

Dear Consultant: Please focus on listening and speaking production with HR related activities and vocabulary.

Consider the following as well:

Pronunciation	Vocabulary	Grammar	Listening
<ul style="list-style-type: none"> Read, correct and repeat Practice by sending audios Changing focus to one difficult word and to complete paragraphs Minimal pairs 👍 Tongue twisters 🗣️ 	<ul style="list-style-type: none"> Phrasal verbs for business (when you are in meetings or presentations pay attention and write all phrasal verbs you can catch) 	No grammar oriented 🚫	Listening for specific information. Look for specific words Closed vocabulary Look for gist Use realia
Speaking	Reading	Writing	Other:
Q&A Comparing things (<i>oriented to comparatives and superlatives accuracy in speaking production not grammar</i>) Describing services	Read articles about investment, business, the stock market. Look for vocabulary Look for specific words Look for gist Reading and comprehension for specific information	No email writing 🚫 Writing comments to posts. Summarizing classes.	Use platform such as Youtube, Instagram, Tiktok to practice with audiovisual material

Intermediate Business - LESSON PLANNING

Student: Araceli Serrano

Classes per week: 3

Position: HR Manager

Level: B1

Curriculum: [Intermediate Business - 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 - Recruitment

Aims:

TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
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Date/teacher: Mar 3, 2026 Alejandro

Lesson 1: Minimum vs. preferred qualifications	<ul style="list-style-type: none"> Grammar: Gerund vs infinitives 	<ul style="list-style-type: none"> Client is able to know when to use gerunds and when to use infinitives 	<ul style="list-style-type: none"> https://promova.com/english-grammar/gerund-vs-infinitive-in-english
Comments/ Suggestions for next lesson:			

Date/teacher: March 5th, Edgar

Lesson 2: Writing job descriptions	<ul style="list-style-type: none"> Grammar: Royal order of adjectives 	<ul style="list-style-type: none"> Client is able to apply the adjective order when writing a job description, 	<ul style="list-style-type: none"> https://www.wright.edu/human-resources/writing-an-effective-job-description
Comments/ Suggestions for next lesson:			

Date/teacher: March 10th, Edgar

Lesson 3: Diversity, equity and inclusion	<ul style="list-style-type: none"> Grammar: Pronunciation: final -ed and final -s sounds 	<ul style="list-style-type: none"> Client is able to pronounce the ed sounds correctly 	<ul style="list-style-type: none"> https://www.grammar.cl/english/pronunciation-ed.htm
Comments/ Suggestions for next lesson:			

Week 2 - Interviewing

Aims:

TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
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Date/teacher: March 17th, Edgar

Date/teacher: March 12th, Edgar **OFF CURRICULUM**

Lesson 4: Preparing for the interview	<ul style="list-style-type: none"> Grammar: Word order: questions 	<ul style="list-style-type: none"> Client is able to make questions during an interview 	<ul style="list-style-type: none"> https://hbr.org/2021/11/10-common-job-interview-questions-
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			and-how-to-answer-them
Comments/ Suggestions for next lesson: Client was late and wanted to review the previous topic, specifically -ed and -ing adjectives. So we focused on that.			

Date/teacher: March 19th, Edgar			
Lesson 5: Conducting the interview	<ul style="list-style-type: none"> Grammar: Past tense 	<ul style="list-style-type: none"> Client is able to ask for a background to a candidate 	<ul style="list-style-type: none"> https://www.youtube.com/watch?v=Hkv8LeyQ22w&t=6s
Comments/ Suggestions for next lesson:			

Date/teacher: March 24th, Edgar			
Lesson 6: Dos and don'ts - Tone & delivery	<ul style="list-style-type: none"> Grammar: Pronunciation: rising and falling intonation 	<ul style="list-style-type: none"> Client is able to explain rules to someone 	<ul style="list-style-type: none"> https://dictionary.cambridge.org/us/grammar/british-grammar/intonation
Comments/ Suggestions for next lesson:			

Week 3 - Extending the Offer
Aims:

TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
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Date/teacher: Mar 27, 2026 Alejandro			
Lesson 7: Making a job offer on the phone	<ul style="list-style-type: none"> Grammar: Word order: negative form 	<ul style="list-style-type: none"> Client is able to use the negative forms when making job offers 	<ul style="list-style-type: none"> https://resources.workable.com/tutorial/making-job-offer-candidate
Comments/ Suggestions for next lesson:			

Date/teacher: April 14th Edgar
 Date/teacher: April 9th Jared DNH
 Apr 10, 2026 Alejandro DNH

Lesson 8: Salary negotiation	<ul style="list-style-type: none"> Grammar: Modals for requests and offers 	<ul style="list-style-type: none"> Client is able to politely negotiate and offer 	<ul style="list-style-type: none"> https://learnenglish.britishcouncil.org/grammar/english-grammar-reference/modal-verbs
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Comments/ Suggestions for next lesson:

Date/teacher: April 15th, Karelle

Lesson 9: Explaining the benefits package	<ul style="list-style-type: none"> Grammar: Pronunciation: content vs. function words 	<ul style="list-style-type: none"> Client is able to emphasize the most important details when explaining benefits 	<ul style="list-style-type: none"> https://thesoundofenglish.org/content-function-words/
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Comments/ Suggestions for next lesson:

Week 4 - Onboarding & Training

Aims:

TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
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Date/teacher: April 16th, Edgar

Lesson 10: Reviewing company policies (time off, dress code, etc.)	<ul style="list-style-type: none"> Grammar: Pronoun usage 	<ul style="list-style-type: none"> Client is able to review company policies and write a dress code according to that 	<ul style="list-style-type: none"> https://www.indeed.com/career-advice/career-development/dress-code-policy
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Comments/ Suggestions for next lesson:

Date/teacher: April 21st, Edgar

Lesson 11: Preparing for the new hire's first day	<ul style="list-style-type: none"> Grammar: Present perfect vs. past 	<ul style="list-style-type: none"> Client is able to guide a freshman through the first day of work 	<ul style="list-style-type: none"> https://continuingstudies.uvic.ca/elc/studyzone/410/grammar/ppvpast/
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Comments/ Suggestions for next lesson:

Date/teacher: April 23rd, Edgar

Lesson 12: Shadowing a colleague

- Grammar: Pronunciation: linking, especially with contractions

- Client is able to shadow a colleague in a task.

- <https://www.investopedia.com/terms/s/shadowing.asp>

Comments/ Suggestions for next lesson:

Week 5 - Programs, Usage, Application

Aims:

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

Lesson 13: Systems in a workplace

- Grammar: Gerunds (used) for + verb + ing

- Client is able to explain hierarchy in the workplace

- <https://www.indeed.com/hire/c/info/what-is-a-chain-of-command-in-the-workplace>

Comments/ Suggestions for next lesson:

Date/teacher:

Lesson 14: Technology

- Grammar: Infinitive (designed) to + infinitive

- Client is able to talk about technology that he or she uses while working

- <https://blog.vantagecircle.com/technology-in-the-workplace/>

Comments/ Suggestions for next lesson:

Date/teacher:

Lesson 15: Common programs/apps for your job

- Grammar: Vocabulary, Adjectives and Adverbs. Conditionals

- Client is able to use helpful apps for his/her job

- <https://learnenglish.britishcouncil.org/grammar/b1-b2-grammar/conditionals-zero-first-second>

Comments/ Suggestions for next lesson:

Week 6 - Project Management

Aims:

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

Lesson 16: When a project is assigned, How do you recruit a team?

- Grammar: Gerunds and infinitives

- Client is able to choose team members according to the task

- <https://www.youtube.com/watch?v=QSdcDBuLU-8>

Comments/ Suggestions for next lesson:

Date/teacher:

Lesson 17: Agile Project Management

- Grammar: Order of adjectives

- Client is able to manage a project

- <https://business.adobe.com/blog/basics/steps-to-manage-project#research-your-project-and-identify-a-purpose>

Comments/ Suggestions for next lesson:

Date/teacher:

Lesson 18: Managing projects from start to finish

- Grammar: Pronunciation: final -ed and final -s sounds

- Client is able to execute projects

- <https://www.usability.gov/what-and-why/project-management.html>


Comments/ Suggestions for next lesson:

Week 7 -Research

Aims:

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

Lesson 19: Automation	<ul style="list-style-type: none"> Grammar: Conditionals revision 	<ul style="list-style-type: none"> Client is able to use the conditionals 	-  What are co...
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Comments/ Suggestions for next lesson:

Date/teacher:

Lesson 20: Innovation	<ul style="list-style-type: none"> Grammar: Passive voice 	<ul style="list-style-type: none"> Client is able to talk about company innovations by using passive voice 	- https://ideascale.com/wp-content/uploads/2023/07/technology-innovation-descriptive.jpg
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Comments/ Suggestions for next lesson:

Date/teacher:

Lesson 21: Future technology	<ul style="list-style-type: none"> Grammar: Future tenses 	<ul style="list-style-type: none"> Client is able to talk about the company's future plans 	- https://eslgrammar.org/future-tense/
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Comments/ Suggestions for next lesson:

Week 8 - Review**Aims:** Review previous lessons

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

Lesson 22: Review	<ul style="list-style-type: none"> Contents from week 1-3 	Client is able to review the contents of weeks 1-3	
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Comments/ Suggestions for next lesson:

Date/teacher:

Lesson 23: Review

- Contents from week 4-5

Client is able to review the contents of weeks 4-5

Comments/ Suggestions for next lesson:

Date/teacher:

Lesson 24: Review

- Contents from week 6-7

Client is able to review the contents of weeks 6-7

Client's comments about evaluation/next curriculum:

Lesson 25: Final speaking evaluation -

Date/consultant:

Observations:

Next curriculum (learner's path):

BUSINESS COMMUNICATION CURRICULUM (B1+/B2) - LESSON PLANNING

Student: Adazeli Serrano

Classes per week: 3

Position: HR Manager

Level: B1+/B2

Curriculum: [B1+/B2 Business Communication Curriculum](#)

Current week:

Decompress: 02/17 Eka

Here's the template: [Needs analysis/Decompress template](#)

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Week 1 - The COmpany overview

-Aims:

TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
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Date/teacher: October 16th, Edgar
ctober 14th, Edgar **OFF CURRICULUM**

}-October 20, 2025/Tere

Lesson 1: Explain the purpose, mission and vision		<ul style="list-style-type: none">Grammar: Present tenses review -allVocabulary: Action verbs	<ul style="list-style-type: none">Clients describe their company's purpose, mission and vision	<ul style="list-style-type: none">
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Comments/ Suggestions for next lesson: **Client wanted to review a presentation in English she is preparing for this Friday. We focused on this for the whole session.**

Date/teacher: Oct 28, 2025 Bernardo

Oct 24, 2025 Bernardooff curriculum

Lesson 2: Give the company foundation information	<ul style="list-style-type: none">Grammar: Past tenses review- allVocabulary:timelines	<ul style="list-style-type: none">Clients talk about the foundation and timeline of their company	<ul style="list-style-type: none">
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Comments/ Suggestions for next lesson:

Date/teacher: October 30th, Edgar

Lesson 3:The current status and stage of the company	<ul style="list-style-type: none">Grammar: Passive voice - present and pastVocabulary: adjectives	<ul style="list-style-type: none">Clients are able to describe the current stage and status of their company	<ul style="list-style-type: none">
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Comments/ Suggestions for next lesson:

Week 2 - Projects

Aims:

TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
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Date/teacher: November 6th, Edgar

Nov 4, 2025 Edgar **OFF CURRICULUM**

Lesson 4: Describe what you want & need	<ul style="list-style-type: none">Grammar: Wants & need - first and second conditionalVocabulary: wants and needs	<ul style="list-style-type: none">Client describes their wants and needs in relation with their job and company	<ul style="list-style-type: none">
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Comments/ Suggestions for next lesson: **Client was late and had to leave early due to an important breakfast with her CEO. Also client was a little down for personal reasons so we only focused on conversation practice for the lesson.**

Date/teacher: November 11th, Edgar

Lesson 5: Identify your projects & tasks - breaking down a project	<ul style="list-style-type: none">Grammar: ComparisonsVocabulary: projects	<ul style="list-style-type: none">Client describes their projects in detail (goal, scope, deliverables, timelines)	<ul style="list-style-type: none">
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Comments/ Suggestions for next lesson:

Date/teacher: November 13-Karelle :)

Lesson 6: Create a timeline of a project	<ul style="list-style-type: none">Grammar: Present Perfect S and CVocabulary: sequencers	<ul style="list-style-type: none">Clients talks about the timeline of their projects	<ul style="list-style-type: none">
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Comments/ Suggestions for next lesson:

Week 3 - Writing emails

Aims:

TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
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Date/teacher: November 18th, Edgar

Lesson 7: Making requests via email	<ul style="list-style-type: none"> • Grammar: Modals for requests • Vocabulary: requests, formal emails 	<ul style="list-style-type: none"> • Client is able to make formal requests via email 	<ul style="list-style-type: none"> •
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Comments/ Suggestions for next lesson:

Date/teacher: November 20th, Ivan

Lesson 8: Authorize or deny requests	<ul style="list-style-type: none"> • Grammar: Use of can/can not, could/could not • Vocabulary: authorising or denying 	<ul style="list-style-type: none"> • Client is able to say yes or no in a formal way to others' requests 	<ul style="list-style-type: none"> •
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Comments/ Suggestions for next lesson:

Date/teacher: Nov 27 Maja

Lesson 9: Emails for specific functions	<ul style="list-style-type: none"> • Grammar: Being concise • Vocabulary: discourse markers 	<ul style="list-style-type: none"> • Client is able to create a variety of emails for asking/offering/requesting something (raise, time off, extension, etc) 	<ul style="list-style-type: none"> •
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Comments/ Suggestions for next lesson:

Week 4 - Meeting logistics**Aims:**

TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
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Date/teacher: November 28th, Edgar

Lesson 10: Explain what you want & need for your next meeting

- Grammar: Phrasal verbs
- Vocabulary: meetings logistic

- Client details the wants and needs of their next meeting

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Comments/ Suggestions for next lesson:

Date/teacher: December 4th, Edgar

Lesson 11: Setting up a meeting via email

- Grammar: Adverbs
- Vocabulary: emails

- Client is able to set up meetings and respond to emails regarding a meeting

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Comments/ Suggestions for next lesson:

Date/teacher: 12/05 Eka

Lesson 12: Follow up a meeting

- Grammar: 2nd conditional
- Vocabulary: sequencers

- Client is able to follow up on a meeting and send a list of minutes/main points

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Comments/ Suggestions for next lesson:

Week 5 - Meeting interactions**Aims:**

TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
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Date/teacher: 12/09 Eka

Lesson 13: Share a project status during a meeting	<ul style="list-style-type: none"> • Grammar: Past Perfect and Narrative tenses • Skill: More complex sentences • Vocabulary: projects 	<ul style="list-style-type: none"> • Client is able to share a detailed overview of their project 	<ul style="list-style-type: none"> •
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Comments/ Suggestions for next lesson:

Date/teacher: 12/11 Eka

Lesson 14: Explain notes in detail & bullet points	<ul style="list-style-type: none"> • Grammar: : Subordinate / relative clauses • Vocabulary: paraphrasing • Skill: explaining and paraphrasing 	<ul style="list-style-type: none"> • Client explains details from the past 	<ul style="list-style-type: none"> •
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Comments/ Suggestions for next lesson:

Date/teacher: December 19th, Edgar **DNH** - December 22, 25/Tere

Lesson 15: Explain errors/improvements	<ul style="list-style-type: none"> • Grammar: 3rd conditional • Vocabulary: regrets and improvements 	<ul style="list-style-type: none"> • Client is able to reflect on errors and explain improvements /changes 	
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Comments/ Suggestions for next lesson:

Topic 6 - Sharing information

Aims:

TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
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Date/teacher: January 13, 2026/Tere

Lesson 16: Give your opinion (agree/disagree)

- Grammar: phrasal verbs
- Vocabulary: useful phrases to agree or disagree

- Client is able to give opinion, agree and disagree with what had been said

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Comments/ Suggestions for next lesson:

Date/teacher: January 15th, Ivan

Lesson 17: Give ideas or input during meetings

- Grammar: modals in the past
- Vocabulary: ideas and input

- Client is able to express own ideas and give input during a discussion

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Comments/ Suggestions for next lesson:

Date/teacher: January 19, 2026/Tere

Lesson 18: Clarify complex situations for outsiders

- Grammar: discourse markers
- Vocabulary: clarifying and paraphrasing

- Client is able to offer an explanation to a third party

Comments/ Suggestions for next lesson:

Topic 7 - Reporting

Aims:

TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
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Date/teacher: Jan 27, 2026 Beranrdo

Lesson 19: Reporting information

- Grammar : reported speech
- Vocabulary: reporting verbs

- Client is able to report on what was previously said

Comments/ Suggestions for next lesson:

Date/teacher: Jan 28.Karelle DNH / January 30

Lesson 20: Identifying areas of growth

- Grammar : conjunctions
- Vocabulary: growth, improvements
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- Client is able to discuss areas of growth and correlations between results and past actions

Comments/ Suggestions for next lesson: **THIS CLASS WAS SKIPPED**

Date/teacher: 01/29 Eka

Lesson 21: Talking about numbers

- Grammar : numbers and charts
- Vocabulary: talking about numbers and graphs
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- Client is able to report on numbers or information present in a graph/chart

Comments/ Suggestions for next lesson: **01/29.- Please review this topic, the part of reporting on graphs 30/01 we did a review of lesson 20 and 21**

we review

TOPIC & CONTENT

LANGUAGE FOCUS

PRODUCTION

MATERIALS / SKILLS

Date/teacher: February 3, 2026/Tere

Lesson 22:


- Review Content from week 1-3

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Comments/ Suggestions for next lesson:			

Date/teacher: February 4 —Karelle			
Lesson 23:	<ul style="list-style-type: none"> Review Content from week 4-5 		
Comments/ Suggestions for next lesson:			

Date/teacher: February 10 Karelle			
Lesson 24:	<ul style="list-style-type: none"> Review Content from week 6-7 		
Client's comments about evaluation/next curriculum:			

Lesson 25: Final speaking evaluation - February 12/Karelle			
Date/consultant:			
Observations:			
Next curriculum (learner's path):			

B1 HUMAN RESOURCES CURRICULUM - LESSON PLANNING			
Student: Adazeli Serrano Classes per week: 3 Position: HR Manager Level: -B2/B2 Curriculum:  B1 Human Resources Curriculum Current week: 8-8			

Decompress: October 9th, Edgar

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:

TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
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Date/teacher: june 26th, bernardo

Lesson 1: Minimum vs. preferred qualifications	<ul style="list-style-type: none">Grammar: ED and ING adjectivesVocabulary: adjectives, qualifications	<ul style="list-style-type: none">Clients analyze the ideal qualifications for their candidate	<ul style="list-style-type: none">https://learnenglish.britishcouncil.org/skills/writing/b1-writing/a-professional-profile
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Comments/ Suggestions for next lesson:

Date/teacher: Jul 1, 2025 Bernardo

Lesson 2: Writing job descriptions	<ul style="list-style-type: none">Grammar: Royal order of adjectivesVocabulary: adjectives, job vacancies	<ul style="list-style-type: none">Clients are able to write an effective job vacancy they want to cover	<ul style="list-style-type: none">Linkedin profiles
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Comments/ Suggestions for next lesson:

Date/teacher: Jul 1, 2025 Bernardo

Lesson 3: Diversity, equity and inclusion	<ul style="list-style-type: none">Grammar: Pronunciation: final -ed and final -s soundsVocabulary: adjectives, job vacancies	<ul style="list-style-type: none">Clients debate the equity, diversity and inclusion regarding the job market and practice pronunciation	<ul style="list-style-type: none">
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Comments/ Suggestions for next lesson:

Week 2 - Interviewing

Aims:

TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
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Date/teacher: 07/08 Eka

Lesson 4: Preparing for the interview: Resume review and Question writing	<ul style="list-style-type: none">• lesson 4: Preparing for the interview: Resume review and Question writing••	<ul style="list-style-type: none">• lesson 4: Preparing for the interview: Resume review and Question writing••	lesson 4: Preparing for the interview: Resume review and Question writing
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Comments/ Suggestions for next lesson:

Date/teacher: Jul 11, 2025 Bernardo

Lesson 5: Conducting the interview- Tone & delivery	<ul style="list-style-type: none">• Grammar: Pronunciation: rising and falling intonation• Vocabulary: organizational structure job interviews	<ul style="list-style-type: none">• Client conducts the interview	<ul style="list-style-type: none">• Role play
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Comments/ Suggestions for next lesson:

Date/teacher: July 16, 25/Tere

Lesson 6: Dos and don'ts	<ul style="list-style-type: none">• Grammar: Modal verbs• Vocabulary: advice	<ul style="list-style-type: none">• Clients talk about the DO's and DONT's of job interviews	<ul style="list-style-type: none">• https://www.indeed.com/career-advice/interviewing/job-interview-dos-and-donts
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Comments/ Suggestions for next lesson:

Week 3 - Extending the offer**Aims:**

TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
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Date/teacher: Jul 17, 2025 Bernardo

Lesson 7: Making a job offer	<ul style="list-style-type: none"> Grammar: Modals for requests and offers Vocabulary: job offer 	<ul style="list-style-type: none"> Client makes a job offer 	<ul style="list-style-type: none"> https://www.youtube.com/watch?v=QvSq2PvPnSA
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Comments/ Suggestions for next lesson:

Date/teacher: July 22nd, Edgar

Lesson 8: Salary negotiation	<ul style="list-style-type: none"> Grammar: 1st and 2nd conditional Vocabulary: negotiation 	<ul style="list-style-type: none"> Client negotiates the terms with the new candidate 	<ul style="list-style-type: none"> https://www.essentialenglish.review/book/speak-business-english-like-an-american/lesson-30-negotiating-a-salary-offer/
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Comments/ Suggestions for next lesson:

Date/teacher: July 23, 25/Tere

Lesson 9: Explaining the details of the job	<ul style="list-style-type: none"> Grammar: Clarifying Vocabulary: useful phrases 	<ul style="list-style-type: none"> Client clarifies and answers questions about the job vacancy 	<ul style="list-style-type: none"> https://www.businessenglishresources.com/expressions-describing-job-company/
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Comments/ Suggestions for next lesson:

Week 4 - Onboarding and training

Aims:

TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
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Date/teacher: Jul 30, 25/Tere

Lesson 10: Reviewing company policies (time off, dress code, etc.)

- Sequencers
- Vocabulary: company policies

- Client details the company policies for the new recruit

- https://www.bbc.co.uk/worldservice/learningenglish/general/sixminute/2013/10/131010_6min_rules.shtml

Comments/ Suggestions for next lesson:

Date/teacher: Jul 31, 2025 Bernardo

Lesson 11: Preparing for the new hire's first day

- Grammar: phrasal verbs
- Vocabulary: onboarding process

- Client details the onboarding process and first day duties to the new recruit

- <https://englishlive.ef.com/blog/career-english/improve-english-phrasal-verbs-work/>

Comments/ Suggestions for next lesson:

Date/teacher: Aug 6, 2025 Bernardo

Lesson 12: Clarifying doubts

- Grammar: Rephrasing
- Vocabulary: useful expressions

- Client clarifies doubts and rephrases unfamiliar content to the third party

- <https://www.eslwriting.org/esl-teaching-materials-learn-english-writing-paraphrase-sentences/>

Comments/ Suggestions for next lesson:

Week 5 - Performance reviews

Aims:

TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
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Date/teacher: Aug 12, 2025 Bernardo			
Lesson 13: Establishing the timeline	<ul style="list-style-type: none"> Grammar: Word order: adverbs Vocabulary: timelines 	<ul style="list-style-type: none"> Client is able to create and share a performance timeline with employees 	<ul style="list-style-type: none"> https://blog.planview.com/make-project-timeline-works/
Comments/ Suggestions for next lesson: Adazeli needs to pay attention to the pronunciation of word endings, e.g. S and ING sounds need to be reinforced and repeated.			

Date/teacher: Aug 19, 2025 Bernardo 08/14 Eka			
Lesson 14: Communicating expectations to employees	<ul style="list-style-type: none"> Grammar: : Infinitives and gerunds Vocabulary: meeting expectations 	<ul style="list-style-type: none"> Client explains expectations and how to meet them 	<ul style="list-style-type: none">
Comments/ Suggestions for next lesson: 08/14 – Next consultant please continue working with reported speech			

Date/teacher: Aug 21, 2025 Bernardo please do a listening exercise related to the topic, this is a request from the client			
Lesson 15: Conducting the performance review	<ul style="list-style-type: none"> Grammar: Positive and negative feedback Vocabulary: useful expressions 	<ul style="list-style-type: none"> Client is able to conduct a performance review 	https://hbr.org/2011/11/delivering-a-n-effective-perfor
Comments/ Suggestions for next lesson:			

Topic 6 - Difficult conversations Aims:			
TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS

Date/teacher: Sep 4, 2025 Bernardo

Lesson 16: Types of difficult conversations at work

- Grammar: Discourse markers and conjunctions
- Vocabulary: issues

- Client discusses types of difficult conversations

- <https://www.cambridgeenglish.org/learning-english/activities-for-learners/b2g062-discourse-markers>

Comments/ Suggestions for next lesson:

Date/teacher: Sep 5, 2025 Bernardo

Lesson 17: Anticipated challenges

- Grammar: Pronunciation: the power of pausing
- Vocabulary: challenges

- Client practices the power of pausing by having a difficult conversation

-

Comments/ Suggestions for next lesson:

Date/teacher: Sep 9, 2025 Bernardo

Lesson 18: Delivering negative feedback constructively

- Grammar: 3rd conditional
- Vocabulary: negative feedback, being polite

- Client is able to give negative feedback constructively

- <https://www.perfect-english-grammar.com/third-conditional.html>

Comments/ Suggestions for next lesson:

Topic 7 - Terminations

Aims:

TOPIC & CONTENT

LANGUAGE FOCUS

PRODUCTION

MATERIALS / SKILLS

Date/teacher: 09/11 Eka

Lesson 19: Creating performance improvement plans	<ul style="list-style-type: none"> Grammar: Phrasal verbs Vocabulary: wants and needs 	<ul style="list-style-type: none"> Clients discusses improvement plans 	
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Comments/ Suggestions for next lesson:

Date/teacher: September 17th, Edgar

Lesson 20: The importance of documentation	<ul style="list-style-type: none"> Grammar: Reported speech Vocabulary: reporting verbs 	<ul style="list-style-type: none"> Client reports on someone's performance 	<ul style="list-style-type: none">
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Comments/ Suggestions for next lesson:

Date/teacher: Sep 25th, Edgar
September 22nd, Edgar **DNH**

Lesson 21: Delivering the news face-to-face	<ul style="list-style-type: none"> Grammar: Pronunciation Vocabulary: strong words 	<ul style="list-style-type: none"> Client is able to deliver bad news face to face and fire someone 	
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Comments/ Suggestions for next lesson:

Week 8 - Review

Aims: Review previous lessons

TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
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Date/teacher: September 26th, Edgar

Lesson 22: Review 1	<ul style="list-style-type: none"> Review 		
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Comments/ Suggestions for next lesson:

Date/teacher: Oct 2, 2025 Bernardo

Lesson 23:

- Review

Comments/ Suggestions for next lesson:

Date/teacher: October 3rd, Edgar

Lesson 24:

- Review

Client's comments about evaluation/next curriculum:

Lesson 25: Final speaking evaluation -

Date/consultant: October 7th, Edgar

Observations:

Next curriculum (learner's path):

Negotiation - LESSON PLANNING

Student: Adazeli Serrano

Classes per week: 3

Position: HR Manager

Level: B1+

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: March 6 Maja			
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: Mar 11, 2025 Bernardo			
Lesson 2: Use your notes to create complete ideas	<ul style="list-style-type: none"> Grammar: sentence structure, linking words Vocabulary: ideas, key message, communication skills, clarify 	<ul style="list-style-type: none"> Client is able to generate, express and discuss complete ideas 	https://englishwithkim.com/express-ideas-clearly/
Comments/ Suggestions for next lesson:			

Date/teacher: March 13th, Edgar			
Lesson 3: Explain and classify potential offers	<ul style="list-style-type: none"> Grammar: present perfect Vocabulary: Using negotiation vocabulary 	<ul style="list-style-type: none"> 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: March 18, 25/Tere

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: Mar. 20th Brian

Lesson 5: Identify needs

- Grammar: Conditionals review (all)
- Vocabulary: customer, needs, wants, sale process, sales person

- 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/>


Comments/ Suggestions for next lesson:

Date/teacher: March 26, 25/Tere

Lesson 6: Match the needs w/ target market - "finding a good fit"

- Grammar: present perfect continuous
- Vocabulary: Phrasal verbs, target market, strategy

- Client is able to identify and approach the target market

 How to identify my Tar...

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

Date/teacher: March 27th, Edgar **OFF CURRICULUM** - April 2, 25/Tere

Lesson 7: Identify and qualify leads

- Grammar: past perfect and past perfect continuous
- Vocabulary: Vocabulary for sales relationships

- 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
Comments/ Suggestions for next lesson: Client was half an hour late and wanted to review the topic of Phrasal Verbs, please use the material for this lesson.			

Date/teacher: Apr. 3rd Brian			
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/
Comments/ Suggestions for next lesson:			

Date/teacher: Apr 8, 2025 Bernardo			
Lesson 9: Evaluating leads and connecting with them	<ul style="list-style-type: none"> Grammar: greetings and regards structure Vocabulary: Formal emails - connecting with leads 	<ul style="list-style-type: none"> 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: Apr 10, 2025 bernardo			
Lesson 10: Identifying who your target is and what you can offer	<ul style="list-style-type: none"> Grammar: possessive adjectives and pronouns Vocabulary: marketing phrasal verbs 	<ul style="list-style-type: none"> 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: 15 abr 2025 Karen DNH - April 30, 25/Tere			
Lesson 11: Creating the English version of your sales pitch	<ul style="list-style-type: none"> Grammar: linking words Vocabulary: Useful expressions for a pitch 	<ul style="list-style-type: none"> Client creates the english version of their sales pitch 	https://www.saleshandy.com/blog/15-words-power-sales-pitch/

Comments/ Suggestions for next lesson:

Date/teacher: May 2, 2025 Bernardo

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: May 7, 25/Tere

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: May 12, 2025 Bernardo

May 9th, Edgar **DNH**

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:

Date/teacher: May 13, 2025 Bernardo

Lesson 15: Clarifying Service level Agreements / Settling

- Grammar: Adverbs of degree.
- Vocabulary: SLA

- Client understands SLA to create common

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

		understanding with provider	
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

Date/teacher: May 15, 2025 Bernardo			
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: May 21, 25/Tere			
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: May 23rd Brian DNH May 27th Brian			
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
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Date/teacher: May 28, 25/Tere

Lesson 19: Analysing and closing the deal strategies and when to use each

- Grammar: cause and effect
- Vocabulary: negotiation step

- 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: 06/05 Eka

Lesson 20: Closing the deal scenarios

- Grammar: Third conditional.
- Vocabulary: Could, would.

- Client is able to close a deal successfully.

<https://www.efficacy.com/techniques-close-deals/>

Comments/ Suggestions for next lesson:

Date/teacher: Jun 5, 2025 Bernardo

Lesson 21: Follow-up on a deal

- Grammar: phrasal verbs / prepositions
- Vocabulary: Feedback, useful expressions

- 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: June 11, 25/Tere

Lesson 22: Evaluation prep

- Content from week 1-3

Comments/ Suggestions for next lesson:

Date/teacher: Jun 12, 2025 Ryan

Lesson 23: Evaluation prep

- Content from week 4-5

Comments/ Suggestions for next lesson:

Date/teacher: Jun 18, 2025 Bernardo

Lesson 24: Evaluation prep

- Content from week 6-7

Client's comments about evaluation/next curriculum:

Lesson 25: Final speaking evaluation -

Date/consultant: Jun 19, 2025 Bernardo

Observations:

Next curriculum (learner's path):

B1+ Presentations/Meetings LESSON PLANNING

Student: Adazeli Serrano

Classes per week: 3

Position: HR Manager

Level:

Curriculum: B1+ Presentations/Meetings Curriculum

Current week: 1-8

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

Date/teacher: 02/12 Eka

Lesson 1: Projects and deliverables

- Present Perfect Simple and Continuous
- 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: February 13, 25/Tere (DNH) - February 14, 25/Tere

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: February 20th, Edgar

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: Feb 21, 2025 Bernardo

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: February 26, 25/Tere

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 	<p>How to start a presentation</p> <p>Business English Presentations- Roleplays & Phrases - ESL Lesson Plans</p> <p>https://mannerofspeaking.org/2019/05/12/transitions-in-a-speech-or-presentation/</p>
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Comments/ Suggestions for next lesson:

Date/teacher: Feb. 27, 2025 Brian

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>
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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: Feb. 28, 2025 Brian

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>
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Comments/ Suggestions for next lesson:

Date/teacher: Mar. 5th 2025 Brian

Lesson 8: Questions

- Question formation
- Discuss possible follow up questions of your presentation

Vocabulary and Phrases for Making Presentations in English
<http://worldwidefrontier.com/2018/02/grammar-tip-b2-making-questions-easy-way/>

Comments/ Suggestions for next lesson:

Date/teacher: Mar.

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 outsiders

TOPIC & CONTENT

LANGUAGE FOCUS

PRODUCTION

MATERIALS / SKILLS

Date/teacher:

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:

Date/teacher:

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:

Lesson 12: Clarifying

- Discourse markers
- Tag questions

- Clarify complex situations for outsiders

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

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

Date/teacher:

Lesson 13: Meeting components

- Meeting components and strategies
- Conditionals

- Discuss meeting components and strategies

[12 Useful Phrasal Verbs for Business Meetings - Impactfulenglish.com](https://www.impactfulenglish.com)

Comments/ Suggestions for next lesson:

Date/teacher:

Lesson 14: Leading a meeting

- Starting and finishing a meeting
- Leadership strategies

- Leading a successful meeting from start to finish

[Business Etiquette Basics \(INTERMEDIATE \(B1\) - UPPER-INTERMEDIATE \(B2\)\) — Fluentize](https://www.fluentize.com)

Comments/ Suggestions for next lesson:

Date/teacher:

Lesson 15: Participating in meetings

- Interrupting politely
- Expressing your opinion

- Effectively participating in a meeting

[Technical Presentation Workbook: Winning](https://www.technicalpresentation.com)

	<ul style="list-style-type: none"> • Asking for clarification • Changing the topic 		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:			
Lesson 16: Formal and informal emails	<ul style="list-style-type: none"> • Formal and informal expressions for emails • Business email structure 	<ul style="list-style-type: none"> • 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:			
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:			

Date/teacher:			
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
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Date/teacher:

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:

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:

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
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Date/teacher:

Lesson 22: Review

- Prepare a presentation on a current project

Comments/ Suggestions for next lesson:

Date/teacher:

Lesson 23: Review

- Question answering techniques

Comments/ Suggestions for next lesson:

Date/teacher:

Lesson 24: Review

- 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

Date/consultant:

Observations:

Next curriculum (learner's path):

B1+ Advanced B Interactions- LESSON PLANNING

Student: Adazeli Serrano

Classes per week: 3

Position: HR Manager

Level: B2

Curriculum: [B1+ Advanced B Interactions Curriculum](#)

Decompress: 09/30 Eka

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 - Making Requests and asking for Authorization

Aims:

TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
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Date/teacher: October 10th, Edgar

Lesson 1: Making requests, changing plans

- Grammar: Present Simple vs Continuous
- Vocabulary: requests and offers

- Client is able to discuss plans and request their change

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Comments/ Suggestions for next lesson:

Date/teacher: 10/08 Eka

Lesson 2 Authorise or deny requests

- Grammar: Use of can/can't / could/couldn't (past, present & future)
- Vocabulary: authorizations, deny and approve

- Client is able to approve or deny requests in a polite way

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Comments/ Suggestions for next lesson:

Date/teacher: Nov 5, 2024 Bernardo
Oct. 10, 24/Tere (DNH), Oct. 15, 24/Tere (DNH)

Lesson 3 Requests via email

- Grammar: emails
- Vocabulary: writer requests

- Client is able to write and answer requests via email

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Comments/ Suggestions for next lesson:

Week 2 - Apologizing

Aims:

TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
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Date/teacher: Nov. 6, 24/Tere

Lesson 4: How to handle complaints

- Grammar: Will and going to, modals
- Vocabulary: complaints and solutions

• Client is able to respond successfully to complaints

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Comments/ Suggestions for next lesson:

Date/teacher: Nov 6, 2024 Bernardo

Lesson 5: How to apologize and take responsibility

- Grammar: Past S and C
- Vocabulary: apologizing

• Client is able to identify and apologize for past mistakes

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Comments/ Suggestions for next lesson:

Date/teacher: Nov. 13, 24/Tere

Lesson 6: Have some good excuses ready should you need them

- Grammar: Word order
- Vocabulary: Phrasal verbs , excuses

• Client is able to give an excuse for past mistakes

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Comments/ Suggestions for next lesson:

Week 3 - Project status

Aims:

TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
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Date/teacher: 11/14 Eka

Lesson 7: Explain the process when you start a project	<ul style="list-style-type: none"> Grammar: Sequencers and modals Vocabulary: projects , processes 	<ul style="list-style-type: none"> Client is able to identify and describe their process of starting a new project 	<ul style="list-style-type: none">
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Comments/ Suggestions for next lesson:

Date/teacher: 11/19 Eka

Lesson 8: Explain the status of your current project	<ul style="list-style-type: none"> Grammar: Connections words (cause & effects) Vocabulary: project scope 	<ul style="list-style-type: none"> Client is able to identify and describe the status and stages of a current project 	<ul style="list-style-type: none">
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Comments/ Suggestions for next lesson:

Date/teacher: 11/20 Eka

Lesson 9: Describe results and impact of previous projects	<ul style="list-style-type: none"> Grammar: Past tense (past continuous vs past perfect) Vocabulary: cause and effect 	<ul style="list-style-type: none"> Client is able to use past tenses to describe impact of past projects on current results 	<ul style="list-style-type: none">
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Comments/ Suggestions for next lesson:

Week 4 - Client vs Boss

Aims:

TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
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Date/teacher: Nov 21, 2024 Bernardo

Lesson 10: Talk about some common complaints clients have.	<ul style="list-style-type: none"> Grammar: modals for probability may might could can't Vocabulary: complaints 	<ul style="list-style-type: none"> Client is able to describe and identify common complaints from clients 	<ul style="list-style-type: none">
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Comments/ Suggestions for next lesson:

Date/teacher: Nov 27, 2024 Bernardo

Lesson 11: How to interrupt politely to give some input

- Grammar: Intonation/pitch
- Vocabulary: Useful expressions for interrupting

• Client is able to interrupt politely and express their opinion

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Comments/ Suggestions for next lesson:

Date/teacher: Dec. 5, 24/Tere

Lesson 12: Agreeing & disagreeing in a polite manner

- Grammar: tone
- Vocabulary: agreeing and disagreeing

• Client is able to agree or disagree politely

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Comments/ Suggestions for next lesson:

Week 5 - Write an email

Aims:

TOPIC & CONTENT

LANGUAGE FOCUS

PRODUCTION

MATERIALS / SKILLS

Date/teacher: Dec. 6, 24/Tere

Lesson 13: Write an email to a client to apologize for ...

- Grammar: Formal vs Informal emails
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- Vocabulary: Formal vs Informal emails
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• Clients are able to write an apology email

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Comments/ Suggestions for next lesson:

Date/teacher: Dec. 10, 24/Tere

Lesson 14: Write an email to your boss explaining what the last meeting was about

- Grammar: Concise information, past tenses
- Vocabulary: reporting verbs

- Clients are able to write an email to report on a meeting

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Comments/ Suggestions for next lesson:

Date/teacher: 12/11 Eka

Lesson 15: Write an email asking for permission to do ...

- Grammar: Modals request/permission
- Vocabulary:

- Clients are able to write an email to request permission

Comments/ Suggestions for next lesson:

Topic 6 - Team performance assessment / Reporting team performance

Aims:

TOPIC & CONTENT

LANGUAGE FOCUS

PRODUCTION

MATERIALS / SKILLS

Date/teacher: Dec. 12, 24/Tere

Lesson 16: How do you monitor the performance of your team?

- Grammar: Conditionals review
- Vocabulary: KPIs

- Client explains the performance of team members

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Comments/ Suggestions for next lesson:

Date/teacher: Dec. 17, 24/Tere

Lesson 17: How to improve team performance	<ul style="list-style-type: none"> • Grammar: Giving advice (modals) • Vocabulary: advice and improvements 	<ul style="list-style-type: none"> • Client is able to give advice on improving performance 	<ul style="list-style-type: none"> •
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Comments/ Suggestions for next lesson:

Date/teacher: Dec. 18, 24/Tere

Lesson 18: Give feedback to collaborators.	<ul style="list-style-type: none"> • Grammar: Passive voice • Vocabulary: feedback 	<ul style="list-style-type: none"> • Client is able to give objective feedback on team performance 	
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Comments/ Suggestions for next lesson:

Topic 7 - Reporting

Aims:

TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
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Date/teacher: Dec. 19, 24/Tere

Lesson 19: Create an organizational chart describing your team	<ul style="list-style-type: none"> • Grammar: Adjectives and adverbs • Vocabulary: org charts 	<ul style="list-style-type: none"> • Clients discuss and detail their org chart 	
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Comments/ Suggestions for next lesson:

Date/teacher: Jan. 15, 24/Tere

Lesson 20: Describe your team's traits (physical & character)	<ul style="list-style-type: none"> • Grammar: Descriptions vocab, royal order of adjectives • Vocabulary: adjectives and adverbs 	<ul style="list-style-type: none"> • Client is able to describe their team 	<ul style="list-style-type: none"> •
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Comments/ Suggestions for next lesson:

Date/teacher: Jan. 16, 24/Tere

Lesson 21: Report to your team what clients said they do good/bad

- Grammar: Reported speech
- Vocabulary: reports

- Client is able to report on their team

Comments/ Suggestions for next lesson: **Adazeli got late for her class so there was no time for her to work with the reported speech part. You're welcome to repeat the lesson.**

Week 8 - Review

Aims: Review previous lessons

TOPIC & CONTENT

LANGUAGE FOCUS

PRODUCTION

MATERIALS / SKILLS

Date/teacher: 01/29 Eka
January 21, 25/Tere (DNH)

Lesson 22: Evaluation prep

- Content from week 1-5

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Comments/ Suggestions for next lesson:

Date/teacher: 01/30 Eka

Lesson 23: Evaluation prep

- Review content from week 5-7

Comments/ Suggestions for next lesson:

Date/teacher: February 4, 25/Tere

Lesson 24:	<ul style="list-style-type: none"> Review 		
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Client's comments about evaluation/next curriculum:

Lesson 25: Final speaking evaluation -

Date/consultant: 02/05 Eka

Observations:

Next curriculum (learner's path):

High level interactions-LP

Student: Adazeli Serrano
 Classes per week: 3
 Position: HR Manager
 Level: -B2
 Curriculum: [High level interactions curriculum](#)
 Current week: 8-8
 Materials for classes:

Decompress: [May 15, 2024](#) Bernardo

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

Module 1 - General Conversation
 Aims:

TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
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Date/teacher: [May 16, 2024](#) Bernardo

Lesson 1: Storytelling – experiences	<ul style="list-style-type: none"> Grammar:Tenses review : past s , past continuous, past perfect 	<ul style="list-style-type: none"> Client is able to 	
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Comments/ Suggestions for next lesson:

Date/teacher: May 20, 2024 Bernardo

Lesson 2: Travel interactions

• Grammar: Asking for and Offering help

• Client is able to

Comments/ Suggestions for next lesson:

Date/teacher: 05/22 Eka

Lesson 3: Explain cultural differences

• Grammar: Comparing and contrasting

• Client is able to

Comments/ Suggestions for next lesson:

Module 2 - Executive Conversation

Aims:

TOPIC & CONTENT

LANGUAGE FOCUS

PRODUCTION

MATERIALS / SKILLS

Date/teacher: May 23, 2024 Bernardo

Lesson 4: The Art of Small Talk

• Grammar: Asking questions

• Client is able to

Comments/ Suggestions for next lesson:

Date/teacher: May 27, 2024 Bernardo

Lesson 5: Explain what projects you're currently working on	<ul style="list-style-type: none"> Grammar: Linking words 	<ul style="list-style-type: none"> Client is able to 	
Comments/ Suggestions for next lesson:			

Date/teacher: May 28, 2024 Bernardo			
Lesson 6: Offer your opinion on a project strategy	<ul style="list-style-type: none"> Grammar: How to prepare for an unplanned conversation 	<ul style="list-style-type: none"> Client is able to 	
Comments/ Suggestions for next lesson:			

Module 3 - High-Level Networking			
Aims:			
TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS

Date/teacher: May 29, 2024 Bernardo			
Lesson 7: Giving your "elevator pitch"	<ul style="list-style-type: none"> Grammar: Being concise 	<ul style="list-style-type: none"> Client is able to 	
Comments/ Suggestions for next lesson:			

Date/teacher: Jun 3, 2024 Bernardo			
Lesson 8: Conversation starters	<ul style="list-style-type: none"> Grammar: Active listening, useful vocabulary 	<ul style="list-style-type: none"> Client is able to 	
Comments/ Suggestions for next lesson:			

Date/teacher: Jun 8, 2024 Bernardo

Lesson 9: Asking exceptional questions

- Grammar: Sending a follow-up email

- Client is able to

Comments/ Suggestions for next lesson:

Module 4 - Business Negotiation

Aims:

TOPIC & CONTENT

LANGUAGE FOCUS

PRODUCTION

MATERIALS / SKILLS

Date/teacher: Jun 10, 2024 Bernardo

Lesson 10: Analyze different negotiation strategies

- Grammar: Best strategies to convince someone

- Client is able to

Comments/ Suggestions for next lesson:

Date/teacher: Jun 12, 2024 Bernardo

Lesson 11: Identify your counterpart's needs

- Grammar: Conditionals review

- Client is able to

Comments/ Suggestions for next lesson:

Date/teacher: Jun 13, 2024 Bernardo

Lesson 12: Useful vocabulary and expressions for negotiating

- Grammar: phrasal verbs

- Client is able to

Comments/ Suggestions for next lesson:

Module 5 - Must-haves of Anglo-Saxon culture

Aims:

TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
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Date/teacher: Jun 18, 2024 Bernardo

Lesson 13: Famous American businessmen

- Grammar: Present perfect s and c review

- Client is able to

Comments/ Suggestions for next lesson:

Date/teacher: Jun 19 Julio

Lesson 14: Cult films of the English-speaking world

- Grammar: emphasizing skills

- Client is able to

Comments/ Suggestions for next lesson:

Date/teacher: Jun 19, 2024 Bernardo

Lesson 15: England vs the US

- Advanced comparisons.
- Vocabulary: Sports in the Commonwealth.

- Client is able to

Comments/ Suggestions for next lesson:

Module 6 - Analyzing and discussing current events

Aims:

TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
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Date/teacher: 06/25 Edgar

Lesson 16: Politics in the US/Mexico

• Grammar: Expressing your opinion

• Client is able to

Comments/ Suggestions for next lesson:

Date/teacher: 06/27 Edgar

Lesson 17: Talking about trends and the future

• Grammar: Future tenses review

• Client is able to

Comments/ Suggestions for next lesson:

Date/teacher: Aug 27, 2024 Bernardo

Lesson 18: Health & science

• Grammar: Explaining causes and consequences

• Client is able to

Comments/ Suggestions for next lesson:

Module 7 - Technology

Aims:

TOPIC & CONTENT

LANGUAGE FOCUS

PRODUCTION

MATERIALS / SKILLS

Date/teacher: Aug 29, 2024 Bernardo

Lesson 19: Technology and Apps

• Grammar: relative clauses

• Client is able to

Comments/ Suggestions for next lesson:

Date/teacher: Sep 3, 2024 Bernardo

Lesson 20: Technology and Innovation	<ul style="list-style-type: none"> Grammar: debate skills 	<ul style="list-style-type: none"> Client is able to 	
Comments/ Suggestions for next lesson:			

Date/teacher: Sep 4, 2024 Bernardo			
Lesson 21: Technology at Work	<ul style="list-style-type: none"> Grammar: phrasal verbs 	<ul style="list-style-type: none"> Client is able to 	
Comments/ Suggestions for next lesson:			

Week 8 - evaluation preparation - review			
Aims: Review previous lessons			
TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS

Date/teacher: Sep. 12, 24/Tere			
Lesson 22: Evaluation prep	<ul style="list-style-type: none"> Content from week 1-3 		
Comments/ Suggestions for next lesson:			

Date/teacher: Sep. 19, 24/Tere			
Lesson 23: Evaluation prep	<ul style="list-style-type: none"> Content from week 4-5 		
Comments/ Suggestions for next lesson:			

Date/teacher: Sep. 24/24/Tere			
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: Sep. 26, 24/Tere
Observations:
Next curriculum (learner's path): Business Communication

B1+ Presentations/Meetings LESSON PLANNING
Student: Adazeli Serrano Classes per week: 3 Position: HR Manager Level: B1+/B2- Curriculum: B1+ Presentations/Meetings Curriculum Current week: 8-8

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

Date/teacher: March 11th, Jaime			
Lesson 1: Projects and deliverables	<ul style="list-style-type: none"> Present Perfect Simple and Continuous Projects and deliverables 	<ul style="list-style-type: none"> Describe your current projects, deliverables and goals 	
Comments/ Suggestions for next lesson:			

Date/teacher: 03/14 Eka			
Lesson 2: Staffing a project	<ul style="list-style-type: none"> Adjectives and Adverbs Staffing 	<ul style="list-style-type: none"> Discuss the people involved in your projects 	Lesson 2: Staffing a project

Comments/ Suggestions for next lesson:

Date/teacher: Mar 15, 2024 Bernardo

Lesson 3: Past and future projects

- Past tenses - simple and continuous
- Future tenses

- Explain and discuss your past and future projects

Lesson 3: Past and future projects

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: Mar 21, 2024 Bernardo

March 20th, Jaime (OFF CURRICULUM)

Lesson 4: Components of a presentation

- Presentation etiquette
- Sequencers

- Describe the components of a presentation

Comments/ Suggestions for next lesson: I tried to help the student with a lot of fossilized mistakes, so I didn't use the material of the class. You can use it if you want.

Date/teacher: March 22nd, Jaime

Lesson 5: Starting and ending a presentation

- Intonation & tone
- Useful phrases

- How to start & end a presentation

Comments/ Suggestions for next lesson:

Date/teacher: 04/05 Eka

Apr 2, 2024 Bernardo dnh

Lesson 6: Introduction

- Phrasal verbs in meeting setting
- Vocab for starting a presentation

- Explain what your cover in your presentations

Lesson 6: Introduction

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: 04/09 Edgar

Lesson 7: Components of a presentation

- Phrases to command an audience
- IF and UNLESS

- How to keep the focus on topic during a presentation

Lesson 7: Components of a presentation

Comments/ Suggestions for next lesson:

Date/teacher: Apr 10, 2024 Bernardo

Lesson 8: Questions

- Question formation

- Discuss possible follow up questions of your presentation

Comments/ Suggestions for next lesson:

Date/teacher: 04/11 Edgar

Lesson 9: Answers

- Answering strategies
- Useful phrases

- Answer follow up questions about your presentation

Lesson 9: Answers

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: Apr 12, 2024 Bernardo

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

Comments/ Suggestions for next lesson:

Date/teacher: 04/16 Eka

Lesson 11: Sharing ideas

- Pitching - conditionals
- Expressing opinions

- Pitching ideas and sharing opinions

Comments/ Suggestions for next lesson:

Date/teacher: 04/17 Edgar

Lesson 12: Clarifying

- Discourse markers
- Tag questions

- Clarify complex situations for outsiders

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

Date/teacher: 04/17 Edgar

Lesson 13: Meeting components

- Meeting components and strategies
- Conditionals

- Discuss meeting components and strategies

Comments/ Suggestions for next lesson:

Date/teacher: 04/19 Eka

Lesson 14: Leading a meeting

- Starting and finishing a meeting
- Leadership strategies

- Leading a successful meeting from start to finish

Comments/ Suggestions for next lesson:

Date/teacher: Apr 23, 2024 Bernardo

Lesson 15: Participating in meetings

- Interrupting politely
 - Expressing your opinion
 - Asking for clarification
 - Changing the topic
- Effectively participating in a meeting

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: 04/24 Eka

Lesson 16: Formal and informal emails

- Formal and informal expressions for emails
 - Business email structure
- Draft formal & informal emails

Comments/ Suggestions for next lesson:

Date/teacher: 04/25 Eka

Lesson 17: Requesting or rescheduling a meeting

- Modals for offers/requests
 - Apologizing
- Schedule and reschedule meetings

Comments/ Suggestions for next lesson:

Date/teacher: Apr 25, 2024 Bernardo

Lesson 18: Meeting minutes

- Summarizing/being concise
 - Discourse markers
- Send a summary of your meeting to your team members/boss

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: Apr 29, 2024 Bernardo

Lesson 19: Reporting numbers	<ul style="list-style-type: none">Phrasal verbs for Statistics, percentages , trendsNumbers - ordinal and cardinal, percentages,	<ul style="list-style-type: none">Discuss and report on numbers, percentages and trends	
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Comments/ Suggestions for next lesson:

Date/teacher: May 2, 2024 Bernardo

Lesson 20: Charts and graphs	<ul style="list-style-type: none">Phrasal verbs for describing visualsdiscourse markersComparison and contrast	<ul style="list-style-type: none">Discuss and report on visuals	
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Comments/ Suggestions for next lesson:

Date/teacher: May 2, 2024 Bernardo

Lesson 21: Reports	<ul style="list-style-type: none">Passive voiceWriting skills / reports	<ul style="list-style-type: none">Draft a report on your project/presentation /meeting	
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Comments/ Suggestions for next lesson:

Week 8 - Review week: Project preparation

TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
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Date/teacher: May 7, 2024 Bernardo

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

Date/teacher: May 8, 2024 Bernardo

Lesson 23: Review	<ul style="list-style-type: none"> Question answering techniques 		
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Comments/ Suggestions for next lesson:

Date/teacher: May 9, 2024 Bernardo

Lesson 24: Review	<ul style="list-style-type: none"> Reporting on presentations/meetings 		
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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

May 14, 2024 Bernardo

B1+ Advanced B Interactions- LESSON PLANNING

Student: Adazeli Serrano
 Classes per week: 3
 Position: HR Manager
 Level: B1+
 Curriculum: B1+ Advanced B Interactions Curriculum
 Current week: 8-8

Decompress: **8 dic 2023– Eka**

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 - Making Requests and asking for Authorization

Aims:

TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
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Date/teacher: Dec 11, 2023 Bernardo

Lesson 1: Making requests, changing plans	<ul style="list-style-type: none">Grammar: Present Simple vs ContinuousVocabulary: requests and offers	<ul style="list-style-type: none">Client is able to discuss plans and request their change	<ul style="list-style-type: none">
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Comments/ Suggestions for next lesson:

Date/teacher: DEC 13 KAREN

Lesson 2 Authorise or deny requests	<ul style="list-style-type: none">Grammar: Use of can/can't / could/couldn't (past, present & future)Vocabulary: authorizations, deny and approve	<ul style="list-style-type: none">Client is able to approve or deny requests in a polite way	<ul style="list-style-type: none">
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Comments/ Suggestions for next lesson:

Date/teacher: Dec 13, 2023 Bernardo

Lesson 3 Requests via email	<ul style="list-style-type: none">Grammar: emailsVocabulary: writer requests	<ul style="list-style-type: none">Client is able to write and answer requests via email	<ul style="list-style-type: none">
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Comments/ Suggestions for next lesson:

Week 2 - Apologizing

Aims:

TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
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Date/teacher: Dec 19, 2023 Bernardo

12/15 Maja DNH

Lesson 4: How to handle complaints	<ul style="list-style-type: none">Grammar: Will and going to, modalsVocabulary: complaints and solutions	<ul style="list-style-type: none">Client is able to respond successfully to complaints	<ul style="list-style-type: none">
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Comments/ Suggestions for next lesson:

Date/teacher: **21 Dec 2023, Edgar**

12/20 Edgar dnh **9 January Julio**

Lesson 5: How to apologize and take responsibility	<ul style="list-style-type: none">Grammar: Past S and CVocabulary: apologizing	<ul style="list-style-type: none">Client is able to identify and apologize for past mistakes	<ul style="list-style-type: none">
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Comments/ Suggestions for next lesson:

Date/teacher: 1/10 Eka

Lesson 6: Have some good excuses ready should you need them	<ul style="list-style-type: none">Grammar: Word orderVocabulary: Phrasal verbs , excuses	<ul style="list-style-type: none">Client is able to give an excuse for past mistakes	<ul style="list-style-type: none">
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Comments/ Suggestions for next lesson:

Week 3 - Project status

Aims:

TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
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Date/teacher: 1/11 Maja

Lesson 7: Explain the process when you start a project	<ul style="list-style-type: none"> • Grammar: Sequencers and modals • Vocabulary: projects , processes 	<ul style="list-style-type: none"> • Client is able to identify and describe their process of starting a new project 	•
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Comments/ Suggestions for next lesson:

Date/teacher: Jan 16, 2024 Bernardo

Lesson 8: Explain the status of your current project	<ul style="list-style-type: none"> • Grammar: Connections words (cause & effects) • Vocabulary: project scope 	<ul style="list-style-type: none"> • Client is able to identify and describe the status and stages of a current project 	•
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Comments/ Suggestions for next lesson:

Date/teacher: Jan 17, 2024 Bernardo DNH/Jan 18, 2024 Bernardo

Lesson 9: Describe results and impact of previous projects	<ul style="list-style-type: none"> • Grammar: Past tense (past continuous vs past perfect) • Vocabulary: cause and effect 	<ul style="list-style-type: none"> • Client is able to use past tenses to describe impact of past projects on current results 	•
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Comments/ Suggestions for next lesson:

Week 4 - Client vs Boss

Aims:

TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
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Date/teacher: Jan 24, 2024 Bernardo

Lesson 10: Talk about some common complaints clients have.	<ul style="list-style-type: none"> • Grammar: modals for probability may might could can't • Vocabulary: complaints 	<ul style="list-style-type: none"> • Client is able to describe and identify common complaints from clients 	•
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Comments/ Suggestions for next lesson:

Date/teacher: January 25th, Jaime

Lesson 11: How to interrupt politely to give some input

- Grammar: Intonation/pitch
- Vocabulary: Useful expressions for interrupting

- Client is able to interrupt politely and express their opinion

-

Comments/ Suggestions for next lesson:

Date/teacher: Feb 7, 2024 Bernardo

January 30th, Karen DHN

Lesson 12: Agreeing & disagreeing in a polite manner

- Grammar: tone
- Vocabulary: agreeing and disagreeing

- Client is able to agree or disagree politely

-

Comments/ Suggestions for next lesson:

Week 5 - Write an email

Aims:

TOPIC & CONTENT

LANGUAGE FOCUS

PRODUCTION

MATERIALS / SKILLS

Date/teacher: 02/08 Edgar

Lesson 13: Write an email to a client to apologize for ...

- Grammar: Formal vs Informal emails
-
- Vocabulary: Formal vs Informal emails
-

- Clients are able to write an apology email

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Comments/ Suggestions for next lesson:

Date/teacher: Feb 9, 2024 Bernardo

Lesson 14: Write an email to your boss explaining what the last meeting was about	<ul style="list-style-type: none"> • Grammar: Concise information, past tenses • Vocabulary: reporting verbs 	<ul style="list-style-type: none"> • Clients are able to write an email to report on a meeting 	•
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Comments/ Suggestions for next lesson:

Date/teacher: Feb 12, 2024 Bernardo

Lesson 15: Write an email asking for permission to do ...	<ul style="list-style-type: none"> • Grammar: Modals request/permission • Vocabulary: 	<ul style="list-style-type: none"> • Clients are able to write an email to request permission 	
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Comments/ Suggestions for next lesson:

Topic 6 - Team performance assessment / Reporting team performance

Aims:

TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
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Date/teacher: February 14th, Jaime

Lesson 16: How do you monitor the performance of your team?	<ul style="list-style-type: none"> • Grammar: Conditionals review • Vocabulary: KPIs 	<ul style="list-style-type: none"> • Client explains the performance of team members 	•
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Comments/ Suggestions for next lesson:

Date/teacher: Feb 15, 2024 Bernardo

Lesson 17: How to improve team performance	<ul style="list-style-type: none"> • Grammar: Giving advice (modals) • Vocabulary: advice 	<ul style="list-style-type: none"> • Client is able to give advice on improving 	•
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	and improvements	performance	
Comments/ Suggestions for next lesson:			

Date/teacher: 19/Feb Julio			
Lesson 18: Give feedback to collaborators.	<ul style="list-style-type: none"> Grammar:Passive voice Vocabulary: feedback 	<ul style="list-style-type: none"> Client is able to give objective feedback on team performance 	
Comments/ Suggestions for next lesson:			

Topic 7 - Reporting			
Aims:			
TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS

Date/teacher: February 21st, Jaime			
Lesson 19: Create an organizational chart describing your team	<ul style="list-style-type: none"> Grammar:Adjectives and adverbs Vocabulary: org charts 	<ul style="list-style-type: none"> Clients discuss and detail their org chart 	
Comments/ Suggestions for next lesson:			

Date/teacher: February 22nd, Jaime			
Lesson 20: Describe your team's traits (physical & character)	<ul style="list-style-type: none"> Grammar:Descriptions vocab, royal order of adjectives Vocabulary: adjectives and adverbs 	<ul style="list-style-type: none"> Client is able to describe their team 	<ul style="list-style-type: none">
Comments/ Suggestions for next lesson:			

Date/teacher: 02/27 Eka

Lesson 21: Report to your team what clients said they do good/bad

- Grammar: Reported speech
- Vocabulary: reports

- Client is able to report on their team

Comments/ Suggestions for next lesson:

Week 8 - Review

Aims: Review previous lessons

TOPIC & CONTENT

LANGUAGE FOCUS

PRODUCTION

MATERIALS / SKILLS

Date/teacher: 02/28 Edgar

Lesson 22: Evaluation prep

- Content from week 1-3

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Comments/ Suggestions for next lesson:

Date/teacher: 02/29 Edgar

Lesson 23: Eval Prep 2

- Review

Comments/ Suggestions for next lesson:

Date/teacher: Mar 5, 2024 Bernardo

Lesson 24: eval prep 3

- Review

Client's comments about evaluation/next curriculum:

Lesson 25: Final speaking evaluation -

Date/consultant: Mar 6, 2024 Bernardo

Observations:

Next curriculum (learner's path):

B1+ Presentations/Meetings LESSON PLANNING

Student: Adazeli Serrano
Classes per week: 3
Position: HR Manager
Level: B1/B1+
Curriculum: B1+ Presentations/Meetings Curriculum
Current week: 8 / 8

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/OCTOBER Julio

Lesson 1: Projects and deliverables	<ul style="list-style-type: none">Present Perfect Simple and ContinuousProjects and deliverables	<ul style="list-style-type: none">Describe your current projects, deliverables and goals	
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Comments/ Suggestions for next lesson:

Date/teacher: October 5th, Jaime

Lesson 2: Staffing a project

- Adjectives and Adverbs
- Staffing

- Discuss the people involved in your projects

Lesson 2: Staffing a project

Comments/ Suggestions for next lesson:

Date/teacher: October 10th, Bernardo

Lesson 3: Past and future projects

- Past tenses - simple and continuous
- Future tenses

- Explain and discuss your past and future projects

Lesson 3: Past and future projects

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: October 11th, Bernardo

Lesson 4: Components of a presentation

- Presentation etiquette
- Sequencers

- Describe the components of a presentation

Comments/ Suggestions for next lesson:

Date/teacher: October 12th, Bernardo

Lesson 5: Starting and ending a presentation

- Intonation & tone
- Useful phrases

- How to start & end a presentation

Comments/ Suggestions for next lesson:

Date/teacher: October 17th, Bernardo

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 your cover in your presentations 	Lesson 6: Introduction
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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: October 18th, Bernardo

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 topic during a presentation 	Lesson 7: Components of a presentation
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Comments/ Suggestions for next lesson:

Date/teacher: October 18th, Bernardo

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 	
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Comments/ Suggestions for next lesson:

Date/teacher: October 24th, Bernardo

Lesson 9: Answers	<ul style="list-style-type: none"> • Answering strategies • Useful phrases 	<ul style="list-style-type: none"> • Answer follow up questions about your presentation 	
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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: October 26th, Bernardo
 October 25th, Bernardo: off curriculum

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

Comments/ Suggestions for next lesson: the material is there, we focus on a presentation that she wanted to practice

Date/teacher: October 31st, Jaime

Lesson 11: Sharing ideas

- Pitching - conditionals
- Expressing opinions

- Pitching ideas and sharing opinions

Comments/ Suggestions for next lesson:

Date/teacher: November 2nd, Edgar

Lesson 12: Clarifying

- Discourse markers
- Tag questions

- Clarify complex situations for outsiders

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

Date/teacher: 11/03 Edgar

Lesson 13: Meeting components

- Meeting components and strategies
- Conditionals

- Discuss meeting components and strategies

Comments/ Suggestions for next lesson:

Date/teacher: November 7th, Bernardo

Lesson 14: Leading a meeting

- Starting and finishing a meeting
- Leadership strategies

- Leading a successful meeting from start to finish

Comments/ Suggestions for next lesson:

Date/teacher: 11/08 Edgar

Lesson 15: Participating in meetings

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

- Effectively participating in a meeting

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: 11/09 Edgar

Lesson 16: Formal and informal emails

- Formal and informal expressions for emails
- Business email structure

- Draft formal & informal emails

Comments/ Suggestions for next lesson:

Date/teacher: 11/16 Edgar

Lesson 17: Requesting or rescheduling a meeting

- Modals for offers/requests
- Apologizing

- Schedule and reschedule meetings

Comments/ Suggestions for next lesson:

Date/teacher: November 17th, Bernardo

Lesson 18: Meeting minutes

- Summarizing/being concise
- Discourse markers

- Send a summary of your meeting to your team members/boss

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: November 21st Edgar

Lesson 19: Reporting numbers

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

- Discuss and report on numbers, percentages and trends

Comments/ Suggestions for next lesson:

Date/teacher: November 22nd, Alejandro

Lesson 20: Charts and graphs

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

- Discuss and report on visuals

Comments/ Suggestions for next lesson: **The last two tasks were not done because the client was late for her session. Please include them in the next session in case the topic is appropriate for it.**

Date/teacher: Nov 23 Maja

Lesson 21: Reports

- Passive voice
- Writing skills / reports

- Draft a report on your project/presentation /meeting

Comments/ Suggestions for next lesson:

Week 8 - Review week: Project preparation

TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
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Date/teacher: **November 29th, Alejandro**

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

Date/teacher: **Nov 29, 2023** Bernardo

Lesson 23: Review	<ul style="list-style-type: none">• Question answering techniques		
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Comments/ Suggestions for next lesson:

Date/teacher: **Nov 30, 2023** Bernardo

Lesson 24: Review	<ul style="list-style-type: none">• Reporting on presentations/meetings		
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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

B1+ Advanced B Interactions- LESSON PLANNING

Student: Adazeli Serrano

Classes per week: 3

Position: HR Manager

Level: B1

Curriculum: [B1+ Advanced B Interactions Curriculum](#)

Current week: 8/8

October 3rd, Bernardo - Off 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 - Making Requests and asking for Authorization

Aims:

TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
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Date/teacher: DO DECOMPRESS FIRST 30/May Julio, May 31st, Julio

Lesson 1: Making requests, changing plans	<ul style="list-style-type: none">Grammar: Present Simple vs ContinuousVocabulary: requests and offers	<ul style="list-style-type: none">Client is able to discuss plans and request their change	<ul style="list-style-type: none">
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Comments/ Suggestions for next lesson: **DECOMPRESS HAPPENED 😊 BUT LESSON 1 MATERIAL IS STILL AVAILABLE**

Date/teacher: June 6th, Bernardo

Lesson 2 Authorise or deny requests	<ul style="list-style-type: none">Grammar: Use of can/can't / could/couldn't (past, present & future)Vocabulary: authorizations, deny and approve	<ul style="list-style-type: none">Client is able to approve or deny requests in a polite way	<ul style="list-style-type: none">
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Comments/ Suggestions for next lesson:

Date/teacher: JUNE 9TH, Bernardo

Lesson 3 Requests via email	<ul style="list-style-type: none">Grammar: emailsVocabulary: writer requests	<ul style="list-style-type: none">Client is able to write and answer requests via email	<ul style="list-style-type: none">
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Comments/ Suggestions for next lesson:

Week 2 - Apologizing

Aims:

TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
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Date/teacher: June 13th, Jaime

Lesson 4: How to handle complaints

- Grammar: Will and going to, modals
- Vocabulary: complaints and solutions

• Client is able to respond successfully to complaints

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Comments/ Suggestions for next lesson:

Date/teacher: June 15th, Bernardo

Lesson 5: How to apologize and take responsibility

- Grammar: Past S and C
- Vocabulary: apologizing

• Client is able to identify and apologize for past mistakes

•

Comments/ Suggestions for next lesson:

Date/teacher: 06/20 Edgar

Lesson 6: Have some good excuses ready should you need them

- Grammar: Word order
- Vocabulary: Phrasal verbs , excuses

• Client is able to give an excuse for past mistakes

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Comments/ Suggestions for next lesson:

Week 3 - Project status

Aims:

TOPIC & CONTENT

LANGUAGE FOCUS

PRODUCTION

MATERIALS / SKILLS

Date/teacher: 21/June Julio

Lesson 7: Explain the process when you start a project

- Grammar: Sequencers and modals
- Vocabulary: projects , processes

• Client is able to identify and describe their process of starting a new project

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Comments/ Suggestions for next lesson:			

Date/teacher: June 22nd Jaime			
Lesson 8: Explain the status of your current project	<ul style="list-style-type: none"> Grammar: Connections words (cause & effects) Vocabulary: project scope 	<ul style="list-style-type: none"> Client is able to identify and describe the status and stages of a current project 	<ul style="list-style-type: none">
Comments/ Suggestions for next lesson:			

Date/teacher: June 27th, KAREL			
Lesson 9: Describe results and impact of previous projects	<ul style="list-style-type: none"> Grammar: Past tense (past continuous vs past perfect) Vocabulary: cause and effect 	<ul style="list-style-type: none"> Client is able to use past tenses to describe impact of past projects on current results 	<ul style="list-style-type: none">
Comments/ Suggestions for next lesson:			

Week 4 - Client vs Boss			
Aims:			
TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS

Date/teacher: 28/June Julio			
Lesson 10: Talk about some common complaints clients have.	<ul style="list-style-type: none"> Grammar: modals for probability may might could can't Vocabulary: complaints 	<ul style="list-style-type: none"> Client is able to describe and identify common complaints from clients 	<ul style="list-style-type: none">
Comments/ Suggestions for next lesson:			

Date/teacher: 29/June Karel

Lesson 11: How to interrupt politely to give some input

- Grammar: Intonation/pitch
- Vocabulary: Useful expressions for interrupting

- Client is able to interrupt politely and express their opinion

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Comments/ Suggestions for next lesson:

Date/teacher: July 1st, Jaime

Lesson 12: Agreeing & disagreeing in a polite manner

- Grammar: tone
- Vocabulary: agreeing and disagreeing

- Client is able to agree or disagree politely

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Comments/ Suggestions for next lesson:

Week 5 - Write an email

Aims:

TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
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Date/teacher: July 4th, Jaime

Lesson 13: Write an email to a client to apologize for ...

- Grammar: Formal vs Informal emails
- Vocabulary: Formal vs Informal emails
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- Clients are able to write an apology email

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Comments/ Suggestions for next lesson:

Date/teacher: July 6th, Jaime

Lesson 14: Write an email to your boss explaining what the last meeting was about	<ul style="list-style-type: none"> • Grammar: Concise information, past tenses • Vocabulary: reporting verbs 	<ul style="list-style-type: none"> • Clients are able to write an email to report on a meeting 	<ul style="list-style-type: none"> •
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Comments/ Suggestions for next lesson:

Date/teacher: July 8th, Bernardo

Lesson 15: Write an email asking for permission to do ...	<ul style="list-style-type: none"> • Grammar: Modals request/permission • Vocabulary: 	<ul style="list-style-type: none"> • Clients are able to write an email to request permission 	
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Comments/ Suggestions for next lesson:

Topic 6 - Team performance assessment / Reporting team performance

Aims:

TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
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Date/teacher: July 11th, Bernardo

Lesson 16: How do you monitor the performance of your team?	<ul style="list-style-type: none"> • Grammar: Conditionals review • Vocabulary: KPIs 	<ul style="list-style-type: none"> • Client explains the performance of team members 	<ul style="list-style-type: none"> •
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Comments/ Suggestions for next lesson:

Date/teacher: July 13th, Bernardo

Lesson 17: How to improve team performance	<ul style="list-style-type: none"> • Grammar: Giving advice (modals) • Vocabulary: advice 	<ul style="list-style-type: none"> • Client is able to give advice on improving 	<ul style="list-style-type: none"> •
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	and improvements	performance	
Comments/ Suggestions for next lesson:			

Date/teacher: July 15th, Jaime			
Lesson 18: Give feedback to collaborators.	<ul style="list-style-type: none"> Grammar:Passive voice Vocabulary: feedback 	<ul style="list-style-type: none"> Client is able to give objective feedback on team performance 	
Comments/ Suggestions for next lesson:			

Topic 7 - Reporting			
Aims:			
TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS

Date/teacher: July 18th, Jaime			
Lesson 19: Create an organizational chart describing your team	<ul style="list-style-type: none"> Grammar:Adjectives and adverbs Vocabulary: org charts 	<ul style="list-style-type: none"> Clients discuss and detail their org chart 	
Comments/ Suggestions for next lesson:			

Date/teacher: July 20th, Jaime			
Lesson 20: Describe your team's traits (physical & character)	<ul style="list-style-type: none"> Grammar:Descriptions vocab, royal order of adjectives Vocabulary: adjectives and adverbs 	<ul style="list-style-type: none"> Client is able to describe their team 	<ul style="list-style-type: none">
Comments/ Suggestions for next lesson:			

Date/teacher: 09/03 Edgar
August 8 Julio DHP

Lesson 21: Report to your team what clients said they do good/bad

- Grammar: Reported speech
- Vocabulary: reports

- Client is able to report on their team

Comments/ Suggestions for next lesson:

Week 8 - Review

Aims: Review previous lessons

TOPIC & CONTENT

LANGUAGE FOCUS

PRODUCTION

MATERIALS / SKILLS

Date/teacher: September 8th, Jaime

Lesson 22: Evaluation prep

- Content from week 1-3

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Comments/ Suggestions for next lesson:

Date/teacher: September 12th, Jaime

Lesson 23: Eval prep

- Review: Content from week 4-5

Comments/ Suggestions for next lesson:

Date/teacher: September 13th, Bernardo

Lesson 24: Eval prep

- Review Content from week 6-7

Client's comments about evaluation/next curriculum: She is back from a long break so she would like to have one more review class to prepare

Date/teacher: September 19th, Bernardo

off curriculum review	<ul style="list-style-type: none">Review client's have		
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Client's comments about evaluation/next curriculum:

Lesson 25: Final speaking evaluation - NO EVAL, PASS TO NEXT CURRICULUM

Date/consultant:

Observations:

Next curriculum (learner's path):

PROJECT MANAGEMENT LESSON PLANNING

Student: Adazeli Serrano
Classes per week:
Position:
Level: A2+
Curriculum: [B1 Project Management Curriculum](#)
Current topic: 8

Week 1 - Professional profile

TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
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Date/teacher: Edgar 02/09

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 	<ul style="list-style-type: none"> What is project management? (video)
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Comments/ Suggestions for next lesson:

Date/teacher: Sofia 02/21th

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 	<ul style="list-style-type: none"> Linkedin profiles
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Comments/ Suggestions for next lesson:

Date/teacher: Edgar 02/23

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

Week 2 - Your company

TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
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Date/teacher: 3/7 Roberto

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 	
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Comments/ Suggestions for next lesson:

Date/teacher: 3/9th Eka

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 	<ul style="list-style-type: none"> Connectors
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Comments/ Suggestions for next lesson:

Date/teacher: 3/14 Roberto

Lesson 6: Explain the relation with suppliers & clients

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

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- [Modal verbs exercises](#)

Comments/ Suggestions for next lesson:

Week 3 - Current projects

TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
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Date/teacher: 3/16 Eka

Lesson 7: Explain the process when you start a project

- Grammar: Modals/Connections 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: march 21s, Bernardo

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: march 23rd, Bernardo

Lesson 9: Describe past & future projects

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

• Client details past and future projects

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Comments/ Suggestions for next lesson:

Week 4 - Organizational chart

TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
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Date/teacher: march 28th, Bernardo

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

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Comments/ Suggestions for next lesson:

Date/teacher: April 4th and 5th/Sofia

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 	<ul style="list-style-type: none"> Draw the setup of your company
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Comments/ Suggestions for next lesson: **we took one class for the prepositions because she had a lot of questions (including in,on,at), then next class we finished the lesson**

Date/teacher: April, 11th- 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? 	
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Comments/ Suggestions for next lesson:

Week 5 - Meetings

TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
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Date/teacher: April 13th, Bernardo

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: She wants to review prep. of place and time at, in, on

Date/teacher: April 18th, Bernardo

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) 	<ul style="list-style-type: none"> Article your meetings stink & what to do about it.
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Comments/ Suggestions for next lesson:

Date/teacher: April 20th, Bernardo

Lesson 15: Having a meeting	<ul style="list-style-type: none"> Grammar: Discourse markers / WH question forms Skill: participating in a 	<ul style="list-style-type: none"> Client role plays participating in a meeting 	<ul style="list-style-type: none"> The most critical types of project management
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	<ul style="list-style-type: none"> meeting Vocabulary: meetings 		•
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Comments/ Suggestions for next lesson:

Week 6 - Let's hire someone!

Date/teacher: April 26th, Bernardo

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: April 27th, Bernardo

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 3rd, Bernardo

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

TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
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Date/teacher: 05/05, Bernardo

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 	<ul style="list-style-type: none"> Quiz vocab time management
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Comments/ Suggestions for next lesson:

Date/teacher: 05/11 Edgar

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 	<ul style="list-style-type: none"> Avoid this time management mistakes
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Comments/ Suggestions for next lesson:

Date/teacher: 05/12th, Edgar

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: may 17th, Bernardo**

Lesson 22: Evaluation prep

- Content from week 1-3

- Explain who is involved in your current project

Comments/ Suggestions for next lesson:

Date/teacher: May 18th, José Luis

Lesson 23: Evaluation prep

- Content from week 4-5

- Explain the problems & solutions from your previous projects

Comments/ Suggestions for next lesson:

Date/teacher: May 23th, Bernardo

Lesson 24: Evaluation prep

- Content from week 6-7

- Explain the KPIs of your project

Lesson 24: Evaluation prep

Comments/ Suggestions for next lesson:

Lesson 25: Final eval

May 26/Frida