



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

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:
Here's the template:  Needs analysis/Decompress template

Week 1 - The COmpany overview			
-Aims:			
TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS

Date/teacher: October 16th, Edgar ctober 14th, Edgar <b>OFF CURRICULUM</b>  }-October 20, 2025/Tere				
Lesson 1: Explain the purpose, mission and vision e		<ul style="list-style-type: none"><li>Grammar: Present tenses review -all</li><li>Vocabulary: Action verbs</li></ul>	<ul style="list-style-type: none"><li>Clients describe their company's purpose, mission and vision</li></ul>	<ul style="list-style-type: none"><li></li></ul>
Comments/ Suggestions for next lesson: <b>Client wanted to review a presentation in English she is preparing for this Friday. We focused on this for the whole session.</b>				

Date/teacher: Oct 28, 2025 Bernardo

Oct 24, 2025 Bernardooff curriculum

Lesson 2: Give the company foundation information

- Grammar: Past tenses review- all
- Vocabulary: timelines

- Clients talk about the foundation and timeline of their company

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Comments/ Suggestions for next lesson:

Date/teacher: October 30th, Edgar

Lesson 3: The current status and stage of the company

- Grammar: Passive voice - present and past
- Vocabulary: adjectives

- Clients are able to describe the current stage and status of their company

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Comments/ Suggestions for next lesson:

## Week 2 - Projects

Aims:

TOPIC & CONTENT

LANGUAGE FOCUS

PRODUCTION

MATERIALS / SKILLS

Date/teacher: November 6th, Edgar

Nov 4, 2025 Edgar **OFF CURRICULUM**

Lesson 4: Describe what you want & need

- Grammar: Wants & need - first and second conditional
- Vocabulary: wants and needs

- Client describes their wants and needs in relation with their job and company

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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"> <li>Grammar: Comparisons</li> <li>Vocabulary: projects</li> </ul>	<ul style="list-style-type: none"> <li>Client describes their projects in detail (goal, scope, deliverables, timelines)</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>
Comments/ Suggestions for next lesson:			

Date/teacher: November 13-Karelle :)			
Lesson 6: Create a timeline of a project	<ul style="list-style-type: none"> <li>Grammar: Present Perfect S and C</li> <li>Vocabulary: sequencers</li> </ul>	<ul style="list-style-type: none"> <li>Clients talk about the timeline of their projects</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>
Comments/ Suggestions for next lesson:			

<b>Week 3 - Writing emails</b> <b>Aims:</b>			
<b>TOPIC &amp; CONTENT</b>	<b>LANGUAGE FOCUS</b>	<b>PRODUCTION</b>	<b>MATERIALS / SKILLS</b>

Date/teacher: November 18th, Edgar			
Lesson 7: Making requests via email	<ul style="list-style-type: none"> <li>Grammar: Modals for requests</li> <li></li> <li>Vocabulary: requests, formal emails</li> </ul>	<ul style="list-style-type: none"> <li>Client is able to make formal requests via email</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>
Comments/ Suggestions for next lesson:			

Date/teacher: November 20th, Ivan			
Lesson 8: Authorize or deny requests	<ul style="list-style-type: none"> <li>Grammar: Use of can/can not, could/could not</li> </ul>	<ul style="list-style-type: none"> <li>Client is able to say yes or no in a formal way to others' requests</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>

	<ul style="list-style-type: none"> <li>Vocabulary: authorising or denying</li> </ul>		
Comments/ Suggestions for next lesson:			

Date/teacher: Nov 27 Maja			
Lesson 9: Emails for specific functions	<ul style="list-style-type: none"> <li>Grammar: Being concise</li> <li>Vocabulary: discourse markers</li> </ul>	<ul style="list-style-type: none"> <li>Client is able to create a variety of emails for asking/offering/re requesting something (raise, time off, extension, etc)</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>
Comments/ Suggestions for next lesson:			

<b>Week 4 - Meeting logistics</b> <b>Aims:</b>			
<b>TOPIC &amp; CONTENT</b>	<b>LANGUAGE FOCUS</b>	<b>PRODUCTION</b>	<b>MATERIALS / SKILLS</b>

Date/teacher: November 28th, Edgar			
Lesson 10: Explain what you want & need for your next meeting	<ul style="list-style-type: none"> <li>Grammar: Phrasal verbs</li> <li>Vocabulary: meetings logistic</li> </ul>	<ul style="list-style-type: none"> <li>Client details the wants and needs of their next meeting</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>
Comments/ Suggestions for next lesson:			

Date/teacher: December 4th, Edgar			
Lesson 11: Setting up a meeting via email	<ul style="list-style-type: none"> <li>Grammar:Adverbs</li> <li>Vocabulary: emails</li> </ul>	<ul style="list-style-type: none"> <li>Client is able to set up meetings and respond to emails regarding a meeting</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>
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

Date/teacher: 12/09 Eka

Lesson 13: Share a project status during a meeting

- Grammar: Past Perfect and Narrative tenses
- Skill: More complex sentences
- Vocabulary: projects

- Client is able to share a detailed overview of their project

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Comments/ Suggestions for next lesson:

Date/teacher: 12/11 Eka

Lesson 14: Explain notes in detail & bullet points

- Grammar: Subordinate / relative clauses
- Vocabulary: paraphrasing
- Skill: explaining and paraphrasing

- Client explains details from the past

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Comments/ Suggestions for next lesson:

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

Lesson 15: Explain errors/improvements

- Grammar: 3rd conditional
- Vocabulary: regrets and improvements

- Client is able to reflect on errors and explain improvements /changes

Comments/ Suggestions for next lesson:

## Topic 6 - Sharing information

Aims:

TOPIC & CONTENT

LANGUAGE FOCUS

PRODUCTION

MATERIALS / SKILLS

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 outstanders

- 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

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	<ul style="list-style-type: none"> <li>Grammar : numbers and charts</li> <li>Vocabulary: talking about numbers and graphs</li> <li></li> </ul>	<ul style="list-style-type: none"> <li>Client is able to report on numbers or information present in a graph/chart</li> </ul>	
Comments/ Suggestions for next lesson: <b>01/29.- Please review this topic, the part of reporting on graphs</b> <b>30/01 we did a review of lesson 20 and 21</b>			

we review			
TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS


Date/teacher: February 3, 2026/Tere			
Lesson 22:	<ul style="list-style-type: none"> <li>Review Content from week 1-3</li> <li></li> </ul>		
Comments/ Suggestions for next lesson:			


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

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



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

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

<b>Decompress:</b> October 9th, Edgar
<b>Here's the template:</b>  Needs analysis/Decompress template
<b>Notes on Client (Changes on new curriculum, suggestions, needs another curriculum, etc.):</b>
<b>Remember to notify your leader when decompress is completed, or contact directly with Jaime via Slack</b>

<b>Week 1 - Professional profile</b>			
Aims:			
<b>TOPIC &amp; CONTENT</b>	<b>LANGUAGE FOCUS</b>	<b>PRODUCTION</b>	<b>MATERIALS / SKILLS</b>

Date/teacher: june 26th, bernardo			
Lesson 1: Minimum vs. preferred qualifications	<ul style="list-style-type: none"> <li>Grammar: ED and ING adjectives</li> <li>Vocabulary: adjectives, qualifications</li> </ul>	<ul style="list-style-type: none"> <li>Clients analyze the ideal qualifications for their candidate</li> </ul>	<ul style="list-style-type: none"> <li><a href="https://learnenglish.britishcouncil.org/skills/writing/b1-writing/a-professional-profile">https://learnenglish.britishcouncil.org/skills/writing/b1-writing/a-professional-profile</a></li> </ul>
Comments/ Suggestions for next lesson:			

Date/teacher: Jul 1, 2025 Bernardo

Lesson 2: Writing job descriptions

- Grammar: Royal order of adjectives
- Vocabulary: adjectives , job vacancies

- Clients are able to write an effective job vacancy they want to cover

- LinkedIn profiles

Comments/ Suggestions for next lesson:

Date/teacher: Jul 1, 2025 Bernardo

Lesson 3: Diversity, equity and inclusion

- Grammar: Pronunciation: final -ed and final -s sounds
- Vocabulary: adjectives , job vacancies

- Clients debate the equity , diversity and inclusion regarding the ob market and practice pronunciation

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Comments/ Suggestions for next lesson:

## Week 2 - Interviewing

Aims:

TOPIC & CONTENT

LANGUAGE FOCUS

PRODUCTION

MATERIALS / SKILLS

Date/teacher: 07/08 Eka

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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- lesson 4: Preparing for the interview: Resume review and Question writing
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lesson 4: Preparing for the interview: Resume review and Question writing

Comments/ Suggestions for next lesson:

Date/teacher: Jul 11, 2025 Bernardo

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

Date/teacher: July 16, 25/Tere			
Lesson 6: Dos and don'ts	<ul style="list-style-type: none"> <li>Grammar: Modal verbs</li> <li>Vocabulary: advice</li> </ul>	<ul style="list-style-type: none"> <li>Clients talks about the DO's and DONT's of job interviews</li> </ul>	<ul style="list-style-type: none"> <li><a href="https://www.industry.com/career-advice/interviewing/job-interview-dos-and-donts">https://www.industry.com/career-advice/interviewing/job-interview-dos-and-donts</a></li> </ul>
Comments/ Suggestions for next lesson:			

<b>Week 3 - Extending the offer</b> <b>Aims:</b>			
<b>TOPIC &amp; CONTENT</b>	<b>LANGUAGE FOCUS</b>	<b>PRODUCTION</b>	<b>MATERIALS / SKILLS</b>

Date/teacher: Jul 17, 2025 Bernardo			
Lesson 7: Making a job offer	<ul style="list-style-type: none"> <li>Grammar: Modals for requests and offers</li> <li>Vocabulary: job offer</li> </ul>	<ul style="list-style-type: none"> <li>Client makes a job offer</li> </ul>	<ul style="list-style-type: none"> <li><a href="https://www.youtube.com/watch?v=QvSq2PvPnSA">https://www.youtube.com/watch?v=QvSq2PvPnSA</a></li> </ul>
Comments/ Suggestions for next lesson:			

Date/teacher: July 22nd, Edgar			
Lesson 8: Salary negotiation	<ul style="list-style-type: none"> <li>Grammar: 1st and 2nd conditional</li> <li>Vocabulary:</li> </ul>	<ul style="list-style-type: none"> <li>Client negotiates the terms with the new candidate</li> </ul>	<ul style="list-style-type: none"> <li><a href="https://www.esentialenglish.review/book/speak-busin">https://www.esentialenglish.review/book/speak-busin</a></li> </ul>

	negotiation		<a href="https://www.bussinesenglishlikeanamerican.com/lesson-30-negotiating-a-salary-offer/">ess-english-like-an-american/lesson-30-negotiating-a-salary-offer/</a>
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"> <li>Grammar: Clarifying</li> <li>Vocabulary: useful phrases</li> </ul>	<ul style="list-style-type: none"> <li>Client clarifies and answers questions about the job vacancy</li> </ul>	<ul style="list-style-type: none"> <li><a href="https://www.bussinesenglishresource.com/expressions-describing-job-company/">https://www.bussinesenglishresource.com/expressions-describing-job-company/</a></li> </ul>
Comments/ Suggestions for next lesson:			

<b>Week 4 - Onboarding and training</b>			
<b>Aims:</b>			
<b>TOPIC &amp; CONTENT</b>	<b>LANGUAGE FOCUS</b>	<b>PRODUCTION</b>	<b>MATERIALS / SKILLS</b>

Date/teacher: Jul 30, 25/Tere			
Lesson 10: Reviewing company policies (time off, dress code, etc.)	<ul style="list-style-type: none"> <li>Sequencers</li> <li>Vocabulary: company policies</li> </ul>	<ul style="list-style-type: none"> <li>Client details the company policies for the new recruit</li> </ul>	<ul style="list-style-type: none"> <li><a href="https://www.bbc.co.uk/worldservice/learningenglish/general/sixminute/2013/10/131010_6min_rules.shtml">https://www.bbc.co.uk/worldservice/learningenglish/general/sixminute/2013/10/131010_6min_rules.shtml</a></li> </ul>
Comments/ Suggestions for next lesson:			

Date/teacher: Jul 31, 2025 Bernardo			
Lesson 11: Preparing for the new hire's first day	<ul style="list-style-type: none"> <li>Grammar: phrasal verbs</li> <li>Vocabulary: onboarding process</li> </ul>	<ul style="list-style-type: none"> <li>Client details the onboarding process and first day duties to the new recruit</li> </ul>	<ul style="list-style-type: none"> <li><a href="https://englishlive.ef.com/blog/career-english/improve-english-phrasal-verbs-work/">https://englishlive.ef.com/blog/career-english/improve-english-phrasal-verbs-work/</a></li> </ul>

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-sentence/>

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

- Grammar: Word order: adverbs
- Vocabulary: timelines

- Client is able to create and share a performance timeline with employees

- <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

- Grammar: : Infinitives and gerunds
- Vocabulary: meeting expectations

- Client explains expectations and how to meet them

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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

- Grammar: Positive and negative feedback
- Vocabulary: useful expressions

- 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.camb ridgeenglish.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

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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

- Grammar: Phrasal verbs
- Vocabulary: wants and needs

- Clients discusses improvement plans

Comments/ Suggestions for next lesson:

Date/teacher: September 17th, Edgar

Lesson 20: The importance of documentation

- Grammar: Reported speech
- Vocabulary: reporting verbs

- Client reports on someone's performance

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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

- Grammar: Pronunciation
- Vocabulary: strong words

- Client is able to deliver bad news face to face and fire someone

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

- Review

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

CClient'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
<b>Week 1 - Listening for detail in Business conversations</b> <b>Aims:</b> 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

- Grammar: imperative, sequencers
- Vocabulary: Identifying keywords

- 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

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

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

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

Comments/ Suggestions for next lesson:

Date/teacher: March 13th, Edgar

Lesson 3: Explain and classify potential offers

- Grammar: present perfect
- Vocabulary: Using negotiation vocabulary

- Client is able to explain and classify potential offers.

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

Comments/ Suggestions for next lesson:

## Week 2 - Finding Sellers

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

### TOPIC & CONTENT

### LANGUAGE FOCUS

### PRODUCTION

### MATERIALS / SKILLS

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

Lesson 7: Identify and qualify leads	<ul style="list-style-type: none"><li>Grammar: past perfect and past perfect continuous</li><li>Vocabulary: Vocabulary for sales relationships</li></ul>	<ul style="list-style-type: none"><li>Client is able to identify and qualify leads</li></ul>	<a href="https://www.thebalancesmb.com/marketing-sales-prospect-1794386#:~:text=A%20lead%20is%20an%20unqualified,your%20sales%20funnel%20or%20process.">https://www.thebalancesmb.com/marketing-sales-prospect-1794386#:~:text=A%20lead%20is%20an%20unqualified,your%20sales%20funnel%20or%20process.</a> <a href="https://www.salesreadinessgroup.com/blog/five-types-of-sales-relationships">https://www.salesreadinessgroup.com/blog/five-types-of-sales-relationships</a>
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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"><li>Grammar: wh questions present, past and future</li><li>Vocabulary: Question forms</li></ul>	<ul style="list-style-type: none"><li>Client is able to identify and measure the lead quality</li></ul>	<a href="https://www.monsterinsights.com/how-to-measure-lead-quality/">https://www.monsterinsights.com/how-to-measure-lead-quality/</a>
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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"><li>Grammar: greetings and regards structure</li><li>Vocabulary: Formal emails - connecting with leads</li></ul>	<ul style="list-style-type: none"><li>Client is able to use proper strategies to evaluate and connect with leads</li></ul>	<a href="https://www.linkedin.com/pulse/7-ways-you-need-connecting-your-best-leads-alexi-lambert-e-i-t-">https://www.linkedin.com/pulse/7-ways-you-need-connecting-your-best-leads-alexi-lambert-e-i-t-</a>
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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
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Date/teacher: Apr 10, 2025 bernardo

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

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

- Client is able to describe and identify their target

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

Comments/ Suggestions for next lesson:

Date/teacher:

15 abr 2025 Karen DNH - April 30, 25/Tere

Lesson 11: Creating the English version of your sales pitch

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

- Client creates the english version of their sales pitch

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

Comments/ Suggestions for next lesson:

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 understanding with provider

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

Comments/ Suggestions for next lesson:

## Week 6 - Clarifying details

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

TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
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Date/teacher: May 15, 2025 Bernardo

Lesson 16: Negotiations expectations and timelines

- Grammar: Prepositions of time, agendas.
- Vocabulary:

- 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

- Grammar: Conditionals.
- Vocabulary: Deal agreements

- 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)

- Grammar: W/H Questions, Modals.
- Vocabulary: Can, could, might, may, should, must.

- Client is able to identify the best questions to close a deal, meeting, or event.

<https://www.pon.harvard.edu/daily/negotiation-skills-daily/ask-better-questions-in-negotiation-nb/>

Comments/ Suggestions for next lesson:

### Week 7 - Closing the deal

**Aims:** To correctly manage the best strategies to close and follow up deals.

#### TOPIC & CONTENT

#### LANGUAGE FOCUS

#### PRODUCTION

#### MATERIALS / SKILLS

Date/teacher: 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
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Date/teacher: 02/12 Eka

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

Date/teacher: February 13, 25/Tere (DNH) - February 14, 25/Tere

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

Date/teacher: February 20th, Edgar

Lesson 3: Past and future projects	<ul style="list-style-type: none"> <li>Past tenses - simple and continuous</li> <li>Future tenses</li> </ul>	<ul style="list-style-type: none"> <li>Explain and discuss your past and future projects</li> </ul>	<a href="https://www.youtube.com/watch?v=d0wV9EC3t14">https://www.youtube.com/watch?v=d0wV9EC3t14</a>
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Comments/ Suggestions for next lesson:



## Topic 2 - The concept of presentations

**Aims:** Describe the components of a presentation, starting and ending a presentation and explaining the outline of a presentation

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

- Intonation & tone
- Useful phrases

- How to start & end a presentation

[How to start a presentation](#)

[Business English Presentations- Roleplays & Phrases - ESL Lesson Plans](#)

<https://mannerofspeaking.org/2019/05/12/transitions-in-a-speech-or-presentation/>

Comments/ Suggestions for next lesson:

Date/teacher: Feb. 27, 2025 Brian

Lesson 6: Introduction

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

- Explain what you cover in your presentations

[Intonation & Stress in Public Speaking: Definition & Examples - Video & Lesson Transcript](#)

[IELTS Life Skills B1 Listening test 11 \( British settlement and citizenship \)](#)  
[https://www.youtube.com/watch?v=liRYtck3dXc&ab\\_channel=BHVTinH%E1%BB%8Dc](https://www.youtube.com/watch?v=liRYtck3dXc&ab_channel=BHVTinH%E1%BB%8Dc)

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"><li>Phrases to command an audience</li><li>IF and UNLESS</li></ul>	<ul style="list-style-type: none"><li>How to keep the focus on the topic during a presentation.</li></ul>	<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	<ul style="list-style-type: none"><li>Question formation</li></ul>	<ul style="list-style-type: none"><li>Discuss possible follow up questions of your presentation</li></ul>	<p>Vocabulary and Phrases for Making Presentations in English</p> <p><a href="http://worldwidefrontier.com/2018/02/grammar-tip-b2-making-questions-easy-way/">http://worldwidefrontier.com/2018/02/grammar-tip-b2-making-questions-easy-way/</a></p>
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Comments/ Suggestions for next lesson:

Date/teacher: Mar.

Lesson 9: Answers	<ul style="list-style-type: none"><li>Answering strategies</li><li>Useful phrases</li></ul>	<ul style="list-style-type: none"><li>Answer follow up questions about your presentation</li></ul>	<p>Transcript of "How to speak so that people want to listen"</p>
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Comments/ Suggestions for next lesson:

#### Topic 4 - Sharing information

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

TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
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Date/teacher:			
Lesson 10: Giving your opinion	<ul style="list-style-type: none"> <li>Modals (should, must, could, might)</li> <li>Agreeing and disagreeing</li> </ul>	<ul style="list-style-type: none"> <li>Give opinion/ agree/disagree on what has been said during the last meeting</li> </ul>	<a href="#">Modal verbs 4 – Requests, offers, permission and invitations: ESL/EFL Lesson Plan and Worksheet</a>
Comments/ Suggestions for next lesson:			

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

Date/teacher:			
Lesson 12: Clarifying	<ul style="list-style-type: none"> <li>Discourse markers</li> <li>Tag questions</li> </ul>	<ul style="list-style-type: none"> <li>Clarify complex situations for outsiders</li> </ul>	<a href="https://www.youtube.com/watch?v=kEAjriqACDs">https://www.youtube.com/watch?v=kEAjriqACDs</a>  Discourse markers   Learning English
Comments/ Suggestions for next lesson:			

<b>Topic 5 - Meetings</b>			
<b>Aims:</b> Leading a meeting, participating in a meeting and covering some strategies how to politely interrupt, ask for clarification or jump to a different topic.			
<b>TOPIC &amp; CONTENT</b>	<b>LANGUAGE FOCUS</b>	<b>PRODUCTION</b>	<b>MATERIALS / SKILLS</b>

Date/teacher:			
Lesson 13: Meeting components	<ul style="list-style-type: none"> <li>Meeting components and strategies</li> <li>Conditionals</li> </ul>	<ul style="list-style-type: none"> <li>Discuss meeting components and strategies</li> </ul>	<a href="#">12 Useful Phrasal Verbs for Business Meetings - Impactfulenglish.com</a>
Comments/ Suggestions for next lesson:			

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

Date/teacher:			
Lesson 15: Participating in meetings	<ul style="list-style-type: none"> <li>Interrupting politely</li> <li>Expressing your opinion</li> <li>Asking for clarification</li> <li>Changing the topic</li> </ul>	<ul style="list-style-type: none"> <li>Effectively participating in a meeting</li> </ul>	<a href="#">Technical Presentation Workbook: Winning Strategies for Effective Public Speaking</a>
Comments/ Suggestions for next lesson:			

<b>Topic 6 - Emails</b>  <b>Aims:</b> Defining the differences between formal & informal emails, sending an email requesting, or rescheduling a meeting, and with the minutes of your last meeting			
<b>TOPIC &amp; CONTENT</b>	<b>LANGUAGE FOCUS</b>	<b>PRODUCTION</b>	<b>MATERIALS / SKILLS</b>

Date/teacher:			
Lesson 16: Formal and informal emails	<ul style="list-style-type: none"> <li>Formal and informal expressions for emails</li> <li>Business email structure</li> </ul>	<ul style="list-style-type: none"> <li>Draft formal &amp; informal emails</li> </ul>	<a href="http://english.teamdev.com/resources/useful-phrases">http://english.teamdev.com/resources/useful-phrases</a>  <a href="https://learnenglish.britishcouncil.org/business-english/english-for-emails/unit-4-starting-and-finishing-emails">https://learnenglish.britishcouncil.org/business-english/english-for-emails/unit-4-starting-and-finishing-emails</a>
Comments/ Suggestions for next lesson:			

Date/teacher:			
Lesson 17: Requesting or rescheduling a meeting	<ul style="list-style-type: none"> <li>Modals for offers/requests</li> <li>Apologizing</li> </ul>	<ul style="list-style-type: none"> <li>Schedule and reschedule meetings</li> </ul>	<a href="https://learnenglishteens.britishcouncil.org/grammar/intermediate-grammar/can-could-">https://learnenglishteens.britishcouncil.org/grammar/intermediate-grammar/can-could-</a>

			<a href="#">would-invitations-offers-requests-permission</a>
Comments/ Suggestions for next lesson:			

Date/teacher:			
Lesson 18: Meeting minutes	<ul style="list-style-type: none"> <li>Summarizing/being concise</li> <li>Discourse markers</li> </ul>	<ul style="list-style-type: none"> <li>Send a summary of your meeting to your team members/boss</li> </ul>	<a href="https://corporatefinanceinstitute.com/resources/knowledge/other/meeting-minutes/">https://corporatefinanceinstitute.com/resources/knowledge/other/meeting-minutes/</a>
Comments/ Suggestions for next lesson:			

<b>Topic 7 - Reporting data</b>			
<b>Aims:</b> Focusing on numbers, tables, graphics and charts during meetings/presentations and describing and discussing these visuals			
TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS

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

Date/teacher:			
Lesson 20: Charts and graphs	<ul style="list-style-type: none"> <li>Phrasal verbs for describing visuals</li> <li>discourse markers</li> <li>Comparison and contrast</li> </ul>	<ul style="list-style-type: none"> <li>Discuss and report on visuals</li> </ul>	<a href="https://academic-englishuk.com/describing-graphs/">https://academic-englishuk.com/describing-graphs/</a>
Comments/ Suggestions for next lesson:			

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

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	<ul style="list-style-type: none"><li>Grammar: Present Simple vs Continuous</li><li>Vocabulary: requests and offers</li></ul>	<ul style="list-style-type: none"><li>Client is able to discuss plans and request their change</li></ul>	<ul style="list-style-type: none"><li></li></ul>
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Comments/ Suggestions for next lesson:

Date/teacher: 10/08 Eka

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

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"><li>• Grammar: Sequencers and modals</li><li>• Vocabulary: projects , processes</li></ul>	<ul style="list-style-type: none"><li>• Client is able to identify and describe their process of starting a new project</li></ul>	<ul style="list-style-type: none"><li>•</li></ul>
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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"><li>• Grammar: Connections words (cause &amp; effects)</li><li>• Vocabulary: project scope</li></ul>	<ul style="list-style-type: none"><li>• Client is able to identify and describe the status and stages of a current project</li></ul>	<ul style="list-style-type: none"><li>•</li></ul>
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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"><li>• Grammar: Past tense (past continuous vs past perfect)</li><li>• Vocabulary: cause and effect</li></ul>	<ul style="list-style-type: none"><li>• Client is able to use past tenses to describe impact of past projects on current results</li></ul>	<ul style="list-style-type: none"><li>•</li></ul>
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Comments/ Suggestions for next lesson:

### Week 4 - Client vs Boss

Aims:			
TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
Date/teacher: Nov 21, 2024 Bernardo			
Lesson 10: Talk about some common complaints clients have.	<ul style="list-style-type: none"> <li>Grammar: modals for probability may might could can't</li> <li>Vocabulary: complaints</li> </ul>	<ul style="list-style-type: none"> <li>Client is able to describe and identify common complaints from clients</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>
Comments/ Suggestions for next lesson:			

Date/teacher: Nov 27, 2024 Bernardo			
Lesson 11: How to interrupt politely to give some input	<ul style="list-style-type: none"> <li>Grammar: Intonation/pitch</li> <li>Vocabulary: Useful expressions for interrupting</li> </ul>	<ul style="list-style-type: none"> <li>Client is able to interrupt politely and express their opinion</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>
Comments/ Suggestions for next lesson:			

Date/teacher: Dec. 5, 24/Tere			
Lesson 12: Agreeing & disagreeing in a polite manner	<ul style="list-style-type: none"> <li>Grammar: tone</li> <li>Vocabulary: agreeing and disagreeing</li> </ul>	<ul style="list-style-type: none"> <li>Client is able to agree or disagree politely</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>
Comments/ Suggestions for next lesson:			

<b>Week 5 - Write an email</b>  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
- 
- Vocabulary: Formal vs Informal emails
- 

- 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
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Date/teacher: Dec. 12, 24/Tere

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

Date/teacher: Dec. 17, 24/Tere			
Lesson 17: How to improve team performance	<ul style="list-style-type: none"> <li>Grammar: Giving advice (modals)</li> <li>Vocabulary: advice and improvements</li> </ul>	<ul style="list-style-type: none"> <li>Client is able to give advice on improving performance</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>
Comments/ Suggestions for next lesson:			

Date/teacher: Dec. 18, 24/Tere			
Lesson 18: Give feedback to collaborators.	<ul style="list-style-type: none"> <li>Grammar:Passive voice</li> <li>Vocabulary: feedback</li> </ul>	<ul style="list-style-type: none"> <li>Client is able to give objective feedback on team performance</li> </ul>	
Comments/ Suggestions for next lesson:			

<b>Topic 7 - Reporting</b>  <b>Aims:</b>			
<b>TOPIC &amp; CONTENT</b>	<b>LANGUAGE FOCUS</b>	<b>PRODUCTION</b>	<b>MATERIALS / SKILLS</b>

Date/teacher: Dec. 19, 24/Tere			
Lesson 19: Create an organizational chart describing your team	<ul style="list-style-type: none"> <li>Grammar:Adjectives and adverbs</li> <li>Vocabulary: org charts</li> </ul>	<ul style="list-style-type: none"> <li>Clients discuss and detail their org chart</li> </ul>	

Comments/ Suggestions for next lesson:

Date/teacher: Jan. 15, 24/Tere

Lesson 20: Describe your team's traits (physical & character)

- Grammar: Descriptions vocab, royal order of adjectives
- Vocabulary: adjectives and adverbs

- Client is able to describe their team

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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	<ul style="list-style-type: none"> <li>Review content from week 5-7</li> </ul>		
Comments/ Suggestions for next lesson:			

Date/teacher: February 4, 25/Tere			
Lesson 24:	<ul style="list-style-type: none"> <li>Review</li> </ul>		
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

- Grammar:Tenses review : past s , past continuous, past perfect

- Client is able to

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
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Date/teacher: May 23, 2024 Bernardo

Lesson 4: The Art of Small Talk	<ul style="list-style-type: none"> <li>Grammar: Asking questions</li> </ul>	<ul style="list-style-type: none"> <li>Client is able to</li> </ul>	
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"> <li>Grammar: Linking words</li> </ul>	<ul style="list-style-type: none"> <li>Client is able to</li> </ul>	
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"> <li>Grammar: How to prepare for an unplanned conversation</li> </ul>	<ul style="list-style-type: none"> <li>Client is able to</li> </ul>	
Comments/ Suggestions for next lesson:			

<b>Module 3 - High-Level Networking</b> <b>Aims:</b>			
<b>TOPIC &amp; CONTENT</b>	<b>LANGUAGE FOCUS</b>	<b>PRODUCTION</b>	<b>MATERIALS / SKILLS</b>

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



Date/teacher: Jun 3, 2024 Bernardo

Lesson 8: Conversation starters

- Grammar: Active listening, useful vocabulary

- 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

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
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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

- Grammar: debate  
skills

- Client is able to

Comments/ Suggestions for next lesson:

Date/teacher: Sep 4, 2024 Bernardo

Lesson 21: Technology at  
Work

- Grammar: phrasal  
verbs

- 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
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Date/teacher: Sep. 12, 24/Tere

Lesson 22: Evaluation prep

- 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"> <li>Content from week 4-5</li> </ul>		
Comments/ Suggestions for next lesson:			

Date/teacher: Sep. 24/24/Tere			
Lesson 24: Evaluation prep	<ul style="list-style-type: none"> <li>Content from week 6-7</li> </ul>		
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			

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

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

Date/teacher: Mar 15, 2024 Bernardo			
Lesson 3: Past and future projects	<ul style="list-style-type: none"> <li>• Past tenses - simple and continuous</li> <li>• Future tenses</li> </ul>	<ul style="list-style-type: none"> <li>• Explain and discuss your past and future projects</li> </ul>	Lesson 3: Past and future projects
Comments/ Suggestions for next lesson:			

<b>Topic 2 - The concept of presentations</b>  <b>Aims:</b> Describe the components of a presentation, starting and ending a presentation and explaining the outline of a presentation			
<b>TOPIC &amp; CONTENT</b>	<b>LANGUAGE FOCUS</b>	<b>PRODUCTION</b>	<b>MATERIALS / SKILLS</b>

Date/teacher: Mar 21, 2024 Bernardo March 20th, Jaime (OFF CURRICULUM)			
Lesson 4: Components of a presentation	<ul style="list-style-type: none"> <li>• Presentation etiquette</li> <li>• Sequencers</li> </ul>	<ul style="list-style-type: none"> <li>• Describe the components of a presentation</li> </ul>	
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	<ul style="list-style-type: none"> <li>• Intonation &amp; tone</li> <li>• Useful phrases</li> </ul>	<ul style="list-style-type: none"> <li>• How to start &amp; end a presentation</li> </ul>	

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

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 outstanders

TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
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Date/teacher: Apr 12, 2024 Bernardo

Lesson 10: Giving your opinion	<ul style="list-style-type: none"><li>Modals (should, must, could, might)</li><li>Agreeing and disagreeing</li></ul>	<ul style="list-style-type: none"><li>Give opinion/ agree/disagree on what has been said during the last meeting</li></ul>	
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Comments/ Suggestions for next lesson:

Date/teacher: 04/16 Eka

Lesson 11: Sharing ideas	<ul style="list-style-type: none"><li>Pitching - conditionals</li><li>Expressing opinions</li></ul>	<ul style="list-style-type: none"><li>Pitching ideas and sharing opinions</li></ul>	
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Comments/ Suggestions for next lesson:

Date/teacher: 04/17 Edgar

Lesson 12: Clarifying	<ul style="list-style-type: none"><li>Discourse markers</li><li>Tag questions</li></ul>	<ul style="list-style-type: none"><li>Clarify complex situations for outstanders</li></ul>	
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Comments/ Suggestions for next lesson:

**Topic 5 - Meetings**

**Aims:** Leading a meeting, participating in a meeting and covering some strategies how to politely interrupt, ask for clarification or jump to a different topic.

TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
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Date/teacher: 04/17 Edgar

Lesson 13: Meeting components	<ul style="list-style-type: none"><li>Meeting components and strategies</li><li>Conditionals</li></ul>	<ul style="list-style-type: none"><li>Discuss meeting components and strategies</li></ul>	
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Comments/ Suggestions for next lesson:			

Date/teacher: 04/19 Eka			
Lesson 14: Leading a meeting	<ul style="list-style-type: none"><li>• Starting and finishing a meeting</li><li>• Leadership strategies</li></ul>	<ul style="list-style-type: none"><li>• Leading a successful meeting from start to finish</li></ul>	
Comments/ Suggestions for next lesson:			

Date/teacher: Apr 23, 2024 Bernardo			
Lesson 15: Participating in meetings	<ul style="list-style-type: none"><li>• Interrupting politely</li><li>• Expressing your opinion</li><li>• Asking for clarification</li><li>• Changing the topic</li></ul>	<ul style="list-style-type: none"><li>• Effectively participating in a meeting</li></ul>	
Comments/ Suggestions for next lesson:			

<b>Topic 6 - Emails</b>			
<b>Aims:</b> Defining the differences between formal & informal emails, sending an email requesting, or rescheduling a meeting, and with the minutes of your last meeting			
<b>TOPIC &amp; CONTENT</b>	<b>LANGUAGE FOCUS</b>	<b>PRODUCTION</b>	<b>MATERIALS / SKILLS</b>

Date/teacher: 04/24 Eka			
Lesson 16: Formal and informal emails	<ul style="list-style-type: none"><li>• Formal and informal expressions for emails</li><li>• Business email structure</li></ul>	<ul style="list-style-type: none"><li>• Draft formal &amp; informal emails</li></ul>	
Comments/ Suggestions for next lesson:			

Date/teacher: 04/25 Eka			
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Lesson 17: Requesting or rescheduling a meeting	<ul style="list-style-type: none"> <li>Modals for offers/requests</li> <li>Apologizing</li> </ul>	<ul style="list-style-type: none"> <li>Schedule and reschedule meetings</li> </ul>	
Comments/ Suggestions for next lesson:			

Date/teacher: Apr 25, 2024 Bernardo			
Lesson 18: Meeting minutes	<ul style="list-style-type: none"> <li>Summarizing/being concise</li> <li>Discourse markers</li> </ul>	<ul style="list-style-type: none"> <li>Send a summary of your meeting to your team members/boss</li> </ul>	
Comments/ Suggestions for next lesson:			

<b>Topic 7 - Reporting data</b>  <b>Aims:</b> Focusing on numbers, tables, graphics and charts during meetings/presentations and describing and discussing these visuals			
<b>TOPIC &amp; CONTENT</b>	<b>LANGUAGE FOCUS</b>	<b>PRODUCTION</b>	<b>MATERIALS / SKILLS</b>

Date/teacher: Apr 29, 2024 Bernardo			
Lesson 19: Reporting numbers	<ul style="list-style-type: none"> <li>Phrasal verbs for Statistics, percentages , trends</li> <li>Numbers - ordinal and cardinal, percentages,</li> </ul>	<ul style="list-style-type: none"> <li>Discuss and report on numbers, percentages and trends</li> </ul>	
Comments/ Suggestions for next lesson:			

Date/teacher: May 2, 2024 Bernardo			
Lesson 20: Charts and graphs	<ul style="list-style-type: none"> <li>Phrasal verbs for describing visuals</li> <li>discourse markers</li> <li>Comparison and contrast</li> </ul>	<ul style="list-style-type: none"> <li>Discuss and report on visuals</li> </ul>	
Comments/ Suggestions for next lesson:			

Date/teacher: May 2, 2024 Bernardo			
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Lesson 21: Reports	<ul style="list-style-type: none"> <li>• Passive voice</li> <li>• Writing skills / reports</li> </ul>	<ul style="list-style-type: none"> <li>• Draft a report on your project/presentation /meeting</li> </ul>	
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"> <li>• Prepare a presentation on a current project</li> </ul>		Conduct the Perfect Job Interview in Twelve Simple Steps <a href="https://www.linkedin.com/pulse/20140210135852-20017018-conduct-the-perfect-job-in-interview-in-twelve-simple-steps">https://www.linkedin.com/pulse/20140210135852-20017018-conduct-the-perfect-job-in-interview-in-twelve-simple-steps</a>
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Comments/ Suggestions for next lesson:

Date/teacher: May 8, 2024 Bernardo

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

Date/teacher: May 9, 2024 Bernardo

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

- 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: DEC 13 KAREN

Lesson 2 Authorise or deny requests

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

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

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	approve		
Comments/ Suggestions for next lesson:			

Date/teacher: Dec 13, 2023 Bernardo			
Lesson 3 Requests via email	<ul style="list-style-type: none"> <li>Grammar: emails</li> <li>Vocabulary: writer requests</li> </ul>	<ul style="list-style-type: none"> <li>Client is able to write and answer requests via email</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>
Comments/ Suggestions for next lesson:			

<b>Week 2 - Apologizing</b>  <b>Aims:</b>			
TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS

Date/teacher: Dec 19, 2023 Bernardo 12/15 Maja DNH			
Lesson 4: How to handle complaints	<ul style="list-style-type: none"> <li>Grammar: Will and going to, modals</li> <li>Vocabulary: complaints and solutions</li> </ul>	<ul style="list-style-type: none"> <li>Client is able to respond successfully to complaints</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>
Comments/ Suggestions for next lesson:			

Date/teacher: <b>21 Dec 2023, Edgar</b> 12/20 Edgar dnh <b>9 January Julio</b>			
Lesson 5: How to apologize and take responsibility	<ul style="list-style-type: none"> <li>Grammar: Past S and C</li> <li>Vocabulary: apologizing</li> </ul>	<ul style="list-style-type: none"> <li>Client is able to identify and apologize for past mistakes</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>
Comments/ Suggestions for next lesson:			

Date/teacher: 1/10 Eka			
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Lesson 6: Have some good excuses ready should you need them	<ul style="list-style-type: none"> <li>Grammar: Word order</li> <li>Vocabulary: Phrasal verbs , excuses</li> </ul>	<ul style="list-style-type: none"> <li>Client is able to give an excuse for past mistakes</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>
Comments/ Suggestions for next lesson:			

<b>Week 3 - Project status</b> <b>Aims:</b>			
<b>TOPIC &amp; CONTENT</b>	<b>LANGUAGE FOCUS</b>	<b>PRODUCTION</b>	<b>MATERIALS / SKILLS</b>

Date/teacher: 1/11 Maja			
Lesson 7: Explain the process when you start a project	<ul style="list-style-type: none"> <li>Grammar: Sequencers and modals</li> <li>Vocabulary: projects , processes</li> </ul>	<ul style="list-style-type: none"> <li>Client is able to identify and describe their process of starting a new project</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>
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"> <li>Grammar: Connections words (cause &amp; effects)</li> <li>Vocabulary: project scope</li> </ul>	<ul style="list-style-type: none"> <li>Client is able to identify and describe the status and stages of a current project</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>
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"> <li>Grammar: Past tense (past continuous vs past perfect)</li> <li>Vocabulary: cause and effect</li> </ul>	<ul style="list-style-type: none"> <li>Client is able to use past tenses to describe impact of past projects on current results</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>
Comments/ Suggestions for next lesson:			

<b>Week 4 - Client vs Boss</b>
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Aims:			
TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
Date/teacher: Jan 24, 2024 Bernardo			
Lesson 10: Talk about some common complaints clients have.	<ul style="list-style-type: none"> <li>Grammar: modals for probability may might could can't</li> <li>Vocabulary: complaints</li> </ul>	<ul style="list-style-type: none"> <li>Client is able to describe and identify common complaints from clients</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>
Comments/ Suggestions for next lesson:			

Date/teacher: January 25th, Jaime			
Lesson 11: How to interrupt politely to give some input	<ul style="list-style-type: none"> <li>Grammar: Intonation/pitch</li> <li>Vocabulary: Useful expressions for interrupting</li> </ul>	<ul style="list-style-type: none"> <li>Client is able to interrupt politely and express their opinion</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>
Comments/ Suggestions for next lesson:			

Date/teacher: Feb 7, 2024 Bernardo January 30th, Karen DHN			
Lesson 12: Agreeing & disagreeing in a polite manner	<ul style="list-style-type: none"> <li>Grammar: tone</li> <li>Vocabulary: agreeing and disagreeing</li> </ul>	<ul style="list-style-type: none"> <li>Client is able to agree or disagree politely</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>
Comments/ Suggestions for next lesson:			

<b>Week 5 - Write an email</b>  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

- 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: Feb 12, 2024 Bernardo

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
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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"> <li>Grammar:Conditionals review</li> <li>Vocabulary: KPIs</li> </ul>	<ul style="list-style-type: none"> <li>Client explains the performance of team members</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>
Comments/ Suggestions for next lesson:			

Date/teacher: Feb 15, 2024 Bernardo			
Lesson 17: How to improve team performance	<ul style="list-style-type: none"> <li>Grammar: Giving advice (modals)</li> <li>Vocabulary: advice and improvements</li> </ul>	<ul style="list-style-type: none"> <li>Client is able to give advice on improving performance</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>
Comments/ Suggestions for next lesson:			

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

<b>Topic 7 - Reporting</b>  <b>Aims:</b>			
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"> <li>Grammar:Adjectives and adverbs</li> <li>Vocabulary: org charts</li> </ul>	<ul style="list-style-type: none"> <li>Clients discuss and detail their org chart</li> </ul>	

Comments/ Suggestions for next lesson:

Date/teacher: February 22nd, Jaime

Lesson 20: Describe your team's traits (physical & character)

- Grammar: Descriptions vocab, royal order of adjectives
- Vocabulary: adjectives and adverbs

- Client is able to describe their team

•

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

Date/teacher: Mar 5, 2024 Bernardo			
Lesson 24: eval prep 3	<ul style="list-style-type: none"><li>Review</li></ul>		
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"><li>• Present Perfect Simple and Continuous</li><li>• Projects and deliverables</li></ul>	<ul style="list-style-type: none"><li>• Describe your current projects, deliverables and goals</li></ul>	
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Comments/ Suggestions for next lesson:

Date/teacher: October 5th, Jaime

Lesson 2: Staffing a project	<ul style="list-style-type: none"><li>• Adjectives and Adverbs</li><li>• Staffing</li></ul>	<ul style="list-style-type: none"><li>• Discuss the people involved in your projects</li></ul>	Lesson 2: Staffing a project
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Comments/ Suggestions for next lesson:

Date/teacher: October 10th, Bernardo

Lesson 3: Past and future projects	<ul style="list-style-type: none"><li>• Past tenses - simple and continuous</li><li>• Future tenses</li></ul>	<ul style="list-style-type: none"><li>• Explain and discuss your past and future projects</li></ul>	Lesson 3: Past and future projects
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Comments/ Suggestions for next lesson:

**Topic 2 - The concept of presentations**

**Aims:** Describe the components of a presentation, starting and ending a presentation and explaining the outline of a presentation

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

Lesson 4: Components of a presentation	<ul style="list-style-type: none"><li>• Presentation etiquette</li><li>• Sequencers</li></ul>	<ul style="list-style-type: none"><li>• Describe the components of a presentation</li></ul>	
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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

- 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**

Date/teacher: October 18th, Bernardo

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: October 18th, Bernardo

Lesson 8: Questions

- Question formation

- Discuss possible follow up questions of your presentation

Comments/ Suggestions for next lesson:

Date/teacher: October 24th, Bernardo

Lesson 9: Answers

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

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: 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
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Date/teacher: 11/03 Edgar

Lesson 13: Meeting components	<ul style="list-style-type: none"><li>• Meeting components and strategies</li><li>• Conditionals</li></ul>	<ul style="list-style-type: none"><li>• Discuss meeting components and strategies</li></ul>	
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Comments/ Suggestions for next lesson:

Date/teacher: November 7th, Bernardo

Lesson 14: Leading a meeting	<ul style="list-style-type: none"><li>• Starting and finishing a meeting</li><li>• Leadership strategies</li></ul>	<ul style="list-style-type: none"><li>• Leading a successful meeting from start to finish</li></ul>	
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Comments/ Suggestions for next lesson:

Date/teacher: 11/08 Edgar

Lesson 15: Participating in meetings	<ul style="list-style-type: none"><li>• Interrupting politely</li><li>• Expressing your opinion</li><li>• Asking for clarification</li><li>• Changing the topic</li></ul>	<ul style="list-style-type: none"><li>• Effectively participating in a meeting</li></ul>	
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Comments/ Suggestions for next lesson:

## Topic 6 - Emails

**Aims:** Defining the differences between formal & informal emails, sending an email requesting, or rescheduling a meeting, and with the minutes of your last meeting

TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
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Date/teacher: 11/09 Edgar

Lesson 16: Formal and informal emails	<ul style="list-style-type: none"><li>• Formal and informal expressions for emails</li><li>• Business email</li></ul>	<ul style="list-style-type: none"><li>• Draft formal &amp; informal emails</li></ul>	
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	structure		
Comments/ Suggestions for next lesson:			

Date/teacher: 11/16 Edgar			
Lesson 17: Requesting or rescheduling a meeting	<ul style="list-style-type: none"> <li>Modals for offers/requests</li> <li>Apologizing</li> </ul>	<ul style="list-style-type: none"> <li>Schedule and reschedule meetings</li> </ul>	
Comments/ Suggestions for next lesson:			

Date/teacher: November 17th, Bernardo			
Lesson 18: Meeting minutes	<ul style="list-style-type: none"> <li>Summarizing/being concise</li> <li>Discourse markers</li> </ul>	<ul style="list-style-type: none"> <li>Send a summary of your meeting to your team members/boss</li> </ul>	
Comments/ Suggestions for next lesson:			

<b>Topic 7 - Reporting data</b>  <b>Aims:</b> Focusing on numbers, tables, graphics and charts during meetings/presentations and describing and discussing these visuals			
<b>TOPIC &amp; CONTENT</b>	<b>LANGUAGE FOCUS</b>	<b>PRODUCTION</b>	<b>MATERIALS / SKILLS</b>

Date/teacher: November 21st Edgar			
Lesson 19: Reporting numbers	<ul style="list-style-type: none"> <li>Phrasal verbs for Statistics, percentages , trends</li> <li>Numbers - ordinal and cardinal, percentages,</li> </ul>	<ul style="list-style-type: none"> <li>Discuss and report on numbers, percentages and trends</li> </ul>	
Comments/ Suggestions for next lesson:			

Date/teacher: November 22nd, Alejandro			
Lesson 20: Charts and graphs	<ul style="list-style-type: none"> <li>Phrasal verbs for describing visuals</li> <li>discourse markers</li> </ul>	<ul style="list-style-type: none"> <li>Discuss and report on visuals</li> </ul>	



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

Date/teacher: Nov 23 Maja			
Lesson 21: Reports	<ul style="list-style-type: none"> <li>• Passive voice</li> <li>• Writing skills / reports</li> </ul>	<ul style="list-style-type: none"> <li>• Draft a report on your project/presentation /meeting</li> </ul>	
Comments/ Suggestions for next lesson:			

<b>Week 8 - Review week: Project preparation</b>			
<b>TOPIC &amp; CONTENT</b>	<b>LANGUAGE FOCUS</b>	<b>PRODUCTION</b>	<b>MATERIALS / SKILLS</b>


Date/teacher: <b>November 29th, Alejandro</b>			
Lesson 22: Review	<ul style="list-style-type: none"> <li>• Prepare a presentation on a current project</li> <li>•</li> </ul>		Conduct the Perfect Job Interview in Twelve Simple Steps <a href="https://www.linkedin.com/pulse/20140210135852-20017018-conduct-the-perfect-job-in-interview-in-twelve-simple-steps">https://www.linkedin.com/pulse/20140210135852-20017018-conduct-the-perfect-job-in-interview-in-twelve-simple-steps</a>
Comments/ Suggestions for next lesson:			

Date/teacher: Nov 29, 2023 Bernardo			
Lesson 23: Review	<ul style="list-style-type: none"> <li>• Question answering techniques</li> </ul>		
Comments/ Suggestions for next lesson:			

Date/teacher: Nov 30, 2023 Bernardo			
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Lesson 24: Review	<ul style="list-style-type: none"><li>• Reporting on presentations/meetings</li></ul>		
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

**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

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

- Client is able to discuss plans and request their change

•

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

- 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: JUNE 9TH, Bernardo

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

<b>Week 2 - Apologizing</b>  <b>Aims:</b>			
<b>TOPIC &amp; CONTENT</b>	<b>LANGUAGE FOCUS</b>	<b>PRODUCTION</b>	<b>MATERIALS / SKILLS</b>

Date/teacher: June 13th, Jaime			
Lesson 4: How to handle complaints	<ul style="list-style-type: none"> <li>Grammar: Will and going to, modals</li> <li>Vocabulary: complaints and solutions</li> </ul>	<ul style="list-style-type: none"> <li>Client is able to respond successfully to complaints</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>
Comments/ Suggestions for next lesson:			

Date/teacher: June 15th, Bernardo			
Lesson 5: How to apologize and take responsibility	<ul style="list-style-type: none"> <li>Grammar: Past S and C</li> <li>Vocabulary: apologizing</li> </ul>	<ul style="list-style-type: none"> <li>Client is able to identify and apologize for past mistakes</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>
Comments/ Suggestions for next lesson:			

Date/teacher: 06/20 Edgar			
Lesson 6: Have some good excuses ready should you need them	<ul style="list-style-type: none"> <li>Grammar: Word order</li> <li>Vocabulary: Phrasal verbs , excuses</li> </ul>	<ul style="list-style-type: none"> <li>Client is able to give an excuse for past mistakes</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>
Comments/ Suggestions for next lesson:			

**Week 3 - Project status****Aims:**

TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
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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

- Grammar: Connections words (cause & effects)
- Vocabulary: project scope

- Client is able to identify and describe the status and stages of a current project

•

Comments/ Suggestions for next lesson:

Date/teacher: June 27th, KAREL

Lesson 9: Describe results and impact of previous projects

- Grammar: Past tense (past continuous vs past perfect)
- Vocabulary: cause and effect

- 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: 28/June Julio

Lesson 10: Talk about some common complaints clients have.

- Grammar: modals for probability may might could can't
- Vocabulary: complaints

- Client is able to describe and identify common complaints from clients

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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

Date/teacher: July 4th, Jaime

Lesson 13: Write an email to a client to apologize for ...	<ul style="list-style-type: none"> <li>• Grammar: Formal vs Informal emails</li> <li>•</li> <li>• Vocabulary: Formal vs Informal emails</li> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>• Clients are able to write an apology email</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>
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"> <li>• Grammar: Concise information, past tenses</li> <li>• Vocabulary: reporting verbs</li> </ul>	<ul style="list-style-type: none"> <li>• Clients are able to write an email to report on a meeting</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>
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"> <li>• Grammar: Modals request/permission</li> <li>• Vocabulary:</li> </ul>	<ul style="list-style-type: none"> <li>• Clients are able to write an email to request permission</li> </ul>	
Comments/ Suggestions for next lesson:			

<b>Topic 6 - Team performance assessment / Reporting team performance</b>			
<b>Aims:</b>			
<b>TOPIC &amp; CONTENT</b>	<b>LANGUAGE FOCUS</b>	<b>PRODUCTION</b>	<b>MATERIALS / SKILLS</b>

Date/teacher: July 11th, Bernardo			
Lesson 16: How do you monitor the performance of your team?	<ul style="list-style-type: none"> <li>• Grammar: Conditionals review</li> <li>• Vocabulary: KPIs</li> </ul>	<ul style="list-style-type: none"> <li>• Client explains the performance of team members</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>

Comments/ Suggestions for next lesson:			

Date/teacher: July 13th, Bernardo			
Lesson 17: How to improve team performance	<ul style="list-style-type: none"> <li>Grammar: Giving advice (modals)</li> <li>Vocabulary: advice and improvements</li> </ul>	<ul style="list-style-type: none"> <li>Client is able to give advice on improving performance</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>
Comments/ Suggestions for next lesson:			

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

<b>Topic 7 - Reporting</b>			
<b>Aims:</b>			
<b>TOPIC &amp; CONTENT</b>	<b>LANGUAGE FOCUS</b>	<b>PRODUCTION</b>	<b>MATERIALS / SKILLS</b>

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



Date/teacher: July 20th, Jaime

Lesson 20: Describe your team's traits (physical & character)

- Grammar: Descriptions vocab, royal order of adjectives
- Vocabulary: adjectives and adverbs

- Client is able to describe their team

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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	<ul style="list-style-type: none"> <li>Review Content from week 6-7</li> </ul>		
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"> <li>Review client's have</li> </ul>		
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):			

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
<b>Date/teacher: Edgar 02/09</b>			
Lesson 1: Introduce yourself & describe your position	<ul style="list-style-type: none"> <li>Grammar: Present tense/ Sentence structure with conjunctions</li> <li>Vocabulary: Action verbs necessary for the position</li> </ul>	<ul style="list-style-type: none"> <li>Clients introduce themselves and describe their job</li> </ul>	<ul style="list-style-type: none"> <li><a href="#">What is project management? (video)</a></li> </ul>

Comments/ Suggestions for next lesson:

### Date/teacher: Sofia 02/21th

Lesson 2: Go over activities & responsibilities	<ul style="list-style-type: none"> <li>Grammar: Gerunds (for activities &amp; verbs that take gerunds)</li> <li>Vocabulary: work activities and responsibilities</li> </ul>	<ul style="list-style-type: none"> <li>Clients talk about work activities and responsibilities</li> </ul>	<ul style="list-style-type: none"> <li>Linkedin profiles</li> </ul>
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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"> <li>Grammar: Present Simple and Continuous</li> <li>Vocabulary: adjectives</li> </ul>	<ul style="list-style-type: none"> <li>Clients are able to introduce others and describe their responsibilities</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>
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Comments/ Suggestions for next lesson:

### Week 2 - Your company

TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
<b>Date/teacher: 3/7 Roberto</b>			
Lesson 4: Describe the	<ul style="list-style-type: none"> <li>Grammar: Past</li> </ul>	<ul style="list-style-type: none"> <li>Client presents the</li> </ul>	

evolution of your company	continuous vs past simple/ timelines <ul style="list-style-type: none"> <li>Vocabulary: company history, time markers for the past</li> </ul>	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"> <li>Grammar: Connectors (emphasize, addition, contrast, ...)</li> <li>Vocabulary: organizational structure</li> </ul>	<ul style="list-style-type: none"> <li>Client describes the organizational structure of their company and how it is connected</li> </ul>	<ul style="list-style-type: none"> <li><a href="#">Connectors</a></li> </ul>
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Comments/ Suggestions for next lesson:

**Date/teacher:** 3/14 Roberto

Lesson 6: Explain the relation with suppliers & clients	<ul style="list-style-type: none"> <li>Grammar: Modal verbs (possibilities &amp; requests)</li> <li>Vocabulary: work relationships</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>	<ul style="list-style-type: none"> <li><a href="#">Modal verbs exercises</a></li> </ul>
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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	<ul style="list-style-type: none"> <li>Grammar: Modals/Connections words (cause &amp; effects)</li> <li>Vocabulary: projects</li> </ul>	<ul style="list-style-type: none"> <li>Client discussed and describes a process of starting a project</li> </ul>	<ul style="list-style-type: none"> <li><a href="#">Six questions to ask before starting a big project.</a></li> </ul>
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Comments/ Suggestions for next lesson:

**Date/teacher:** march 21s, Bernardo

Lesson 8: Describe your current project	<ul style="list-style-type: none"> <li>Grammar: Sequencers, Present Perfect</li> <li>Vocabulary: adjectives, projects</li> </ul>	<ul style="list-style-type: none"> <li>Client describes and details current projects</li> </ul>	<ul style="list-style-type: none"> <li><a href="#">Good project managers vs bad managers</a></li> </ul>
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Comments/ Suggestions for next lesson:

**Date/teacher:** march 23rd, Bernardo

Lesson 9: Describe past & future projects	<ul style="list-style-type: none"> <li>Grammar: Past Simple vs Present Perfect/ Future tense</li> <li>Vocabulary:</li> </ul>	<ul style="list-style-type: none"> <li>Client details past and future projects</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>
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	adjectives, projects		
Comments/ Suggestions for next lesson:			
Week 4 - Organizational chart			
TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
Date/teacher: march 28th, Bernardo			
Lesson 10: Explain the hierarchy of your company - Who works where?	<ul style="list-style-type: none"> <li>Conditionals (0 &amp; 1st)</li> <li>Vocabulary: jobs and tasks</li> </ul>	<ul style="list-style-type: none"> <li>.Client details the hierarchy and structure of their company</li> </ul>	<ul style="list-style-type: none"> <li>Create organizational chart</li> </ul>
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"> <li>Grammar: verb + Prepositions/ gerunds and infinitives</li> <li>Vocabulary: departments</li> </ul>	<ul style="list-style-type: none"> <li>Client details the departments in their company and their duties</li> </ul>	<ul style="list-style-type: none"> <li>Draw the setup of your company</li> </ul>
Comments/ Suggestions for next lesson: <b>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</b>			
Date/teacher: April, 11th- Bernardo			
Lesson 12: Compare different company structures	<ul style="list-style-type: none"> <li>Grammar: Comparatives &amp; superlatives</li> <li>Vocabulary: company structure</li> </ul>	<ul style="list-style-type: none"> <li>Client Compares Different company structures (alcanza vs coppel) - what are the pros and cons?</li> </ul>	
Comments/ Suggestions for next lesson:			
Week 5 - Meetings			
TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
Date/teacher: April 13th, Bernardo			
Lesson 13: Scheduling & rescheduling meetings	<ul style="list-style-type: none"> <li>Grammar: Polite language (request &amp; phrases)/ Preposition of time</li> <li>Skill: More complex question formation</li> <li>Vocabulary: meetings</li> </ul>	<ul style="list-style-type: none"> <li>Client is able to schedule and reschedule appointments, discuss availability</li> </ul>	<ul style="list-style-type: none"> <li><a href="#">Meeting vocabulary</a></li> <li><a href="#">Quiz meeting vocabulary</a></li> </ul>
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"> <li>Grammar: : Phrasal verbs</li> <li>Vocabulary: wants and needs</li> </ul>	<ul style="list-style-type: none"> <li>Client explains how they set up their meetings (wants &amp; needs)</li> </ul>	<ul style="list-style-type: none"> <li><a href="#">Article <i>your meetings stink &amp; what to do about it.</i></a></li> </ul>
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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"> <li>Grammar: Discourse markers / WH question forms</li> <li>Skill: participating in a meeting</li> <li>Vocabulary: meetings</li> </ul>	<ul style="list-style-type: none"> <li>Client role plays participating in a meeting</li> </ul>	<ul style="list-style-type: none"> <li><a href="#">The most critical types of project management</a></li> </ul>
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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"> <li>Grammar: passive voice, Royal order of adjectives</li> <li>Skills: writing</li> <li>Vocabulary: skills hard and soft</li> </ul>	<ul style="list-style-type: none"> <li>Client details and describes a job vacancy</li> </ul>	<ul style="list-style-type: none"> <li><a href="#">Job Description Vocabulary</a></li> <li><a href="#">Job Description Template</a></li> </ul>
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Comments/ Suggestions for next lesson:

**Date/teacher: April 27th, Bernardo**

Lesson 17: Job interview	<ul style="list-style-type: none"> <li>Grammar: questions in passive</li> <li>Vocabulary: job vacancy</li> </ul>	<ul style="list-style-type: none"> <li>Client asks and answers questions for a job interview</li> </ul>	<ul style="list-style-type: none"> <li><a href="#">Inclusive Language (extension activity)</a></li> </ul>
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Comments/ Suggestions for next lesson:

**Date/teacher: May 3rd, Bernardo**

Lesson 18: Evaluate candidates	<ul style="list-style-type: none"> <li>Grammar: reported speech</li> <li>Vocabulary: skills</li> </ul>	<ul style="list-style-type: none"> <li>Client evaluates potential candidates for a vacancy</li> </ul>	
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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"> <li>Grammar: Second Conditional / prepositions of</li> </ul>	<ul style="list-style-type: none"> <li>Clients discusses their time management and</li> </ul>	<ul style="list-style-type: none"> <li><a href="#">Quiz vocab time management</a></li> </ul>
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	time <ul style="list-style-type: none"> <li>Vocabulary: time management</li> </ul>	deadlines	
Comments/ Suggestions for next lesson:			
<b>Date/teacher: 05/11 Edgar</b>			
Lesson 20: Scopes and capabilities	<ul style="list-style-type: none"> <li>Grammar: Tenses review (all)</li> <li>Vocabulary: intensifiers</li> </ul>	<ul style="list-style-type: none"> <li>Client reflects on their scope and capabilities</li> </ul>	<ul style="list-style-type: none"> <li><a href="#"><i>Avoid this time management mistakes</i></a></li> </ul>
Comments/ Suggestions for next lesson:			
<b>Date/teacher: 05/12th, Edgar</b>			
Lesson 21: Risk and Result	<ul style="list-style-type: none"> <li>Grammar: will vs would/ conditionals review</li> <li>Vocabulary; predictions</li> </ul>	<ul style="list-style-type: none"> <li>Client is able to discuss how to calculate cost, outcome and manage risks and results</li> </ul>	<ul style="list-style-type: none"> <li><a href="#"><i>How to prioritize your company's projects</i></a></li> </ul>
Comments/ Suggestions for next lesson:			
<b>Topic 8 - Evaluation - Formal</b>			
<b>Date/teacher: may 17th, Bernardo</b>			
Lesson 22: Evaluation prep	<ul style="list-style-type: none"> <li>Content from week 1-3</li> </ul>	<ul style="list-style-type: none"> <li>Explain who is involved in your current project</li> </ul>	
Comments/ Suggestions for next lesson:			
<b>Date/teacher: May 18th, José Luis</b>			
Lesson 23: Evaluation prep	<ul style="list-style-type: none"> <li>Content from week 4-5</li> </ul>	<ul style="list-style-type: none"> <li>Explain the problems &amp; solutions from your previous projects</li> </ul>	
Comments/ Suggestions for next lesson:			
<b>Date/teacher: May 23th, Bernardo</b>			
Lesson 24: Evaluation prep	<ul style="list-style-type: none"> <li>Content from week 6-7</li> </ul>	<ul style="list-style-type: none"> <li>Explain the KPIs of your project</li> </ul>	Lesson 24: Evaluation prep
Comments/ Suggestions for next lesson:			
Lesson 25: Final eval	May 26/Frida		
<b>B1+ Intermediate Business</b>			