

Saraí Loaiza Curriculum: Presentations / Meetings Curriculum - 1p summary	Remote document color code and components Remote doc template 2023
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Date / Consultant: Ryan 9.2.25 Lesson number/week:	Aim: Topic: Lesson type: Intuitive method
Status update... touchbase.. Temperature check... I recommend it to you. Severance... You are in the chaos.... To break down-- phrasal verb - Literal... divide into small parts... - Figurative... to not work anymore... like car... my car broke down today... To unpack Alright, let's unpack this. To break down how you feel right now... your status update... - Work load... - Complexity - Adapting to a new culture - Leadership issue? - Clarity of instruction or mission or purpose... - Time management... schedules - Personal issues? - Language barrier	

What are you specifically **struggling** with? How can we support you? What tasks and projects do you **engage** with the least? What projects are you **prioritizing**?

- Deliverables... to reserve the booth (*secure booth*).... To secure the booth (to obtain or get)
- Replying to emails

So, let me **jump in** (insert myself) there... I am a little concerned when you mention that some instructions are unclear, murky, foggy, grey... that is a flag for me...

- Let's **talk through** this idea of permission... what needs to be approved? Who gives approval? Why do we need sign off?

I am on it.... I got it... It's me...

How is the plan **coming together**? How is the project coming together?

We are in good shape with ... this project... it's looking good... it seems good... we are solid...

Follow on Events... Learning Opportunities...

Follow up on our events

Describe providers

- Positive... prompt response, proactive, detail oriented, communicative, take the initiative, problem solving, diligent, responsible, honest, loyal, empathetic, professionalism
- Negative... inexperienced, challenging, difficult, stubborn or obstinate, rude, aggressive, confrontation, not helpful, ignore, ignorant, arrogant

To criticize in English...

- To follow our work plan
- To be unable to fix or solve... punctually, quickly,
- They made a mistake.
- To meet or fulfill our agreements or requirements
- To accept responsibility
- To blame ... to avoid..
- To give excuses
- They were not prepared for...
- To lack

Potential past tense... past modals...

- They could have gone to Walmart
- They should have asked ... or told me...

Modal + have + Past participle....

Should have informed (advice... job responsibilities)

- They should have reviewed the entire set up.
- They should have organized that earlier.
- They should have anticipated the lack of chairs before the event started, not during it.
- They should have noticed this problem the day before.

Could have fixed (past can)

Might have called (possibility)

Would have ordered (hypothetical or past of will)

- **If...**
 - **unreal (would + simple)**
 - If they told me, I would have fixed this.
 - **real (will+ present tense)**
 - If we do this with them again, I will confirm everything.

My takeaways... this was a learning lesson because... next time...

Reinforce

Overall feedback:

Summary of lesson:

Vocabulary/Phrases:

Practice:

Date / Consultant: Ryan 8.7.25

Lesson number/week:

Aim:

Topic:

Lesson type: **Intuitive method**

Warm Up

Young professional crowd... profiles (HR) ... scene (party-antro- social) ...

Barefoot... to be bare...

So work-wise... relationship-wise... friend-wise... career-wise... in this area... in relation to ...

- Changing topics... work-wise, how has life been? = In regards to your work, how has life been?
- Family-wise, how is everyone?

Maternity leave... paternity leave...

Typical Interactions and Phrases

Discourse markers are your friend... alright... so... well.. Good... ok... right... awesome... cool... great... absolutely.. Love that...

scenario	opening	closing
Saying goodbye... leaving..	Alright...so... anything else for me? Is that everything (you need from me)? Did I miss anything here? So ... closing up here- to wrap this up... Alright.. So ... next steps... Leader of the meeting... Does that make sense? Any questions?	Ok thank you so much for your time everyone... It is always a pleasure (formal) Always a pleasure (working with you all) (I think that) we are good (here) Yes, everything makes sense... Yes, everything tracks for me.. Yes, everything checks.. If you have anything for me, please feel free to reach out, touchbase contact me... I will talk to you later Talk to you later.
Interrupt to leave With notice.... - I have a hard stop at X	Fast discourse markers to break the flow...	Thank you Am so sorry to interrupting

time. A soft stop...	Apologize.... I am really sorry... Like I mentioned at the beginning of the call, I have a hard stop at 7pm	But... I have a hard stop-close in 1 minute. I need to cut you short. Can we please connect on this later via email or a phone call? Hello everyone, I need to hard stop in 10 min -- sorry, please follow up via email afterward! I have a hard stop in 10 min
Leading a call-- introductions		
Summarize the project		
Review the agenda		
Project updates		
Explaining problems or delays		
Proposing solutions		
Making requests		
Accepting feedback		
Asking questions		
Asking for advice or guidance		
Express doubt or concern		
Making a personal request (PTO) or training		
Ask for next steps		
Make a plan		
Offer your opinion or feedback on a person or situation		
Organize event logistics - Emails - Phone calls - Text messages - Reservations - Availability		

If you have any further-more questions, you have my contact information.

We covered everything on the agenda today or all my points

Sorry for interrupting

SLOW DOWN!!!! PAUSE!!!!

Pacing... ..

Vocabulary/Phrases:

Homework:

Date / Consultant: Ryan 7.31.25

Lesson number/week:

Aim:

Topic:

Lesson type: **Intuitive method**

Warm Up

To do list

Pending tasks....

Enhance

Reinforce

Overall feedback:

Summary of lesson:

Vocabulary/Phrases:

Homework:

Warm Up

It went very well. ... it was a good kick-off...

Framing..

Confident vs comfortable

Review... ed sounds...

- **Most common... D sound....**
 - **Frictive sound + T sound.... P, t, ch, sh, k, c**
 - **T or D sound + ED sound... started,**
-

Reflection...

What went well?

- Successful, agreements made, decisions made,
- Framing...
- Structure...
- Connection with the actors
-

What can be improved on?

- Even though I did it well.
- I could be more fluent and comfortable. So really... tone, stress, pacing!
- Prepare through writing to check your ideas

Pacing!!!! Identify chunks...

- Chunks... words that go together... grammatically and to make sense
 - At the same time... finally... we need... explorative processes...
-

Not high or low context... a bit ... but it shuffles around...

- USA still low context... application first... does it work...
 - Framing....
 - Summarize...
 - Tell me what you will tell me and why it is important and then remind me
- But due to the education systems, France and Spain are high.. Principles first ...
 - I WANT TO HEAR EVERYTHING.
- And East Asian countries are on a totally different spectrum

Framing, because of this, is very important.

Vocabulary/Phrases:

Homework:

Date / Consultant: Ryan 7.21.25

Lesson number/week:

Aim:

Topic:

Lesson type: **Intuitive method**

Warm Up

Until now

It is the first place that I had visited or visited.

- Both are correct

The place that I like is the first place that I visited.

Past tenses...

- **Past perfect or pluperfect....**
 - *Usually + simple past, a relationship of time*
 - *Americans prefer simple past; Europeans use the Past Perfect*
 - *Not common*
- **Simple past... I loved movies.**
- **Imperfect-- past continuous... I was watching a movie with friends.**
- **Present perfect (continuous) ... I have moved many times before.**
 - *I have been working in this company for 6 months.*
 - **Very common**

Before I moved into this apartment, I had visited several places.

I had visited many places when I arrived in GDL this weekend.

Conjunctions... subordinate conjunctions...

I arrived in GDL a week ago (main sentence)

- Before that I lived in CLN
- After that I started looking for apartments
- When ...
- While I was working in the company
- Until then I lived in CLN
- Because...
- Since.. (Careful here)
- In order to - that...

Present perfect

I have been working in GDL for the past 2 weeks, while searching for an apartment.

It has been raining almost everyday for the past several months.

Sinaloa has been dangerous since last September.

Past continuous... imperfect...(casual but open time)....

I was watching a movie last night and cooking dinner, when I remembered to send that email.

Last week was crazy. I was moving all week. In June, I was spending time with family, packing and working.

Framing and closing kick off

Ask or Answer any questions... respond to...(not attend!)

I will **remind** you... (no remember!)

Requirements ... to require...

We can connect offline...

You can message me or email me

When closing a meeting, remind them...

- Action steps
- Agreements
- Deadlines
- Connect if you have questions.

Deadlines... I will need that by August 1st.

Reinforce

Overall feedback:
Summary of lesson:

Vocabulary/Phrases:

Tion... shun!

- Organization
- Institution
- Absolution

Homework:

Date / Consultant: Ryan 7.18.25

Lesson number/week:

Aim:

Topic:

Lesson type: **Intuitive method**

Warm Up

To flood... a flood

Hurricanes...

Cultural differences thus far...

Egalitarian vs authoritarian cultures....

- Mexico is very authoritarian... obedience is a value.. Loyalty... conformity...
 -
- Northern Europe... egalitarian... democratic... equals... shoulder to shoulder... in the trenches...
 - Americans are a weird mix.
 - Europeans will give very direct feedback and complain.
 - It will seem very rude.
 - I have the right to express my disagreements.. More outspoken...
 - New England is very egalitarian and very principles first. Moral. Educated. Believers in rights. Very polite-- not welcoming. Very professional. Very direct. Very individual. Individual responsibility-- no hand holding.

Kick off meeting...

I have attended one of these meetings before.

Vocabulary/Phrases:

Homework:

Date / Consultant: Ryan 7.7.25

Lesson number/week:

Aim:

Topic:

Lesson type: **Intuitive method**

Warm Up

My countdown to moving... until I move...

I have an eclectic mix of friends...

Almost always...

Our takeaways, thus far, regarding low context culture...

- **Expectations and assumptions**
 - **Stereotypes.... Reality**
 -
- More objective... vs relationship, emotions....
 - What are your metrics?
 - How can you define this?
 - What does the data tell you?
- Meetings... vs hanging out...
 - Lack a social component, such as gossip...
 - A drive to be productive
- Time...
 -
- Relationships....
- Communication...
 - Contribution
 - Advocating
 - Need for plan and vision
 - To put a pin in it... to loop back... we need to move...
- Work-life balance...
 - Vacation.... Time off
- Level of work- organization...
- Relationships vs task

- Lack of personal information...
-
- Feedback..
 - Anti-low context... USA high context...
 - Positivity culture in USA... sensitive candidates...
 - Coppel has 2 extremes
 - Low context.... You will cry... TASK BASE
 - High context... you are confused... RELATIONSHIP BASED

Interactions: skills...

Explaining why you could not deliver a project on time...

- Because of the provider or vendors lack of response, *the project (I) could not be completed on time*. However, **I have already gone ahead and contacted another supplier that could provide the service, if you give me the green light.**
 - **Solution focused**, *extreme ownership*, advocate for yourself...
 - Flip the problem into a solution.

Co- collaborating on a project and the other person isn't pulling their weight.

- I was hoping for a bit more support, but it seems like he or she is overloaded or has different expectations or goals for this project.
- Flipping this into asking for advice
- Taking ownership or leaning into the problem... I wa

At the least... the show of leaning into or taking responsibility is very important. We value this.

- Many people fake it.

Value... task or the project above the people and relationship...

Vocabulary/Phrases:

- Quote... v- n.

Homework:

Date / Consultant: Ryan 7.3.25

Lesson number/week:

Aim:

Topic:

Lesson type: **Intuitive method**

Warm Up

Read and read

Cut and dry..

Reading... Culture Map

What is your impression of the book so far?

Good or bad manners...polite vs impolite...

Upset ... frustrated...

She had unmet expectations... to meet expectations...she did not communicate her expectations previously. She assumed that..

Cultural expectations will change based on circumstances...

- Meeting contributions... we care about content, authenticity, respect for time, and clarity.
 - "You need to read the room "
 - Sometimes we don't want contributions... staff meeting..
 - Saying something just to contribute... NO.
 - Frame the question... Hey, I am sorry but I don't understand this. Can we connect offline for support?
-

Reinforce

Vocabulary/Phrases:

Homework:

Date / Consultant: Ryan 7.2.25

Lesson number/week:

Aim:

Topic:

Lesson type: **Intuitive method**

Warm Up

I have a question about.... Vs doubt....

All vs every..

Tired of the traffic

Even though...

Syllable work...divide a word into sounds... bi= bye= buy

- All, bat, buy, at, in, from, cup

Subordinates

- Su... bor...di...nate...s

Hierarchical, authoritarian...

- Hi... er... ar... chi...cal...
- Au... th...or...i...tar.ian

Manager..

- Ma...na...ger

Biweekly

- Bi...week... ly

Ed vs ing adjectives (all start as verbs)... describe a noun (person, place or thing)

In vs out...

Bored vs boring

Tired vs tiring

Amazed vs amazing

Exhausted

Terrified vs terrifying

Depressed vs depressing

- My job is depressing, so I am depressed.

Thrilled vs thrilling

Harmed vs harming (harmful)

Stressed vs stressful (stressing)

Overwhelmed vs overwhelming

Grateful adj

Surprised vs surprising

Joyful adj

- I am a joyful person who is enjoying life.

Shocked vs shocking

Caring (to take care of usually people) or careful (not making mistakes, avoiding risks)

Enhance

Activity:
Focus:
Reinforcing Feedback loop,:

Reinforce

Overall feedback:
Summary of lesson:

Vocabulary/Phrases:

Homework:

Date / Consultant: Ryan 6.26.25 and 6.30.25

Lesson number/week:

Aim:

Topic:

Lesson type: **Intuitive method**

Warm Up

I felt so much more productive when I was doing home office.

To take advantage of

Accomplishments...

To work on...

She sends her best... warm greetings... she says hi...

I sang a lot... invited... happened..occurred...

Q2, quarter w

Challenging... challenged... it has been (verb) challenging (adj)

I can learn a lot from her... effective feedback... motivating feedback... to work for

To perform well...

Modals + Verb

- Interpretation of the action... My manager Request (ask for) an expense report.
- During your onboard, I want to make it clear that you must come to work well-dressed as a business professional.

future	obligation	advice	Possibility	ability	hypothetical	Area
will	must	Should	might	can	Would	Modal
Is going to	Have to		Could			Modal
Would				could		Past
Was going to	Had to	Should have	Might have			

- My manager should have requested an expense report last week.
- I might forget my seat.

Polite requests... not Culichi Imperative! (America culture the imperative is acceptable when the situation is very stressful or time sensitive)

Most formal	would	Would you pass the salt? Would you mind passing me the salt?
formal	Could	Could we meet next Tuesday, please?

normal	Can	Can we wrap up this meeting to move on to other topics?
Permission	may	May I do some analysis in this areas? (uncommon)

Conditionals x4 technically, but we only really use 2... and mixed...

Real -- If...	Present tense	Will + verb
	If I have a bad performance review	I will talk to my colleagues to understand the criteria for the review.
Unreal -- If...	Past tense	Would + verb
	If Coppel called me tomorrow	I would answer and talk to them
Culican, popular, book clubs, become, reading	If book clubs became popular in Culican	I would join one

Mixed conditional...

- If you could eat one food right now, you would eat pizza from Rome.
- If I can run a marathon, I will do it.

Discuss your Onboarding with Modals

Describe your onboarding in Astra-Z via modals...

Vocabulary/Phrases:

Homework: read the next 5 pages

Date / Consultant: Ryan 6.24.25

Lesson number/week:

Aim:

Topic:

Lesson type: **Intuitive method**

Warm Up

Looked for... watch... see

I love Culiacan. I have to say it or I should say it.

False friends...

- Story vs history
-

Almost everyone has that story

To look forward to

To put a pin in that

- Let's stop here, remember to come back to this, save it where it is, and let's continue with more important or other things.

To loop back on

Let's put a pin in this, False Friends, and we can loop back on it later in the class.

To address... to move through an agenda... to tackle... to get through....

To pick up later.... I'll pick that up later...

It does not ring a bell for me.

- Pin in... phrasal verbs and modal verbs...

Story...

Past tense verbs... found, went, applied....

- Word map (only the verbs-- past tense) about your exit, transition and onboarding...
 - ED ending x 3 different pronunciations
 - D... organized, scheduled, played... normal
 - T... helped, kicked, slapped, missed, watched, washed... hard fictive ending...
 - ED... started, needed, waited, decided, wanted Ends with a T or D...
 - Irregulars! ... felt... had... was... ate...

New exercise...

- To take advantage of the time
- I did not visit Boston. I did not travel for the interviews.

- Chose, participated, coordinated, planned, made, organized, rehearsed, imagined, passed, learned, knew,
- Rewarding...
- Supported them...
- To take care of...

PEM... patient, educators, managers....

All their needs...to care of...

- Focus... o sound

Cost effective...

To be based out of...

To unpack

To meet a deadline

To get to the bottom

Culture!!!!

Boston work culture... Corporate...

- Very fast response.... Email communication
- Time = respect ... very respectful (adj)...
- Less friendly... less small talk... no personal details... only politeness... respect for privacy...
- Open plane to connect... open dialogue... everyone has a voice... very open to questions... to receive complaints... transparency...
- Proactive not reactive...
- Inclusive vision... goal to communicate...
 - Your significant other...

Vocabulary/Phrases:

Homework:

Date / Consultant: Apr 30, 2025Bernardo

Lesson number/week: 00-00

Topic: **WELCOME TO YOUR TRIAL LESSON!**

aim: To show you how our classes work.

Catch-up/Homework review:

Usually we check your homework or resolve any questions in this section

Workspace:

Tell me about your first job interview.

- What are the most important things in a job interview?

The level of expertise that the person shows
To show how people resolve problems

1. Discovering

Write about your skills. Fill in the table with your 5 skills

We can use this if you need vocabulary: [Merriam-Webster](#)

Skill	Sentence
Using PowerPoint	<i>I can create professional presentations using PowerPoint</i>
E.mail	I communicate with my stakeholders to let them know the progress of the request
Using Excel	I can do budgets and help me presenting it
Using Teams tool	I can communicate with people from the company, it is casual and faster than an e mail

2. Grammar Explanation

Read the following conversation.

Interviewer: Good morning.

Interviewee: Good morning.

Interviewer: How are you today?

Interviewee: I am fine, thank you. And you?

Interviewer: I am fine, too. Do you like working with people?

Interviewee: Yes, I do. I enjoy meeting new people.

Interviewer: Do you have any experience in customer service?

Interviewee: Yes, I do. I am currently working in a restaurant.

Interviewer: Where are you working now?

Interviewee: I am working at a small Italian restaurant in the city center.

Interviewer: What are you doing there?

Interviewee: I am helping the waiters, serving food to customers, and cleaning the tables.

Interviewer: Do you speak any other languages?

Interviewee: No, I don't. I only speak English.

Interviewer: Do you work well in a team?

Interviewee: Yes, I do. I am always happy to work with others.

Interviewer: What are your hobbies?

Interviewee: I enjoy playing football and listening to music.

Interviewer: Do you have any questions for me?

Interviewee: No, thank you.

Interviewer: Thank you. We will be in touch.

Interviewee: Thank you very much. Goodbye.

Interviewer: Goodbye.

Identify the two types of questions, how are they formed and how to respond.

	Type 1	Type 2
Question	Where are you working now?	Do you like working with people? Is the client happy?
Answer	Specific answers according to WH question words	yes/no

3. Practice

First, read the following resume and create 4 questions.
Next, we will do a mock interview, you will ask me the questions based on the resumé and I'll will answer them

Write your questions here:

open	Closed
What was your most challenging activity in Tech Wave company and what did you learn about that experience?	Are you ok to speak in Spanish with some of our customers? Do you have any experience in Digital Marketing?

John Doe
555-123-4567

john.doe@email.com

Summary

Highly motivated and results-oriented individual with a strong work ethic and a proven ability to work effectively in fast-paced environments. Seeking a challenging position as a Marketing Assistant where I can contribute my skills in social media marketing, content creation, and data analysis to a successful team.

Experience

- "TechWave": San Francisco, CA: June 2022 - December 2022
Managed and grew company social media presence across multiple platforms (Facebook, Instagram, Twitter)
Created engaging content (text, images, videos) to promote brand awareness and drive website traffic
Analyzed social media data to track campaign performance and identify areas for improvement
- Freelance Writer : San Francisco, CA : January 2021 - Present
Wrote articles, blog posts, and website copy for various clients in the technology and travel industries
Conducted research and interviews to gather information for articles
Edited and proofread written content for accuracy and clarity

Education

- Bachelor of Arts in Communications : Journalism : University of California, Berkeley : Berkeley, CA : May 2024
- Dean's List (2021-2023)
- Member of the University Journalism Club

Skills

- Technical Skills:
Proficient in Microsoft Office Suite (Word, Excel, PowerPoint)
Adobe Creative Suite (Photoshop, Illustrator)
Google Analytics
Social Media Management Tools (Hootsuite, Buffer)
- Communication Skills:
Excellent written and verbal communication skills
Strong presentation skills
Ability to work effectively in teams
- Other Skills:
Problem-solving, critical thinking, time management, customer service, adaptability

Languages

- English - Fluent
- Spanish - Basic

Errors/Opportunity for growth/Pronunciation/Feedback:

ING FOR ADJECTIVES

Vocabulary/Phrases:
[Merriam-Webster](#)

Homework:

Write full-sentence answers to these questions:

- *"Why do you want this job?"*
- *"What are your strengths and weaknesses?"*
- *"Do you have any questions for us?"*

Thank you!

Your Lesson Plan (adaptable):

 **Presentations / Meetings Curriculum - 1p summary**

THANK YOU FOR YOUR TIME!