

**BUSINESS COMMUNICATION CURRICULUM (B1+/B2) - LESSON PLANNING**

**Student: Diana Karely Barragan**

Classes per week: 2

Position: BanCoppel – Project Manager

Level: B1+

Curriculum: [B1+/B2 Business Communication Curriculum](#)

Current week: 5-8

**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

**DEAR CONSULTANT: DIANA WILL TAKE A TWO HOURS CLASS, SO PLEASE USE TWO GRAMMAR TOPICS ASSIGN EASIER HOMEWORKS, FOCUSED IN LISTENING, SUCH AS PODCASTS**

**Week 1 - The Company overview**

Aims:

TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
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Date/teacher: Sep. 4, 24/Tere

Lesson 1: Explain the purpose, mission and vision	<ul style="list-style-type: none"> <li>Grammar: Present tenses review -all</li> <li>Vocabulary: Action verbs</li> <li>Grammar: Past tenses review- all</li> <li>Vocabulary: timelines</li> </ul>	<ul style="list-style-type: none"> <li>Clients describe their company's purpose, mission and vision</li> <li>Clients talk about the foundation and timeline of their company</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>
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Comments/ Suggestions for next lesson:

Date/teacher: Sep. 5, 24/Tere

Lesson 2: The current status and stage of the company

- Grammar: Passive voice - present and past
- Vocabulary: adjectives

• Clients are able to describe the current stage and status of their company

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Comments/ Suggestions for next lesson:

## Week 2 - Projects

Aims:

TOPIC & CONTENT

LANGUAGE FOCUS

PRODUCTION

MATERIALS / SKILLS

Date/teacher: September 9th, Alejandro

Lesson 4: Describe what you want & need

- Grammar: Wants & need - first and second conditional
- Vocabulary: wants and needs

• Client describes their wants and needs in relation with their job and company

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Comments/ Suggestions for next lesson:

Date/teacher: 09/11 Eka

Lesson 5: Identify your projects & tasks - breaking down a project

- Grammar: Comparisons
- Vocabulary: projects

• Client describes their projects in detail (goal, scope, deliverables, timelines)

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Comments/ Suggestions for next lesson:

Date/teacher: Sep 19, 2024 Bernardo

Lesson 6: Create a timeline of a project

- Grammar: Present Perfect S and C
- Vocabulary: sequencers

- Clients talk about the timeline of their projects

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Comments/ Suggestions for next lesson:

### Week 3 - Writing emails

Aims:

TOPIC & CONTENT

LANGUAGE FOCUS

PRODUCTION

MATERIALS / SKILLS

Date/teacher: Sep 20, 2024 Bernardo

Lesson 7: Making requests via email

- Grammar: Modals for requests
- Vocabulary: requests, formal emails

- Client is able to make formal requests via email

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Comments/ Suggestions for next lesson:

Date/teacher: Sep 25, 2024 Bernardo

Lesson 8: Authorize or deny requests

- Grammar: Use of can/can not, could/could not
- Vocabulary: authorising or denying

- Client is able to say yes or no in a formal way to others' requests

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Comments/ Suggestions for next lesson:

Date/teacher: Sep 25, 2024 Bernardo

Lesson 9: Emails for specific functions	<ul style="list-style-type: none"> <li>• Grammar: Being concise</li> <li>• Vocabulary: discourse markers</li> </ul>	<ul style="list-style-type: none"> <li>• Client is able to create a variety of emails for asking/offering/re questing something (raise, time off, extension, etc)</li> </ul>	•
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Comments/ Suggestions for next lesson:

#### Week 4 - Meeting logistics

Aims:

TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
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Date/teacher: October 23, 2024 Dowse

Lesson 10: Explain what you want & need for your next meeting	<ul style="list-style-type: none"> <li>• Grammar: Phrasal verbs</li> <li>• Vocabulary: meetings logistic</li> </ul>	<ul style="list-style-type: none"> <li>• Client details the wants and needs of their next meeting</li> </ul>	•
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Comments/ Suggestions for next lesson:

Date/teacher: 20/25 Eka (DNH)

Lesson 11: Setting up a meeting via email	<ul style="list-style-type: none"> <li>• Grammar: Adverbs</li> <li>• Vocabulary: emails</li> </ul>	<ul style="list-style-type: none"> <li>• Client is able to set up meetings and respond to emails regarding a meeting</li> </ul>	•
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Comments/ Suggestions for next lesson:

Date/teacher:

Lesson 12: Follow up a meeting	<ul style="list-style-type: none"> <li>• Grammar: 2nd conditional</li> <li>• Vocabulary: sequencers</li> </ul>	<ul style="list-style-type: none"> <li>• Client is able to follow up on a meeting and send a list of minutes/main points</li> </ul>	•
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Comments/ Suggestions for next lesson:			

<b>Week 5 - Meeting interactions</b>			
Aims:			
<b>TOPIC &amp; CONTENT</b>	<b>LANGUAGE FOCUS</b>	<b>PRODUCTION</b>	<b>MATERIALS / SKILLS</b>

Date/teacher:			
Lesson 13: Share a project status during a meeting	<ul style="list-style-type: none"> <li>• Grammar: Past Perfect and Narrative tenses</li> <li>• Skill: More complex sentences</li> <li>• Vocabulary: projects</li> </ul>	<ul style="list-style-type: none"> <li>• Client is able to share a detailed overview of their project</li> </ul>	•
Comments/ Suggestions for next lesson:			

Date/teacher:			
Lesson 14: Explain notes in detail & bullet points	<ul style="list-style-type: none"> <li>• Grammar: Subordinate / relative clauses</li> <li>• Vocabulary: paraphrasing</li> <li>• Skill: explaining and paraphrasing</li> </ul>	<ul style="list-style-type: none"> <li>• Client explains details from the past</li> </ul>	•
Comments/ Suggestions for next lesson:			

Date/teacher:			
Lesson 15: Explain errors/improvements	<ul style="list-style-type: none"> <li>• Grammar: 3rd conditional</li> <li>• Vocabulary:</li> </ul>	<ul style="list-style-type: none"> <li>• Client is able to reflect on errors and explain</li> </ul>	

	regrets and improvements	improvements /changes	
Comments/ Suggestions for next lesson:			

<b>Topic 6 - Sharing information</b>			
<b>Aims:</b>			
<b>TOPIC &amp; CONTENT</b>	<b>LANGUAGE FOCUS</b>	<b>PRODUCTION</b>	<b>MATERIALS / SKILLS</b>

Date/teacher:			
Lesson 16: Give your opinion (agree/disagree)	<ul style="list-style-type: none"> <li>Grammar: phrasal verbs</li> <li>Vocabulary: useful phrases to agree or disagree</li> </ul>	<ul style="list-style-type: none"> <li>Client is able to give opinion, agree and disagree with what had been said</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>
Comments/ Suggestions for next lesson:			

Date/teacher:			
Lesson 17: Give ideas or input during meetings	<ul style="list-style-type: none"> <li>Grammar: modals in the past</li> <li>Vocabulary: ideas and input</li> </ul>	<ul style="list-style-type: none"> <li>Client is able to express own ideas and give input during a discussion</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>
Comments/ Suggestions for next lesson:			

Date/teacher:			
Lesson 18: Clarify complex situations for outsiders	<ul style="list-style-type: none"> <li>Grammar: discourse markers</li> <li>Vocabulary: clarifying and paraphrasing</li> </ul>	<ul style="list-style-type: none"> <li>Client is able to offer an explanation to a third party</li> </ul>	

Comments/ Suggestions for next lesson:

## Topic 7 - Reporting

### Aims:

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

Lesson 19: Reporting information

- Grammar : reported speech
- Vocabulary: reporting verbs

- Client is able to report on what was previously said

Comments/ Suggestions for next lesson:

Date/teacher:

Lesson 20: Identifying areas of growth

- Grammar : conjunctions
- Vocabulary: growth, improvements
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- Client is able to discuss areas of growth and correlations between results and past actions

Comments/ Suggestions for next lesson:

Date/teacher:

Lesson 21: Talking about numbers

- Grammar : numbers and charts
- Vocabulary: talking about numbers and graphs
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- Client is able to report on numbers or information present in a graph/chart

Comments/ Suggestions for next lesson:

**Week 8 - Review**

**Aims:** Review previous lessons

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

Lesson 22:	<ul style="list-style-type: none"><li>• Review Content from week 1-3</li><li>•</li></ul>		
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Comments/ Suggestions for next lesson:

Date/teacher:

Lesson 23:	<ul style="list-style-type: none"><li>• Review Content from week 4-5</li><li>•</li></ul>		
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Comments/ Suggestions for next lesson:

Date/teacher:

Lesson 24:	<ul style="list-style-type: none"><li>• Review Content from week 6-7</li><li>•</li></ul>		
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Client's comments about evaluation/next curriculum:

**Lesson 25: Final speaking evaluation -**

Date/consultant:

Observations:

Next curriculum (learner's path):

**LESSON PLANNING**

**Student: Diana Karely Barragan**

Classes per week: 2

Position: BanCoppel – Project Manager

**Level: B1/B1+**

Curriculum:

[B1+ Presentations/Meetings Curriculum - Google Docs](#)

Current week: 8-8

**Topic 1 - Projects**

**Aims:** Describing current projects you are involved in, your deliverables, people involved as well as past and future project your department is looking forward to initiating

TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
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**Date/teacher: 10/20 Maja decompress (DID NOT START THE PROGRAM) 10/21 Brian Carreon**

Lesson 1: Projects and deliverables	<ul style="list-style-type: none"> <li>Present Perfect Simple and Continuous</li> <li>Projects and deliverables</li> </ul>	<ul style="list-style-type: none"> <li>Describe your current projects, deliverables and goals</li> </ul>	
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Comments/ Suggestions for next lesson:

**Date/teacher: 10/27 Eka**

Lesson 2: Staffing a project	<ul style="list-style-type: none"> <li>Adjectives and Adverbs</li> <li>Staffing</li> </ul>	<ul style="list-style-type: none"> <li>Discuss the people involved in your projects</li> </ul>	Lesson 2: Staffing a project
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Comments/ Suggestions for next lesson:

**Date/teacher: 10/28 Mildred**

Lesson 3: Past and future projects	<ul style="list-style-type: none"> <li>Past tenses - simple and continuous</li> <li>Future tenses</li> </ul>	<ul style="list-style-type: none"> <li>Explain and discuss your past and future projects</li> </ul>	Lesson 3: Past and future projects
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Comments/ Suggestions for next lesson:

## Topic 2 - The concept of presentations

**Aims:** Describe the components of a presentation, starting and ending a presentation and explaining the outline of a presentation

TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
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Date/teacher: 11/03rd SOFIA

Lesson 4: Components of a presentation	<ul style="list-style-type: none"><li>• Presentation etiquette</li><li>• Sequencers</li></ul>	<ul style="list-style-type: none"><li>• Describe the components of a presentation</li></ul>	
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Comments/ Suggestions for next lesson:

Date/teacher: 11/04 Brian Carreon

Lesson 5: Starting and ending a presentation	<ul style="list-style-type: none"><li>• Intonation &amp; tone</li><li>• Useful phrases</li></ul>	<ul style="list-style-type: none"><li>• How to start &amp; end a presentation</li></ul>	
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Comments/ Suggestions for next lesson:

Date/teacher: 17/November Julio

Lesson 6: Introduction	<ul style="list-style-type: none"><li>• Phrasal verbs in meeting setting</li><li>• Vocab for starting a presentation</li></ul>	<ul style="list-style-type: none"><li>• Explain what your cover in your presentations</li></ul>	Lesson 6: Introduction
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Comments/ Suggestions for next lesson:

## Topic 3 - Presentation interactions

**Aims:** Keeping the attention during a presentation, asking and answering questions on what you hear

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

Lesson 7: Components of a presentation	<ul style="list-style-type: none"><li>• Phrases to command an audience</li><li>• IF and UNLESS</li></ul>	<ul style="list-style-type: none"><li>• How to keep the focus on topic during a presentation</li></ul>	Lesson 7: Components of a presentation
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Comments/ Suggestions for next lesson:

Date/teacher: 11/18 Roberto

Lesson 8: Questions	<ul style="list-style-type: none"><li>• Question formation</li></ul>	<ul style="list-style-type: none"><li>• Discuss possible follow up questions of your presentation</li></ul>	
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Comments/ Suggestions for next lesson:

Date/teacher: Edgar 12/01

Lesson 9: Answers	<ul style="list-style-type: none"><li>• Answering strategies</li><li>• Useful phrases</li></ul>	<ul style="list-style-type: none"><li>• Answer follow up questions about your presentation</li></ul>	Lesson 9: Answers
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Comments/ Suggestions for next lesson:

#### Topic 4 - Sharing information

**Aims:** Give your opinion (agree/disagree) on what has been said during the last meeting, give ideas or input during meeting and clarify complex situations for outsiders

TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
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Date/teacher: 12/02 Roberto

Lesson 10: Giving your opinion	<ul style="list-style-type: none"><li>• Modals (should, must, could, might)</li><li>• Agreeing and</li></ul>	<ul style="list-style-type: none"><li>• Give opinion/ agree/disagree on what has been said during the last</li></ul>	
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	disagreeing	meeting	
Comments/ Suggestions for next lesson:			

Date/teacher: 12/7 Eka			
Lesson 11: Sharing ideas	<ul style="list-style-type: none"> <li>• Pitching - conditionals</li> <li>• Expressing opinions</li> </ul>	<ul style="list-style-type: none"> <li>• Pitching ideas and sharing opinions</li> </ul>	
Comments/ Suggestions for next lesson:			

Date/teacher: 02/24 Brian Carreon (off curriculum)			
Lesson 12: Clarifying  Time Management	<ul style="list-style-type: none"> <li>• Discourse markers</li> <li>• Tag questions</li> </ul>	<ul style="list-style-type: none"> <li>• Clarify complex situations for outstanders</li> <li>• discuss how to manage activities at work</li> </ul>	
Comments/ Suggestions for next lesson:			

<b>Topic 5 - Meetings</b>			
<b>Aims:</b> Leading a meeting, participating in a meeting and covering some strategies how to politely interrupt, ask for clarification or jump to a different topic.			
<b>TOPIC &amp; CONTENT</b>	<b>LANGUAGE FOCUS</b>	<b>PRODUCTION</b>	<b>MATERIALS / SKILLS</b>

Date/teacher: 06 Mar '23 - kiva			
Lesson 13: Meeting components	<ul style="list-style-type: none"> <li>• Meeting components and strategies</li> <li>• Conditionals</li> </ul>	<ul style="list-style-type: none"> <li>• Discuss meeting components and strategies</li> </ul>	
Comments/ Suggestions for next lesson:			

Date/teacher: 03/15 Eka

Lesson 14: Leading a meeting

- Starting and finishing a meeting
- Leadership strategies

- Leading a successful meeting from start to finish

Comments/ Suggestions for next lesson:

**DEAR CONSULTANT: SHE IS RESTARTING. PLEASE ASK HER ABOUT HER GOALS AND OBJECTIVES SO WE KNOW WHAT SHE WANTS TO DO**

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

Date/teacher: July 9, 2024 Dowse

Lesson 15: Participating in meetings

- Interrupting politely
- Expressing your opinion
- Asking for clarification
- Changing the topic

- Effectively participating in a meeting

Comments/ Suggestions for next lesson:

### Topic 6 - Emails

**Aims:** Defining the differences between formal & informal emails, sending an email requesting, or rescheduling a meeting, and with the minutes of your last meeting

TOPIC & CONTENT

LANGUAGE FOCUS

PRODUCTION

MATERIALS / SKILLS

# DEAR CONSULTANT: DIANA WILL HAVE A TWO HOURS CLASS, PLEASE TAKE TWO GRAMMAR TOPICS

Date/teacher: July 10th, Jaime

Lesson 16: Formal and informal emails and scheduling a meeting

- Formal and informal expressions for emails
- Business email structure
- Modals for offers/requests
- Apologizing

- Draft formal & informal emails
- Schedule and reschedule meetings

Comments/ Suggestions for next lesson:

Date/teacher: July 16th, Jaime

Lesson 17: Meeting minutes

- Summarizing/being concise
- Discourse markers

- Send a summary of your meeting to your team members/boss

Comments/ Suggestions for next lesson:

## Topic 7 - Reporting data

**Aims:** Focusing on numbers, tables, graphics and charts during meetings/presentations and describing and discussing these visuals

TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
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Date/teacher: July 31st Jaime

Lesson 18 : Reporting numbers

- Phrasal verbs for Statistics, percentages , trends
- Numbers - ordinal

- Discuss and report on numbers, percentages and trends

	and cardinal, percentages, •		
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Comments/ Suggestions for next lesson:

Date/teacher: July 31st, Jaime

Lesson 19: Charts and graphs

- Phrasal verbs for describing visuals
- discourse markers
- Comparison and contrast

- Discuss and report on visuals

Comments/ Suggestions for next lesson:

Date/teacher: August 7th, Jaime

Lesson 20: Reports

- Passive voice
- Writing skills / reports

- Draft a report on your project/presentation /meeting

Comments/ Suggestions for next lesson:

**Week 8 - Review week: Project preparation**

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

Lesson 21: Review

- Prepare a presentation on a current project
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Conduct the Perfect Job Interview in Twelve Simple Steps  
<https://www.linkedin.com/pulse/20140210135852-20017018-conduct-the-perfect-job-in-interview-in-twelve-simple-steps>

Comments/ Suggestions for next lesson:

Date/teacher: 08/16 Edgar			
Lesson 22: Review	<ul style="list-style-type: none"> <li>Question answering techniques</li> </ul>		
Comments/ Suggestions for next lesson:			

Date/teacher: 08/19 Edgar			
Lesson 23: Review	<ul style="list-style-type: none"> <li>Reporting on presentations/meetings</li> </ul>		
Comments/ Suggestions for next lesson:			

**Lesson 24: Final speaking evaluation -present your project, answer questions about your presentation and draft an email to report to your manager on the presentation meeting. 08/21 Edgar**

PROJECT MANAGEMENT LESSON PLANNING			
Student: Diana Karely Classes per week: Position: Level: B1 Curriculum: <a href="#">B1 Project Managemen</a> Current topic:			
Week 1 - Professional profile			
TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
Date/teacher: 6/14 Eka (DNH) 6/15 Antonio			
Lesson 1: Introduce yourself	<ul style="list-style-type: none"> <li>Grammar: Present tense/ Sentence structure</li> </ul>	<ul style="list-style-type: none"> <li>Clients introduce themselves and describe their job</li> </ul>	<ul style="list-style-type: none"> <li><a href="#">What is project management? (video)</a></li> </ul>

& describe your position	with conjunctions  <ul style="list-style-type: none"> <li>Vocabulary: Action verbs necessary for the position</li> </ul>		
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Comments/ Suggestions for next lesson:

**Date/teacher: 6/17 – Eka**

Lesson 2: Go over activities & responsibilities	<ul style="list-style-type: none"> <li>Grammar: Gerunds (for activities &amp; verbs that take gerunds)</li> <li>Vocabulary: work activities and responsibilities</li> </ul>	<ul style="list-style-type: none"> <li>Clients talk about work activities and responsibilities</li> </ul>	<ul style="list-style-type: none"> <li>Linkedin profiles</li> </ul>
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Comments/ Suggestions for next lesson:

**Date/teacher: 6/20 - SOFIA**

Lesson 3: Introduce your team members	<ul style="list-style-type: none"> <li>Grammar: Present Simple and Continuous</li> <li>Vocabulary: adjectives</li> </ul>	<ul style="list-style-type: none"> <li>Clients are able to introduce others and describe their responsibilities</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>
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Comments/ Suggestions for next lesson:

**Week 2 - Your company**

TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
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**Date/teacher: 6/22 Eka**

Lesson 4: Describe the evolution of your company	<ul style="list-style-type: none"> <li>Grammar: Past continuous vs past simple/ timelines</li> <li>Vocabulary: company history, time markers for the past</li> </ul>	<ul style="list-style-type: none"> <li>Client presents the timeline of their company</li> </ul>	
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Comments/ Suggestions for next lesson:

**Date/teacher: 6/24 Antonio**

Lesson 5: Connect actions inside the company	<ul style="list-style-type: none"> <li>Grammar: Connectors (emphasize, addition, contrast, ...)</li> <li>Vocabulary:</li> </ul>	<ul style="list-style-type: none"> <li>Client describes the organizational structure of their company and how it is connected</li> </ul>	<ul style="list-style-type: none"> <li><a href="#">Connectors</a></li> </ul>
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	organizational structure		
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Comments/ Suggestions for next lesson:

**Date/teacher: Edgar 7/7**

Lesson 6: Explain the relation with suppliers & clients	<ul style="list-style-type: none"> <li>Grammar: Modal verbs (possibilities &amp; requests)</li> <li>Vocabulary: work relationships</li> </ul>	•	<ul style="list-style-type: none"> <li><a href="#">Modal verbs exercises</a></li> </ul>
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Comments/ Suggestions for next lesson:

**Week 3 - Current projects**

TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
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**Date/teacher: 8th/Jul Alex Cruz**

Lesson 7: Explain the process when you start a project	<ul style="list-style-type: none"> <li>Grammar: Modals/Connections words (cause &amp; effects)</li> <li>Vocabulary: projects</li> </ul>	<ul style="list-style-type: none"> <li>Client discussed and describes a process of starting a project</li> </ul>	<ul style="list-style-type: none"> <li><a href="#">Six questions to ask before starting a big project.</a></li> </ul>
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Comments/ Suggestions for next lesson:

**Date/teacher: 7/12th Alexis**

Lesson 8: Describe your current project	<ul style="list-style-type: none"> <li>Grammar: Sequencers, Present Perfect</li> <li>Vocabulary: adjectives, projects</li> </ul>	<ul style="list-style-type: none"> <li>Client describes and details current projects</li> </ul>	<ul style="list-style-type: none"> <li><a href="#">Good project managers vs bad managers</a></li> </ul>
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Comments/ Suggestions for next lesson:

**Date/teacher: 7/13th Edgar**

Lesson 9: Describe past & future projects	<ul style="list-style-type: none"> <li>Grammar: Past Simple vs Present Perfect/ Future tense</li> <li>Vocabulary: adjectives, projects</li> </ul>	<ul style="list-style-type: none"> <li>Client details past and future projects</li> </ul>	•
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Comments/ Suggestions for next lesson:

**Week 4 - Organizational chart**

TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
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**Date/teacher: 7/14 Julio**

Lesson 10: Explain the hierarchy of your	<ul style="list-style-type: none"> <li>Conditionals (0 &amp; 1st)</li> <li>Vocabulary: jobs</li> </ul>	<ul style="list-style-type: none"> <li>.Client details the hierarchy and structure of</li> </ul>	<ul style="list-style-type: none"> <li>Create organizational</li> </ul>
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company - Who works where?	and tasks	their company	chart
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Comments/ Suggestions for next lesson:

### Date/teacher: 7/20 Eka

Lesson 11: Explain who is responsible for what or in charge of	<ul style="list-style-type: none"> <li>Grammar: verb + Prepositions/ gerunds and infinitives</li> <li>Vocabulary: departments</li> </ul>	<ul style="list-style-type: none"> <li>Client details the departments in their company and their duties</li> </ul>	<ul style="list-style-type: none"> <li>Draw the setup of your company</li> </ul>
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Comments/ Suggestions for next lesson:

### Date/teacher: 7/21 Eka 7/21 Vero Taking Ekas plan

Lesson 12: Compare different company structures	<ul style="list-style-type: none"> <li>Grammar: Comparatives &amp; superlatives</li> <li>Vocabulary: company structure</li> </ul>	<ul style="list-style-type: none"> <li>Client Compares Different company structures (alcanza vs coppel) - what are the pros and cons?</li> </ul>	
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Comments/ Suggestions for next lesson:

### Week 5 - Meetings

TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
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### Date/teacher: Edgar 07/27

Lesson 13: Scheduling & rescheduling meetings	<ul style="list-style-type: none"> <li>Grammar: Polite language (request &amp; phrases)/ Preposition of time</li> <li>Skill: More complex question formation</li> <li>Vocabulary: meetings</li> </ul>	<ul style="list-style-type: none"> <li>Client is able to schedule and reschedule appointments, discuss availability</li> </ul>	<ul style="list-style-type: none"> <li><a href="#">Meeting vocabulary</a></li> <li><a href="#">Quiz meeting vocabulary</a></li> </ul>
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Comments/ Suggestions for next lesson:

### Date/teacher: 07/28 Roberto

Lesson 14: Preparing a meeting	<ul style="list-style-type: none"> <li>Grammar: : Phrasal verbs</li> <li>Vocabulary: wants and needs</li> </ul>	<ul style="list-style-type: none"> <li>Client explains how they set up their meetings (wants &amp; needs)</li> </ul>	<ul style="list-style-type: none"> <li><a href="#">Article your meetings stink &amp; what to do about it.</a></li> </ul>
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Comments/ Suggestions for next lesson:

### Date/teacher: 08/04 Roberto

Lesson 15: Having a meeting	<ul style="list-style-type: none"> <li>Grammar: Discourse markers / WH question forms</li> </ul>	<ul style="list-style-type: none"> <li>Client role plays participating in a meeting</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>
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	<ul style="list-style-type: none"> <li>• Skill: participating in a meeting</li> <li>• Vocabulary: meetings</li> </ul>		<ul style="list-style-type: none"> <li>• <a href="#">The most critical types of project management</a></li> <li>•</li> </ul>
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Comments/ Suggestions for next lesson:

## Week 6 - Let's hire someone!

### Date/teacher: 12/ August Julio

Lesson 16: Minimum vs preferred qualities (write a vacancy)	<ul style="list-style-type: none"> <li>• Grammar: passive voice, Royal order of adjectives</li> <li>• Skills: writing</li> <li>• Vocabulary: skills hard and soft</li> </ul>	<ul style="list-style-type: none"> <li>• Client details and describes a job vacancy</li> </ul>	<ul style="list-style-type: none"> <li>• <a href="#">Job Description Vocabulary</a></li> <li>• <a href="#">Job Description Template</a></li> </ul>
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Comments/ Suggestions for next lesson:

### Date/teacher: 08/25 Perla

Lesson 17: Job interview	<ul style="list-style-type: none"> <li>• Grammar: questions in passive</li> <li>• Vocabulary: job vacancy</li> </ul>	<ul style="list-style-type: none"> <li>• Client asks and answers questions for a job interview</li> </ul>	<ul style="list-style-type: none"> <li>• <a href="#">Inclusive Language (extension activity)</a></li> </ul>
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Comments/ Suggestions for next lesson:

### Date/teacher: 08/26 Eka

Lesson 18: Evaluate candidates	<ul style="list-style-type: none"> <li>• Grammar: reported speech</li> <li>• Vocabulary: skills</li> </ul>	<ul style="list-style-type: none"> <li>• Client evaluates potential candidates for a vacancy</li> </ul>	
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Comments/ Suggestions for next lesson:

## Week 7 Projects 2.0 - into the deep

TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
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### Date/teacher: 31 Aug '22 - kiva

Lesson 19: Managing time	<ul style="list-style-type: none"> <li>• Grammar: Second Conditional / prepositions of time</li> <li>• Vocabulary: time management</li> </ul>	<ul style="list-style-type: none"> <li>• Clients discusses their time management and deadlines</li> </ul>	<ul style="list-style-type: none"> <li>• <a href="#">Quiz vocab time management</a></li> </ul>
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Comments/ Suggestions for next lesson:

### Date/teacher: 09/13th Vero

Lesson 20: Scopes and capabilities	<ul style="list-style-type: none"> <li>• Grammar: Tenses review (all)</li> <li>• Vocabulary: intensifiers</li> </ul>	<ul style="list-style-type: none"> <li>• Client reflects on their scope and capabilities</li> </ul>	<ul style="list-style-type: none"> <li>• <a href="#">Avoid this time management mistakes</a></li> </ul>
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Comments/ Suggestions for next lesson:

**Date/teacher: 9/14 Camille**

Lesson 21: Risk and Result

- Grammar: will vs would/ conditionals review
- Vocabulary; predictions

- Client is able to discuss how to calculate cost, outcome and manage risks and results

- [How to prioritize your company's projects](#)

Comments/ Suggestions for next lesson:

**Topic 8 - Evaluation - Formal**

**Date/teacher: 9/30th Alexis**

Lesson 22: Evaluation prep

- Content from week 1-3

- Explain who is involved in your current project

Comments/ Suggestions for next lesson:

**Date/teacher: 10/5 Ryan**

Lesson 23: Evaluation prep

- Content from week 4-5

- Explain the problems & solutions from your previous projects

Comments/ Suggestions for next lesson:

**Date/teacher: 10/7 Eka**

Lesson 24: Evaluation prep

- Content from week 6-7

- Explain the KPIs of your project

Lesson 24: Evaluation prep

Comments/ Suggestions for next lesson:

Lesson 25: Final eval

10/14 Maja