

B1 - Business Interactions Around the World - LESSON PLANNING

Student: Luis Dávila

Classes per week: 3

Position:

Level: B1

Curriculum: [BUSINESS INTERACTIONS B1 - Curriculum](#)

Current week: 7-8

Decompress: 26/February Julio

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 - Dubai

Aims:

TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
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Date/teacher: 26/February Julio

Lesson 1: Finding lodging and places to visit.	<ul style="list-style-type: none">Grammar: Give arguments	<ul style="list-style-type: none">Client is able to explain which places he/she wants to visit and why with arguments	<ul style="list-style-type: none">https://fs.blog/the-ten-golden-rules-of-argument/
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Comments/ Suggestions for next lesson:


Date/teacher: 03/11

Lesson 2: Managing a team remotely (strategies)	<ul style="list-style-type: none">Grammar: Modals – should, would, must, may, can & could	<ul style="list-style-type: none">Client is able to explain different team managing strategies using modals	<ul style="list-style-type: none">https://www.indeed.com/career-advice/resumes-cover-letters/team-management-
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			skill
Comments/ Suggestions for next lesson:			

Date/teacher: 12/March Julio			
Lesson 3: Designing strategies for time difference situations	<ul style="list-style-type: none"> Grammar: Conditionals 	<ul style="list-style-type: none"> Client is able to think about hypothetical situations and their solution 	<ul style="list-style-type: none"> https://englishwithatwist.com/2017/02/02/business-grammar-how-to-use-the-four-english-conditional-tenses-in-business/
Comments/ Suggestions for next lesson:			

Week 2 - Belgium			
Aims:			
TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS

Date/teacher: March 14th, Jaime			
Lesson 4: Location (what do you know about Belgium)	<ul style="list-style-type: none"> Grammar: Would like to... 	<ul style="list-style-type: none"> Client talks about what he/she knows and what he/she would like to know 	<ul style="list-style-type: none">  English Gram...
Comments/ Suggestions for next lesson:			

Date/teacher: 3/19 Maja			
Lesson 5: Complaints and putting limits	<ul style="list-style-type: none"> Grammar: Want, need and would like 	<ul style="list-style-type: none"> Client is able to establish limits in a polite manner 	<ul style="list-style-type: none"> https://www.howto money.com/needs-vs-wants/

Comments/ Suggestions for next lesson:

Date/teacher: 20/March Julio

Lesson 6: Work friendships
in Belgium

- Grammar: Past
tenses

- Client is able to talk
about past experiences and
relationships

- <https://englishpost.org/past-experiences-examples/#past-experiences-exercise>

Comments/ Suggestions for next lesson:

Week 3 - New York

Aims:

TOPIC & CONTENT

LANGUAGE FOCUS

PRODUCTION

MATERIALS / SKILLS

Date/teacher: 21/march Julio

Lesson 7: Best place vs worst
place to live in NY

- Grammar:
Comparatives & superlatives

- Client is able to
evaluate different options
and choose the best and the
worst

- <https://viancep2012.files.wordpress.com/2012/06/we-can-do-it-comparatives.pdf>

Comments/ Suggestions for next lesson:

Date/teacher: April 8th, Jaime

Lesson 8: Problem solving in
the workplace

- Grammar:

- Client is able to
think about different
scenarios and a possible
solution

- https://www.english-grammar.at/worksheets/if_clauses/if004.pdf

Comments/ Suggestions for next lesson:

Date/teacher: April 9th, Jaime

Lesson 9: Managing up(how you manage your manager)
Dealing with difficult boss

- Grammar: Formal speech:

- Client learns new formal vocabulary and is now able to give a more formal speech

- <https://dictionary.cambridge.org/grammar/british-grammar/formal-and-informal-language>

Comments/ Suggestions for next lesson:

Week 4 - China

Aims:

TOPIC & CONTENT

LANGUAGE FOCUS

PRODUCTION

MATERIALS / SKILLS

Date/teacher: Apr 11, 2024 Bernardo

Lesson 10: Look for the best food in China

- Grammar: Will & going to for predictions

- Client is able to explain his/her plans

-  WILL vs. GOING TO

Comments/ Suggestions for next lesson:

Date/teacher: April 15th, Jaime

Lesson 11: Negotiation and persuasion (how to ...)

- Grammar: Connecting words – addition & illustration

- Client uses connecting words when negotiating and persuading

- <https://englishstudyhere.com/wp-content/uploads/2018/08/Transitions-Words-addition.png>

Comments/ Suggestions for next lesson:

Date/teacher: April 17th, Jaime			
Lesson 12: Let's find a business in China	<ul style="list-style-type: none"> Grammar: Wants & needs from partners 	<ul style="list-style-type: none"> Client listens to the wants and needs from the counterpart when negotiating to reach an agreement 	<ul style="list-style-type: none"> https://online.hbs.edu/blog/post/negotiation-skills
Comments/ Suggestions for next lesson:			

Week 5 - India Aims:			
TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS

Date/teacher: April 18 - Camille			
Lesson 13: Let's discuss the inequality in India	<ul style="list-style-type: none"> Grammar: Connection words – comparison 	<ul style="list-style-type: none"> Client evaluates the inequality and its possible causes 	<ul style="list-style-type: none"> https://www.investopedia.com/terms/i/income-inequality.asp
Comments/ Suggestions for next lesson:			

Date/teacher: 22/April Julio			
Lesson 14: How do you organise yourself?	<ul style="list-style-type: none"> Grammar: Sequencers 	<ul style="list-style-type: none"> Client talks about his/her routines when organising himself/herself 	<ul style="list-style-type: none"> https://www.netlanguages.com/platform/nocache_202303151602/shared/grammar/5cohlink.htm
Comments/ Suggestions for next lesson:			

Date/teacher: April 23, 24 / Tere			
Lesson 15: Some good organizational tactics for the workplace	<ul style="list-style-type: none"> Grammar: Modals (advice) – should/must & shouldn't/mustn't 	<ul style="list-style-type: none"> Client is able to give advice or establish rules to help someone else or himself/herself organise better 	<ul style="list-style-type: none"> https://www.learn-english-online.com/grammar/tests/shouldmust.html
Comments/ Suggestions for next lesson:			

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

Date/teacher: May 7th Warren			
Lesson 16: Why is Brasil so stressed?	<ul style="list-style-type: none"> Grammar: Intensifiers 	<ul style="list-style-type: none"> Client uses intensifiers to express exaggerated feelings 	<ul style="list-style-type: none"> https://clasejoseangel.wordpress.com/2017/02/13/intensifiers/
Comments/ Suggestions for next lesson:			

Date/teacher: 05/09 Eka			
Lesson 17: Work under pressure; handling stress	<ul style="list-style-type: none"> Grammar: Past tenses 	<ul style="list-style-type: none"> Client explains how he/she manages stress 	<ul style="list-style-type: none"> https://www.mentalhealth.org.uk/explore-mental-health/publications/how-manage-and-reduce-stress
Comments/ Suggestions for next lesson:			

Date/teacher:			
Lesson 18: What were your worst stress moments	<ul style="list-style-type: none"> Grammar: Future tense 	<ul style="list-style-type: none"> Client tells what were his/here worst stress moments and predicts if he/she will have moments like those in the future 	<ul style="list-style-type: none"> https://my.clevelandclinic.org/health/treatments/6409-stress-management-and-emotional-health
Comments/ Suggestions for next lesson:			

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

Date/teacher:			
Lesson 19: How did Russia become such an economic power?	<ul style="list-style-type: none"> Grammar: WH questions in the past 	<ul style="list-style-type: none"> Client is able to formulate and answer questions in the past 	<ul style="list-style-type: none"> https://englishacademy101.com/wh-questions-in-the-past-simple-tense/
Comments/ Suggestions for next lesson:			

Date/teacher:			
Lesson 20: Let's analyze some data from Russia	<ul style="list-style-type: none"> Grammar: Numbers & graphics 	<ul style="list-style-type: none"> Client is now able to explain by himself/herself a graph and knows some vocabulary related to it 	<ul style="list-style-type: none"> https://academic-englishuk.com/describing-graphs/
Comments/ Suggestions for next lesson:			

Date/teacher:			
Lesson 21: Can you reflect the analysis to your own company?	<ul style="list-style-type: none"> Grammar: Future tenses 	<ul style="list-style-type: none"> Client is able to predict future results by analyzing current and past results 	<ul style="list-style-type: none"> https://learnenglish.britishcouncil.org/skills/writing/b1-writing/describing-charts
Comments/ Suggestions for next lesson:			

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


Date/teacher:			
Lesson 22:	<ul style="list-style-type: none"> Content from week 1-3 	<ul style="list-style-type: none"> Client is able to remember the topics discussed during those weeks 	
Comments/ Suggestions for next lesson:			

Date/teacher:			
Lesson 23:	<ul style="list-style-type: none"> Content from week 4-5 	<ul style="list-style-type: none"> Client is able to remember the topics discussed during those weeks 	
Comments/ Suggestions for next lesson:			

Date/teacher:			
Lesson 24:	<ul style="list-style-type: none"> Content from week 6-7 	<ul style="list-style-type: none"> Client is able to remember the topics discussed during those weeks 	
Client's comments about evaluation/next curriculum:			

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

B2/B2+ LESSON PLANNING
<p>Student: Luis Davila Classes per week: 2 Position: Buyer at Coppel Level: B1 Curriculum: B2 Current events at B1 level Current week: 8/8</p> <hr/> <p>client is restarting after a 2 months Focus the class in more everyday interactions and traveling vocabulary</p>

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 - Technology news

Aims: Discuss and analyze technology news around the world. Companies like Tesla, Apple, Microsoft.

TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
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Date/teacher: August 9, Edgar

Lesson 1: the future of work	<ul style="list-style-type: none">Grammar: Present and future tenses reviews	<ul style="list-style-type: none">Client is able to talk about big technology multinationals and to debate the impact of automation on labor markets and the future of work	https://www.forbes.com/sites/paulmonckton/2021/07/14/apple-reveals-ground-breaking-new-iphone-technology/ https://www.youtube.com/watch?v=TUmyygCMMGA&ab_channel=Vox https://www.youtube.com/watch?v=h1ooyyFkF0&ab_channel=LastWeekTonight
Comments/ Suggestions for next lesson:			

Date/teacher: August 10, Camille

Lesson 2		<ul style="list-style-type: none">Client is able to discuss how technological innovation impacts business and society as a whole	https://www.wired.co.uk/topic/technology
Comments/ Suggestions for next lesson:			

Date/teacher: August 14 Maja

Lesson 3	<ul style="list-style-type: none">Grammar: 1 and 2 conditionals	<ul style="list-style-type: none">Client debates the pros and cons of social networks and the impact of	https://techmonitor.ai/boardroom/power-of-tech-companies
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		tech giants on individuals' decision-making	
Comments/ Suggestions for next lesson:			

Week 2 - Economics / business news

Aims: Make the client talk about economic topics and large companies' latest developments.

TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
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Date/teacher: August 16 Julio

Lesson 4	Grammar: phrasal verbs	<ul style="list-style-type: none"> Client can describe the piece of business news he found most impactful recently and explain why. 	https://www.nytimes.com/section/business
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Comments/ Suggestions for next lesson:

Date/teacher: August 17 Edgar

Lesson 5		<ul style="list-style-type: none"> Comparing the economic situation of various countries within a same region (example: Latin America, North America...) 	https://edition.cnn.com/business/economy
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Comments/ Suggestions for next lesson:

Date/teacher: August 23rd, Beranrdo

Lesson 6	Adjectives	<ul style="list-style-type: none"> Client analyzes how a big multinational company can affect the local economy (Coppel & Culiacan, Tesla & Texas..) 	https://www.nytimes.com/2021/10/08/business/tesla-texas-headquarters.html
Comments/ Suggestions for next lesson:			

Week 3 - Health & science

Aims: Discuss and learn new medical technologies. Focus on Covid 19 latest news and vaccines process around the world. Debate about the importance of getting vaccinated.

TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
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Date/teacher: August 24th, Bernardo

Lesson 7	<ul style="list-style-type: none"> Grammar: future simple/perfect/perfect continuous 	<ul style="list-style-type: none"> Client discusses health & science news and potential effects in the future 	https://www.sciencenews.org/topic/health-medicine
Comments/ Suggestions for next lesson:			

Date/teacher: 28 August - Camille

Lesson 8		<ul style="list-style-type: none"> Client debates about a “controversial” science topic (vaccination, flat-earthers...) 	https://www.nfid.org/immunization/10-reasons-to-get-vaccinated/
Comments/ Suggestions for next lesson:			

Date/teacher: August 29th / Karel

Lesson 9: Health and science

- Future tenses
- Client summarizes their opinion of the most important scientific discovery of all times

Comments/ Suggestions for next lesson:

Week 4 - International Politics

Aims: Finding popular posts and identifying the positions of the parties involved, identifying the arguments they are using and the facts behind them.

TOPIC & CONTENT

LANGUAGE FOCUS

PRODUCTION

MATERIALS / SKILLS

Date/teacher: 31 August - Camille

Lesson 10

- Grammar: correlation and causality
 - Vocabulary: political parties, political spectrum
 - Clients describes political parties and their relationships
- <https://www.cfr.org/topics>

Comments/ Suggestions for next lesson:

Date/teacher: 10/October Julio

Lesson 11

- Grammar: comparisons
 - Client compares political situations in different countries
- Use LinkedIn

Comments/ Suggestions for next lesson:

Date/teacher: 10/11 Maja

Lesson 12

- Grammar: argumentation, modals, convincing

- Client debates political opinions with someone from an opposite perspective

<https://www.theedadvocate.org/political-debate-topics/>

Comments/ Suggestions for next lesson:

Week 5 - Geography and ancient cultures

Aims: Discussing the life of ancient cultures and civilizations, their habits and their surroundings. Describing personal interests in the conditional

TOPIC & CONTENT

LANGUAGE FOCUS

PRODUCTION

MATERIALS / SKILLS

Date/teacher: 12 Oct - Camille

Lesson 13

- Grammar: past perfect/past perfect continuous, would expressing habit in the past

- Client analyzes the rise and fall of a great civilization (Egypt, the Incas, the Aztecs...)

<https://www.youtube.com/watch?v=UO5ktwPXsyM>

Comments/ Suggestions for next lesson:

Date/teacher: October 19th, Bernardo

Lesson 14

- Grammar: argumentation

- Discussing personal travel bucket list: why are some regions of historical and cultural interest?

<https://eslvideo.com/quiz.php?id=31257>

<https://breakingnewsenglish.com/2010/201016-ultimate-travel-list.html>

Comments/ Suggestions for next lesson:

Date/teacher: 10/23 Maja

Lesson 15: Comparing
ancient and modern cultures

COmparing and contrasting

- Comparing
pre-Columbian Mexico
and modern-day Mexico

<https://www.britannica.com/video/142161/Overview-history-Mexico-City>

https://www.youtube.com/watch?v=GY4tnSov_3E&ab_channel=Epimetheus

Comments/ Suggestions for next lesson:

Week 6 - Ecology / Environment

Aims: The client should be able to describe the current situation of the climate crisis, argue in favor of ecological changes, and analyze critically technological inventions

TOPIC & CONTENT

LANGUAGE FOCUS

PRODUCTION

MATERIALS / SKILLS

Date/teacher: 25/October Julio

Lesson 16

- Grammar: passive form

- Client defines the current
climate change crisis and
the response of the
international community

https://www.youtube.com/watch?v=-wJo5aKBwq0&ab_channel=TED

Comments/ Suggestions for next lesson:

Date/teacher: 26 October Camille

Lesson 17

- Client studies different
individual solutions to try

https://www.youtube.com/watch?v=P3vCD7mFaZU&ab_channel=BusinessInsider

		and alleviate pollution/plastic contamination	
Comments/ Suggestions for next lesson:			

Date/teacher: 31 Oct Julio			
Lesson 18	<ul style="list-style-type: none"> Grammar: cause and effect Vocabulary: debate 	<ul style="list-style-type: none"> Client debates and discusses potential solutions 	https://www.youtube.com/watch?v=hRI0ymx_6aw&list=PLJicmE8fK0Ej2IjNSQf_G7GrKFBcsaCJI&index=3&ab_channel=TED-Ed
Comments/ Suggestions for next lesson:			

Week 7 - Analogies and metaphors Aims: understanding the difference between analogies and metaphors (poetry, songs...). Creating your own version of them.			
TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS

Date/teacher: 11/1 Eka			
Lesson 19: Difference between metaphor, simile and analogy		<ul style="list-style-type: none"> Client discusses analogies and metaphors in poetry + own production 	https://www.youtube.com/watch?v=yGB_K_xlHdI&list=PLJicmE8fK0Egxi0hgy5Tw-NFyLcpJ4bzI&index=1&ab_channel=TED-Ed
Comments/ Suggestions for next lesson: client is restarting after a 2 months			

Date/teacher: 15/Janvier Julio			
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Lesson 20		<ul style="list-style-type: none"> Client debates analogies and metaphors in songs 	https://www.youtube.com/watch?v=Gxd23UVID7k&ab_channel=LeonardCohenVEVO
Comments/ Suggestions for next lesson:			

Date/teacher: 17/january Julio

Lesson 21		<ul style="list-style-type: none"> Client focuses on the creation of his own analogies, metaphors and images 	
Comments/ Suggestions for next lesson:			

Week 8 - Review week: Project preparation

Aims: Developing an interview plan/ questions, identifying the candidate profile that the company needs, giving interview feedback.

TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
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Date/teacher: 01/24 Eka

Lesson 22: Review			
Comments/ Suggestions for next lesson:			

Date/teacher: 01/29 Eka

Lesson 23: Review			
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Comments/ Suggestions for next lesson:

Date/teacher: 02/13 Camille

Lesson 24: Review

Client's comments about evaluation/next curriculum: I suggest an extra review tomorrow for better preparation, the client requested it

Date/teacher:

Off curriculum: Review

Client's comments about evaluation/next curriculum: Client is doing extra review, please execute it

Lesson 25: Final speaking evaluation

Date/consultant: February 15th / Karel

Observations: It is recommendable to correct Luis' mistakes at the moment.

Next curriculum (learner's path):

B1 BUSINESS INTERACTIONS AROUND THE WORLD CURRICULUM - LESSON PLANNING

Student: Luis Davila
Classes Scheduled: 3
Position: Buyer at Coppel
Level: A2+/- B1
Curriculum: B1- Business Interactions Around the World
Current week: 8/8

Week 1 - Dubai

Aims:

TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
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Date/teacher: 03/09 Edgar

Lesson 1: Finding lodging and places to visit

- Give arguments

• Client is able to

Comments/ Suggestions for next lesson:

Date/teacher: April 10th Jaime

Lesson 2: Managing a team remotely (strategies)

Modals – should, would, must, may, can & could

• Client is able to

Comments/ Suggestions for next lesson:

Date/teacher: April 11th Jaime

Lesson 3: Designing strategies for time difference situations

- Conditionals

• Client is able to

Comments/ Suggestions for next lesson:

Week 2 - Belgium

Aims:

TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
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Date/teacher: April 12th Jaime

Lesson 4: Location (what do you know about Belgium)

Would like to...

- Client is able to

Comments/ Suggestions for next lesson:

Date/teacher: 4/18 Maja

Lesson 5: Belgium business etiquette

Want need would like to

- Client is able to

Comments/ Suggestions for next lesson:

Date/teacher: 24 April '23 - kiva
DNL(9AM) - 24 April '23 - kiva

Lesson 6: Work friendships in Belgium

- Client is able to

Comments/ Suggestions for next lesson:

Week 3 - San Diego

Aims:

TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
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Date/teacher: 25 April '23 - kiva

Lesson 7: Best place vs
worst place to live in San
Diego

- Client is able to

Comments/ Suggestions for next lesson:

Date/teacher: 05/22 Edgar
Off Curriculum - 08 May '23 - kiva

Lesson 8: Problem solving
in the workplace

- Client is able to

Comments/ Suggestions for next lesson:

Date/teacher: 23/May Julio

Lesson 9: Managing
up(how you manage your
manager) Dealing with
difficult boss

- Client is able to

Comments/ Suggestions for next lesson:

Week 4 - Bangkok

Aims:

TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
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Date/teacher: 5/24 Camille

Lesson 10: Look for the
best food in Bangkok

- Client is able to

Comments/ Suggestions for next lesson:

Date/teacher: 5th June - Camille

Lesson 11: Negotiation
and persuasion (how to ...)

- Client is able to

Comments/ Suggestions for next lesson:

Date/teacher: June 12th, Bernardo

Lesson 12: Let's find a
business in Bangkok

- Client is able to

Comments/ Suggestions for next lesson:

Week 5 - Cape Town

Aims:

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

Lesson 13: Let's discuss
the inequality in Cape
town

- Client is able to

Comments/ Suggestions for next lesson:

Date/teacher: June 14th, Bernardo

Lesson 14: How do you organize yourself?		• Client is able to	
Comments/ Suggestions for next lesson:			

Date/teacher: 19/June Julio			
Lesson 15: Some good organizational tactics for the workplace		• Client is able to	
Comments/ Suggestions for next lesson:			

Week 6 - Tokyo Aims:			
TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS

Date/teacher: June 20th, Bernardo			
Lesson 16: Why is Tokyo so stressed?		• Client is able to	
Comments/ Suggestions for next lesson:			

Date/teacher: 06/21 Edgar			
Lesson 17: Work under pressure; handling stress		• Client is able to	
Comments/ Suggestions for next lesson:			

Date/teacher: 3rd July - Camille

Lesson 18: What were your worst stress moments

- Client is able to

Comments/ Suggestions for next lesson:

Week 7 - China

Aims:

TOPIC & CONTENT

LANGUAGE FOCUS

PRODUCTION

MATERIALS / SKILLS

Date/teacher: 07/05 Edgar

Lesson 19: How did China become such an economic power?

- Client is able to

Comments/ Suggestions for next lesson:

Date/teacher: 07/06 Edgar

Lesson 20: Let's analyze some data from China

- Client is able to

Comments/ Suggestions for next lesson:

Date/teacher: 07/10 Frida

Lesson 21: Can you reflect the analysis to your own

- Client is able to

company?			
Comments/ Suggestions for next lesson:			

Week 8 - Review: Evaluation Preparation			
Aims: Review Previous Lessons			
TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS

Date/teacher: July 11/Frida			
Lesson 22: Eval Prep I	<ul style="list-style-type: none"> Content from week 1-3 	<ul style="list-style-type: none"> Client is able to 	
Comments/ Suggestions for next lesson:			

Date/teacher: July 12th / Karel			
Lesson 23: Eval Prep II	<ul style="list-style-type: none"> Content from week 4-5 	<ul style="list-style-type: none"> Client is able to use appropriate vocabulary to negotiate and persuade. 	Persuasion and Influencing Skills SkillsYouNeed
Comments/ Suggestions for next lesson:			

Date/teacher: July 20th - Camille			
Lesson 24: Eval Prep III	<ul style="list-style-type: none"> Content from week 6-7 	<ul style="list-style-type: none"> Client is able to 	

Comments/ Suggestions for next lesson: **Please have another review before the eval**

Extra review: Edgar 07/31 Edgar

Extra review: August 2nd, Bernardo

Lesson 25: Final speaking evaluation, August 3rd, Bernardo

Decompress: 08/07 Edgar


A2+/B1 GENERAL INTERACTIONS 1 CURRICULUM - LESSON PLANNING

Student: Luis Davila

Classes per week:

Position:

Level: - B1

Curriculum:  B2 / B2+ General Interactions 2 - 1p summary

Week 1 - Leisure

Aims:

TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
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Date/teacher: 12/15 Tere

Lesson 1: Discussing interests and free time activities

- Client is able to discuss their interests and free time activities

<https://www.youtube.com/watch?v=RI50I0GV3gE>

Comments/ Suggestions for next lesson:

Date/teacher: 12/16 Tere

Lesson 2: Storytelling – experiences

- Client is able to talk about their experiences

<https://www.ego4u.com/en/cram-up/grammar/simple-past>

Comments/ Suggestions for next lesson:

Date/teacher: 12/20 Eka			
Lesson 3: My interests through time (changes)	•	• Client is able to talk about their interests throughout their life.	https://pocketpassport.com/blog/esl-english-hobbies-and-interests-esl-worksheets/
Comments/ Suggestions for next lesson:			

Week 2 - Media Aims:			
TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS

Date/teacher: 12/21 Roberto			
Lesson 4: Discussing modern media		• Client is able to discuss social media	https://agendaweb.org/exercises/grammar/conjunctions
Comments/ Suggestions for next lesson:			

Date/teacher: 22/December Julio			
Lesson 5: Comparing different media sources : radio, tv, internet		• Client is able to describe and compare the different media sources	https://libguides.aber.ac.uk/c.php?g=688883&p=4930096
Comments/ Suggestions for next lesson:			

Date/teacher: 01/03 Tere			
Lesson 6: Future of media		<ul style="list-style-type: none"> Client is able to express their opinion about the future of media 	https://agendaweb.org/exercises/verbs/future/will-going-to-1
Comments/ Suggestions for next lesson:			

Week 3 - Music Aims:			
TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS

Date/teacher: Mildred 01/24			
Lesson 7: Discussing modern music genres		<ul style="list-style-type: none"> Client is able to discuss modern music genres 	https://www.musicgrotto.com/music-genres/
Comments/ Suggestions for next lesson:			

Date/teacher: 01/26 Tere			
Lesson 8: Artists and music scene		<ul style="list-style-type: none"> Client is able to discuss about music and artists 	https://libguides.staffs.ac.uk/academic_writing/linking#:~:text=additionally%3B%20also%3B%20moreover%3B%20furthermore,%3B%20correspondingly%3B%20indeed%3B%20regarding.&text=alternatively%3B%20al

			though%3B%20otherwise%3B%20instead.
Comments/ Suggestions for next lesson:			

Date/teacher: 01/05 Brian Carreon			
Lesson 9: Analyzing songs		<ul style="list-style-type: none"> Client is able to express and discuss their opinion about songs 	https://www.ego4u.com/en/cram-up/grammar/reported-speech/exercises?04
Comments/ Suggestions for next lesson:			

Week 4 - Films and TV Aims:			
TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS

Date/teacher: ???			
Lesson 10: Discussing films and TV shows		<ul style="list-style-type: none"> Client is able to express their opinion about films and tv shows 	https://www.englishlessonviaskype.com/english-vocabulary-related-to-movies/
Comments/ Suggestions for next lesson:			

Date/teacher: Edgar 01/18			
Lesson 11: Comparing and contrasting films/tv shows		<ul style="list-style-type: none"> Client is able to compare films and tv shows 	https://agendaweb.org/exercises/grammar/adjectives/-ed-ing-1

Comments/ Suggestions for next lesson:

Date/teacher: 01/20 Mildred

Lesson 12: Analyzing clips
/ films. tv shows

- Client is able to analyze films and tv shows

Comments/ Suggestions for next lesson:

Week 5 - travel interactions

Aims:

TOPIC & CONTENT

LANGUAGE FOCUS

PRODUCTION

MATERIALS / SKILLS

Date/teacher: 01/25 Mildred

Lesson 13: Information
counter

- Client is able to ask for travel information

<https://www.educaciontrespuntocero.com/recursos/secundaria/modal-verbs/>

Comments/ Suggestions for next lesson:

Date/teacher: 01/26 TERE

Lesson 14: Travel
itineraries

- Client is able to discuss travel itineraries

<https://www.english-4u.de/en/grammar-quizzes/mixed-conditionals.htm>

Comments/ Suggestions for next lesson:

Date/teacher: 01/31st Mildred			
Lesson 15: Travel scenarios		<ul style="list-style-type: none"> Client is able to understand and use travel vocabulary 	https://www.thoughtco.com/travel-vocabulary-esl-4176622
Comments/ Suggestions for next lesson:			

Week 6 - shopping interactions Aims:			
TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS

Date/teacher: 02/08 Tere			
Lesson 1:6 Let's go shopping		<ul style="list-style-type: none"> Client is able to ask about numbers and prices 	https://www.youtube.com/watch?v=Chm4tU1tOlo
Comments/ Suggestions for next lesson:			

Date/teacher: 02/09 Tere DNH Edgar 02/10			
Lesson 17: At the store		<ul style="list-style-type: none"> Client is able to buy groceries at the store 	https://www.youtube.com/watch?v=FRT_n3z3QqA
Comments/ Suggestions for next lesson:			

Date/teacher: 02/15 Mildred			
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Lesson 18: Looking for the ideal product		<ul style="list-style-type: none"> Client is able to ask about their interests in a product. 	
Comments/ Suggestions for next lesson:			

Week 7 - Asking and offering help
Aims:

TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
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Date/teacher: 02/16 Edgar

Lesson 19: Requesting help politely		<ul style="list-style-type: none"> Client is able to request help politely 	https://www.mmmenglish.com/2017/12/26/5-ways-to-ask-for-help-in-english/
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Comments/ Suggestions for next lesson:

Date/teacher: 02/17 Edgar

Lesson 20: Offering help		<ul style="list-style-type: none"> Client is able to offer help 	https://preply.com/en/blog/how-to-offer-help-in-english-conversational-phrases-you-need-to-know/
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Comments/ Suggestions for next lesson:

Date/teacher: 17/February Julio

Lesson 21: Accepting or rejecting help		<ul style="list-style-type: none"> Client is able to 	
Comments/ Suggestions for next lesson:			

Week 8 - Review and evaluation
Aims:

TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
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Date/teacher: 27/Feb Julio

Lesson 22: review 1 weeks
1-2

- Grammar:

- Client is able to

Comments/ Suggestions for next lesson:

Date/teacher: 2/28 Eka

Lesson 23: review 2 weeks
3-4

- Grammar:

- Client is able to

Comments/ Suggestions for next lesson:

Date/teacher: 03/01 Maja


Lesson 24: FINAL EVAL

- Grammar:

- Client is able to

Comments/ Suggestions for next lesson:

PROJECT MANAGEMENT LESSON PLANNING

Student: Luis Davila
 Classes per week: 3
 Position: Buyer
 Level: B1
 Curriculum:  B1 Project Management Curriculum
 Current topic:

Week 1 - Professional profile

TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
Date/teacher: 12/7 Ryan			
Lesson 1: Introduce yourself & describe your position	<ul style="list-style-type: none"> Grammar: Present tense/ Sentence structure with conjunctions Vocabulary: Action verbs necessary for the position 	<ul style="list-style-type: none"> Clients introduce themselves and describe their job 	<ul style="list-style-type: none"> What is project management? (video)

Comments/ Suggestions for next lesson:

Date/teacher: **JUMP TO WEEK 3**

Week 3 - Current projects

TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
Date/teacher:			
Lesson 7: Explain the process when you start a project	<ul style="list-style-type: none"> Grammar: Modals/Connections words (cause & effects) Vocabulary: 	<ul style="list-style-type: none"> Client discussed and describes a process of starting a project 	<ul style="list-style-type: none"> Six questions to ask before starting a big project.

	projects		
Comments/ Suggestions for next lesson:			
Date/teacher:			
Lesson 8: Describe your current project	<ul style="list-style-type: none"> Grammar: Sequencers, Present Perfect Vocabulary: adjectives, projects 	<ul style="list-style-type: none"> Client describes and details current projects 	<ul style="list-style-type: none"> <i>Good project managers vs bad managers</i>
Comments/ Suggestions for next lesson:			
Date/teacher:			
Lesson 9: Describe past & future projects	<ul style="list-style-type: none"> Grammar: Past Simple vs Present Perfect/ Future tense Vocabulary: adjectives, projects 	<ul style="list-style-type: none"> Client details past and future projects 	<ul style="list-style-type: none">
Comments/ Suggestions for next lesson:			
Week 4 - Organizational chart			
TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
Date/teacher:			
Lesson 10: Explain the hierarchy of your company - Who works where?	<ul style="list-style-type: none"> Conditionals (0 & 1st) Vocabulary: jobs and tasks 	<ul style="list-style-type: none"> .Client details the hierarchy and structure of their company 	<ul style="list-style-type: none"> Create organizational chart
Comments/ Suggestions for next lesson:			
Date/teacher:			
Lesson 11: Explain who is responsible for what or in charge of	<ul style="list-style-type: none"> Grammar: verb + Prepositions/ gerunds and infinitives Vocabulary: departments 	<ul style="list-style-type: none"> Client details the departments in their company and their duties 	<ul style="list-style-type: none"> Draw the setup of your company
Comments/ Suggestions for next lesson:			
Date/teacher:			

Lesson 12: Compare different company structures	<ul style="list-style-type: none"> Grammar: Comparatives & superlatives Vocabulary: company structure 	<ul style="list-style-type: none"> Client Compares Different company structures (alcanza vs coppel) - what are the pros and cons? 	
Comments/ Suggestions for next lesson:			
Week 5 - Meetings			
TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
Date/teacher:			
Lesson 13: Scheduling & rescheduling meetings	<ul style="list-style-type: none"> Grammar: Polite language (request & phrases)/ Preposition of time Skill: More complex question formation Vocabulary: meetings 	<ul style="list-style-type: none"> Client is able to schedule and reschedule appointments, discuss availability 	<ul style="list-style-type: none"> Meeting vocabulary Quiz meeting vocabulary
Comments/ Suggestions for next lesson:			
Date/teacher:			
Lesson 14: Preparing a meeting	<ul style="list-style-type: none"> Grammar: : Phrasal verbs Vocabulary: wants and needs 	<ul style="list-style-type: none"> Client explains how they set up their meetings (wants & needs) 	<ul style="list-style-type: none"> Article your meetings stink & what to do about it.
Comments/ Suggestions for next lesson:			
Date/teacher:			
Lesson 15: Having a meeting	<ul style="list-style-type: none"> Grammar: Discourse markers / WH question forms Skill: participating in a meeting Vocabulary: meetings 	<ul style="list-style-type: none"> Client role plays participating in a meeting 	<ul style="list-style-type: none"> The most critical types of project management
Comments/ Suggestions for next lesson:			
Week 6 - Let's hire someone!			
Date/teacher:			
Lesson 16: Minimum vs	<ul style="list-style-type: none"> Grammar: passive 	<ul style="list-style-type: none"> Client details and 	<ul style="list-style-type: none"> Job Description

preferred qualities (write a vacancy)	<ul style="list-style-type: none"> voice, Royal order of adjectives Skills: writing Vocabulary: skills hard and soft 	describes a job vacancy	<ul style="list-style-type: none"> Vocabulary Job Description Template
Comments/ Suggestions for next lesson:			
Date/teacher:			
Lesson 17: Job interview	<ul style="list-style-type: none"> Grammar: questions in passive Vocabulary: job vacancy 	<ul style="list-style-type: none"> Client asks and answers questions for a job interview 	<ul style="list-style-type: none"> Inclusive Language (extension activity)
Comments/ Suggestions for next lesson:			
Date/teacher:			
Lesson 18: Evaluate candidates	<ul style="list-style-type: none"> Grammar: reported speech Vocabulary: skills 	<ul style="list-style-type: none"> Client evaluates potential candidates for a vacancy 	
Comments/ Suggestions for next lesson:			
Week 7 Projects 2.0 - into the deep			
TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
Date/teacher:			
Lesson 19: Managing time	<ul style="list-style-type: none"> Grammar: Second Conditional / prepositions of time Vocabulary: time management 	<ul style="list-style-type: none"> Clients discusses their time management and deadlines 	<ul style="list-style-type: none"> Quiz vocab time management
Comments/ Suggestions for next lesson:			
Date/teacher:			
Lesson 20: Scopes and capabilities	<ul style="list-style-type: none"> Grammar: Tenses review (all) Vocabulary: intensifiers 	<ul style="list-style-type: none"> Client reflects on their scope and capabilities 	<ul style="list-style-type: none"> Avoid this time management mistakes
Comments/ Suggestions for next lesson:			

Date/teacher:			
Lesson 21: Risk and Result	<ul style="list-style-type: none"> Grammar: will vs would/ conditionals review Vocabulary; predictions 	<ul style="list-style-type: none"> Client is able to discuss how to calculate cost, outcome and manage risks and results 	<ul style="list-style-type: none"> <i>How to prioritize your company's projects</i>
Comments/ Suggestions for next lesson:			
Topic 8 - Evaluation - Formal			
Date/teacher:			
Lesson 22: Evaluation prep	<ul style="list-style-type: none"> Content from week 1-3 	<ul style="list-style-type: none"> Explain who is involved in your current project 	
Comments/ Suggestions for next lesson:			
Date/teacher:			
Lesson 23: Evaluation prep	<ul style="list-style-type: none"> Content from week 4-5 	<ul style="list-style-type: none"> Explain the problems & solutions from your previous projects 	
Comments/ Suggestions for next lesson:			
Date/teacher:			
Lesson 24: Evaluation prep	<ul style="list-style-type: none"> Content from week 6-7 	<ul style="list-style-type: none"> Explain the KPIs of your project 	Lesson 24: Evaluation prep
Comments/ Suggestions for next lesson:			
Lesson 25: Final eval			
B1+ Intermediate Business			

Student: Luis Davila

Classes per week: 3

Position: Buyer

Level: A2+

Curriculum:  **A2+ Business Interactions 2 Curriculum**

Current topic: **1**

Week 1 - Effective Communication

TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
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Date/teacher: 9/12 Maja - PHONE LESSON- PLEASE DO DECOMPRESS (did not start the program)
9/13 Camille

Lesson 1: Analyzing general workplace communication	Grammar: -Question making -Present tenses	<ul style="list-style-type: none">Client is able to make and answer questions about communication issues.	What is Effective Communication? Definition, Characteristics, Skills, Significance, Barriers - The Investors Book
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Comments/ Suggestions for next lesson: Client was stuck in traffic so we had a conversation by phone – PLEASE DO DECOMPRESS and then start the new program

Date/teacher: 9/14 Camille

Lesson 2: Dealing with workplace discussions	Grammar: -Reporting verbs	<ul style="list-style-type: none">Client is able to discuss in a polite way.	Direct Discussion – How to Approach a Co-Worker Managing Workplace Conflict Vancouver Island University Canada
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Comments/ Suggestions for next lesson:


Date/teacher: 10/4 Maja

Lesson 3: Agreeing and disagreeing	Grammar:	<ul style="list-style-type: none">Client is able to agree or disagree with co-workers.	Useful phrases for discussions
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	-Present simple and progressive		
Comments/ Suggestions for next lesson:			

Week 2 - Constructive feedback			
TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS

Date/teacher: 05 Oct '22 - kiva			
Lesson 4: Praising coworkers	Grammar: - Coordinating conjunctions	<ul style="list-style-type: none"> The client is able to give constructive feedback to co workers and speak up about his/her own opinions. 	The Importance of Praising Your Employees - MIBluesPerspectives
Comments/ Suggestions for next lesson:			

Date/teacher: 10/6 Eka			
Lesson 5: Giving and managing compliments	Grammar - Raising and falling intonation in statements / Would have v3	<ul style="list-style-type: none"> Client is able to pay compliments and respond to them at work. 	 Best Compliment
Comments/ Suggestions for next lesson:			

Date/teacher: Edgar 10/10			
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Lesson 6: Using rising and falling intonation	Grammar: - Characteristics of a pep talk	<ul style="list-style-type: none"> Client is able to give correct intonation lectures. 	<div>  Learn the English term ... </div> 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			
TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
Date/teacher: Edgar 10/11			
Lesson 7: Mediating and reaching compromises	Grammar: -Comparatives and Superlatives	<ul style="list-style-type: none"> Client is able to express goals and deliverables of a project. 	Conflict Resolution: Definition, Process, Skills, Examples
Comments/ Suggestions for next lesson:			

Date/teacher: 10/12 Roberto			
Lesson 8: Solving a conflict	Grammar: -Modals -Linking words Reported speech	<ul style="list-style-type: none"> Client is able to Give opinions Agree and Disagree 	Section 6. Training for Conflict Resolution.
Comments/ Suggestions for next lesson:			

Date/teacher: 10/18 Camille (DNH) (Luis is stuck in traffic so we're doing a phone conversation instead)
19/October Julio

Lesson 9: Giving full details	Grammar: -Modals review and reported speech	<ul style="list-style-type: none"> Client is able to give full details and report what others say 	Joey doesn't share food, Friends 1080p
Comments/ Suggestions for next lesson: next consultant please do this lesson			

Week 4 - Cultivating Empathy

TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
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Date/teacher: 20/October Julio

Lesson 10: Identifying emotions, complex feelings and tendencies in others	Grammar: -ed and -ing adjectives	<ul style="list-style-type: none"> Client is able to identify and name different emotions and describe complex feelings. 	Emotions and Types of Emotional Responses
Comments/ Suggestions for next lesson:			

Date/teacher: 25 oct Camille

Lesson 11: Introvert vs. Extrovert spectrum	Grammar: -Vocabulary to describe emotions	<ul style="list-style-type: none"> Client is able to place themselves into the spectrum and describe what an introvert or extrovert is like. 	Explanation: Introvert vs. Extrovert by Simon Sinek Educational Speech BillionaireBehaviour
Comments/ Suggestions for next lesson:			

Date/teacher: 27/October Julio

Lesson 12: Using tone to express intentions in a real life situation

Grammar:
-Intonation in formal and informal contexts

- Client is able to differentiate between one tone and another and also notice which one works for what situation.

[Tone Is Hard to Grasp Online. Can Tone Indicators Help?](#)

Comments/ Suggestions for next lesson:

Week 5 - Strengthening Relationships

TOPIC & CONTENT

LANGUAGE FOCUS

PRODUCTION

MATERIALS / SKILLS

Date/teacher: 11/07 Roberto

Lesson 13: Workplace relationships

Grammar:
-Present perfect: life experiences

- Client is able to describe work relationships.

[10 Types of Workplace Relationships and How To Improve Them | Indeed.com](#)

 Improving Workplac...

Comments/ Suggestions for next lesson:

Date/teacher: 11/8 Camille

Lesson 14: Polite statements and intonation

Grammar:
-Conditionals

- Client is able to give an educated point of view with the right intonation.

[Pronunciation: Want to be Polite? Learn English Intonation – Guest Post | English with a Twist](#)

Comments/ Suggestions for next lesson:

Date/teacher: 11/9 Sofia			
Lesson 15: Identifying and activating mutual team member interests.	Grammar: -Vocabulary for Persuasive expression	<ul style="list-style-type: none"> Client is able to communicate with coworkers to work as a team. 	Successful teamwork: A case study
Comments/ Suggestions for next lesson:			

Topic 6 - Apology Process			
TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS

Date/teacher: 13/November Julio			
Lesson 16: Apologizing - formal.	Grammar: -Modals	<ul style="list-style-type: none"> Client is able to apologize formally with co-workers or owner of the company. 	How to say sorry at work
Comments/ Suggestions for next lesson:			

Date/teacher: 11/15 Eka			
Lesson 17: Apologizing to a client for not meeting expectations.	Grammar: -Expressing result: therefore, thus, so, as a result, due to, etc.	<ul style="list-style-type: none"> Client is able to apologize to a client and manage conflict conversations. 	How to Apologize Like a Professional How to apologize to a customer: A 3-step plan RingCentral
Comments/ Suggestions for next lesson:			

Date/teacher: 11/17 Maja			
Lesson 18: Writing an apology email.	Grammar: - Writing: emails	<ul style="list-style-type: none"> Client is able to write an email apologizing for a mistake in customer service. 	How to Apologize to a Client (With Email Template!) The Muse 6 excellent apology emails to send to your customers Front
Comments/ Suggestions for next lesson:			

Topic 7 - Asking for help			
TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS

Date/teacher: 11/22 Brian Carreon			
Lesson 19: Requesting help politely to coworkers.	Grammar: - Making polite requests	<ul style="list-style-type: none"> Client is able to ask for help around the office. 	https://www.themuse.com/advice/the-right-way-to-ask-for-help-at-work
Comments/ Suggestions for next lesson:			

Date/teacher: 23/November Julio			
Lesson 20: Offering help.	Grammar: -Conditionals	<ul style="list-style-type: none"> Client is able to offer advice and support to other co-workers. 	10 Ways To Help and Support Colleagues at Work Indeed.com
Comments/ Suggestions for next lesson:			

Date/teacher: 11/24 Eka			
Lesson 21: Accepting or rejecting help.	Grammar: -Passive voice: simple past and simple present	<ul style="list-style-type: none"> Client is able to say yes or no depending on the situation. 	How to Make, Accept and Reject Offers in English-Bespeaking Blog
Comments/ Suggestions for next lesson:			

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

Date/teacher: 11/29 Brian Carreon			
Lesson 22: Review week 1,2&3	<ul style="list-style-type: none"> Review 	Present Simple / Present Continuous	
Comments/ Suggestions for next lesson:			

Date/teacher: 30/November Julio			
Lesson 23: Review week 4,5&6	<ul style="list-style-type: none"> Review 		
Comments/ Suggestions for next lesson:			

Date/teacher: 12/01 Brian Carreon

Lesson 24: Review week 7&8

- Review

Comments/ Suggestions for next lesson:

Lesson 25: Final speaking evaluation

SPECIALIZED CURRICULUM - LESSON PLANNING

Student: Luis Davila

Classes per week: 3

Position: Buyer

Level: A2

Curriculum:  **B1+/B2 Negotiation curriculum at his level A2**

Current week:

TOPIC & CONTENT

LANGUAGE FOCUS

PRODUCTION

MATERIALS / SKILLS

Week 1 - Listening for detail in Business conversations

Aims:

Date/teacher: 7/11 - Julio

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: 7/12 Julio

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

Date/teacher: 7/15 Antonio			
Lesson 3: Explain and classify potential offers	<ul style="list-style-type: none"> Grammar: present perfect Vocabulary: Using negotiation vocabulary 	<ul style="list-style-type: none"> Client is able to explain and classify potential offers. 	<ul style="list-style-type: none"> 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:			
TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS

Date/teacher: 18/7 Julio			
Lesson 4: Find sellers (leads)	<ul style="list-style-type: none"> Grammar: comparative and superlative Vocabulary: irregular verbs 	<ul style="list-style-type: none"> Client is able to identify the characteristics of a vendor. 	<ul style="list-style-type: none"> https://www.businessenglishpod.com/2020/04/26/business-english-pod-357-english-for-purchasing-3-vendor-qualification/

Comments/ Suggestions for next lesson:			

Date/teacher: 19/7 Julio			
Lesson 5: Identify needs	<ul style="list-style-type: none"> Grammar: Conditionals review (all) Vocabulary: customer, 	<ul style="list-style-type: none"> Client is able to identify and understand the needs of a customer. 	<ul style="list-style-type: none"> https://www.businesseenglishpod.com/2015/12/06/bep-280-english-for-sales-process-2-understanding-customer-needs/
Comments/ Suggestions for next lesson:			

Date/teacher: 7/22 Roberto ..			
Lesson 6: Match the needs w/ target market - "finding a good fit	<ul style="list-style-type: none"> Grammar: present perfect continuous Vocabulary: Phrasal verbs , target market, strategy 	<ul style="list-style-type: none"> Client is able to identify and approach the target market 	https://www.youtube.com/watch?v=p2Abol8Pzp4
Comments/ Suggestions for next lesson:			

Week 3 - Connecting with sellers			
<u>Aims:</u>			
TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
Date/teacher: 07/24th Vero			

Lesson 7: Identify and qualify leads	<ul style="list-style-type: none"> Grammar: past perfect and past perfect continuous Vocabulary: Vocabulary for sales relationships 	<ul style="list-style-type: none"> Client is able to identify and qualify leads 	<ul style="list-style-type: none"> https://www.thebalancesmb.com/marketing-sales-prospect-1794386#:~:text=A%20lead%20is%20an%20unqualified,your%20sales%20funnel%20or%20process. https://www.salesreadinessgroup.com/blog/five-types-of-sales-relationships
Comments/ Suggestions for next lesson:			

Date/teacher: 27 July - Julio			
Lesson 8: Questions to establish the lead quality	<ul style="list-style-type: none"> Grammar: wh questions present, past and future Vocabulary: Question forms 	<ul style="list-style-type: none"> Client is able to identify and measure the lead quality 	<ul style="list-style-type: none"> https://www.monsterinsights.com/how-to-measure-lead-quality/
Comments/ Suggestions for next lesson:			

Date/teacher: 7/24 Vero			
Lesson 9: Evaluating leads and connecting with them	<ul style="list-style-type: none"> Grammar: greetings and regards structure Vocabulary: Formal emails - connecting with leads 	<ul style="list-style-type: none"> Client is able to use proper strategies to evaluate and connect with leads 	<ul style="list-style-type: none"> https://www.linkedin.com/pulse/7-ways-you-need-connecting-your-best-leads-alexi-lambrt-e-i-t-
Comments/ Suggestions for next lesson:			

Week 4 - Making a pitch**Aims:**

TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
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Date/teacher: 08/02 Roberto

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: 08/04 Roberto

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: **8/5 Maja**

Lesson 12: Getting the sale (role play + feedback)

- Grammar:
- Vocabulary: Discourse markers

Client is able to close the sale properly.

- <https://www.resourcefulselling.com/closing-the-sale/>

L9Comments/ Suggestions for next lesson:

Week 5 - Negotiating a deal

Aims:

TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
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Date/teacher: 08 Aug - kiva

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: 9/ August Julio

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: 11/ August Julio

Lesson 15: Clarifying Service level Agreements / settling	<ul style="list-style-type: none"> 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:			
TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS

Date/teacher: 12 Aug '22 - kiva			
Lesson 16: Negotiations expectations and timelines	<ul style="list-style-type: none"> Grammar: Prepositions of time, agendas. 	Client sets a considerable timeline for expectations.	<ul style="list-style-type: none"> https://www.whizlabs.com/blog/how-to-negotiate-for-timelines-and-schedule-of-a-project/
Comments/ Suggestions for next lesson:			

Date/teacher: 8/ 15 Maja			
Lesson 17: Walking someone through an agreement	<ul style="list-style-type: none"> Grammar: Conditionals. Vocabulary: Deal agreements 	Client is able to carefully explain the points of an agreement with a vendor.	<ul style="list-style-type: none"> https://www.whizlabs.com/blog/how-to-negotiate-for-timelines-and-schedule-of-a-project/
Comments/ Suggestions for next lesson:			

Date/teacher: 8/17th Vero			
Lesson 18: Identifying what to ask and what not to ask (framing)	<ul style="list-style-type: none"> Grammar: W/H Questions, Modals. Vocabulary: Can, could, might, may, should, must. 	<ul style="list-style-type: none"> Client is able to identify the best questions to close a deal, meeting, or event. 	https://www.pon.harvard.edu/daily/negotiation-skills-daily/ask-better-questions-in-negotiation-nb/
Comments/ Suggestions for next lesson:			

Week 7 - Closing the deal <u>Aims:</u>			
TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS

Date/teacher: 8/19 Maja			
Lesson 19: Analyzing closing the deal strategies and when to use each	<ul style="list-style-type: none"> 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: 22/ August Julio			
Lesson 20: Closing the deal! Scenarios.	<ul style="list-style-type: none"> Grammar : Third conditional. Vocabulary: Could, would. 	<ul style="list-style-type: none"> Client is able to close a deal successfully. 	<ul style="list-style-type: none"> https://www.efficacy.com/techniques-close-deals/

Comments/ Suggestions for next lesson:

Date/teacher: 24th/Aug/22 Alex Cruz

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 - Review week

TOPIC & CONTENT

LANGUAGE FOCUS

PRODUCTION

MATERIALS / SKILLS

Date/teacher: 26th/Aug/22 Alex Cruz

Lesson 22: Evaluation prep

- Review Content from week 1-3

Comments/ Suggestions for next lesson:

Date/teacher: 29 Aug '22 - kiva

Lesson 23: Evaluation prep

- Review Content from week 4-5

Comments/ Suggestions for next lesson:

Date/teacher: 30 Aug '22 - kiva

Lesson 24: Evaluation prep

- Review Content from week 6-7

Comments/ Suggestions for next lesson:

Lesson 25: Final speaking evaluation - 1 Sept Camille

Week 1 - Negotiation

Aims: Clients gives a definition of negotiation; Clients explains how to prepare for a negotiation; Clients gives details about the negotiation process.

TOPIC & CONTENT

LANGUAGE FOCUS

PRODUCTION

MATERIALS / SKILLS

Date/teacher: 05/11 Roberto

Lesson 1: What is negotiation?

- Grammar: Sequencers, ordinal numbers

- Clients gives a definition of negotiation

- [Negotiation stages](#)
- [The harvard principles of negotiation \(video\)](#)

Comments/ Suggestions for next lesson:

Date/teacher: 05/13 Roberto

Lesson 2: How to prepare before a negotiation?	<ul style="list-style-type: none"> Grammar: WHs questions about negotiation 	<ul style="list-style-type: none"> Clients explains how to prepare for a negotiation 	<ul style="list-style-type: none"> Negotiation vocab How to prepare for a negotiation
Comments/ Suggestions for next lesson:			

Date/teacher: 5/16 Antonio			
Lesson 3: The negotiation process	<ul style="list-style-type: none"> Grammar: 1st conditionals 	<ul style="list-style-type: none"> Clients gives details about the negotiation process 	<ul style="list-style-type: none"> The negotiation process
Comments/ Suggestions for next lesson:			

Week 2 - Complexity of the job. Aims: To discuss the difficulties of the procurement job.			
TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS

Date/teacher: 5/18 Tere			
Lesson 4: Explain the complexities of the operations	<ul style="list-style-type: none"> Grammar: ED and ING adjectives 	<ul style="list-style-type: none"> Client presents the difficulties of the procurement job 	
Comments/ Suggestions for next lesson:			

Date/teacher: 5/20 Tere			
Lesson 5: Explain the complex Network technology equipment, international travel needs, acquisition of workspaces, ...	<ul style="list-style-type: none"> Grammar: Past tenses 	<ul style="list-style-type: none"> Client describes the steps in an aquisition 	<ul style="list-style-type: none"> Connectors Types of organizational structures
Comments/ Suggestions for next lesson:			

Date/teacher: 5/23 Antonio			
Lesson 6: Explain outsourcing and technological advances → negative effects?	<ul style="list-style-type: none"> Grammar: Discourse markers 	<ul style="list-style-type: none"> Clients debates outsourcing and technology 	<ul style="list-style-type: none"> Modal verbs exercises Grammar - interactive exercises
Comments/ Suggestions for next lesson:			

Week 3 - KPIs Aims: To define personal KPIs			
TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS

Date/teacher: 05/25 MILDRED			
Lesson 7: Define your company's/department's KPIs	<ul style="list-style-type: none"> Grammar: Numerical 	<ul style="list-style-type: none"> Client defines their own KPIs 	<ul style="list-style-type: none"> What are KPIs (video)

Comments/ Suggestions for next lesson:			

Date/teacher: 5/27 Tere			
Lesson 8: How do you measure the KPIs?	<ul style="list-style-type: none"> Grammar: Connecting words 	<ul style="list-style-type: none"> Client explains the best ways to measure KPIs 	
Comments/ Suggestions for next lesson:			

Date/teacher: 5/30 Tere			
Lesson 9: Which are the problematic KPIs? Which are the easy ones?	<ul style="list-style-type: none"> Grammar: Adverbs 	<ul style="list-style-type: none"> Client debates useful KPIs and others 	Why you need personal KPIs to achieve your goals
Comments/ Suggestions for next lesson:			

Week 4 - After contract activities Aims: To detail post-contract monitoring process.			
TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS

Date/teacher: 6/01 Tere

Lesson 10: How do you monitor after you've signed a contract?	<ul style="list-style-type: none"> Grammar: Modals can/could 	<ul style="list-style-type: none"> Client details post-contract monitoring process 	
Comments/ Suggestions for next lesson:			

Date/teacher: 06/02 Roberto			
Lesson 11: Explain the supply chain	<ul style="list-style-type: none"> Grammar: WOULD 	<ul style="list-style-type: none"> Client explains the details of the purchasing supply chain 	<ul style="list-style-type: none">
Comments/ Suggestions for next lesson:			

Date/teacher: 6/06 Tere			
Lesson 12: What if the conditions of the contract aren't followed?	<ul style="list-style-type: none"> Grammar: 2nd conditional 	<ul style="list-style-type: none"> Client explores the scenarios when contracts are broken 	<ul style="list-style-type: none">
Comments/ Suggestions for next lesson:			

Week 5 - Finances Aims: To explain bidding processes.			
TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS

Date/teacher: 07/06 Mildred

Lesson 13: Competitive and non-competitive bidding processes

- Grammar: Conditionals review

- Client explains bidding processes

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Comments/ Suggestions for next lesson:

Date/teacher: 6/13 Antonio

Lesson 14: Procuring the goods and services in a timely manner

- Grammar: Should/must/have to

- Client explains deadlines in procurement

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Comments/ Suggestions for next lesson:

Date/teacher: 06/10 Mildred

Lesson 15: how to maintain the company's financial health

- Grammar: Numbers & percentages

- Client discusses the company's financial health and gives advice

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Comments/ Suggestions for next lesson:

Week 6 - The marketplace

Aims: To discuss analyzing the market.

TOPIC & CONTENT

LANGUAGE FOCUS

PRODUCTION

MATERIALS / SKILLS

Date/teacher: Edgar 06/15			
Lesson 16: How do you analyze the market?	<ul style="list-style-type: none"> Grammar: Present perfect/simple 	<ul style="list-style-type: none"> Client discusses analyzing the market 	<ul style="list-style-type: none"> https://www.teachingenglish.org.uk/article/marketplace
Comments/ Suggestions for next lesson:			

Date/teacher: Edgar 06/17			
Lesson 17: Describe the marketplace	<ul style="list-style-type: none"> Grammar: adjectives and adverbs 	<ul style="list-style-type: none"> Client describes the marketplace 	<ul style="list-style-type: none">
Comments/ Suggestions for next lesson:			

Date/teacher: 6/20 Antonio			
Lesson 18: National vs International dealers	<ul style="list-style-type: none"> Grammar: Comparing and contrasting 	<ul style="list-style-type: none"> Client compares national and international dealers 	<ul style="list-style-type: none">
Comments/ Suggestions for next lesson:			

Week 7 - Business trip Aims: To talk about own preferences.			
TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS

Date/teacher: 6/22nd Alexis

Lesson 19: Going out

- Grammar: adverbs of frequency

- Client describes their preferences when it comes to entertainment and inquires about other people's preferences

- [Interrogative adverbs](#)
 - [Grammar - interactive exercises](#)
- Homework: You and your colleague are on a business trip, discuss options on what to do this weekend

Comments/ Suggestions for next lesson:

Date/teacher: 6/24 Antonio

Lesson 20: Your free time

- Grammar: possessives

- Client inquires about products of interest in a variety of shops and asks for assistance from salespeople

- <https://breakingnewsenglish.com/> (Use Level 0-1)
- Role play: You need to buy new clothes for your business meeting. Role play the dialogue between a customer and salesperson.

Comments/ Suggestions for next lesson:

Date/teacher: 27 june - Julio

Lesson 21: Restaurants

- Grammar: modal verbs for requests and offers/ adjectives
- Vocabulary: food and restaurants

- Client inquires about food and orders in a restaurant

- [Listening - restaurants](#)
- FINAL TASK: You are having lunch with your business partner. Role play the dialogue between a waiter and a customer in a restaurant

Comments/ Suggestions for next lesson:

Week 8 - Review week

TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS

Date/teacher: 6/29 Camille

Lesson 22: Evaluation prep

- Content from week 1-3

Comments/ Suggestions for next lesson:

Date/teacher: 07/01 Mildred

Lesson 23: Evaluation prep

- Content from week 4-5

Comments/ Suggestions for next lesson:

Date/teacher: 07/04 - Julio

Lesson 24: Evaluation prep

- Content from week 6-7

Comments/ Suggestions for next lesson:

Lesson 25: Final speaking evaluation