


## B1 Curriculum: Transformation Module 1 - LESSON PLANNING

Student: Julia Guzmán

Classes per week:


Position: Coppel Transformation Manager

Level:

Curriculum:  Transformation Lesson Plan Module 1 - Curriculum

Current week:

### Decompress:

Here's the template:  Needs analysis/Decompress template

Notes on Client (Changes on new curriculum, suggestions, needs another curriculum, etc.):

Remember to notify your leader when decompress is completed, or contact directly with Jaime via Slack

### Week 1 - Bottom of the pyramid

**Aims:** To describe all aspects related to your company's brand, value and goals.

TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
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Date/teacher: June 9th Bernardo

Lesson 1: Describe your company to someone who has never heard of it (WH)

- Grammar: To be (3th pers. sing.), Questions words

- The client is now able to provide more information about his/her company.

<https://www.indeed.com/career-advice/career-development/how-to-describe-business>


Comments/ Suggestions for next lesson:

Date/teacher: June 10th, Marisol

Lesson 2: Explain your job/activities within the company

- Grammar: There is/ There are vs Have/Has

- The client is able to describe his job activities.

 Talking About and Des...


Comments/ Suggestions for next lesson:

Date/teacher: June 13th / Oscar			
Lesson 3: Describing marketing aspects	<ul style="list-style-type: none"> <li>Organizational chart explanation</li> </ul>	<ul style="list-style-type: none"> <li>The client can explain marketing related conversations.</li> </ul>	<a href="https://juice.ai/blog/how-to-describe-a-marketing-strategy/">https://juice.ai/blog/how-to-describe-a-marketing-strategy/</a>
Comments/ Suggestions for next lesson:			

<b>Week 2 - The purpose of the company</b> <b>Aims:</b> To fully analyze and present the purpose of your company.			
<b>TOPIC &amp; CONTENT</b>	<b>LANGUAGE FOCUS</b>	<b>PRODUCTION</b>	<b>MATERIALS / SKILLS</b>

Date/teacher: June 16th, Edgar			
Lesson 4: What is your company's purpose?	<ul style="list-style-type: none"> <li>Grammar: Discourse markers</li> </ul>	<ul style="list-style-type: none"> <li>Client is able to use discourse markers.</li> </ul>	<a href="https://www.wgu.edu/blog/how-develop-company-purpose-statement2108.html">https://www.wgu.edu/blog/how-develop-company-purpose-statement2108.html</a>
Comments/ Suggestions for next lesson:			

Date/teacher: June 17th Jared			
Lesson 5: Make an intro presentation of the purpose of your job	<ul style="list-style-type: none"> <li>Grammar: Fluent presentation</li> </ul>	<ul style="list-style-type: none"> <li>Client is able to talk about his/her company processes.</li> </ul>	<a href="https://www.yourdictionary.com/articles/adjective-clause">https://www.yourdictionary.com/articles/adjective-clause</a>
Comments/ Suggestions for next lesson:			

Date/teacher: June 20th, Edgar			
Lesson 6: Write an email where you give advice on how to do a business presentation	<ul style="list-style-type: none"> <li>Grammar: Formal email writing</li> </ul>	<ul style="list-style-type: none"> <li>Client is able to write a formal email.</li> </ul>	 How to use Ed and ing ...

Comments/ Suggestions for next lesson:

### Week 3 - My company

**Aims:** To analyze and be able to describe the roles of each person within the company.


TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
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Date/teacher: June 25th –Karelle

Lesson 7: Introducing specific roles - Who is who	<ul style="list-style-type: none"><li>Grammar: Formal vs informal vocabulary</li></ul>	<ul style="list-style-type: none"><li>Client is able to explain key concepts and moments of his/her company.</li></ul>	<a href="https://www.indeed.com/career-advice/finding-a-job/common-positions-in-company">https://www.indeed.com/career-advice/finding-a-job/common-positions-in-company</a>
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Comments/ Suggestions for next lesson:

Date/teacher: Jun 26, 2025 Karelle

Lesson 8: Explain the organisational chart	<ul style="list-style-type: none"><li>Grammar: Passive voice</li></ul>	<ul style="list-style-type: none"><li>Client is able to describe the projects his/her company has done.</li></ul>	 Organizational Structure
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Comments/ Suggestions for next lesson:

Date/teacher:

Lesson 9: Describe the different roles and responsibilities within the company	<ul style="list-style-type: none"><li>Grammar: Relative clauses</li></ul>	<ul style="list-style-type: none"><li>Client is able to describe his role in the company.</li></ul>	<a href="https://www.resumebuilder.com/how-to-describe-your-current-job-responsibilities/">https://www.resumebuilder.com/how-to-describe-your-current-job-responsibilities/</a>
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Comments/ Suggestions for next lesson:

**Week 4 - Skimming and summarising of important information****Aims:** To be able to identify and create relevant information.

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

Lesson 10: Skim text for important information	<ul style="list-style-type: none"><li>Grammar: Find main ideas and keywords</li></ul>	<ul style="list-style-type: none"><li>Client is able to skim a text.</li></ul>	<a href="https://www.thoughtco.com/how-to-find-the-main-idea-3212047">https://www.thoughtco.com/how-to-find-the-main-idea-3212047</a>
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Comments/ Suggestions for next lesson:

Date/teacher:

Lesson 11: Writing a summary from the identified main ideas.	<ul style="list-style-type: none"><li>Grammar: Skimming</li></ul>	<ul style="list-style-type: none"><li>Client is able to identify major business changes through history and their impact.</li></ul>	Lesson 11: Writing a summary from the identified main ideas.
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Comments/ Suggestions for next lesson:

Date/teacher:

Lesson 12: Identifying the components and structure of a memo and writing your version.	<ul style="list-style-type: none"><li>Grammar: Focus on pause and intonation</li></ul>	<ul style="list-style-type: none"><li>The client is able to discuss actions and their possible results.</li></ul>	<a href="https://melodywilding.com/communicate-beautifully-how-to-present-your-ideas-powerfully-and-inspire-your-audience-to-action/">https://melodywilding.com/communicate-beautifully-how-to-present-your-ideas-powerfully-and-inspire-your-audience-to-action/</a> <a href="https://leaveboard.com/formal-email/">https://leaveboard.com/formal-email/</a>
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Comments/ Suggestions for next lesson:

**Week 5 - Introduction to transformation****Aims:** To fully understand and communicate the need for transition of every company.

TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
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Date/teacher:			
Lesson 13: What are the reasons for a company to transition (transition drivers)	<ul style="list-style-type: none"> <li>Grammar: If-clauses- 1st Conditional</li> </ul>	<ul style="list-style-type: none"> <li>Client is able to describe the achieved actions of his/her company.</li> </ul>	<a href="https://learntransformation.com/business-transformation-drivers/">https://learntransformation.com/business-transformation-drivers/</a>
Comments/ Suggestions for next lesson:			


Date/teacher:			
Lesson 14: Explain transformation/changes in the past 5 and 10 years	<ul style="list-style-type: none"> <li>Grammar: 2nd Conditional</li> </ul>	<ul style="list-style-type: none"> <li>Client is able to talk about the changes of his company.</li> </ul>	<a href="https://www.slideshare.net/slideshow/top-20-business-transformation-of-last-decade/229862212#4">https://www.slideshare.net/slideshow/top-20-business-transformation-of-last-decade/229862212#4</a>
Comments/ Suggestions for next lesson:			

Date/teacher:			
Lesson 15: Creating a flowchart to explain a transformation strategy	<ul style="list-style-type: none"> <li>Grammar: Business vocabulary</li> </ul>	<ul style="list-style-type: none"> <li>Client can create a chart to describe a transformation strategy.</li> </ul>	<a href="https://www.indeed.com/career-advice/career-development/business-transformation">https://www.indeed.com/career-advice/career-development/business-transformation</a>
Comments/ Suggestions for next lesson:			

<b>Week 6 - Transformation Part II</b> <b>Aims:</b> To be able to identify transformation processes within a company and detect which will be needed in the future.			
TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS

Date/teacher:			
Lesson 16: Explain the transformation process to an outsider	<ul style="list-style-type: none"> <li>Grammar: Comparisons</li> </ul>	<ul style="list-style-type: none"> <li>Client is able to identify a subordinate clause and provide examples.</li> </ul>	<a href="https://www.youtube.com/watch?v=NCla0eOw3mc">https://www.youtube.com/watch?v=NCla0eOw3mc</a>
Comments/ Suggestions for next lesson:			

Date/teacher:			
Lesson 17: Comparing project objectives with current progress	<ul style="list-style-type: none"> <li>Grammar: Future tense</li> </ul>	<ul style="list-style-type: none"> <li>Client is able to speak about the future.</li> </ul>	<a href="https://www.float.com/resources/project-evaluation">https://www.float.com/resources/project-evaluation</a>
Comments/ Suggestions for next lesson:			

Date/teacher:			
Lesson 18: Identifying sectors/areas to improve	<ul style="list-style-type: none"> <li>Grammar: Modal verbs</li> </ul>	<ul style="list-style-type: none"> <li>Client is able to use different modal verbs depending on what he/she needs.</li> </ul>	 Business Transform...
Comments/ Suggestions for next lesson:			

<b>Week 7 - Arguments</b> <b>Aims:</b> To create solid arguments that will support an innovative strategy.			
TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS

Date/teacher:			
Lesson 19: Why a company need transformation strategy	<ul style="list-style-type: none"> <li>Grammar: Questions words- WH</li> </ul>	<ul style="list-style-type: none"> <li>Client is able to use the previous topic to provide a good and polite argument.</li> </ul>	<a href="https://www.indeed.com/career-advice/career-development/how-to-structure-an-argument">https://www.indeed.com/career-advice/career-development/how-to-structure-an-argument</a>

Comments/ Suggestions for next lesson:

Date/teacher:

Lesson 20: Defend an idea,  
and counter arguments

- Grammar: Reported speech

- Client is able to use the previous topic to express his/her opinion.

<https://writingcenter.gmu.edu/writing-resources/general-writing-practices/all-about-counterarguments>

Comments/ Suggestions for next lesson:

Date/teacher:

Lesson 21: Present new  
changes for your strategy

- Grammar: Presentation skills
- Vocabulary: Presentation items (projector, slides, pointer...)

- Client is able to use previous arguments to present a topic.

<https://slidemodel.com/strategy-presentation/>

Comments/ Suggestions for next lesson:

### Week 8 - Evaluation preparation

**Aims:** To review the course content.

TOPIC & CONTENT

LANGUAGE FOCUS

PRODUCTION

MATERIALS / SKILLS

Date/teacher:

Lesson 22: Evaluation prep

- Content from week 1-3


- Client is able to remember the topics discussed during those weeks

Comments/ Suggestions for next lesson:

Date/teacher:			
Lesson 23: Evaluation prep	<ul style="list-style-type: none"> <li>Content from week 4-5</li> </ul>	<ul style="list-style-type: none"> <li>Client is able to remember the topics discussed during those weeks</li> </ul>	
Comments/ Suggestions for next lesson:			


Date/teacher:			
Lesson 24: Evaluation prep	<ul style="list-style-type: none"> <li>Content from week 6-7</li> </ul>	<ul style="list-style-type: none"> <li>Client is able to remember the topics discussed during those weeks</li> </ul>	
Comments/ Suggestions for next lesson:			

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

<b>A2 LESSON PLANNING</b>
Student: Julia Guzmán Classes per week: Position: Coppel Transformation Manager Level: A2 Curriculum:  A2 Onboarding 1 Curriculum

<b>Decompress:</b>
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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



<b>Week 1 - Interviews</b> <b>Aims:</b> Passing/giving an interview, question making and answering interview questions, as well as analyzing aspects and characteristics of an individual and their body language.
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TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
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Date/teacher: February 17th, Alejandro			
Lesson 1: Resume, aptitudes/skills	<ul style="list-style-type: none"> <li>Grammar: Present simple and past simple review</li> <li>Vocabulary: Work routines and skills</li> </ul>	<ul style="list-style-type: none"> <li>Client is able to talk about his work history and resume.</li> </ul>	What makes you employable? Lesson <a href="https://eslbrains.com/what-makes-you-employable/">https://eslbrains.com/what-makes-you-employable/</a> Body language <a href="https://www.youtube.com/watch?v=1sfM-xx7tHI&amp;ab_channeel=GCFLearnFree.org">https://www.youtube.com/watch?v=1sfM-xx7tHI&amp;ab_channeel=GCFLearnFree.org</a>
Comments/ Suggestions for next lesson:			

Date/teacher: 2/18/25 Dowse			
Lesson 2: Interview questions	<ul style="list-style-type: none"> <li>Grammar: Questions in Present and Past Simple</li> <li>Vocabulary: Interview questions</li> </ul>	<ul style="list-style-type: none"> <li>Client is able to ask and answer job interview questions.</li> </ul>	50 most common questions in an interview - Forbes <a href="https://www.forbes.com/sites/jacquelynsmith/2013/01/11/how-to-ace-the-50-most-common-interview-questions/#3a1f0cee4624">https://www.forbes.com/sites/jacquelynsmith/2013/01/11/how-to-ace-the-50-most-common-interview-questions/#3a1f0cee4624</a>
Comments/ Suggestions for next lesson:			

Date/teacher: 21st Feb - Camille
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Lesson 3: Body language in a job interview	<ul style="list-style-type: none"> <li>Grammar: Modal verbs review</li> <li>Vocabulary: Body language, interviews</li> </ul>	<ul style="list-style-type: none"> <li>Client is able to comment and give advice for interviews.</li> </ul>	Ted Talk "Loss of wisdom" Barry Schwartz. <a href="https://www.youtube.com/watch?v=VYu0kMCxFEE">https://www.youtube.com/watch?v=VYu0kMCxFEE</a> Google's toughest interview questions  Google's toughest job ... Job Interview Tips, Socially Awkward situations  Job Interview Tips - So...
Comments/ Suggestions for next lesson:			

<b>Week 2 - Recruiting a team member</b> <b>Aims:</b> Writing job descriptions, analyzing the company's needs and wants for a specific position, identifying and analyzing ideal candidates as well as creating a job vacancy.			
TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
Date/teacher: Mar 1, 2025 Bernardo			
Lesson 4: Identifying a candidate profile	<ul style="list-style-type: none"> <li>Grammar: Adjectives, verb + gerund or infinitive</li> <li>Vocabulary: Hard skills/Soft skills, needs and wants</li> </ul>	<ul style="list-style-type: none"> <li>Analyzing the company's needs and wants for a specific position, outlining the candidate profile.</li> </ul>	Hard skills vs soft skills <a href="https://www.thebalancecareers.com/hard-skills-vs-soft-skills-2063780">https://www.thebalancecareers.com/hard-skills-vs-soft-skills-2063780</a>
Comments/ Suggestions for next lesson:			

Date/teacher: March 3, 25/Tere			
Lesson 5: Job descriptions	<ul style="list-style-type: none"> <li>Grammar: Imperatives and gerunds</li> <li>Vocabulary: Job requirements, expectations</li> </ul>	<ul style="list-style-type: none"> <li>Creating a job position organizational chart, outlining the job requirements.</li> </ul>	Use LinkedIn job ads <a href="https://www.linguahouse.com/es/esl-lesson-plans/general-english/describing-jobs">https://www.linguahouse.com/es/esl-lesson-plans/general-english/describing-jobs</a>  The Importance of Job...
Comments/ Suggestions for next lesson:			

Date/teacher: Mar 4, 2025 Bernardo			
Lesson 6: Writing a vacancy	<ul style="list-style-type: none"> <li>Grammar: Linking words, verbs collocations</li> <li>Vocabulary: Collocations, job vacancies</li> </ul>	<ul style="list-style-type: none"> <li>Writing and developing a recruitment ad.</li> </ul>	<a href="https://www.indeed.com/career-advice/finding-a-job/how-to-write-an-email-asking-for-a-job-vacancy">https://www.indeed.com/career-advice/finding-a-job/how-to-write-an-email-asking-for-a-job-vacancy</a>
Comments/ Suggestions for next lesson:			

<b>Week 3 - Onboarding process</b> <b>Aims:</b> Writing down the on boarding email for new employee, giving advice and recommendations to coworkers and counseling/ giving feedback.			
<b>TOPIC &amp; CONTENT</b>	<b>LANGUAGE FOCUS</b>	<b>PRODUCTION</b>	<b>MATERIALS / SKILLS</b>

Date/teacher: Mar 7, 2025 Bernardo			
Lesson 7: Adapt to a new organization	<ul style="list-style-type: none"> <li>Grammar: Present Perfect</li> <li>Vocabulary: Change, onboarding process</li> </ul>	<ul style="list-style-type: none"> <li>Client details the processes in the company and the duties of the new hires.</li> </ul>	Onboarding Process vocabulary and class ideas. <a href="https://blog.talaera.com/hr-series-onboarding">https://blog.talaera.com/hr-series-onboarding</a> The first 90 days podcast <a href="https://learningleader.com/episode-180-michael-watkins-first-90-days-ensure-success-new-role/">https://learningleader.com/episode-180-michael-watkins-first-90-days-ensure-success-new-role/</a>
Comments/ Suggestions for next lesson:			

Date/teacher: Mar 13, 2025 Bernardo March 12, 25/Tere (DNH)			
Lesson 8: Onboarding emails	<ul style="list-style-type: none"> <li>Grammar: Present Perfect and Past Simple</li> <li>Vocabulary: Emails, onboarding</li> </ul>	<ul style="list-style-type: none"> <li>Client explains and compares processes and expectations for new recruits.</li> </ul>	Write an email summarizing the onboarding process for new hires <a href="https://www.getvero.com/resources/guides/lifecycle-marketing/onboarding-emails/">https://www.getvero.com/resources/guides/lifecycle-marketing/onboarding-emails/</a>
Comments/ Suggestions for next lesson:			

Date/teacher: Mar 15, 2025 Karen			
Lesson 9: Coaching a new employee	<ul style="list-style-type: none"> <li>Grammar: Advice (SHOULD/COULD) and polite requests (WOULD/COULD/MIGHT)</li> <li>Vocabulary: Feedback and recommendations</li> </ul>	<ul style="list-style-type: none"> <li>Client summarizes performance, gives feedback and recommendations.</li> </ul>	Feedback vocabulary <a href="https://www.ryerson.ca/istc/becomeasim/simulationforms/jcr:content/center/uiwdownload/file.res/Vocabulary%20and%20Word%20Choices%20for%20Feedback.pdf">https://www.ryerson.ca/istc/becomeasim/simulationforms/jcr:content/center/uiwdownload/file.res/Vocabulary%20and%20Word%20Choices%20for%20Feedback.pdf</a>
Comments/ Suggestions for next lesson:			

<b>Week 4 - Talent Development</b> <b>Aims:</b> Using empathy as a communication strategy, finding examples of career trajectory and writing what your ideal LinkedIn profile will look like in 10 years.			
TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS

Date/teacher: Mar 24, 2025			
Lesson 10: Identifying needs	<ul style="list-style-type: none"> <li>Grammar: Modals might/may/will for predictions</li> <li>Vocabulary: Empathy and predictions</li> </ul>	<ul style="list-style-type: none"> <li>Clients use empathy in communication and make predictions about their colleagues needs.</li> </ul>	Empathy- the key to a diverse and inclusive workplace. <a href="https://www.forbes.com/sites/ianicegassam/2018/09/25/empathy-the-key-to-a-diverse-and-inclusive-workplace/#bba95570971">https://www.forbes.com/sites/ianicegassam/2018/09/25/empathy-the-key-to-a-diverse-and-inclusive-workplace/#bba95570971</a>
Comments/ Suggestions for next lesson:			

Date/teacher: March 26th, Marisol			
Lesson 11: Career trajectory	<ul style="list-style-type: none"> <li>Grammar: Zero and first conditional</li> <li>Vocabulary: careers</li> </ul>	<ul style="list-style-type: none"> <li>Client discusses examples of career trajectory.</li> </ul>	Use LinkedIn
Comments/ Suggestions for next lesson:			

Date/teacher: Mar 28, 2025 Bernardo			
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Lesson 12: Build individuals	<ul style="list-style-type: none"> <li>Grammar: Zero and first conditional/ future</li> <li>Vocabulary: Career development</li> </ul>	<ul style="list-style-type: none"> <li>Client writes what their ideal linkedin profile will look like in 10 years.</li> </ul>	Use LinkedIn - write an ideal profile in 10 years
Comments/ Suggestions for next lesson:			

<b>Week 5 - Motivation</b> <b>Aims:</b> Analyzing Ted Talks and answering questions, body language, a motivational speech as well as designing a workshop for your team. Finding incentives for employees, including counseling and giving feedback.			
TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS

Date/teacher: Mar. 31st Brian			
Lesson 13: Leader inspiration/drive	<ul style="list-style-type: none"> <li>Grammar: Future and conditionals review</li> <li>Vocabulary: Motivation/leadership/drive</li> </ul>	<ul style="list-style-type: none"> <li>Client discusses ideas on motivation/leaders and inspiration.</li> </ul>	Ted talks "The Puzzle of Motivation" Dan Pink. <a href="https://www.ted.com/talks/dan_pink_on_motivation?language=es">https://www.ted.com/talks/dan_pink_on_motivation?language=es</a> <a href="https://www.imd.org/research-knowledge/articles/intrinsic-motivation-the-missing-piece-in-changing-employee-behavior/">https://www.imd.org/research-knowledge/articles/intrinsic-motivation-the-missing-piece-in-changing-employee-behavior/</a>
Comments/ Suggestions for next lesson:			

Date/teacher: April 22, Edgar			
Lesson 14: Success	<ul style="list-style-type: none"> <li>Grammar: Linking words and discourse markers</li> <li>Vocabulary: Motivation/skills</li> </ul>	<ul style="list-style-type: none"> <li>Designing a workshop for your team/ Writing a motivational speech.</li> </ul>	<a href="https://www.idoinspire.com/how-to-write-a-motivational-speech">https://www.idoinspire.com/how-to-write-a-motivational-speech</a>
Comments/ Suggestions for next lesson:			

Date/teacher: 24 abr 2025 Karen DNH April 25th Edgar			
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Lesson 15: Motivation	<ul style="list-style-type: none"> <li>Grammar: Modal verbs and conditionals (zero and first) review</li> <li>Vocabulary: Incentives/feedback</li> </ul>	<ul style="list-style-type: none"> <li>Finding incentives for employees, counseling and giving feedback.</li> </ul>	Role play Ted talks "Motivation" Dan Pink. <a href="https://www.ted.com/talks/dan_pink_on_motivation?language=es">https://www.ted.com/talks/dan_pink_on_motivation?language=es</a>
Comments/ Suggestions for next lesson:			


<b>Week 6 - Management/Leadership</b> <b>Aims:</b> Defining purpose and obligations in a company/team as well as coaching and communication strategies and conflict resolutions.			
TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
Date/teacher: Apr 28, 2025 BERNARDO			
Lesson 16: Leadership and roles	<ul style="list-style-type: none"> <li>Grammar: Question forms review - present past and future</li> <li>Vocabulary: Goals and purpose</li> </ul>	<ul style="list-style-type: none"> <li>Client defines the company and team's purpose using the golden circle.</li> </ul>	The Golden Circle pdf <a href="https://simonsinek.com/wp-content/uploads/2018/09/SWW-Primer.pdf">https://simonsinek.com/wp-content/uploads/2018/09/SWW-Primer.pdf</a>
Comments/ Suggestions for next lesson:			

Date/teacher: Apr. 29th Brian			
Lesson 17: Obligations	<ul style="list-style-type: none"> <li>Grammar: Gradation of adverbs/causative sentences</li> <li>Vocabulary: Cause and effect</li> </ul>	<ul style="list-style-type: none"> <li>Client defines obligations and responsibilities in a professional setting.</li> </ul>	<a href="https://www.indeed.com/career-advice/career-development/team-roles-and-responsibilities">https://www.indeed.com/career-advice/career-development/team-roles-and-responsibilities</a>
Comments/ Suggestions for next lesson:			

Date/teacher: Apr. 29th Brian			
Lesson 18: Problem solving	<ul style="list-style-type: none"> <li>Grammar: Cause and effect</li> <li>Vocabulary: Debate</li> </ul>	<ul style="list-style-type: none"> <li>Client debates and discusses problems and potential solutions.</li> </ul>	Expressions for Discussion and Debate – TEFL <a href="http://www.teflsites.com/Expressions%20for%20Discussion">http://www.teflsites.com/Expressions%20for%20Discussion</a>

			<a href="#">n%20and%20Debate%20new.pdf</a>
Comments/ Suggestions for next lesson:			

<b>Week 7 - Culture</b> <b>Aims:</b> Comparative analysis among different business cultures (then and now), working with hypothetical situations and discussing work culture.			
TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS

Date/teacher: Apr. 30th Brian			
Lesson 19: Work cultures	<ul style="list-style-type: none"> <li>Grammar: Review of tenses : past simple/continuous/present perfect , comparatives</li> <li>Vocabulary: Work cultures</li> </ul>	<ul style="list-style-type: none"> <li>Client discusses and compares different work cultures (then and now).</li> </ul>	 Millennials in the Wor...
Comments/ Suggestions for next lesson:			

Date/teacher: May 2nd Brian			
Lesson 20: Shaping culture	<ul style="list-style-type: none"> <li>Grammar: Review of narrative tenses / modals</li> <li>Vocabulary: Work culture</li> </ul>	<ul style="list-style-type: none"> <li>Client debates how a culture can be shaped in the workplace.</li> </ul>	<a href="https://www.td.org/user/content/michaelgrubich/shaping-culture-steps-for-successful-culture-shaping-07-10-19-10-39">https://www.td.org/user/content/michaelgrubich/shaping-culture-steps-for-successful-culture-shaping-07-10-19-10-39</a>
Comments/ Suggestions for next lesson:			

Date/teacher: May 5th Brian			
Lesson 21: Culture impact	<ul style="list-style-type: none"> <li>Grammar: Narrative tenses review</li> <li>Vocabulary: Culture terms</li> </ul>	<ul style="list-style-type: none"> <li>Client discusses how a culture impacts a workplace/people.</li> </ul>	<a href="https://www.forbes.com/sites/forbesbusinessdevelopmentcouncil/2021/12/01/the-impact-of-culture-in-the-workplace/">https://www.forbes.com/sites/forbesbusinessdevelopmentcouncil/2021/12/01/the-impact-of-culture-in-the-workplace/</a>

Comments/ Suggestions for next lesson:

### Week 8 - Review week: Project preparation

**Aims:** Developing an interview plan/ questions, identifying the candidate profile that the company needs, giving interview feedback.

TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
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Date/teacher: 6 may 2025 Karen

Lesson 22: Review	<ul style="list-style-type: none"><li>Designing interview questions</li></ul>		Conduct the Perfect Job Interview in Twelve Simple Steps <a href="https://www.linkedin.com/pulse/20140210135852-20017018-conduct-the-perfect-job-in-interview-in-twelve-simple-steps">https://www.linkedin.com/pulse/20140210135852-20017018-conduct-the-perfect-job-in-interview-in-twelve-simple-steps</a>
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Comments/ Suggestions for next lesson:

Date/teacher: May 9, 2025 Bernardo

Lesson 23: Review	<ul style="list-style-type: none"><li>Discussing interview strategies and presenting relevant information</li></ul>		
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Comments/ Suggestions for next lesson:

Date/teacher: May 13, 2025 Bernardo

Lesson 24: Review	<ul style="list-style-type: none"><li>Identifying the candidate profile that the company needs</li></ul>		
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Comments/ Suggestions for next lesson: client requested 5 minutes before the class to move the eval for today since she will be traveling to Japan



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