

A1 LESSON PLANNING

Student: Malinaly Rodelo
 Classes per week: 3
 Position: H&R Talent Manager
 Level: A1
 Curriculum: [A1 Professional Beginners Curriculum](#)
 Current week:

Material for classes: [A1 Professional Beginners Curriculum 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 - Facts and Routines

Aims: Describing yourself using the correct forms of the verb TO BE and other common verbs in English, talking about your every-day and work routines.

TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
Date/teacher:			
Lesson 1: Talking about oneself	<ul style="list-style-type: none"> Grammar: Present Simple of verbs (positive forms) Vocabulary: Verbs and adjectives for describing oneself 	<ul style="list-style-type: none"> Clients describe themselves and introduce themselves to others 	Speaking about your job Homework: Send a short voice note introducing yourself

Comments/ Suggestions for next lesson:

Date/teacher:

Lesson 2: Daily and work routines	<ul style="list-style-type: none"> Grammar: SVO /Present simple negatives/ verb TO LIKE Vocabulary: Verbs for work routines 	<ul style="list-style-type: none"> Client describes their job and tasks, as well as daily routines 	Vocabulary daily routines Homework: Send a short voice note describing your job and your tasks
-----------------------------------	---	---	---

Comments/ Suggestions for next lesson:

Date/teacher:

Lesson 3: Frequency of routines	<ul style="list-style-type: none"> Grammar: Adverbs of frequency / Present simple questions / Prepositions of time (AT IN ON) Vocabulary: Expressions of time 	<ul style="list-style-type: none"> Clients ask and answer questions about work and personal details 	Reading and grammar exercises for lower levels FINAL TASK: Create your business card and introduce yourself in a professional setting
---------------------------------	---	--	--

Comments/ Suggestions for next lesson:

Week 2 - Relationships

Aims: Describing other individuals from personal and professional life, using the present tense to detail facts about individuals and enterprises.

TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
-----------------	----------------	------------	--------------------

Date/teacher:

Lesson 4: Family members	<ul style="list-style-type: none"> Grammar: Present Simple 3rd person Skills: Pronunciation of -s Vocabulary: family and relatives 	<ul style="list-style-type: none"> Client describes own family and their routines 	Pronunciation -s Vocabulary - Family Homework: Send a voice note about one family member of your choice.
--------------------------	--	--	--

Comments/ Suggestions for next lesson:

Date/teacher:

Lesson 5: Work relationships	<ul style="list-style-type: none"> Grammar: Present Simple 3rd person negatives /SOME and ANY Vocabulary: Jobs - positions in company 	<ul style="list-style-type: none"> Client describes the people they work with 	Grammar - interactive exercises Homework: Write a short profile for your boss/colleague/ client
------------------------------	--	--	--

Comments/ Suggestions for next lesson:

Date/teacher:			
Lesson 6: Organizational Charts	<ul style="list-style-type: none"> Vocabulary for company structure and processes Grammar: SOME and ANY and MUCH and MANY 	<ul style="list-style-type: none"> Client details their company's structure and explain what their company does 	Vocabulary-describing companies FINAL TASK: Prepare a short presentation on your company and your role in it
Comments/ Suggestions for next lesson:			
Week 3 - Places Aims: Describing places using expressions with there is and are and correct forms of regular and irregular nouns, adding adjectives to descriptions, and discussing and inquiring about different points of interest.			
TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
Date/teacher:			
Lesson 7: My city	<ul style="list-style-type: none"> Grammar: There is and There are/plurals Skills: Pronunciation -s Vocabulary : buildings and places in a city 	<ul style="list-style-type: none"> Client is able to describe their hometown 	Pronunciation -s There is/are- places in a city Homework: Send a voice note describing a city you know
Comments/ Suggestions for next lesson:			
Date/teacher:			
Lesson 8: In the neighborhood	<ul style="list-style-type: none"> Grammar: There is /are questions/prepositions of place/ irregular plurals Skills: Intonation -questions Vocabulary : adjectives 	<ul style="list-style-type: none"> Client is able to inquire about places in a city 	There is/are- places in a city Homework: Send a voice note to a friend asking about their city
Comments/ Suggestions for next lesson:			
Date/teacher:			
Lesson 9: Describing places	<ul style="list-style-type: none"> Grammar: There is/are negatives and questions/ irregular plurals/ adjectives Skills: Pronunciation plurals/ intonation in questions 	<ul style="list-style-type: none"> Client is able to discuss and inquire about different places of interest 	Vocabulary reference list Grammar - interactive exercises FINAL TASK: Send a voice note describing your office building and the places you visit there. Ask the other

	<ul style="list-style-type: none"> Vocabulary: Adjectives/ places of interest 		party about their office space.
--	--	--	---------------------------------

Comments/ Suggestions for next lesson:

Week 4 - Directions

Aims: Understanding and providing specific directions using imperatives, discussing usual routes using target vocabulary, as well as comparing and contrasting preferences related to daily commute.

TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
-----------------	----------------	------------	--------------------

Date/teacher:

Lesson 10: Giving and following directions	<ul style="list-style-type: none"> Grammar: Imperatives / Prepositions of place Vocabulary: Verbs and directions 	<ul style="list-style-type: none"> Client gives and understands basic directions 	Video - AT IN ON Grammar - imperatives Homework: Send a voice note on how you get from home to work
--	--	---	---

Comments/ Suggestions for next lesson:

Date/teacher:

Lesson 11: Transportation	<ul style="list-style-type: none"> Grammar: Comparatives and superlatives Vocabulary: Transport 	<ul style="list-style-type: none"> Client is able to discuss different forms of commuting 	An interactive map Directions - interactive Homework: Send a voice message comparing two forms of transport you use to go to work
---------------------------	---	--	---

Comments/ Suggestions for next lesson:

Date/teacher:

Lesson 12: Your work route	<ul style="list-style-type: none"> Grammar: Present simple review/prepositions of place Vocabulary: Places in a city 	<ul style="list-style-type: none"> Client is able to explain their daily commute, and of others 	Grammar - interactive exercises FINAL TASK: Send a voice message with directions to your office for a colleague you are meeting
----------------------------	--	--	--

Comments/ Suggestions for next lesson:

Week 5 - Small talk

Aims: Expressing likes and dislikes, discussing events and interests, and using present continuous forms to give details about current events, and personal and professional agendas.

TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
Date/teacher:			
Lesson 13: Likes and dislikes	<ul style="list-style-type: none"> Grammar: VERB+ gerund or infinitive Vocabulary: Verbs for expressing likes and dislikes/food 	<ul style="list-style-type: none"> Client discusses preferences regarding personal taste and work 	A menu example Listening for beginners- many topics Homework: Send a voice note talking about the food you like/dislike
Comments/ Suggestions for next lesson:			
Date/teacher:			
Lesson 14: Hobbies and free time	<ul style="list-style-type: none"> Grammar: Present Continuous positive and negative forms Vocabulary: Hobbies and leisure activities 	<ul style="list-style-type: none"> Client explains their hobbies and current events/projects 	News in English Homework: Send a voice note talking about your hobbies and current projects
Comments/ Suggestions for next lesson:			
Date/teacher:			
Lesson 15: Making small talk	<ul style="list-style-type: none"> Grammar: Present Simple and Continuous question forms Skills: Intonation Vocabulary: Small talk 	<ul style="list-style-type: none"> Client is able to informally chat about current events 	Using Present tenses to talk about work FINAL TASK: Create a list of questions to ask a new acquaintance you meet at a networking event.
Comments/ Suggestions for next lesson:			
Week 6 - Evaluation - Informal Aims: Review of the course content.			
Date/teacher:			
Lesson 16: Eval Prep	<ul style="list-style-type: none"> Review 	<ul style="list-style-type: none"> This week focuses on resolving client's doubts and perfecting previously learned content 	
Comments/ Suggestions for next lesson:			

Date/teacher:			
Lesson 17: Informal Evaluation:	<ul style="list-style-type: none"> • Informal evaluation 	<ul style="list-style-type: none"> • Voice notes 	Lesson 17: Informal Evaluation:
Comments/ Suggestions for next lesson:			
Date/teacher:			
Lesson 18: Feedback and follow-up	<ul style="list-style-type: none"> • Feedback 	<ul style="list-style-type: none"> • This week focuses on reviewing mistakes and clarifying previously learned content 	
Comments/ Suggestions for next lesson:			
Week 7 - Skills Aims: Using expressions of present and past ability and different ending adjectives to describe your own personal and professional skills, as well as discuss the ones of others.			
TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
Date/teacher:			
Lesson 19: Skills and abilities	<ul style="list-style-type: none"> • Grammar: CAN and TO BE ABLE TO • Vocabulary: Abilities and skills / adverbs 	<ul style="list-style-type: none"> • Client describes their skills and abilities 	Grammar - interactive exercises Homework: Send a voice message describing your skills
Comments/ Suggestions for next lesson:			
Date/teacher:			
Lesson 20: Hard and Soft Skills	<ul style="list-style-type: none"> • Grammar: Present and Past ability • Vocabulary : Adjectives -ED and -ING/ hard and soft skills 	<ul style="list-style-type: none"> • Client discusses the hard and soft skills needed for their job and how they learned them 	Listening for beginners- many topics Homework: Voice note on your hard and soft skills and how you learned them
Comments/ Suggestions for next lesson:			
Date/teacher:			
Lesson 21: Learning new skills	<ul style="list-style-type: none"> • Grammar: Conjunctions/ causal sentences • Vocabulary : Adjectives 	<ul style="list-style-type: none"> • Client discusses the skills they lack and would like to learn 	FINAL TASK: Find a job profile that would match your skill set

	-ED and -ING		
--	--------------	--	--

Comments/ Suggestions for next lesson:

Week 8 - Work Experience

Aims: Inquiring and providing information about past personal and professional experiences, using the past simple tense of regular and irregular verbs.

TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
-----------------	----------------	------------	--------------------

Date/teacher:

Lesson 22: Describing experiences	<ul style="list-style-type: none"> Grammar: Past Simple verb TO BE / regular verbs Skill: Pronunciation /ED/ Vocabulary: Adjectives 	<ul style="list-style-type: none"> Client describes their past life experiences 	Jobs and work activities Homework: Voice note about your last holiday/weekend
-----------------------------------	--	--	--

Comments/ Suggestions for next lesson:

Date/teacher:

Lesson 23: Work experience	<ul style="list-style-type: none"> Grammar: Past Simple irregular verbs Skill: Pronunciation Vocabulary: Discourse markers for talking about the past 	<ul style="list-style-type: none"> Client discusses their past work experience and company history 	Conversation questions- Jobs and Occupations Homework: Voice note about your last job / company history
----------------------------	--	---	--

Comments/ Suggestions for next lesson:

Date/teacher:

Lesson 24: Job interviews	<ul style="list-style-type: none"> Grammar: Past Simple questions Skill: Intonation in questions Vocabulary: Job interviews 	<ul style="list-style-type: none"> Client identifies and answers questions about his previous work experience 	Job interview example FINAL TASK: Prep answers to common questions in a job interview
---------------------------	--	--	--

Comments/ Suggestions for next lesson:

Week 9 - Travel

Aims: Comparing and contrasting travel preferences when planning a trip, discussing wants and needs using verb combinations, and using future simple tense to discuss future arrangements.

TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
-----------------	----------------	------------	--------------------

Date/teacher:

Lesson 25: Travel wants and needs	<ul style="list-style-type: none"> Grammar: 2 verb combinations / comparatives and superlatives Vocabulary: Verbs for expressing wants and needs, travel vocabulary 	<ul style="list-style-type: none"> Client discusses their travel preferences 	Travel worksheets Homework: Send a voice note about your travel preferences - holidays and business trips
-----------------------------------	---	---	--

Comments/ Suggestions for next lesson:

Date/teacher:

Lesson 26: Holidays	<ul style="list-style-type: none"> Grammar: Future with WILL Vocabulary: Dates and holidays 	<ul style="list-style-type: none"> Client can discuss their holiday plans 	Travel activities Homework: Send a voice note about your next trip
---------------------	---	--	---

Comments/ Suggestions for next lesson:

Date/teacher:

Lesson 27: Planning a trip	<ul style="list-style-type: none"> Grammar: Future with will/WOULD LIKE Vocabulary: Time markers for future/trips 	<ul style="list-style-type: none"> Client plans a trip to a chosen destination 	Writing for beginners FINAL TASK: Plan your next business trip
----------------------------	---	---	---

Comments/ Suggestions for next lesson:

Week 10 - Emails

Aims: Organizing ideas, understanding and creating informal and formal emails using appropriate structure and relevant vocabulary, as well as asking and answering questions in present, past and future tenses.

TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
-----------------	----------------	------------	--------------------

Date/teacher:

Lesson 28: Informal emails	<ul style="list-style-type: none"> Grammar: WH questions - present , past and future Vocabulary: Informal email vocabulary 	<ul style="list-style-type: none"> Client interprets and writes informal emails 	Homework: Send an informal voice note to a colleague
----------------------------	--	--	--

Comments/ Suggestions for next lesson:

Date/teacher:			
Lesson 29: Formal emails	<ul style="list-style-type: none"> Grammar: WH questions Vocabulary: Formal email structure and vocabulary 	<ul style="list-style-type: none"> Client interprets and writes formal emails 	Writing for beginners Homework: Send a formal email to your client to request information
Comments/ Suggestions for next lesson:			
Date/teacher:			
Lesson 30: Email writing	<ul style="list-style-type: none"> Grammar: Conjunctions Vocabulary: Emailing 	<ul style="list-style-type: none"> Client is able to coherently unite their ideas using conjunctions 	Writing for beginners FINAL TASK: Send an email to inquire about a position in a new company you'd like to apply for.
Comments/ Suggestions for next lesson:			
Week 11 - Meetings			
Aims: Explaining different types of on-line and off-line meetings, using modal verbs for giving advice, making offers and requests, and using relevant vocabulary to arrange, prepare and conduct meetings.			
TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
Date/teacher:			
Lesson 31: Preparing for a meeting	<ul style="list-style-type: none"> Grammar: SHOULD and SHOULDN'T Vocabulary: Types of meetings on-line and off-line/tips for meetings 	<ul style="list-style-type: none"> Client describes the types of meetings they participate in and give advice on how to prepare for a successful meeting 	Business meetings in English Homework: Voice note with some advice about your next meeting
Comments/ Suggestions for next lesson:			
Date/teacher:			
Lesson 32: Conducting a meeting	<ul style="list-style-type: none"> Grammar: CAN and COULD for polite request Skill: Intonation - requests Vocabulary: requests 	<ul style="list-style-type: none"> Client is able to understand and produce polite requests 	Business meetings in English Homework: Voice note about some things you need to ask your colleagues/boss/family members
Comments/ Suggestions for next lesson:			

Date/teacher:			
Lesson 33: Scheduling a meeting	<ul style="list-style-type: none"> Grammar: WOULD in requests/ offers and requests with modals Skills: Talking about time Vocabulary: Time and dates 	<ul style="list-style-type: none"> Client is able to discuss availability and schedule a meeting with a party 	Business meetings in English FINAL TASK: Send an voice note to your boss to check availability and schedule your next meeting
Comments/ Suggestions for next lesson:			
Week 12 - Evaluation - Formal Aims: Review of the course content.			
Date/teacher:			
Lesson 34: Eval Prep	<ul style="list-style-type: none"> Review weeks 6-8 	<ul style="list-style-type: none"> This week focuses on resolving client's doubts and perfecting previously learned content 	
Comments/ Suggestions for next lesson:			
Date/teacher:			
Lesson 35: Eval Prep	<ul style="list-style-type: none"> Review weeks 9-11 	<ul style="list-style-type: none"> This week focuses on resolving client's doubts and perfecting previously learned content 	
Comments/ Suggestions for next lesson:			
Date/teacher:			
Lesson 36: End of level Evaluation	<ul style="list-style-type: none"> Formal Evaluation 		
Observations:			
Client's comments about evaluation/next curriculum:			
A1+ Beginner Business Course			