

## LESSON PLANNING

Student: SAS Group 2  
 Classes per week: 3  
 Position:  
 Level:  
 Curriculum: ☰ A2+ Business Interactions 2 Curriculum  
 Current topic: 1-8

Materials for classes:  
☰ Material Business Interactions 2

### 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 - EFFECTIVE COMMUNICATION

**Aims:** To effectively handle communication within a professional environment.

TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
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**Date/teacher: December 16th, Ivan  
 December 4, Yasmine DNH**

Lesson 1: Analyzing general workplace communication	<ul style="list-style-type: none"> <li>Grammar: question making - present</li> <li>Vocabulary: communication</li> </ul>	<ul style="list-style-type: none"> <li>Client is able to analyze and ask about the current communication in the workplace.</li> </ul>	Survey generator app <a href="#">What is Effective Communication? Definition, Characteristics, Skills, Significance, Barriers - The Investors Book</a>
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Comments/ Suggestions for next lesson:

<b>Date/teacher: December 13th, Ivan</b> <b>December 9th, Ivan DNH</b>			
Lesson 2: Dealing with workplace discussions	<ul style="list-style-type: none"> <li>Grammar: Reporting verbs</li> <li>Vocabulary: Business communication.</li> </ul>	<ul style="list-style-type: none"> <li>Client is able to discuss in a polite way.</li> </ul>	<a href="#">Direct Discussion – How to Approach a Co-Worker   Managing Workplace Conflict   Vancouver Island University   Canada</a>
Comments/ Suggestions for next lesson: <b>PLEASE HAVE THE PREVIOUS CLASS BEFORE TEACHING THIS ONE, THERE WAS A MIXUP</b>			

<b>Date/teacher: Dec 29, 2025 Bernardo dnh</b> <b>December 23th, Ivan DNH</b> <b>December 20th, Ivan DNH</b> <b>December 18th, Ivan DNH</b>			
Lesson 3: Agreeing and disagreeing	<ul style="list-style-type: none"> <li>Grammar: Present Continuous and simple review</li> <li>Vocabulary: agree and disagree</li> </ul>	<ul style="list-style-type: none"> <li>Client is able to agree and disagree with what was said.</li> </ul>	<a href="#">Useful phrases for discussions</a>
Comments/ Suggestions for next lesson:			

<b>Week 2 - Constructive Feedback</b> <b>Aims:</b> To maintain positive communication in a business environment using the adequate intonation to confirm it.			
<b>TOPIC &amp; CONTENT</b>	<b>LANGUAGE FOCUS</b>	<b>PRODUCTION</b>	<b>MATERIALS / SKILLS</b>

Date/teacher:			
Lesson 4: Praising coworkers	<ul style="list-style-type: none"> <li>Grammar: Adjectives</li> <li>Vocabulary: praise, pep talk</li> </ul>	<ul style="list-style-type: none"> <li>Client is able to give positive feedback to team</li> <li>The client is able to give constructive feedback to co workers and speak up about his/her own opinions.</li> </ul>	<a href="#">The Importance of Praising Your Employees - MIBluesPerspectives</a>

Comments/ Suggestions for next lesson:

Date/teacher:

Lesson 5: Giving and managing compliments

- Conjunctions / cause / linkers
- Raising and falling intonation in statements / Would have
- Vocabulary : Useful phrases

- Client is able to give and receive compliments.

 Best Compliment

Comments/ Suggestions for next lesson:

Date/teacher:

Lesson 6: Using rising and falling intonation

- Skills: Raising and falling intonation in statements
- Characteristics of a pep talk
- Grammar: questions - present, past and future
- Vocabulary: feedback

- Client is able to use appropriate intonation when speaking and asking questions.
- Client is able to give correct intonation lectures.

 Learn the English term ...

[11 Best Inspirational Pep Talks In Movies | ScreenRant](#)

<https://www.johnmillen.com/blog/how-to-give-a-winning-pep-talk>

Comments/ Suggestions for next lesson:

### Week 3 - Conflict Resolution

**Aims:** To acquire all necessary resources to mediate and solve conflicts and further report the situation and agreements held.

TOPIC & CONTENT

LANGUAGE FOCUS

PRODUCTION

MATERIALS / SKILLS

<b>Date/teacher:</b>			
Lesson 7: Mediating and reaching compromises	<ul style="list-style-type: none"> <li>• Grammar: adjectives - comparative and superlatives</li> <li>• Vocabulary: compromises</li> </ul>	<ul style="list-style-type: none"> <li>• Client is able to discuss mediating and compromising.</li> <li>• Client is able to express goals and deliverables of a project.</li> <li>•</li> </ul>	<a href="#">Conflict Resolution: Definition, Process, Skills, Examples</a>
Comments/ Suggestions for next lesson:			

<b>Date/teacher:</b>			
Lesson 8: Solving a conflict	<ul style="list-style-type: none"> <li>• Grammar: Linking words</li> <li>• Modals</li> <li>• Reported Speech</li> <li>• Vocabulary: solving a problem</li> </ul>	<ul style="list-style-type: none"> <li>• Client solves a conflict with a coworker through giving details about his/her perspective of the situation.</li> </ul>	<a href="#">Section 6. Training for Conflict Resolution.</a>
Comments/ Suggestions for next lesson:			

<b>Date/teacher:</b>			
Lesson 9: Giving full details	<ul style="list-style-type: none"> <li>• Grammar: Reported speech</li> <li>• Vocabulary: Reporting and emails.</li> </ul>	<ul style="list-style-type: none"> <li>• Client is able to report on a conflict and its resolution.</li> <li>• Client is able to give full details and report what others say.</li> </ul>	<a href="#">Joey doesn't share food, Friends 1080p</a>
Comments/ Suggestions for next lesson:			

**Week 4 - Cultivating Empathy****Aims:** To fully understand how to manage emotions in a business environment.

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

Lesson 10: Identifying emotions, complex feelings and tendencies in others	<ul style="list-style-type: none"> <li>Grammar: adjectives, feelings, -ed and -ing adjectives</li> <li>Vocabulary: feelings</li> </ul>	<ul style="list-style-type: none"> <li>Client is able to Identify emotions, complex feelings and tendencies in coworkers.</li> </ul>	<a href="#">Emotions and Types of Emotional Responses</a>
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Comments/ Suggestions for next lesson:

Date/teacher:

Lesson 11: Introvert vs. Extrovert	<ul style="list-style-type: none"> <li>Grammar: comparatives and superlatives / adverbs</li> <li>Vocabulary: intro and extroverts</li> </ul>	<ul style="list-style-type: none"> <li>Client is able to discuss and compare the difference between extroverts and introverts.</li> <li>Client is able to place themselves into the spectrum and describe what an introvert or extrovert is like.</li> </ul>	<a href="#">Explanation: Introvert vs. Extrovert by Simon Sinek   Educational Speech   BillionaireBehaviour</a>
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Comments/ Suggestions for next lesson:

Date/teacher:

Lesson 12: Using tone to express intentions in a real life situation	<ul style="list-style-type: none"> <li>Grammar: tone, intonation, pitch, pronunciation</li> <li>Intonation in formal and informal contexts</li> </ul>	<ul style="list-style-type: none"> <li>Client is able to use tone to express intentions in a real life situation.</li> <li>Client is able to differentiate between one tone and another and also notice which one works for what situation.</li> </ul>	<a href="#">Tone Is Hard to Grasp Online. Can Tone Indicators Help?</a>
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Comments/ Suggestions for next lesson:

**Week 5 - Strengthening Relationships**

**Aims:** To identify work relationships and get the best results from them.

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

Lesson 13: Workplace relationships	<ul style="list-style-type: none"><li>Grammar: Present perfect: life experiences</li><li>Vocabulary; relationships at work</li></ul>	<ul style="list-style-type: none"><li>Client is able to describe past .and current work relationships</li></ul>	<a href="#">10 Types of Workplace Relationships and How To Improve Them   Indeed.com</a>  Improving Workplac...
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Comments/ Suggestions for next lesson:

Date/teacher:

Lesson 14: Polite statements and intonation	<ul style="list-style-type: none"><li>Grammar: conditionals zero and first</li><li>Vocabulary: Persuasive expressions</li></ul>	<ul style="list-style-type: none"><li>Client is able to give an educated point of view with the right intonation.</li><li>Client is able to use tone to express polite intentions in a real life situation.</li></ul>	<a href="#">Pronunciation: Want to be Polite? Learn English Intonation – Guest Post   English with a Twist</a>
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Comments/ Suggestions for next lesson:

Date/teacher: 2

Lesson 15: Identifying and activating mutual team member interests.	<ul style="list-style-type: none"><li>Grammar: modals,</li><li>Skills: tone, intonation, pitch , pronunciation</li></ul>	<ul style="list-style-type: none"><li>Client is able to identify mutual interests and persuade the other party.</li></ul>	<a href="#">Successful teamwork: A case study</a>
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	<ul style="list-style-type: none"> <li>Vocabulary for Persuasive expression</li> </ul>	<ul style="list-style-type: none"> <li>Client is able to communicate with coworkers to work as a team.</li> </ul>	
Comments/ Suggestions for next lesson:			

<b>Week 6 - Apology Process</b> Aims: To know and handle situations that require a formal apology.			
<b>TOPIC &amp; CONTENT</b>	<b>LANGUAGE FOCUS</b>	<b>PRODUCTION</b>	<b>MATERIALS / SKILLS</b>

Date/teacher:			
Lesson 15: Identifying and activating mutual team member interests.	<ul style="list-style-type: none"> <li>Grammar: modals,</li> <li>Skills: tone, intonation, pitch , pronunciation</li> <li>Vocabulary for Persuasive expression</li> </ul>	<ul style="list-style-type: none"> <li>Client is able to identify mutual interests and persuade the other party.</li> <li>Client is able to communicate with coworkers to work as a team.</li> </ul>	<a href="#">Successful teamwork: A case study</a>
Comments/ Suggestions for next lesson:			

Date/teacher:			
Lesson 16: Formal Apologies	<ul style="list-style-type: none"> <li>Grammar: Modals, formal expressions</li> <li>Vocabulary: apologies</li> </ul>	<ul style="list-style-type: none"> <li>Client is able to explain with reasons and supporting details fissures (e.g.delays and missed deadlines) .</li> <li>Client is able to apologize formally with co-workers or owner of the company.</li> </ul>	<a href="#">How to say sorry at work</a>
Comments/ Suggestions for next lesson:			

Date/teacher:			
Lesson 17: Apologizing to a client	<ul style="list-style-type: none"> <li>Grammar: Expressing result: therefore, thus, so, as a result, due to, etc.</li> <li>Vocabulary;: apologizing in a formal context.</li> </ul>	<ul style="list-style-type: none"> <li>Client is able to describe the procedure or guideline for amending or apologizing to a client.</li> <li>Client is able to apologize to a client and manage conflict conversations.</li> </ul>	<a href="#">How to Apologize Like a Professional</a>  <a href="#">How to apologize to a customer: A 3-step plan   RingCentral</a>
Comments/ Suggestions for next lesson:			

Date/teacher:			
Lesson 18: Writing an apology email	<ul style="list-style-type: none"> <li>Grammar: formal email writing</li> <li>Vocabulary: emails</li> </ul>	<ul style="list-style-type: none"> <li>Client is able to write an email apologizing for a mistake in customer service.</li> </ul>	<a href="#">How to Apologize to a Client (With Email Template!)   The Muse</a>  <a href="#">6 excellent apology emails to send to your customers   Front</a>
Comments/ Suggestions for next lesson:			

<b>Week 7 - Asking for help</b>			
<b>Aims:</b> To identify how to request and offer help in a business environment as well as accepting or rejecting offers.			
<b>TOPIC &amp; CONTENT</b>	<b>LANGUAGE FOCUS</b>	<b>PRODUCTION</b>	<b>MATERIALS / SKILLS</b>

Date/teacher:			
Lesson 19: Requesting help from coworkers	<ul style="list-style-type: none"> <li>Grammar: Modals,</li> <li>Vocabulary: useful expressions</li> <li>Making polite requests</li> </ul>	<ul style="list-style-type: none"> <li>Client is able to request help from others in a polite way.</li> <li>Client is able to ask for help around the office.</li> </ul>	<a href="https://www.themuse.com/advice/the-right-way-to-ask-for-help-at-work">https://www.themuse.com/advice/the-right-way-to-ask-for-help-at-work</a>
Comments/ Suggestions for next lesson:			

Date/teacher:			
Lesson 20: Offering help to coworkers	<ul style="list-style-type: none"> <li>Grammar: conditionals review, 2nd conditional</li> </ul>	<ul style="list-style-type: none"> <li>Client is able to offer help and support to others in a polite way</li> </ul>	<a href="#">10 Ways To Help and Support Colleagues at Work   Indeed.com</a>
Comments/ Suggestions for next lesson:			

Date/teacher:			
Lesson 21: Accepting and rejecting formally	<ul style="list-style-type: none"> <li>Grammar: passive voice - present and past</li> <li>Vocabulary: formal expressions</li> </ul>	<ul style="list-style-type: none"> <li>Client is able to accept and reject in a formal way requests and offers.</li> </ul>	<a href="#">How to Make, Accept and Reject Offers in English-Bespeaking Blog</a>
Comments/ Suggestions for next lesson:			

<b>Week 8 - Review</b>			
<b>Aims:</b> Review previous lessons			
<b>TOPIC &amp; CONTENT</b>	<b>LANGUAGE FOCUS</b>	<b>PRODUCTION</b>	<b>MATERIALS / SKILLS</b>

Date/teacher:			
Lesson 22: Eval prep 1	<ul style="list-style-type: none"> <li>Review topics 1, 2, 3.</li> </ul>		
Comments/ Suggestions for next lesson:			

Date/teacher:			
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Lesson 23: Eval prep 2	<ul style="list-style-type: none"> <li>Review topics 4, 5</li> </ul>		
Comments/ Suggestions for next lesson:			

Date/teacher:			
Lesson 24: Eval prep 3	<ul style="list-style-type: none"> <li>Review topics 6, 7</li> </ul>		
Client's comments about evaluation/next curriculum:			

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

<b>Business Interactions 1 - LESSON PLANNING</b>			
Student: SAS Group 2 Classes per week: 3 Position: Level: A2 Curriculum:  A2 Business Interactions 1 Curriculum Current week: 6-8  <b>Material for classes:</b>  Business Interactions Material			

<b>Decompress:</b>
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**Here's the template:** [Needs analysis/Decompress template](#)

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

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

**Week 1 - First day**  
**Aims:** To be able to thoroughly describe your achievements and experience as well as to understand the business culture in English.

TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
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Date/teacher: 08/05 Eka

Lesson 1: Present your educational background	<ul style="list-style-type: none"> <li>Grammar: Present tenses review</li> <li>Vocabulary: Educational background</li> </ul>	<ul style="list-style-type: none"> <li>Client is able to talk about their educational background</li> </ul>	Tell me about your ed...
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Comments/ Suggestions for next lesson:

Date/teacher: 08/07 Eka

Lesson 2: Explain your professional experience	<ul style="list-style-type: none"> <li>Grammar: Sequencers, past review</li> <li>Vocabulary: Work experience</li> </ul>	<ul style="list-style-type: none"> <li>Client is able to describe their past professional experience</li> </ul>	<a href="https://www.indeed.com/career-advice/interviewing/interview-question-tell-me-about-your-work-experience">https://www.indeed.com/career-advice/interviewing/interview-question-tell-me-about-your-work-experience</a>
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Comments/ Suggestions for next lesson:

Date/teacher: 08/12 Eka

Lesson 3: Discuss cultural differences between Mexico and the US	<ul style="list-style-type: none"> <li>Grammar: Comparatives</li> <li>Vocabulary: Work cultures, adjectives</li> </ul>	<ul style="list-style-type: none"> <li>Client is able to describe the differences/similarities and compare different work cultures</li> </ul>	<a href="https://blog.lingoda.com/en/cultural-differences-us-mexico/">https://blog.lingoda.com/en/cultural-differences-us-mexico/</a>
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Comments/ Suggestions for next lesson:

**Week 2 - Current Projects****Aims:** To properly describe a project strategy and issue an opinion related to its quality.

TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
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Date/teacher: 08/14 Eka

Lesson 4: Explain what projects you're currently working on	<ul style="list-style-type: none"> <li>Grammar: Connecting words for cause and effect</li> <li>Vocabulary: Projects, cause and effect</li> </ul>	<ul style="list-style-type: none"> <li>Client is able to describe their current projects</li> </ul>	<a href="https://www.indeed.com/career-advice/interviewing/project-manager-interview-questions">https://www.indeed.com/career-advice/interviewing/project-manager-interview-questions</a>
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Comments/ Suggestions for next lesson:

Date/teacher: 08/19 - Karelle :)

Lesson 5: Offer your opinion on a project strategy	<ul style="list-style-type: none"> <li>Grammar: Expressions for personal opinion</li> <li>Vocabulary: Opinions</li> </ul>	<ul style="list-style-type: none"> <li>Client can give positive and negative opinions on project strategies</li> </ul>	<a href="http://www.myenglishonline.ca/wp-content/uploads/2014/08/100-Phrases.pdf">http://www.myenglishonline.ca/wp-content/uploads/2014/08/100-Phrases.pdf</a>
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Comments/ Suggestions for next lesson:

Date/teacher: 08/21 -Karelle :)

Lesson 6: Identify areas of growth in a results presentation	<ul style="list-style-type: none"> <li>Grammar: Modals</li> <li>Vocabulary: being polite</li> </ul>	<ul style="list-style-type: none"> <li>Client can politely point out areas of growth and suggest next steps</li> </ul>	<a href="https://www.indeed.com/career-advice/career-development/areas-of-improvement-for-employees">https://www.indeed.com/career-advice/career-development/areas-of-improvement-for-employees</a>
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Comments/ Suggestions for next lesson:

**Week 3 - Proposing a project****Aims:** To create a project proposal with identifiable solid arguments.

TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
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Date/teacher: 08/26 -Karelle :)			
Lesson 7: Describe your strategy for creating a project proposal	<ul style="list-style-type: none"> <li>Grammar: Prepositions of time</li> <li>Vocabulary: Time expressions</li> </ul>	<ul style="list-style-type: none"> <li>Client is able to detail the strategy of a project</li> </ul>	<a href="https://www.passionned.com/strategy/describing-the-strategy/">https://www.passionned.com/strategy/describing-the-strategy/</a>
Comments/ Suggestions for next lesson:			

Date/teacher: 8/28 -Karelle :)			
Lesson 8: Back up your proposal with substantial arguments	<ul style="list-style-type: none"> <li>Grammar: Argumentation</li> <li>Vocabulary: Useful expressions</li> </ul>	<ul style="list-style-type: none"> <li>Client is able to argue in favor of their proposal</li> </ul>	<a href="https://k12.thoughtfullearning.com/blogpost/6-strategies-writing-arguments">https://k12.thoughtfullearning.com/blogpost/6-strategies-writing-arguments</a>
Comments/ Suggestions for next lesson:			

Date/teacher: September 2-Karelle :)			
Lesson 9: Give feedback on a coworker's presentation	<ul style="list-style-type: none"> <li>Grammar: Giving feedback</li> <li>Vocabulary: Positive and negative feedback</li> </ul>	<ul style="list-style-type: none"> <li>Client gives positive and negative feedback to others</li> </ul>	<a href="https://uwaterloo.ca/centre-for-teaching-excellence/teaching-resources/teaching-tips/assessing-student-work/grading-and-feedback/receiving-and-giving-effective-feedback">https://uwaterloo.ca/centre-for-teaching-excellence/teaching-resources/teaching-tips/assessing-student-work/grading-and-feedback/receiving-and-giving-effective-feedback</a>
Comments/ Suggestions for next lesson:			

<b>Week 4 - Negotiation</b>			
<b>Aims:</b> To clearly express the desired objective within a business negotiation.			
<b>TOPIC &amp; CONTENT</b>	<b>LANGUAGE FOCUS</b>	<b>PRODUCTION</b>	<b>MATERIALS / SKILLS</b>

Date/teacher: September 4 -Karelle :)			
Lesson 10: Analyze different negotiation strategies	<ul style="list-style-type: none"> <li>Grammar: Cause and effect</li> <li>Vocabulary: Negotiation steps</li> </ul>	<ul style="list-style-type: none"> <li>Clients discuss and detail different negotiation strategies</li> </ul>	<a href="https://www.vistage.com/research-center/business-growth-strategy/six-successful-strategies-for-negotiation/">https://www.vistage.com/research-center/business-growth-strategy/six-successful-strategies-for-negotiation/</a>

Comments/ Suggestions for next lesson:			

Date/teacher: 9September -Karelle :)			
Lesson 11: Debate which strategy works best for a vendor/client/boss	<ul style="list-style-type: none"> <li>Grammar: Superlatives</li> <li>Vocabulary: Adjectives</li> </ul>	<ul style="list-style-type: none"> <li>Client is able to identify the best negotiation strategy for different situations</li> </ul>	
Comments/ Suggestions for next lesson:			

Date/teacher: 11 September -Karelle :)			
Lesson 12: Useful vocabulary and expressions for negotiating	<ul style="list-style-type: none"> <li>Grammar: Phrasal verbs / prepositions</li> <li>Vocabulary: Useful expressions</li> </ul>	<ul style="list-style-type: none"> <li>Client is able to conduct a successful negotiation</li> </ul>	Role play
Comments/ Suggestions for next lesson:			

<b>Week 5 - Presentation strategies</b>			
<b>Aims:</b> To be able to transmit in a precise and efficient form the fundamental aspects of a business presentation.			
<b>TOPIC &amp; CONTENT</b>	<b>LANGUAGE FOCUS</b>	<b>PRODUCTION</b>	<b>MATERIALS / SKILLS</b>

Date/teacher: September 18-Karelle :)			
Lesson 13: Start a presentation efficiently	<ul style="list-style-type: none"> <li>Grammar: Intonation, tone and pace</li> <li>Skills: Intonation and pronunciation</li> <li>Vocabulary: Presentations - starting</li> </ul>	<ul style="list-style-type: none"> <li>Client is able to start a presentation and give an overview of the topics covered</li> </ul>	<a href="https://in.indeed.com/career-advice/career-development/how-to-start-presentation">https://in.indeed.com/career-advice/career-development/how-to-start-presentation</a>
Comments/ Suggestions for next lesson:			

Date/teacher: Sep 19, 2025 Bernardo			
Lesson 14: Transmit ideas	<ul style="list-style-type: none"> <li>Grammar: Word choice</li> <li>Vocabulary: Strong verbs, adjectives and nouns</li> </ul>	<ul style="list-style-type: none"> <li>Client is able to successfully transmit ideas using powerful vocabulary</li> </ul>	
Comments/ Suggestions for next lesson:			

Date/teacher: September 23rd -Karelle :)			
Lesson 15: Asking and answering questions	<ul style="list-style-type: none"> <li>Grammar: Questions forms</li> <li>Vocabulary: Questions</li> </ul>	<ul style="list-style-type: none"> <li>Client is able to ask and answer questions related to a presentation</li> </ul>	<a href="https://www.vevox.com/blog/6-questioning-tactics-to-use-in-your-next-presentation-that-maximise-audience-engagement">https://www.vevox.com/blog/6-questioning-tactics-to-use-in-your-next-presentation-that-maximise-audience-engagement</a>
Comments/ Suggestions for next lesson:			

<b>Week 6 - Risks</b>			
<b>Aims:</b> To identify the essential elements of a business pitch and create your company's pitch while reframing your company's challenges as positives.			
<b>TOPIC &amp; CONTENT</b>	<b>LANGUAGE FOCUS</b>	<b>PRODUCTION</b>	<b>MATERIALS / SKILLS</b>

Date/teacher: September 25 Karelle :) DNH October 7- Karelle 🎃 October 16-Karelle			
Lesson 16: Evaluate risks and qualify vendors	<ul style="list-style-type: none"> <li>Grammar: Adverbs</li> <li>Vocabulary : Risks</li> </ul>	<ul style="list-style-type: none"> <li>Client is able to assess and evaluate risks associated with their projects</li> </ul>	<a href="https://www.forbes.com/sites/forbesbusinesscouncil/2021/12/02/the-importance-of-taking-risks-in-business/?sh=16e7ce49555d">https://www.forbes.com/sites/forbesbusinesscouncil/2021/12/02/the-importance-of-taking-risks-in-business/?sh=16e7ce49555d</a>
Comments/ Suggestions for next lesson:			

Date/teacher: October 21-Karelle			
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Lesson 17: Compare and manage risks	<ul style="list-style-type: none"> <li>Grammar: Discourse markers</li> <li>Vocabulary: Adjectives</li> </ul>	<ul style="list-style-type: none"> <li>Client compares and manages risks related to their projects</li> </ul>	<a href="https://www.forbes.com/sites/chrisarosa/2020/08/07/why-successful-entrepreneurs-need-to-be-calculated-risk-takers/?sh=5f885f9d2f5b">https://www.forbes.com/sites/chrisarosa/2020/08/07/why-successful-entrepreneurs-need-to-be-calculated-risk-takers/?sh=5f885f9d2f5b</a>
Comments/ Suggestions for next lesson:			

Date/teacher: October 23 -Karelle			
Lesson 18: Declining a project because of risk	<ul style="list-style-type: none"> <li>Grammar: Conditionals</li> <li>Vocabulary: Polite declining</li> </ul>	<ul style="list-style-type: none"> <li>Client is able to politely decline a risky project and give arguments to support the decision</li> </ul>	<a href="https://millo.co/when-and-how-you-should-turn-down-a-project-thats-not-for-you">https://millo.co/when-and-how-you-should-turn-down-a-project-thats-not-for-you</a>
Comments/ Suggestions for next lesson:			

<b>Week 7 - Problem-solving</b>			
<b>Aims:</b> To be able to effectively solve a conflict by using the precise expressions to express opinions and motivate your team.			
<b>TOPIC &amp; CONTENT</b>	<b>LANGUAGE FOCUS</b>	<b>PRODUCTION</b>	<b>MATERIALS / SKILLS</b>

Date/teacher: october 30 Karelle			
Lesson 19: Solving a conflict between two co-workers	<ul style="list-style-type: none"> <li>Grammar: Phrasal verbs</li> <li>Vocabulary: Conflicts</li> </ul>	<ul style="list-style-type: none"> <li>Client is able to mediate in a conflict between other parties</li> </ul>	<a href="https://asq.org/quality-resources/problem-solving">https://asq.org/quality-resources/problem-solving</a>
Comments/ Suggestions for next lesson:			

Date/teacher: november 4-Karelle			
Lesson 20: Expressing disagreement to your boss	<ul style="list-style-type: none"> <li>Grammar: Polite disagreement</li> <li>Vocabulary: Useful expressions</li> </ul>	<ul style="list-style-type: none"> <li>Client is able to disagree politely</li> </ul>	<a href="https://www.englishclub.com/speaking/agreeing-disagreeing-expressions.htm">https://www.englishclub.com/speaking/agreeing-disagreeing-expressions.htm</a>
Comments/ Suggestions for next lesson:			

Date/teacher: November 6th, Alejandro			
Lesson 21: Giving motivation back to your team	<ul style="list-style-type: none"> <li>• Grammar: Pitching</li> <li>• Vocabulary: Useful expressions</li> </ul>	<ul style="list-style-type: none"> <li>• Client is able to motivate again a team after a conflict</li> </ul>	<a href="https://www.inc.com/peter-economy/9-super-effective-ways-to-motivate-your-team.html">https://www.inc.com/peter-economy/9-super-effective-ways-to-motivate-your-team.html</a>
Comments/ Suggestions for next lesson:			

<b>Week 8 - REVIEW WEEK - Project review</b>			
<b>Aims:</b> Review of the course and final evaluation			
<b>TOPIC &amp; CONTENT</b>	<b>LANGUAGE FOCUS</b>	<b>PRODUCTION</b>	<b>MATERIALS / SKILLS</b>

Date/teacher: November 11-Karelle :)			
Lesson 22: Review	<ul style="list-style-type: none"> <li>• Presenting a project in a meeting</li> </ul>		
Comments/ Suggestions for next lesson:			

Date/teacher: November 13-Karelle :)			
Lesson 23: Review	<ul style="list-style-type: none"> <li>• Negotiating the terms of the project</li> </ul>		
Comments/ Suggestions for next lesson:			

Date/teacher: November 18-Karelle			
Lesson 24: Review	<ul style="list-style-type: none"> <li>• Dealing with risks and conflicts regarding the project</li> </ul>		
Client's comments about evaluation/next curriculum:			

**Lesson 25: Final speaking evaluation - November 20 DNH, November 25 DNH -Karelle November 27-Karelle**

**Date/consultant:**

**Observations:**

**Next curriculum (learner's path):**