Jul 10, 2026 Alejandro			

Lesson 7: What is your personality?	• Grammar: Conditionals - Introduction (zero & first)	• Client is able to describe their personalities.	https://www.wikihow.com/Describe-Someone%27s-Personality
Comments/ Suggestions for next lesson:			

Date/teacher: Jul 16, 2026 Alejandro			
Lesson 8: Strengths & weaknesses of your personality	• Grammar: Professional adjectives • Vocabulary: Words to describe your co-workers.	• Client describes personality traits.	https://www.indeed.com/career-advice/career-development/words-to-describe-coworkers
Comments/ Suggestions for next lesson:			

Date/teacher: Jul 24, 2026 Alejandro DNH / Aug 6			
Lesson 9: How to use your personality to network	• Grammar: Will / Going To for predictions • Vocabulary: Adjectives to describe personality.	• Client discusses personality and network.	Discovering Your Netw…
Comments/ Suggestions for next lesson:			

Topic 4 - Cultural differences **Aims:** Discussing, comparing and contrasting different cultures			
TOPIC & CONTENT	**LANGUAGE FOCUS**	**PRODUCTION**	**MATERIALS / SKILLS**

Date/teacher: 08/13 Eka			
Lesson 10: Networking in Mexico vs US	• Grammar: Comparing two social cultures. • Vocabulary: Comparisons social adjectives.	• Clients discuss cultures.	https://mztrealestate.com/cultural-differences-us-and-mexico
Comments/ Suggestions for next lesson:			

Date/teacher: Aug 21, 2026 Alejandro			
Lesson 11: Describe what people have to offer in Mexico vs US	• Grammar: Connecting words (contrast). • Vocabulary: Status words.	• Client discusses working environment.	Cultural Differences Be…
Comments/ Suggestions for next lesson:			

Date/teacher: Aug 28, 2026 Alejandro			
Lesson 12: Why do we network? Purpose vs Status vs Money vs Security	• Grammar: Concision.	• Client analyzes the concept of social success.	https://www.universitylabpartners.org/student-voices/importance-of-networking
Comments/ Suggestions for next lesson:			

Topic 5 - Job interviews **Aims:** Discussing job interviews techniques.			
TOPIC & CONTENT	**LANGUAGE FOCUS**	**PRODUCTION**	**MATERIALS / SKILLS**

Date/teacher: Sep 18, 2026 Alejandro			
Lesson 13: What are common interview questions for your job?	• Grammar: Listening for details. • Vocabulary: Job interviews common phrases.	• Client discusses common job interview questions.	https://www.indeed.com/career-advice/interviewing/top-interview-questions-and-answers
Comments/ Suggestions for next lesson:			

Date/teacher: Sep 24, 2026 Alejandro			
Lesson 14: Answer common questions correctly	• Grammar: Fluency, Past Tense review.	• Client discusses proper pronunciation and fluency when answering questions in a job interview.	Top Interview Tips: Co…
Comments/ Suggestions for next lesson:			

Date/teacher: Oct 1, 2026 Alejandro			
Lesson 15: Roleplay job interview	• Grammar: Self correction	• Client discusses the future possibilities and impacts of technology.	https://www.seek.com.au/career-advice/article/common-interview-questions-and-how-to-answer-them
Comments/ Suggestions for next lesson:			

Topic 6 - A previous life **Aims:** Describing and discussing personal goals and histories.

TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
Date/teacher: Oct 8, 2026 Alejandro			
Lesson 16: Describe previous work experiences	• Grammar: Past Tenses. • Vocabulary: Business verbs.	• Client describe past job experiences.	https://www.indeed.com/career-advice/interviewing/interview-question-tell-me-about-your-work-experience
Comments/ Suggestions for next lesson:			
Date/teacher: Oct 15, 2026 Alejandro			
Lesson 17: Explain your best and worst experience - previous jobs.	• Grammar: If-clauses, Discourse markers. • Vocabulary: Adjectives for emotions.	• Client discusses and compares job experiences.	What's Your Worst Job…
Comments/ Suggestions for next lesson:			
Date/teacher:			
Lesson 18: What are you expecting from your new job	• Grammar: Simple and Continuous Future Tenses • Vocabulary: Adverbs.	• Client discusses future jobs.	WHAT IS YOUR DREAM…
Comments/ Suggestions for next lesson:			

Topic 7 - Project: My resume
Aims: Complete a personal resume in English.

TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
Date/teacher:			
Lesson 19: Reviewing candidates resumes	• Grammar: Zero conditional • Vocabulary: Trends of interest	• Client checks on current resume.	https://hbr.org/2023/01/what-makes-a-great-resume
Comments/ Suggestions for next lesson:			
Date/teacher:			
Lesson 20: Presenting work experience	• Grammar: First conditional and second conditional	• Client describes relevant work experiences.	Describe Your Experience

	• Vocabulary: New and modern trends		
Comments/ Suggestions for next lesson:			

Date/teacher:			
Lesson 21: Showcasing skills (hard skills and soft skills)	• Grammar: Third conditional	• Client describes his/her strongest work-related skills.	This is what makes em…
Comments/ Suggestions for next lesson:			

Topic 8 - REVIEW WEEK
Aims: General review.

TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS

Date/teacher:			
Lesson 22: Review	• Topic 1-2	•	
Comments/ Suggestions for next lesson:			

Date/teacher:			
Lesson 23: Review	• Topic 3-4		
Comments/ Suggestions for next lesson:			

Date/teacher:			
Lesson 24: Review	• Topic 5-7		
Client's comments about evaluation/next curriculum:			

Lesson 25: Final speaking evaluation -

Date/consultant:
Observations:
Next curriculum (learner's path):

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

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

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) **Aims:**			
TOPIC & CONTENT	**LANGUAGE FOCUS**	**PRODUCTION**	**MATERIALS / SKILLS**

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

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

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			
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			
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			
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:			

DEAR CONSULTANT: SHE IS RESTARTING. PLEASE ASK HER FOR HER GOALS AND OBJECTIVES SO WE CAN

SELECT THE PROPER CURRICULUM FOR HER

Decompress: April 25th, Alejandro
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 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):