

Business Interactions 1 - LESSON PLANNING

Student: Roberto Boada
 Classes per week: 3
 Position: Consultant
 Level: A2
 Current week: 2-8
 Curriculum:  A2 Business Interactions 1 Curriculum

Material for classes:

 Business Interactions Material

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 - 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: Trial bernardo April 5

Lesson 1: Present your educational background	- Grammar: Present tenses review - Vocabulary: Educational background	Client is able to talk about their educational background	 Tell me about your ed...
Comments/ Suggestions for next lesson:			

Date/teacher: April 24 Maja DNH

Lesson 2: Explain your professional experience	Grammar: Sequencers, past review	Client is able to describe their past professional experience	https://www.indeed.com/career-advice/interviewing/interviewing-tips
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	Vocabulary: Work experience		view-question-tell-me-about-your-work-experience
Comments/ Suggestions for next lesson:			

Date/teacher:			
Lesson 3: Discuss cultural differences between Mexico and the US	- Grammar: Comparatives - Vocabulary: Work cultures, adjectives	Client is able to describe the differences/similarities and compare different work cultures	https://blog.lingoda.com/en/cultural-differences-us-mexico/
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

Date/teacher:			
Lesson 4: Explain what projects you're currently working on	- Grammar: Connecting words for cause and effect - Vocabulary: Projects, cause and effect	Client is able to describe their current projects	https://www.indeed.com/career-advice/interviewing/project-manager-interview-questions
Comments/ Suggestions for next lesson:			

Date/teacher:			
Lesson 5: Offer your opinion on a project strategy	- Grammar: Expressions for personal opinion - Vocabulary: Opinions	Client can give positive and negative opinions on project strategies	http://www.myenglishonline.ca/wp-content/uploads/2014/08/100-Phrases.pdf
Comments/ Suggestions for next lesson:			

Date/teacher:			
Lesson 6: Identify areas of growth in a results presentation	- Grammar: Modals - Vocabulary: being polite	Client can politely point out areas of growth and suggest next steps	https://www.indeed.com/career-advice/career-development/areas-of-improvement-for-employees
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

Date/teacher:			
Lesson 7: Describe your strategy for creating a project proposal	- Grammar: Prepositions of time - Vocabulary: Time expressions	Client is able to detail the strategy of a project	https://www.passionned.com/strategy/describing-the-strategy/
Comments/ Suggestions for next lesson:			

Date/teacher:			
Lesson 8: Back up your proposal with substantial arguments	- Grammar: Argumentation - Vocabulary: Useful expressions	Client is able to argue in favor of their proposal	https://k12.thoughtfullearning.com/blogpost/6-strategies-writing-arguments
Comments/ Suggestions for next lesson:			

Date/teacher:			
Lesson 9: Give feedback on a coworker's presentation	- Grammar: Giving feedback - Vocabulary: Positive and negative feedback	Client gives positive and negative feedback to others	https://uwaterloo.ca/centre-for-teaching-excellence/teaching-resources/teaching-tips/assessing-student-work/grading-and-feedback/receiving-and-giving-effective-feedback

Comments/ Suggestions for next lesson:

Week 4 - Negotiation

Aims: To clearly express the desired objective within a business negotiation.

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

Lesson 10: Analyze different negotiation strategies	- Grammar: Cause and effect - Vocabulary: Negotiation steps	Clients discuss and detail different negotiation strategies	https://www.vistage.com/research-center/business-growth-strategy/six-successful-strategies-for-negotiation/
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Comments/ Suggestions for next lesson:

Date/teacher:

Lesson 11: Debate which strategy works best for a vendor/client/boss	- Grammar: Superlatives - Vocabulary: Adjectives	Client is able to identify the best negotiation strategy for different situations	
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Comments/ Suggestions for next lesson:

Date/teacher:

Lesson 12: Useful vocabulary and expressions for negotiating	- Grammar: Phrasal verbs / prepositions - Vocabulary: Useful expressions	Client is able to conduct a successful negotiation	Role play
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Comments/ Suggestions for next lesson:

Week 5 - Presentation strategies**Aims:** To be able to transmit in a precise and efficient form the fundamental aspects of a business presentation.

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

Lesson 13: Start a presentation efficiently	- Grammar: Intonation, tone and pace - Skills: Intonation and pronunciation - Vocabulary: Presentations - starting	Client is able to start a presentation and give an overview of the topics covered	https://in.indeed.com/career-advice/career-development/how-to-start-presentation
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Comments/ Suggestions for next lesson:

Date/teacher:

Lesson 14: Transmit ideas	- Grammar: Word choice - Vocabulary: Strong verbs, adjectives and nouns	Client is able to successfully transmit ideas using powerful vocabulary	
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Comments/ Suggestions for next lesson:

Date/teacher:

Lesson 15: Asking and answering questions	- Grammar: Questions forms - Vocabulary: Questions	Client is able to ask and answer questions related to a presentation	https://www.vevox.com/blog/6-questioning-tactics-to-use-in-your-next-presentation-that-maximise-audience-engagement
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Comments/ Suggestions for next lesson:

Week 6 - Risks**Aims:** To identify the essential elements of a business pitch and create your company's pitch while reframing your company's challenges as positives.

TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
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Date/teacher:			
Lesson 16: Evaluate risks and qualify vendors	- Grammar: Adverbs - Vocabulary : Risks	Client is able to assess and evaluate risks associated with their projects	https://www.forbes.com/sites/forbesbusinesscouncil/2021/12/02/the-importance-of-taking-risks-in-business/?sh=16e7ce49555d
Comments/ Suggestions for next lesson:			

Date/teacher:			
Lesson 17: Compare and manage risks	- Grammar: Discourse markers - Vocabulary: Adjectives	Client compares and manages risks related to their projects	https://www.forbes.com/sites/chrisarosa/2020/08/07/why-successful-entrepreneurs-need-to-be-calculated-risk-takers/?sh=5f885f9d2f5b
Comments/ Suggestions for next lesson:			

Date/teacher:			
Lesson 18: Declining a project because of risk	- Grammar: Conditionals - Vocabulary: Polite declining	Client is able to politely decline a risky project and give arguments to support the decision	https://millo.co/when-and-how-you-should-turn-down-a-project-thats-not-for-you
Comments/ Suggestions for next lesson:			

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

Lesson 19: Solving a conflict between two co-workers	- Grammar: Phrasal verbs - Vocabulary: Conflicts	Client is able to mediate in a conflict between other parties	https://asq.org/quality-resources/problem-solving
Comments/ Suggestions for next lesson:			

Date/teacher:			
Lesson 20: Expressing disagreement to your boss	- Grammar: Polite disagreement - Vocabulary: Useful expressions	Client is able to disagree politely	https://www.englishclub.com/speaking/agreeing-disagreeing-expressions.htm
Comments/ Suggestions for next lesson:			

Date/teacher:			
Lesson 21: Giving motivation back to your team	- Grammar: Pitching - Vocabulary: Useful expressions	Client is able to motivate again a team after a conflict	https://www.inc.com/peter-economy/9-super-effective-ways-to-motivate-your-team.html
Comments/ Suggestions for next lesson:			

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

Date/teacher:			
Lesson 22: Review	Presenting a project in a meeting		
Comments/ Suggestions for next lesson:			

Date/teacher:			
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Lesson 23: Review	Negotiating the terms of the project		
Comments/ Suggestions for next lesson:			

Date/teacher:			
Lesson 24: Review	Dealing with risks and conflicts regarding the project		
Client's comments about evaluation/next curriculum:			

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