

Client would like to start over her curriculum since she has not been consistent with attendance

A1 LESSON PLANNING			
Student: Isabel Mendoza Classes per week: 2 Position: NGO director Level: A1 Curriculum: W A1 Professional Beginners Curriculum Current week: Material for classes: ≡ A1 Professional Beginners Curriculum Material			
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 - Facts and Routines Aims: Describe yourself using the correct forms of the verb TO BE and other common verbs in English, talking about your every-day and work routines.			
TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
Date/teacher: 07/01 Eka June 9th, Edgar DNH - June 11th Camille (DNH) 06/02 Eka 05/26 Eka DNH 05/21 Eka DNH March 18, 25/Tere			
Lesson 1: Talking about oneself	<ul style="list-style-type: none"> Grammar: Present Simple of verbs (positive forms) Vocabulary: Verbs and adjectives for describing 	<ul style="list-style-type: none"> Clients describe themselves and introduce themselves to others 	Speaking about your job Homework: Send a short voice note introducing yourself

	oneself		
Comments/ Suggestions for next lesson:			
Date/teacher: July 3 Maja			
Lesson 2: Daily and work routines	<ul style="list-style-type: none"> Grammar: SVO /Present simple negatives/ verb TO LIKE Vocabulary: Verbs for work routines 	<ul style="list-style-type: none"> Client describes their job and tasks, as well as daily routines 	Vocabulary daily routines Homework: Send a short voice note describing your job and your tasks
Comments/ Suggestions for next lesson:			
Date/teacher: September 1st, Edgar			
Lesson 3: Frequency of routines	<ul style="list-style-type: none"> Grammar: Adverbs of frequency / Present simple questions / Prepositions of time (AT IN ON) Vocabulary: Expressions of time 	<ul style="list-style-type: none"> Clients ask and answer questions about work and personal details 	Reading and grammar exercises for lower levels FINAL TASK: Create your business card and introduce yourself in a professional setting
Comments/ Suggestions for next lesson:			
Week 2 - Relationships Aims: Describing other individuals from personal and professional life, using the present tense to detail facts about individuals and enterprises.			
TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
Date/teacher:			
Lesson 4: Family members	<ul style="list-style-type: none"> Grammar: Present Simple 3rd person Skills: Pronunciation of -s Vocabulary: family and relatives 	<ul style="list-style-type: none"> Client describes own family and their routines 	Pronunciation -s Vocabulary - Family Homework: Send a voice note about one family member of your choice.
Comments/ Suggestions for next lesson:			

Date/teacher:			
Lesson 5: Work relationships	<ul style="list-style-type: none"> Grammar: Present Simple 3rd person negatives /SOME and ANY Vocabulary: Jobs - positions in company 	<ul style="list-style-type: none"> Client describes the people they work with 	Grammar - interactive exercises Homework: Write a short profile for your boss/colleague/ client
Comments/ Suggestions for next lesson:			
Date/teacher:			
Lesson 6: Organizational Charts	<ul style="list-style-type: none"> Vocabulary for company structure and processes Grammar: SOME and ANY and MUCH and MANY 	<ul style="list-style-type: none"> Client details their company's structure and explain what their company does 	Vocabulary-describing companies FINAL TASK: Prepare a short presentation on your company and your role in it
Comments/ Suggestions for next lesson:			
Week 3 - Places Aims: Describing places using expressions with there is and are and correct forms of regular and irregular nouns, adding adjectives to descriptions, and discussing and inquiring about different points of interest.			
TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
Date/teacher:			
Lesson 7: My city	<ul style="list-style-type: none"> Grammar: There is and There are/plurals Skills: Pronunciation -s Vocabulary : buildings and places in a city 	<ul style="list-style-type: none"> Client is able to describe their hometown 	Pronunciation -s There is/are- places in a city Homework: Send a voice note describing a city you know
Date/teacher:			
Lesson 8: In the neighborhood	<ul style="list-style-type: none"> Grammar: There is /are questions/prepositions of place/ irregular plurals 	<ul style="list-style-type: none"> Client is able to inquire about places in a city 	There is/are- places in a city Homework: Send a voice note to a friend asking about their city

	<ul style="list-style-type: none"> Skills: Intonation -questions Vocabulary : adjectives 		
Comments/ Suggestions for next lesson:			
Date/teacher:			
Lesson 9: Describing places	<ul style="list-style-type: none"> Grammar: There is/are negatives and questions/ irregular plurals/ adjectives Skills: Pronunciation plurals/ intonation in questions Vocabulary: Adjectives/ places of interest 	<ul style="list-style-type: none"> Client is able to discuss and inquire about different places of interest 	Vocabulary reference list Grammar - interactive exercises FINAL TASK: Send a voice note describing your office building and the places you visit there. Ask the other party about their office space.
Comments/ Suggestions for next lesson:			
Week 4 - Directions Aims: Understanding and providing specific directions using imperatives, discussing usual routes using target vocabulary, as well as comparing and contrasting preferences related to daily commute.			
TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
Date/teacher:			
Lesson 10: Giving and following directions	<ul style="list-style-type: none"> Grammar: Imperatives / Prepositions of place Vocabulary: Verbs and directions 	<ul style="list-style-type: none"> Client gives and understands basic directions 	Video - AT IN ON Grammar - imperatives Homework: Send a voice note on how you get from home to work
Comments/ Suggestions for next lesson:			
Date/teacher:			
Lesson 11: Transportation	<ul style="list-style-type: none"> Grammar: Comparatives and superlatives Vocabulary: Transport 	<ul style="list-style-type: none"> Client is able to discuss different forms of commuting 	An interactive map Directions - interactive Homework: Send a voice message comparing two forms of transport you use to go to work
Comments/ Suggestions for next lesson:			
Date/teacher:			

Lesson 12: Your work route	<ul style="list-style-type: none"> Grammar: Present simple review/prepositions of place Vocabulary: Places in a city 	<ul style="list-style-type: none"> Client is able to explain their daily commute, and of others 	Grammar - interactive exercises FINAL TASK: Send a voice message with directions to your office for a colleague you are meeting
Comments/ Suggestions for next lesson:			
Week 5 - Small talk Aims: Expressing likes and dislikes, discussing events and interests, and using present continuous forms to give details about current events, and personal and professional agendas.			
TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
Date/teacher:			
Lesson 13: Likes and dislikes	<ul style="list-style-type: none"> Grammar: VERB+ gerund or infinitive Vocabulary: Verbs for expressing likes and dislikes/food 	<ul style="list-style-type: none"> Client discusses preferences regarding personal taste and work 	A menu example Listening for beginners- many topics Homework: Send a voice note talking about the food you like/dislike
Comments/ Suggestions for next lesson:			
Date/teacher:			
Lesson 14: Hobbies and free time	<ul style="list-style-type: none"> Grammar: Present Continuous positive and negative forms Vocabulary: Hobbies and leisure activities 	<ul style="list-style-type: none"> Client explains their hobbies and current events/projects 	News in English Homework: Send a voice note talking about your hobbies and current projects
Comments/ Suggestions for next lesson:			
Date/teacher:			
Lesson 15: Making small talk	<ul style="list-style-type: none"> Grammar: Present Simple and Continuous question forms Skills: Intonation Vocabulary: Small talk 	<ul style="list-style-type: none"> Client is able to informally chat about current events 	Using Present tenses to talk about work FINAL TASK: Create a list of questions to ask a new acquaintance you meet at a networking event.
Comments/ Suggestions for next lesson:			

Week 6 - Evaluation - Informal**Aims:** Review of the course content.

Date/teacher:

Lesson 16: Eval Prep

- Review

- This week focuses on resolving client's doubts and perfecting previously learned content

Comments/ Suggestions for next lesson:

Date/teacher:

Lesson 17: Informal Evaluation:

- Informal evaluation

- Voice notes

Lesson 17: Informal Evaluation:

Comments/ Suggestions for next lesson:

Date/teacher:

Lesson 18: Feedback and follow-up

- Feedback

- This week focuses on reviewing mistakes and clarifying previously learned content

Comments/ Suggestions for next lesson:

Week 7 - Skills**Aims:** Using expressions of present and past ability and different ending adjectives to describe your own personal and professional skills, as well as discuss the ones of others.**TOPIC & CONTENT****LANGUAGE FOCUS****PRODUCTION****MATERIALS / SKILLS**

Date/teacher:

Lesson 19: Skills and abilities

- Grammar: CAN and TO BE ABLE TO
- Vocabulary: Abilities and skills / adverbs

- Client describes their skills and abilities

[Grammar - interactive exercises](#)
Homework: Send a voice message describing your skills

Comments/ Suggestions for next lesson:

Date/teacher:

Lesson 20: Hard and Soft Skills	<ul style="list-style-type: none"> Grammar: Present and Past ability Vocabulary : Adjectives -ED and -ING/ hard and soft skills 	<ul style="list-style-type: none"> Client discusses the hard and soft skills needed for their job and how they learned them 	Listening for beginners- many topics Homework: Voice note on your hard and soft skills and how you learned them
Comments/ Suggestions for next lesson:			
Date/teacher:			
Lesson 21: Learning new skills	<ul style="list-style-type: none"> Grammar: Conjunctions/ causal sentences Vocabulary : Adjectives -ED and -ING 	<ul style="list-style-type: none"> Client discusses the skills they lack and would like to learn 	FINAL TASK: Find a job profile that would match your skill set
Comments/ Suggestions for next lesson:			
Week 8 - Work Experience Aims: Inquiring and providing information about past personal and professional experiences, using the past simple tense of regular and irregular verbs.			
TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
Date/teacher:			
Lesson 22: Describing experiences	<ul style="list-style-type: none"> Grammar: Past Simple verb TO BE / regular verbs Skill: Pronunciation /ED/ Vocabulary: Adjectives 	<ul style="list-style-type: none"> Client describes their past life experiences 	Jobs and work activities Homework: Voice note about your last holiday/weekend
Comments/ Suggestions for next lesson:			
Date/teacher:			
Lesson 23: Work experience	<ul style="list-style-type: none"> Grammar: Past Simple irregular verbs Skill: Pronunciation Vocabulary: Discourse markers for talking about the past 	<ul style="list-style-type: none"> Client discusses their past work experience and company history 	Conversation questions- Jobs and Occupations Homework: Voice note about your last job / company history
Comments/ Suggestions for next lesson:			
Date/teacher:			
Lesson 24: Job interviews	<ul style="list-style-type: none"> Grammar: Past Simple 	<ul style="list-style-type: none"> Client identifies and 	Job interview example

	questions <ul style="list-style-type: none"> • Skill: Intonation in questions • Vocabulary: Job interviews 	answers questions about his previous work experience	FINAL TASK: Prep answers to common questions in a job interview
Comments/ Suggestions for next lesson:			
Week 9 - Travel Aims: Comparing and contrasting travel preferences when planning a trip, discussing wants and needs using verb combinations, and using future simple tense to discuss future arrangements.			
TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
Date/teacher:			
Lesson 25: Travel wants and needs	<ul style="list-style-type: none"> • Grammar: 2 verb combinations / comparatives and superlatives • Vocabulary: Verbs for expressing wants and needs, travel vocabulary 	<ul style="list-style-type: none"> • Client discusses their travel preferences 	Travel worksheets Homework: Send a voice note about your travel preferences - holidays and business trips
Comments/ Suggestions for next lesson:			
Date/teacher:			
Lesson 26: Holidays	<ul style="list-style-type: none"> • Grammar: Future with WILL • Vocabulary: Dates and holidays 	<ul style="list-style-type: none"> • Client can discuss their holiday plans 	Travel activities Homework: Send a voice note about your next trip
Comments/ Suggestions for next lesson:			
Date/teacher:			
Lesson 27: Planning a trip	<ul style="list-style-type: none"> • Grammar: Future with will/WOULD LIKE • Vocabulary: Time markers for future/trips 	<ul style="list-style-type: none"> • Client plans a trip to a chosen destination 	Writing for beginners FINAL TASK: Plan your next business trip
Comments/ Suggestions for next lesson:			
Week 10 - Emails			

Aims: Organizing ideas, understanding and creating informal and formal emails using appropriate structure and relevant vocabulary, as well as asking and answering questions in present, past and future tenses.

TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
Date/teacher:			
Lesson 28: Informal emails	<ul style="list-style-type: none"> Grammar: WH questions - present , past and future Vocabulary: Informal email vocabulary 	<ul style="list-style-type: none"> Client interprets and writes informal emails 	Homework: Send an informal voice note to a colleague

Comments/ Suggestions for next lesson:

Date/teacher:			
Lesson 29: Formal emails	<ul style="list-style-type: none"> Grammar: WH questions Vocabulary: Formal email structure and vocabulary 	<ul style="list-style-type: none"> Client interprets and writes formal emails 	Writing for beginners Homework: Send a formal email to your client to request information

Comments/ Suggestions for next lesson:

Date/teacher:			
Lesson 30: Email writing	<ul style="list-style-type: none"> Grammar: Conjunctions Vocabulary: Emailing 	<ul style="list-style-type: none"> Client is able to coherently unite their ideas using conjunctions 	Writing for beginners FINAL TASK: Send an email to inquire about a position in a new company you'd like to apply for.

Comments/ Suggestions for next lesson:

Week 11 - Meetings

Aims: Explaining different types of on-line and off-line meetings, using modal verbs for giving advice, making offers and requests, and using relevant vocabulary to arrange, prepare and conduct meetings.

TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
Date/teacher:			
Lesson 31: Preparing for a meeting	<ul style="list-style-type: none"> Grammar: SHOULD and SHOULDN'T Vocabulary: Types of meetings on-line and off-line/tips for meetings 	<ul style="list-style-type: none"> Client describes the types of meetings they participate in and give advice on how to prepare for a successful meeting 	Business meetings in English Homework: Voice note with some advice about your next meeting

Comments/ Suggestions for next lesson:			
Date/teacher:			
Lesson 32: Conducting a meeting	<ul style="list-style-type: none"> Grammar: CAN and COULD for polite request Skill: Intonation - requests Vocabulary: requests 	<ul style="list-style-type: none"> Client is able to understand and produce polite requests 	Business meetings in English Homework: Voice note about some things you need to ask your colleagues/boss/family members
Comments/ Suggestions for next lesson:			
Date/teacher:			
Lesson 33: Scheduling a meeting	<ul style="list-style-type: none"> Grammar: WOULD in requests/ offers and requests with modals Skills: Talking about time Vocabulary: Time and dates 	<ul style="list-style-type: none"> Client is able to discuss availability and schedule a meeting with a party 	Business meetings in English FINAL TASK: Send an voice note to your boss to check availability and schedule your next meeting
Comments/ Suggestions for next lesson:			
Week 12 - Evaluation - Formal Aims: Review of the course content.			
Date/teacher:			
Lesson 34: Eval Prep	<ul style="list-style-type: none"> Review weeks 6-8 	<ul style="list-style-type: none"> This week focuses on resolving client's doubts and perfecting previously learned content 	
Comments/ Suggestions for next lesson:			
Date/teacher:			
Lesson 35: Eval Prep	<ul style="list-style-type: none"> Review weeks 9-11 	<ul style="list-style-type: none"> This week focuses on resolving client's doubts and perfecting previously learned content 	
Comments/ Suggestions for next lesson:			

Date/teacher:			
Lesson 36: End of level Evaluation	<ul style="list-style-type: none"> Formal Evaluation 		
Observations:			
Client's comments about evaluation/next curriculum: <div style="text-align: right; color: blue; font-weight: bold;">A1+ Beginner Business Course</div>			

A1 LESSON PLANNING			
Student: Isabel Mendoza Classes per week: 2 Position: NGO director Level: A1 Curriculum: W A1 Professional Beginners Curriculum Current week: 6-12			
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 - Facts and Routines Aims: Describing yourself using the correct forms of the verb TO BE and other common verbs in English, talking about your every-day and work routines.			
TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
Date/teacher: 07/01/2024 Eka 10/16 Maja			
Lesson 1: Talking about	<ul style="list-style-type: none"> Grammar: Present Simple of verbs (positive forms) 	<ul style="list-style-type: none"> Clients describe themselves and introduce 	<ul style="list-style-type: none"> Speaking about your job Homework: Send a short

oneself	<ul style="list-style-type: none"> Vocabulary: verbs and adjectives for describing oneself 	themselves to others	voice note introducing yourself
Comments/ Suggestions for next lesson:			
Date/teacher 07/03/2024 Eka: 10/20 Maja			
Lesson 2: Daily and work routines	<ul style="list-style-type: none"> Grammar: SVO /Present simple negatives/ verb TO LIKE Vocabulary: verbs for work routines 	<ul style="list-style-type: none"> Client describes their job and tasks, as well as daily routines 	<ul style="list-style-type: none"> Vocabulary daily routines Homework: Send a short voice note describing your job and your tasks
Comments/ Suggestions for next lesson:			
Date/teacher: 07/05 Edgar 10/25 Edgar			
Lesson 3: Frequency of routines	<ul style="list-style-type: none"> Grammar: Adverbs of frequency/Present simple questions/prepositions of time (AT IN ON) Vocabulary: expressions of time 	<ul style="list-style-type: none"> Clients ask and answer questions about work and personal details 	<ul style="list-style-type: none"> Reading and grammar exercises for lower levels FINAL TASK: Create your business card and introduce yourself in a professional setting
Comments/ Suggestions for next lesson: Feel free to review this topic deeper. Client had connection issues so we had the session via phone call so we got some limitations for some activities.			
Week 2 - Relationships Aims: Describing other individuals from personal and professional life, using the present tense to detail facts about individuals and enterprises.			
TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
Date/teacher: 07/08 Edgar October 26th, Bernardo			
Lesson 4: Family members	<ul style="list-style-type: none"> Grammar: Present Simple 3rd person Skills: pronunciation of -s Vocabulary: family and relatives 	<ul style="list-style-type: none"> Client describes own family and their routines 	<ul style="list-style-type: none"> Pronunciation -s Vocabulary - Family Homework: Send a voice note about one family member of your choice.
Comments/ Suggestions for next lesson:			

Date/teacher: July 24, 24/Tere 10/27 Maja			
Lesson 5: Work relationships	<ul style="list-style-type: none"> Grammar: Present Simple 3rd person negatives /SOME and ANY Vocabulary: jobs - positions in company 	<ul style="list-style-type: none"> Client describes the people they work with 	<ul style="list-style-type: none"> Grammar - interactive exercises Homework: Write a short profile for your boss/colleague/ client
Comments/ Suggestions for next lesson:			
DEAR CONSULTANT, ISABEL IS RESTARTING AFTER A BREAK, ASK HER IF SHE WOULD LIKE TO CONTINUE THE PROGRAM, RESTART, OR SWITCH TO GENERAL ENGLISH -SHE RESTARTED			
Date/teacher: July 24, 24/Tere			
Lesson 6: Organizational Charts	<ul style="list-style-type: none"> Vocabulary for company structure and processes Grammar: SOME and ANY and MUCH and MANY 	<ul style="list-style-type: none"> Client details their company's structure and explain what their company does 	<ul style="list-style-type: none"> Vocabulary-describing companies FINAL TASK: Prepare a short presentation on your company and your role in it
Comments/ Suggestions for next lesson:			
Week 3 - Places Aims: Describing places using expressions with there is and are and correct forms of regular and irregular nouns, adding adjectives to descriptions, and discussing and inquiring about different points of interest.			
TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
Date/teacher: August 1st, Edgar July 25, 24 / Tere (DNH)			
Lesson 7: My city	<ul style="list-style-type: none"> Grammar: There is and There are/plurals Skills: pronunciation -s Vocabulary : buildings and places in a city 	<ul style="list-style-type: none"> Client is able to describe their hometown 	<ul style="list-style-type: none"> Pronunciation -s There is/are- places in a city Homework: Send a voice note describing a city you know
Comments/ Suggestions for next lesson:			
Date/teacher: September 3 Ryan			

Lesson 8: In the neighborhood	<ul style="list-style-type: none"> Grammar: There is /are questions/prepositions of place/ irregular plurals Skills: intonation -questions Vocabulary : adjectives 	<ul style="list-style-type: none"> Client is able to inquire about places in a city 	<ul style="list-style-type: none"> There is/are- places in a city <p>Homework: Send a voice note to a friend asking about their city</p>
Comments/ Suggestions for next lesson:			
Date/teacher: September 5 Ryan			
Lesson 9: Describing places	<ul style="list-style-type: none"> Grammar: There is/are negatives and questions/ irregular plurals/ adjectives Skills: pronunciation plurals/ intonation in questions Vocabulary: adjectives/ places of interest 	<ul style="list-style-type: none"> Client is able to discuss and inquire about different places of interest 	<ul style="list-style-type: none"> Vocabulary reference list Grammar - interactive exercises <p>FINAL TASK: Send a voice note describing your office building and the places you visit there. Ask the other party about their office space.</p>
Comments/ Suggestions for next lesson:			
Week 4 - Directions Aims: Understanding and providing specific directions using imperatives, discussing usual routes using target vocabulary, as well as comparing and contrasting preferences related to daily commute.			
TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
Date/teacher: September 6 Ryan			
Lesson 10: Giving and following directions	<ul style="list-style-type: none"> Grammar: Imperatives/prepositions of place Vocabulary: verbs and directions 	<ul style="list-style-type: none"> Client gives and understands basic directions 	<ul style="list-style-type: none"> Video - AT IN ON Grammar - imperatives <p>Homework: Send a voice note on how you get from home to work</p>
Comments/ Suggestions for next lesson:			
Date/teacher: 10/07 Eka 10/08 Eka - review class			
Lesson 11: Transportation	<ul style="list-style-type: none"> Grammar: Comparatives and superlatives Vocabulary: transport 	<ul style="list-style-type: none"> Client is able to discuss different forms of commuting 	<ul style="list-style-type: none"> An interactive map Directions - interactive <p>Homework: Send a voice message comparing two forms of transport you use to</p>

			go to work
Comments/ Suggestions for next lesson:			
Date/teacher: Oct 9, 2024 Bernardo 10/10 Maja			
Lesson 12: Your work route	<ul style="list-style-type: none"> Grammar: Present simple review/prepositions of place Vocabulary: places in a city 	<ul style="list-style-type: none"> Client is able to explain their daily commute, and of others 	<ul style="list-style-type: none"> Grammar - interactive exercises <p>FINAL TASK: Send a voice message with directions to your office for a colleague you are meeting</p>
Comments/ Suggestions for next lesson: REPEAT THIS LESSON, WE REVIEWED COMPARATIVES AND SUPERLATIVES			
Week 5 - Small talk Aims: Expressing likes and dislikes, discussing events and interests, and using present continuous forms to give details about current events, and personal and professional agendas.			
TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
Date/teacher: Oct. 10, Edgar			
Lesson 13: Likes and dislikes	<ul style="list-style-type: none"> Grammar: VERB+ gerund or infinitive Vocabulary: Verbs for expressing likes and dislikes/food 	<ul style="list-style-type: none"> Client discusses preferences regarding personal taste and work 	<ul style="list-style-type: none"> A menu example Listening for beginners- many topics <p>Homework: Send a voice note talking about the food you like/dislike</p>
Comments/ Suggestions for next lesson			
Date/teacher: Oct 19th, Edgar 2 hrs DNH Oct 18th, Edgar DNH 10/17 Eka (DNH) November 27th/Ryan			
Lesson 14: Hobbies and free time	<ul style="list-style-type: none"> Grammar: Present Continuous positive and negative forms Vocabulary : hobbies and leisure activities 	<ul style="list-style-type: none"> Client explains their hobbies and current events/projects 	<ul style="list-style-type: none"> News in English <p>Homework: Send a voice note talking about your hobbies and current projects</p>
Comments/ Suggestions for next lesson:			
Date/teacher: November 28th/Ryan			

Lesson 15: Making small talk	<ul style="list-style-type: none"> Grammar: Present Simple and Continuous question forms Skills: intonation Vocabulary: small talk 	<ul style="list-style-type: none"> Client is able to informally chat about current events 	<ul style="list-style-type: none"> Using Present tenses to talk about work <p>FINAL TASK: Create a list of questions to ask a new acquaintance you meet at a networking event.</p>
Comments/ Suggestions for next lesson:			
Week 6 - Evaluation - Informal			
Date/teacher: November 29th/Ryan			
Lesson 16: Eval Prep	<ul style="list-style-type: none"> Review 	<ul style="list-style-type: none"> This week focuses on resolving client's doubts and perfecting previously learned content 	
Comments/ Suggestions for next lesson:			
Date/teacher:			
Lesson 17: Informal Evaluation:	<ul style="list-style-type: none"> Informal evaluation 		
Comments/ Suggestions for next lesson:			
Date/teacher:			
Lesson 18: Feedback and follow-up	<ul style="list-style-type: none"> Feedback 	<ul style="list-style-type: none"> This week focuses on reviewing mistakes and clarifying previously learned content 	
Comments/ Suggestions for next lesson:			
Week 7 - Skills			
Aims: Using expressions of present and past ability and different ending adjectives to describe your own personal and professional skills, as well as discuss the ones of others.			
TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
Date/teacher:			
	<ul style="list-style-type: none"> Grammar: CAN and TO 		<ul style="list-style-type: none">

Lesson 19: Skills and abilities	BE ABLE TO • Vocabulary: abilities and skills / adverbs	• Client describes their skills and abilities	• Grammar - interactive exercises Homework: Send a voice message describing your skills
Comments/ Suggestions for next lesson:			
Date/teacher:			
Lesson 20: Hard and Soft Skills	• Grammar: Present and Past ability • Vocabulary : adjectives -ED and -ING/ hard and soft skills	• Client discusses the hard and soft skills needed for their job and how they learned them	• Listening for beginners- many topics Homework: Voice note on your hard and soft skills and how you learned them
Comments/ Suggestions for next lesson:			
Date/teacher:			
Lesson 21: Learning new skills	• Grammar: Conjunctions/ causal sentences • Vocabulary : adjectives -ED and -ING	• Client discusses the skills they lack and would like to learn	• FINAL TASK: Find a job profile that would match your skill set
Comments/ Suggestions for next lesson:			
Week 8 - Work Experience Aims: Inquiring and providing information about past personal and professional experiences, using the past simple tense of regular and irregular verbs.			
TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
Date/teacher:			
Lesson 22: Describing experiences	• Grammar: Past Simple verb TO BE / regular verbs • Skill: Pronunciation /ED/ • Vocabulary: adjectives	• Client describes their past life experiences	• Jobs and work activities Homework: Voice note about your last holiday/weekend
Comments/ Suggestions for next lesson:			
Date/teacher:			
Lesson 23: Work experience	• Grammar: Past Simple	• Client discusses their	•

	<ul style="list-style-type: none"> irregular verbs Skill: Pronunciation Vocabulary : discourse markers for talking about the past 	past work experience and company history	<ul style="list-style-type: none"> Conversation questions- Jobs and Occupations Homework: Voice note about your last job / company history
Comments/ Suggestions for next lesson:			
Date/teacher:			
Lesson 24: Job interviews	<ul style="list-style-type: none"> Grammar: Past Simple questions Skill: intonation in questions Vocabulary : job interviews 	<ul style="list-style-type: none"> Client identifies and answers questions about his previous work experience 	<ul style="list-style-type: none"> Job interview example FINAL TASK: Prep answers to common questions in a job interview
Comments/ Suggestions for next lesson:			
Week 9- Travel Aims: Comparing and contrasting travel preferences when planning a trip, discussing wants and needs using verb combinations, and using future simple tense to discuss future arrangements.			
TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
Date/teacher:			
Lesson 25: Travel wants and needs	<ul style="list-style-type: none"> Grammar: 2 verb combinations/ comparatives and superlatives Vocabulary: Verbs for expressing wants and needs, travel vocabulary 	<ul style="list-style-type: none"> Client discusses their travel preferences 	<ul style="list-style-type: none"> Travel worksheets Homework: Send a voice note about your travel preferences - holidays and business trips
Comments/ Suggestions for next lesson:			
Date/teacher:			
Lesson 26: Holidays	<ul style="list-style-type: none"> Grammar: Future with WILL Vocabulary: dates and holidays 	<ul style="list-style-type: none"> Client can discuss their holiday plans 	<ul style="list-style-type: none"> Travel activities Homework: Send a voice note about your next trip
Comments/ Suggestions for next lesson:			

Date/teacher:			
Lesson 27: Planning a trip	<ul style="list-style-type: none"> Grammar: Future with will/WOULD LIKE Vocabulary: time markers for future/trips 	<ul style="list-style-type: none"> Client plans a trip to a chosen destination 	<ul style="list-style-type: none"> Writing for beginners FINAL TASK: Plan your next business trip
Comments/ Suggestions for next lesson:			
Week 10 - Emails Aims: Organizing ideas, understanding and creating informal and formal emails using appropriate structure and relevant vocabulary, as well as asking and answering questions in present, past and future tenses.			
TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
Date/teacher:			
Lesson 28: Informal emails	<ul style="list-style-type: none"> Grammar: WH questions - present , past and future Vocabulary: informal email vocabulary 	<ul style="list-style-type: none"> Client interprets and writes informal emails 	<ul style="list-style-type: none"> Homework: Send an informal voice note to a colleague
Comments/ Suggestions for next lesson:			
Date/teacher:			
Lesson 29: Formal emails	<ul style="list-style-type: none"> Grammar: WH questions Vocabulary: formal email structure and vocabulary 	<ul style="list-style-type: none"> Client interprets and writes formal emails 	<ul style="list-style-type: none"> Writing for beginners Homework: Send a formal email to your client to request information
Comments/ Suggestions for next lesson:			
Date/teacher:			
Lesson 30: Email writing	<ul style="list-style-type: none"> Grammar: Conjunctions Vocabulary: emailing 	<ul style="list-style-type: none"> Client is able to coherently unite their ideas using conjunctions 	<ul style="list-style-type: none"> Writing for beginners FINAL TASK: Send an email to inquire about a position in a new company you'd like to apply for.
Comments/ Suggestions for next lesson:			
Week 11 - Meetings			

Aims: Explaining different types of on-line and off-line meetings, using modal verbs for giving advice, making offers and requests, and using relevant vocabulary to arrange, prepare and conduct meetings.

TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
Date/teacher:			
Lesson 31: Preparing for a meeting	<ul style="list-style-type: none"> Grammar: SHOULD and SHOULDN'T Vocabulary: types of meetings on-line and off-line/tips for meetings 	<ul style="list-style-type: none"> Client describes the types of meetings they participate in and give advice on how to prepare for a successful meeting 	<ul style="list-style-type: none"> Business meetings in English <p>Homework: Voice note with some advice about your next meeting</p>
Comments/ Suggestions for next lesson:			
Date/teacher:			
Lesson 32: Conducting a meeting	<ul style="list-style-type: none"> Grammar: CAN and COULD for polite request Skill: intonation - requests Vocabulary: requests 	<ul style="list-style-type: none"> Client is able to understand and produce polite requests 	<ul style="list-style-type: none"> Business meetings in English <p>Homework: Voice note about some things you need to ask your colleagues/boss/family members</p>
Comments/ Suggestions for next lesson:			
Date/teacher:			
Lesson 33: Scheduling a meeting	<ul style="list-style-type: none"> Grammar: WOULD in requests/ offers and requests with modals Skills: talking about time Vocabulary: time and dates 	<ul style="list-style-type: none"> Client is able to discuss availability and schedule a meeting with a party 	<ul style="list-style-type: none"> Business meetings in English <p>FINAL TASK: Send an voice note to your boss to check availability and schedule your next meeting</p>
Comments/ Suggestions for next lesson:			
Week 12 - Evaluation - Formal			
Date/teacher:			
Lesson 34: Eval Prep	<ul style="list-style-type: none"> Review weeks 6-8 	<ul style="list-style-type: none"> This week focuses on resolving client's doubts and perfecting previously learned content 	

Comments/ Suggestions for next lesson:

Date/teacher:

Lesson 35: Eval Prep

- Review weeks 9-11

- This week focuses on resolving client's doubts and perfecting previously learned content

Comments/ Suggestions for next lesson:

Date/teacher:

Lesson 36: End of level
Evaluation

- Formal Evaluation

Observations:

Client's comments about evaluation/next curriculum:

A1+ Beginner Business Course