


B1+ Presentations/Meetings LESSON PLANNING

Student: Mariazel Hernández

Classes per week: 3

Position:

Level: B1+

Curriculum:  B1+ Presentations/Meetings Curriculum

Current week: 7-8

Material for classes:

 Presentations/Meetings Material**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: 4 jul 2025 , David

Lesson 1: Projects and deliverables	<ul style="list-style-type: none">Grammar: Present Perfect Simple and ContinuousVocabulary: Projects and deliverables	<ul style="list-style-type: none">Describe your current projects, deliverables and goals	50 common business idioms http://www.blairenglish.com/exercises/projects/exercises/projectessentials/projectessentials.html
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Comments/ Suggestions for next lesson:

Date/teacher: 9 jul 2025 , Yasmine

Lesson 2: Staffing a project	<ul style="list-style-type: none">Adjectives and AdverbsStaffing	<ul style="list-style-type: none">Discuss the people involved in your projects	https://linkstaffing.com/resources/a-guide-to-recruitment-and-staffing-terms/
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Comments/ Suggestions for next lesson:

Date/teacher: 11 jul 2025 , Bernardo

Lesson 3: Past and future projects	<ul style="list-style-type: none">Past tenses - simple and continuousFuture tenses	<ul style="list-style-type: none">Explain and discuss your past and future projects	https://www.youtube.com/watch?v=d0wV9EC3t14
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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: JULY 17th Jared

Lesson 4: Components of a presentation	<ul style="list-style-type: none">• Presentation etiquette• Sequencers	<ul style="list-style-type: none">• Describe the components of a presentation	English Presentations Presenting in English
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Comments/ Suggestions for next lesson:

Date/teacher: July 18th, Edgar

Lesson 5: Starting and ending a presentation	<ul style="list-style-type: none">• Intonation & tone• Useful phrases	<ul style="list-style-type: none">• How to start & end a presentation	How to start a presentation Business English Presentations- Roleplays & Phrases - ESL Lesson Plans https://mannerofspeaking.org/2019/05/12/transitions-in-a-speech-or-presentation/
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Comments/ Suggestions for next lesson:

Date/teacher: July 23rd Jared

Lesson 6: Introduction	<ul style="list-style-type: none">• Phrasal verbs in meeting setting• Vocab for starting a presentation	<ul style="list-style-type: none">• Explain what you cover in your presentations	Intonation & Stress in Public Speaking: Definition & Examples - Video & Lesson Transcript IELTS Life Skills B1 Listening test 11 (British settlement and citizenship) https://www.youtube.com/watch?v=liRYtck3dXc&ab_channel=BHVTinH%E1%BB%8Dc
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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
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Date/teacher: July 25th, Ivan

Lesson 7: Components of a presentation	<ul style="list-style-type: none">Phrases to command an audienceIF and UNLESS	<ul style="list-style-type: none">How to keep the focus on the topic during a presentation.	<p>30 phrasal verbs often used in business small talk and meetings</p> <p>30 useful phrases for presentations in English</p> <p>The 6 Components of a Great Presentation</p>
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Comments/ Suggestions for next lesson:

Date/teacher: July 30th, Ivan

Lesson 8: Questions	<ul style="list-style-type: none">Question formation	<ul style="list-style-type: none">Discuss possible follow up questions of your presentation	<p>Vocabulary and Phrases for Making Presentations in English</p> <p>http://worldwidefrontier.com/2018/02/grammar-tip-b2-making-questions-easy-way/</p>
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Comments/ Suggestions for next lesson:

Date/teacher: 08/01 Eka

Lesson 9: Answers	<ul style="list-style-type: none">Answering strategiesUseful phrases	<ul style="list-style-type: none">Answer follow up questions about your presentation	<p>Transcript of "How to speak so that people want to listen"</p>
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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 outsiders

TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
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Date/teacher: 05/08 -Karelle :)

Lesson 10: Giving your opinion	<ul style="list-style-type: none"> Modals (should, must, could, might) Agreeing and disagreeing 	<ul style="list-style-type: none"> Give opinion/ agree/disagree on what has been said during the last meeting 	Modal verbs 4 – Requests, offers, permission and invitations: ESL/EFL Lesson Plan and Worksheet
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Comments/ Suggestions for next lesson: we did an activity to see which mistakes we have at speaking, we Correct herself at the time she is speaking so she gets lost
Conjugation plural and singular
Redundant sentences
Articles
Sometimes she forgot the subject at the end.
Linking words
Speed

Date/teacher: August 8th, Ivan

Lesson 11: Sharing ideas	<ul style="list-style-type: none"> Pitching - conditionals Expressing opinions 	<ul style="list-style-type: none"> Pitching ideas and sharing opinions 	11 Steps to a Perfect Startup Pitch: Expert Insights From Bianca Praetorius
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Comments/ Suggestions for next lesson:

Date/teacher: August 14th, Ivan

Lesson 12: Clarifying	<ul style="list-style-type: none"> Discourse markers Tag questions 	<ul style="list-style-type: none"> Clarify complex situations for outsiders 	https://www.youtube.com/watch?v=kEAjriqACDs Discourse markers Learning English
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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
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Date/teacher: August 15th, Estefania

Lesson 13: Meeting components

- Meeting components and strategies
- Conditionals

- Discuss meeting components and strategies

[12 Useful Phrasal Verbs for Business Meetings - Impactfulenglish.com](#)

Comments/ Suggestions for next lesson:

Date/teacher: Aug 21st Jared

Lesson 14: Leading a meeting

- Starting and finishing a meeting
- Leadership strategies
- Conditionals

- Leading a successful meeting from start to finish

[Business Etiquette Basics \(INTERMEDIATE \(B1\) - UPPER-INTERMEDIATE \(B2\)\) — Fluentize](#)

Comments/ Suggestions for next lesson:

Date/teacher: 08/22 Eka

Lesson 15: Participating in meetings

- Interrupting politely
- Expressing your opinion
- Asking for clarification
- Changing the topic

- Effectively participating in a meeting

[Technical Presentation Workbook: Winning Strategies for Effective Public Speaking](#)

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: Aug 27, 2025 Bernardo

Lesson 16: Formal and informal emails

- Formal and informal expressions for emails
- Business email structure

- Draft formal & informal emails

<http://english.teamdev.com/resources/useful-phrases>

<https://learnenglish.britishcouncil.org/business-english/en>

			glish-for-emails/unit-4-startin-g-and-finishing-emails
Comments/ Suggestions for next lesson:			

Date/teacher: September 3rd, Alejandro 09/01 Eka (next consultant please repeat the lesson)			
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 	https://learnenglishteens.britishcouncil.org/grammar/intermediate-grammar/can-could-would-invitations-offers-requests-permission
Comments/ Suggestions for next lesson: 09/01 .- She was attending a work situation during the class then had to leave after 35 minutes of class			

Date/teacher: 09/05 Eka			
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 	https://corporatefinanceinstitute.com/resources/knowledge/other/meeting-minutes/
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

Date/teacher:			
Lesson 19: Reporting numbers	<ul style="list-style-type: none"> Phrasal verbs for Statistics, percentages , trends Numbers - ordinal and cardinal, percentages, 	<ul style="list-style-type: none"> Discuss and report on numbers, percentages and trends 	https://preply.com/en/blog/charts-graphs-and-diagrams-in-the-presentation/#scroll-to-heading-5
Comments/ Suggestions for next lesson:			

Date/teacher:			
Lesson 20: Charts and graphs	<ul style="list-style-type: none"> Phrasal verbs for describing visuals discourse markers 	<ul style="list-style-type: none"> Discuss and report on visuals 	https://academic-englishuk.com/describing-graphs/

	<ul style="list-style-type: none"> • Comparison and contrast 		
Comments/ Suggestions for next lesson:			

Date/teacher:			
Lesson 21: Reports	<ul style="list-style-type: none"> • Passive voice • Writing skills / reports 	<ul style="list-style-type: none"> • Draft a report on your project/presentation/meeting 	https://edu.gcfglobal.org/en/business-communication/how-to-write-a-powerful-business-report/1/
Comments/ Suggestions for next lesson:			

Week 8 - Review week: Project preparation			
TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS

Date/teacher:			
Lesson 22: Review	<ul style="list-style-type: none"> • Prepare a presentation on a current project 		
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 		
Comments/ Suggestions for next lesson:			

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

PROJECT MANAGEMENT LESSON PLANNING			
Student: Mariazel Hernández Classes per week: Position: Level: B1 Current week:8-8 Curriculum: B1 Project Management Curriculum			
<div>Decompress:</div> <div>Here's the template: Needs analysis/Decompress template</div> <div>Notes on Client (Changes on new curriculum, suggestions, needs another curriculum, etc.):</div> <div>Remember to notify your leader when decompress is completed, or contact directly with Jaime via Slack</div>			
Week 1 - Professional profile			
Aims: To adequately describe your job position, the responsibilities it involves as well as properly introduce each member of your team.			
TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
Date/teacher: 03/25 Eka/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 	What is project management? (video)
Comments/ Suggestions for next lesson:			
Date/teacher: 03/28 Eka			
Lesson 2: Go over activities & responsibilities	<ul style="list-style-type: none"> Grammar: Gerunds (for activities & verbs that take gerunds) Vocabulary: work 	<ul style="list-style-type: none"> Clients talk about work activities and responsibilities 	Linkedin profiles

	activities and responsibilities		
Comments/ Suggestions for next lesson:			
Date/teacher: April 2, 25/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 	https://pitchavatar.com/how-to-properly-introduce-your-team/
Comments/ Suggestions for next lesson:			
Week 2 - Your company Aims: To present a timeline of your company as well as its position within the industry.			
TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
Date/teacher: April 4, 25/Tere			
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 	Ex Apple timeline
Comments/ Suggestions for next lesson:			
Date/teacher: April 8th, Edgar			
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 	Connectors Types of organizational structures
Comments/ Suggestions for next lesson:			
Date/teacher: 04/11 Eka			
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"> Clients talks about the relationships at work 	Modal verbs exercises
Comments/ Suggestions for next lesson:			
Week 3 - Current projects Aims: To thoroughly describe present, past and future projects as well as their creation process.			
TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
Date/teacher: April 14th, Edgar			

Lesson 7: Explain the process when you start a project	<ul style="list-style-type: none"> Grammar: Modals/Connection words (cause & effects) Vocabulary: projects 	<ul style="list-style-type: none"> 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: April 16th, Edgar			
Lesson 8: Describe your current project	<ul style="list-style-type: none"> Grammar: Sequencers, Present Perfect Vocabulary: adjectives, projects 	<ul style="list-style-type: none"> Client describes and details current projects 	Good project managers vs bad managers
Comments/ Suggestions for next lesson:			
Date/teacher: April 24, 25/Tere			
Lesson 9: Describe past & future projects	<ul style="list-style-type: none"> Grammar: Past Simple vs Present Perfect/ Future tense Vocabulary: adjectives, projects 	<ul style="list-style-type: none"> Client details past and future projects 	How to Write a Project Plan [PROJECT PLANNING STEPS THAT WORK]
Comments/ Suggestions for next lesson:			
Week 4 - Organizational chart Aims: To describe in an accurate form the positions within a company as well as their roles.			
TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
Date/teacher: Apr. 25th Brian			
Lesson 10: Explain the hierarchy of your company - Who works where?	<ul style="list-style-type: none"> Conditionals (0 & 1st) Vocabulary: jobs and tasks 	<ul style="list-style-type: none"> Client details the hierarchy and structure of their company 	Create organizational chart
Comments/ Suggestions for next lesson:			
Date/teacher: 04/29 Eka			
Lesson 11: Explain who is responsible for what or in charge of	<ul style="list-style-type: none"> Grammar: verb + Prepositions/ gerunds and infinitives Vocabulary: departments 	<ul style="list-style-type: none"> Client details the departments in their company and their duties 	Draw the setup of your company
Comments/ Suggestions for next lesson:			
Date/teacher: May 2, 2025 Bernardo			
Lesson 12: Compare different company structures	<ul style="list-style-type: none"> Grammar: Comparatives & superlatives Vocabulary: company structure 	<ul style="list-style-type: none"> Client compares different company structures (Alcanza vs Coppel) - what are the pros and cons? 	Difference between startups and SMEs
Comments/ Suggestions for next lesson:			

Week 5 - Meetings

Aims: To be able to manage all aspects related to a business meeting.

TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
Date/teacher: May 7, 25/Tere			
Lesson 13: Scheduling & rescheduling meetings	<ul style="list-style-type: none">Grammar: Polite language (request & phrases)/ Preposition of timeSkill: More complex question formationVocabulary: meetings	<ul style="list-style-type: none">Client is able to schedule and reschedule appointments, discuss availability	<ul style="list-style-type: none">Meeting vocabularyQuiz meeting vocabulary

Comments/ Suggestions for next lesson:

Date/teacher: May 9, 25/Tere

Lesson 14: Preparing a meeting	<ul style="list-style-type: none">Grammar: Phrasal verbsVocabulary: wants and needs	<ul style="list-style-type: none">Client explains how they set up their meetings (wants & needs)	Article your meetings stink & what to do about it.
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Comments/ Suggestions for next lesson:

Date/teacher: May 14, 25/Tere

Lesson 15: Having a meeting	<ul style="list-style-type: none">Grammar: Discourse markers / WH question formsSkill: participating in a meetingVocabulary: meetings	<ul style="list-style-type: none">Client role plays participating in a meeting	<ul style="list-style-type: none">Questions to ask in a meetingThe most critical types of project management
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Comments/ Suggestions for next lesson:

Week 6 - Let's hire someone!

Aims: To fully prepare the needs of a new position within the company as well as select the proper candidate for it.

Date/teacher: May 16, 25/Tere

Lesson 16: Minimum vs preferred qualities (write a vacancy)	<ul style="list-style-type: none">Grammar: passive voice, Royal order of adjectivesSkills: writingVocabulary: 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 VocabularyJob Description Template
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Comments/ Suggestions for next lesson:

Date/teacher: May 21st,2025 Marce

Lesson 17: Job interview	<ul style="list-style-type: none">Grammar: questions in passiveVocabulary: 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)
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Comments/ Suggestions for next lesson:

Date/teacher: MAY 23RD, 2025 MARCE (DNH) - May 27, 25/Tere

Lesson 18: Evaluate candidates

- Grammar: reported speech
- Vocabulary: skills
- Client evaluates potential candidates for a vacancy

Comments/ Suggestions for next lesson:

Week 7 Projects 2.0 - Into the deep**Aims:** To fully evaluate the risks and benefits of a new project.**TOPIC & CONTENT****LANGUAGE FOCUS****PRODUCTION****MATERIALS / SKILLS****Date/teacher: May 29th Brian**

Lesson 19: Managing time

- Grammar: Second Conditional / prepositions of time
- Vocabulary: time management
- Clients discuss their time management and deadlines

[Quiz vocab time management](#)
[Time management tips](#)

Comments/ Suggestions for next lesson:

Date/teacher: May 30, 25/Tere

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: 06/03 Eka

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: June 6th, MARCE**

Lesson 22: Evaluation prep

- Content from week 1-3
- Explain who is involved in your current project

Comments/ Suggestions for next lesson:

Date/teacher: June 11 Maja

Lesson 23: Evaluation prep

- Content from week 4-5
- Explain the problems & solutions from your previous projects

Comments/ Suggestions for next lesson:

Date/teacher: June 16th —Karelle - June 20, 25/Tere

Lesson 24: Evaluation prep	•	• Explain the KPIs of your project	
Comments/ Suggestions for next lesson:			
July 1st, David Final eval			
Lesson 25: Final eval			
Client's comments about evaluation/next curriculum:			
B1+ Intermediate Business			