

NOTE: Mariazel mentioned that the current curriculum focus (sales, proposals, pitches, and direct client interaction) does not fully align with her current professional responsibilities. Her role is primarily operational and “behind the scenes,” as she works based on guidelines and instructions provided by others rather than leading sales conversations or client-facing processes.

When planning lessons, it would be beneficial to shift the focus toward language that better supports her real work context. Suggested areas include:

- **Team management and internal communication**
- **Following and clarifying instructions**
- **Reporting progress and giving updates**
- **Workplace collaboration**
- **Professional communication with a foreign employer**
- **Expressing questions, confirming expectations, and requesting clarification**

Negotiation - LESSON PLANNING
Student: Mariazel Hernández Classes per week: 3 Position: B1+ Level: Curriculum: ☰ B1+/B2 Negotiation curriculum Current week: 1-8 Material for classes: ☰ Material - Negotiations

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 & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
Week 1 - Listening for detail in Business conversations Aims: To be able to fully identify the adequate terms and words to present a professional business offer.			

Date/teacher: December 11th, Edgar			
Lesson 1: Listen to a business pitch and identify keywords	<ul style="list-style-type: none"> • Grammar: imperative, sequencers • Vocabulary: Identifying keywords 	<ul style="list-style-type: none"> • Client is able to create their own business speech 	https://piktochart.com/blog/business-pitch/

Comments/ Suggestions for next lesson:

Date/teacher: January 7th, Edgar **Off Curriculum - January 9, 2026/Tere**

Lesson 2: Use your notes to create complete ideas

- Grammar: sentence structure, linking words
- Vocabulary: ideas, key message, communication skills, clarify

- Client is able to generate, express and discuss complete ideas

<https://englishwithkim.com/express-ideas-clearly/>

Comments/ Suggestions for next lesson: **We did an off curriculum session focusing on conversation after the holidays and reviewing some topics that like prepositions of time due to inaccuracies she was making during the conversation.**

Date/teacher: January 14th, Edgar

Lesson 3: Explain and classify potential offers

- Grammar: present perfect
- Vocabulary: Using negotiation vocabulary

- Client is able to explain and classify potential offers.

<https://hbr.org/2017/04/how-to-evaluate-accept-reject-or-negotiate-a-job-offer>
<https://www.fluentu.com/blog/business-english/business-english-negotiation-phrases/>

Comments/ Suggestions for next lesson:

Week 2 - Finding Sellers

Aims: To adequately identify leads as well as their needs.

TOPIC & CONTENT

LANGUAGE FOCUS

PRODUCTION

MATERIALS / SKILLS

Date/teacher: Jan 16, 2026 Bernardo

Lesson 4: Find sellers (leads)

- Grammar: comparative and superlative
- Vocabulary: irregular verbs

- Client is able to identify the characteristics of a vendor.

<https://www.businessenglishpod.com/2020/04/26/business-english-pod-357-english-for-purchasing-3-vendor-qualification/>

Comments/ Suggestions for next lesson:

Date/teacher: Jan 20, 2026 Bernardo

Lesson 5: Identify needs	<ul style="list-style-type: none"> Grammar: Conditionals review (all) Vocabulary: customer, needs, wants, sale process, sales person 	<ul style="list-style-type: none"> Client is able to identify and understand the needs of a customer. 	https://www.businessenglishpod.com/2015/12/06/bep-280-english-for-sales-process-2-understanding-customer-needs/
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Comments/ Suggestions for next lesson:

Date/teacher: Jan 23, 2026 Bernardo

Lesson 6: Match the needs w/ target market - "finding a good fit"	<ul style="list-style-type: none"> Grammar: present perfect continuous Vocabulary: Phrasal verbs, target market, strategy 	<ul style="list-style-type: none"> Client is able to identify and approach the target market 	 How to identify my Tar...
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Comments/ Suggestions for next lesson:

Week 3 - Connecting with sellers

Aims: To correctly evaluate leads quality and establish techniques for successfully connecting with them.

TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
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Date/teacher: Jan 28th Jared

Lesson 7: Identify and qualify leads	<ul style="list-style-type: none"> Grammar: past perfect and past perfect continuous Vocabulary: Vocabulary for sales relationships 	<ul style="list-style-type: none"> Client is able to identify and qualify leads 	https://www.thebalancesmb.com/marketing-sales-prospect-1794386#:~:text=A%20lead%20is%20an%20unqualified,your%20sales%20funnel%20or%20process. https://www.salesreadinessgroup.com/blog/five-types-of-sales-relationships
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Comments/ Suggestions for next lesson:

Date/teacher: Jan 30, 2026, Andree

Lesson 8: Questions to establish the lead quality	<ul style="list-style-type: none"> Grammar: wh questions present, past and future Vocabulary: Question forms 	<ul style="list-style-type: none"> Client is able to identify and measure the lead quality 	https://www.monsterinsights.com/how-to-measure-lead-quality/
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Comments/ Suggestions for next lesson:

Date/teacher: February 4th, Edgar

Lesson 9: Evaluating leads and connecting with them

- Grammar: greetings and regards structure
- Vocabulary: Formal emails - connecting with leads

- Client is able to use proper strategies to evaluate and connect with leads

<https://www.linkedin.com/pulse/7-ways-you-need-connecting-your-best-leads-alexi-lambert-e-i-t>

Comments/ Suggestions for next lesson:

Week 4 - Making a pitch

Aims: To define and practice useful and key expressions in your own sales pitch.

TOPIC & CONTENT

LANGUAGE FOCUS

PRODUCTION

MATERIALS / SKILLS

Date/teacher: 02/06 Eka

Lesson 10: Identifying who your target is and what you can offer

- Grammar: possessive adjectives and pronouns
- Vocabulary: marketing phrasal verbs

- Client is able to describe and identify their target

<https://www.inc.com/guides/2010/06/defining-your-target-market.html>

Comments/ Suggestions for next lesson:

Date/teacher: Feb 11, 2026 , Andreé

Lesson 11: Creating the English version of your sales pitch

- Grammar: linking words
- Vocabulary: Useful expressions for a pitch

- Client creates the english version of their sales pitch

<https://www.saleshandy.com/blog/15-words-power-sales-pitch/>

Comments/ Suggestions for next lesson: Mariazel mentioned she would like to have more lessons related to her position. She doesn't have contact with clients, she is in a "behind the scenes" role. She manages a team and she would like to have topics related to that.

Date/teacher: 13 feb 2026 Karen

Lesson 12: Getting the sale (role play + feedback)

- Grammar: Selecting the correct tense to use.
- Vocabulary: Discourse markers

- Client is able to close the sale properly.

<https://www.resourcefulselling.com/closing-the-sale/>

Comments/ Suggestions for next lesson:

Week 5 - Negotiating a deal

Aims: To identify expected numbers during the negotiation process and make them clear for both parts.

TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
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Date/teacher: Feb 19, Andre

Lesson 13: Discussing Revenue, Budget, Product

- Grammar: Comparatives and superlatives.
- Vocabulary: Finances.

- Clients learn useful expressions, talking about numbers

<https://www.indeed.com/career-advice/career-development/revenue-definition>

Comments/ Suggestions for next lesson:

Date/teacher: 02/25 Eka

February 20th, Ivan **OFF CURRICULUM**

Lesson 14: Expectations and meeting them

- Grammar: Future tense.
- Vocabulary: Will vs would. Goals.

- Clients set expectations to work using will/would.

<https://www.forbes.com/sites/forbescoachescouncil/2019/11/26/14-ways-to-effectively-set-expectations-with-your-employees/?sh=408f5ac06a20>

Comments/ Suggestions for next lesson: CLIENT WANTED TO TALK ABOUT SOME ISSUES AT HER JOB, SO WE HAD AN OFF CURRICULUM CLASS

Date/teacher: February 27th, Claudia

Lesson 15: Clarifying Service level Agreements / Settling

- Grammar: Adverbs of degree.
- Vocabulary: SLA

- Client understands SLA to create common understanding with provider

<https://meetlogistics.com/cadena-suministro/service-level-agreements/>

Comments/ Suggestions for next lesson:

Week 6 - Clarifying details

Aims: To clearly understand the negotiation process and identify each of its stages.

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

Lesson 16: Negotiations expectations and timelines	<ul style="list-style-type: none"> • Grammar: Prepositions of time, agendas. • Vocabulary: 	<ul style="list-style-type: none"> • Client sets a considerable timeline for expectations. 	https://www.whizlabs.com/blog/how-to-negotiate-for-timelines-and-schedule-of-a-project/
Comments/ Suggestions for next lesson:			

Date/teacher:			
Lesson 17: Walking someone through an agreement	<ul style="list-style-type: none"> • Grammar: Conditionals. • Vocabulary: Deal agreements 	<ul style="list-style-type: none"> • Client is able to carefully explain the points of an agreement with a vendor. 	https://ironcladapp.com/journal/contract-process/contract-negotiation/
Comments/ Suggestions for next lesson:			

Date/teacher:			
Lesson 18: Identifying what to ask and what not to ask (framing)	<ul style="list-style-type: none"> • Grammar: W/H Questions, Modals. • Vocabulary: Can, could, might, may, should, must. 	<ul style="list-style-type: none"> • Client is able to identify the best questions to close a deal, meeting, or event. 	https://www.pon.harvard.edu/daily/negotiation-skills-daily/ask-better-questions-in-negotiation-nb/
Comments/ Suggestions for next lesson:			

Week 7 - Closing the deal			
Aims: To correctly manage the best strategies to close and follow up deals.			
TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS

Date/teacher:			
Lesson 19: Analysing and closing the deal strategies and when to use each	<ul style="list-style-type: none"> • Grammar: cause and effect • Vocabulary: negotiation step 	<ul style="list-style-type: none"> • Clients discuss and detail different negotiation strategies 	https://www.vistage.com/research-center/business-growth-strategy/six-successful-strategies-for-negotiation/
Comments/ Suggestions for next lesson:			

Date/teacher:			
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Lesson 20: Closing the deal scenarios	<ul style="list-style-type: none"> • Grammar: Third conditional. • Vocabulary: Could, would. 	<ul style="list-style-type: none"> • Client is able to close a deal successfully. 	https://www.efficacy.com/techniques-close-deals/
Comments/ Suggestions for next lesson:			

Date/teacher:			
Lesson 21: Follow-up on a deal	<ul style="list-style-type: none"> • Grammar: phrasal verbs / prepositions • Vocabulary: Feedback, useful expressions 	<ul style="list-style-type: none"> • Client is able to follow up past discussion deals and close them. 	https://www.pipedrive.com/en/blog/sales-follow-up-email-templates
Comments/ Suggestions for next lesson:			

Week 8 - Evaluation preparation
Aims: General review

TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
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Date/teacher:			
Lesson 22: Evaluation prep	<ul style="list-style-type: none"> • Content from week 1-3 		
Comments/ Suggestions for next lesson:			

Date/teacher:			
Lesson 23: Evaluation prep	<ul style="list-style-type: none"> • Content from week 4-5 		
Comments/ Suggestions for next lesson:			

Date/teacher:			
Lesson 24: Evaluation prep	<ul style="list-style-type: none"> • Content from week 6-7 		
Client's comments about evaluation/next curriculum:			

Lesson 25: Final speaking evaluation -

Date/consultant:

Observations:

Next curriculum (learner's path):

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

- Grammar: Present Perfect Simple and Continuous
- Vocabulary: Projects and deliverables

- Describe your current projects, deliverables and goals

50 common business idioms
<http://www.blairenglish.com/exercises/projects/exercises/projectessentials/projectessentials.html>

Comments/ Suggestions for next lesson:

Date/teacher: 9 jul 2025 , Yasmine

Lesson 2: Staffing a project

- Adjectives and Adverbs
- Staffing

- Discuss the people involved in your projects

<https://linkstaffing.com/resources/a-guide-to-recruitment-and-staffing-terms/>

Comments/ Suggestions for next lesson:

Date/teacher: 11 jul 2025 , Bernardo

Lesson 3: Past and future projects

- Past tenses - simple and continuous
- Future tenses

- Explain and discuss your past and future projects

<https://www.youtube.com/watch?v=d0wV9EC3t14>

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

Date/teacher: JULY 17th Jared

Lesson 4: Components of a presentation

- Presentation etiquette
- Sequencers

- Describe the components of a presentation

[English Presentations | Presenting in English](#)

Comments/ Suggestions for next lesson:

Date/teacher: July 18th, Edgar

Lesson 5: Starting and ending a presentation

- Intonation & tone
- Useful phrases

- 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/>

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 	<p>Intonation & Stress in Public Speaking: Definition & Examples - Video & Lesson Transcript</p> <p>IELTS Life Skills B1 Listening test 11 (British settlement and citizenship)</p> <p>https://www.youtube.com/watch?v=liRYtck3dXc&ab_channel=BHVTinH%E1%BB%8Dc</p>
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 audience IF 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>
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>
Comments/ Suggestions for next lesson:			

Date/teacher: 08/01 Eka

Lesson 9: Answers

- Answering strategies
- Useful phrases
- Answer follow up questions about your presentation

[Transcript of "How to speak so that people want to listen"](#)

Comments/ Suggestions for next lesson:

Topic 4 - Sharing information

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

TOPIC & CONTENT

LANGUAGE FOCUS

PRODUCTION

MATERIALS / SKILLS

Date/teacher: 05/08 -Karelle :)

Lesson 10: Giving your opinion

- Modals (should, must, could, might)
- Agreeing and disagreeing
- Give opinion/ agree/disagree on what has been said during the last meeting

[Modal verbs 4 – Requests, offers, permission and invitations: ESL/EFL Lesson Plan and Worksheet](#)

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

- Pitching - conditionals
- Expressing opinions
- Pitching ideas and sharing opinions

[11 Steps to a Perfect Startup Pitch: Expert Insights From Bianca Praetorius](#)

Comments/ Suggestions for next lesson:

Date/teacher: August 14th, Ivan

Lesson 12: Clarifying

- Discourse markers
- Tag questions
- Clarify complex situations for outstanders

<https://www.youtube.com/watch?v=kEAjrjgACDs>
[Discourse markers | Learning English](#)

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	<ul style="list-style-type: none">• Meeting components and strategies• Conditionals	<ul style="list-style-type: none">• Discuss meeting components and strategies	12 Useful Phrasal Verbs for Business Meetings - Impactfulenglish.com
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Comments/ Suggestions for next lesson:

Date/teacher: Aug 21st Jared

Lesson 14: Leading a meeting	<ul style="list-style-type: none">• Starting and finishing a meeting• Leadership strategies• Conditionals	<ul style="list-style-type: none">• Leading a successful meeting from start to finish	Business Etiquette Basics (INTERMEDIATE (B1) - UPPER-INTERMEDIATE (B2)) — Fluentize
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Comments/ Suggestions for next lesson:

Date/teacher: 08/22 Eka

Lesson 15: Participating in meetings	<ul style="list-style-type: none">• Interrupting politely• Expressing your opinion• Asking for clarification• Changing the topic	<ul style="list-style-type: none">• Effectively participating in a meeting	Technical Presentation Workbook: Winning Strategies for Effective Public Speaking
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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
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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/english-for-emails/unit-4-starting-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

- Modals for offers/requests
- Apologizing

- 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

- Summarizing/being concise
- Discourse markers

- 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
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Date/teacher: October 15th, Alejandro

Lesson 19: Reporting numbers

- Phrasal verbs for Statistics, percentages, trends
- Numbers - ordinal and cardinal, percentages,

- 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: Oct 17th Jared

Lesson 20: Charts and graphs

- Phrasal verbs for describing visuals
- discourse markers
- Comparison and contrast

- Discuss and report on visuals

<https://academic-englishuk.com/describing-graphs/>

Comments/ Suggestions for next lesson:

Date/teacher: 10/31 Eka

Lesson 21: Reports

- Passive voice
- Writing skills / reports

- 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: November 5th, Edgar

Lesson 22: Review

- Prepare a presentation on a current project

Comments/ Suggestions for next lesson:

Date/teacher: November 7th, Ivan

Lesson 23: Review

- Question answering techniques

Comments/ Suggestions for next lesson:

Date/teacher: November 13th, Ivan
November 11th, Ivan

dec 3rd YASMINE

Lesson 24: Review

- Reporting on presentations/meetings

Comments/ Suggestions for next lesson: 13/11 Client asked to have two more review classes before having her evaluation, some topics for these reviews could be Pronunciation of ed Verbs, and Gerunds and Infinitives

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

Date/consultant: Dec 5, 2025 BERNARDO final eval
12/10 Eka (DECOMPRESS)

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](#)

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 - 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)
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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 activities and responsibilities 	<ul style="list-style-type: none"> Clients talk about work activities and responsibilities 	Linkedin profiles
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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/
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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
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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
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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
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Comments/ Suggestions for next lesson:

Date/teacher: 04/11 Eka

Lesson 6: Explain the relation with suppliers & clients

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

- 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

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

- Client discussed and describes a process of starting a project

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

Comments/ Suggestions for next lesson:

Date/teacher: April 16th, Edgar

Lesson 8: Describe your current project

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

- Client describes and details current projects

[Good project managers vs bad managers](#)

Comments/ Suggestions for next lesson:

Date/teacher: April 24, 25/Tere

Lesson 9: Describe past & future projects

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

- 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?

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

- Client details the hierarchy and structure of their company

Create organizational chart

Comments/ Suggestions for next lesson:

Date/teacher: 04/29 Eka

Lesson 11: Explain who is

- Grammar: verb +

- Client details the

Draw the setup of your

responsible for what or in charge of	Prepositions/ gerunds and infinitives <ul style="list-style-type: none"> Vocabulary: departments 	departments in their company and their duties	company
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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
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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
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Date/teacher: May 7, 25/Tere

Lesson 13: Scheduling & rescheduling meetings	<ul style="list-style-type: none"> Grammar: Polite language (request & phrases)/ Preposition of time Skill: More complex question formation Vocabulary: meetings 	<ul style="list-style-type: none"> Client is able to schedule and reschedule appointments, discuss availability 	<ul style="list-style-type: none"> Meeting vocabulary Quiz meeting vocabulary
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Comments/ Suggestions for next lesson:

Date/teacher: May 9, 25/Tere

Lesson 14: Preparing a meeting	<ul style="list-style-type: none"> Grammar: Phrasal verbs Vocabulary: wants and needs 	<ul style="list-style-type: none"> Client explains how they set up their meetings (wants & needs) 	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 forms Skill: participating in a meeting Vocabulary: meetings 	<ul style="list-style-type: none"> Client role plays participating in a meeting 	<ul style="list-style-type: none"> Questions to ask in a meeting The most critical types of project management
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Comments/ Suggestions for next lesson:

Week 6 - Let's hire someone!

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 adjectives Skills: writing Vocabulary: skills hard and soft 	<ul style="list-style-type: none"> Client details and describes a job vacancy 	<ul style="list-style-type: none"> Job Description Vocabulary Job Description Template
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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 passive Vocabulary: job vacancy 	<ul style="list-style-type: none"> Client asks and answers questions for a job interview 	<ul style="list-style-type: none"> Inclusive Language (extension activity)
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Comments/ Suggestions for next lesson:

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

Lesson 18: Evaluate candidates	<ul style="list-style-type: none"> Grammar: reported speech Vocabulary: skills 	<ul style="list-style-type: none"> Client evaluates potential candidates for a vacancy 	
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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
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Date/teacher: May 29th Brian

Lesson 19: Managing time	<ul style="list-style-type: none"> Grammar: Second Conditional / prepositions of time Vocabulary: time management 	<ul style="list-style-type: none"> Clients discusses their time management and deadlines 	Quiz vocab time management Time management tips
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Comments/ Suggestions for next lesson:

Date/teacher: May 30, 25/Tere

Lesson 20: Scopes and capabilities	<ul style="list-style-type: none"> Grammar: Tenses review (all) Vocabulary: intensifiers 	<ul style="list-style-type: none"> Client reflects on their scope and capabilities 	Avoid this time management mistakes
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Comments/ Suggestions for next lesson:

Date/teacher: 06/03 Eka

Lesson 21: Risk and Result	<ul style="list-style-type: none"> Grammar: will vs would/ conditionals review Vocabulary: predictions 	<ul style="list-style-type: none"> Client is able to discuss how to calculate cost, outcome and manage risks and results 	How to prioritize your company's projects
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Comments/ Suggestions for next lesson:

Topic 8 - Evaluation - Formal

Date/teacher: June 6th, MARCE

Lesson 22: Evaluation prep	<ul style="list-style-type: none"> Content from week 1-3 	<ul style="list-style-type: none"> Explain who is involved in your current project 	
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Comments/ Suggestions for next lesson:

Date/teacher: June 11 Maja

Lesson 23: Evaluation prep	<ul style="list-style-type: none"> Content from week 4-5 	<ul style="list-style-type: none"> Explain the problems & solutions from your previous projects 	
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Comments/ Suggestions for next lesson:

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

Lesson 24: Evaluation prep	<ul style="list-style-type: none"> 	<ul style="list-style-type: none"> Explain the KPIs of your project 	
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Comments/ Suggestions for next lesson:

July 1st, David Final eval

Lesson 25: Final eval			
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Client's comments about evaluation/next curriculum:

B1+ Intermediate Business