

B2/B2+ General Interactions 2 CURRICULUM - LESSON PLANNING

Student: Merlin Salcedo

Classes per week:

Position: Social Media Manager

Level: B1/B1+

Curriculum:  B2/B2+ General Interactions 2 curriculum

Current week: 7-8

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

Week 1 - Leisure

Aims:

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

Date/teacher: 03/11/25 Karen

Lesson 1: Discussing interests and free time activities

- Grammar:
- Question making - present tenses
-

- 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: 03/11/25 Karen			
Lesson 2: Storytelling – experiences	- Grammar: Reporting verbs	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: Mar 25, 2025 Karen 3/ 18 Maja DNH			
Lesson 3: My interests through time (changes)	Grammar: Present tenses - simple ,progressive and perfect	Client is able to talk about their interests throughout their life.	
Comments/ Suggestions for next lesson:			

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

Date/teacher: March 26th Jared			
Lesson 4: Discussing modern media	- Grammar: Coordinating conjunctions	Client is able to discuss social media	https://agendaweb.org/exercises/grammar/conjunctions
Comments/ Suggestions for next lesson:			

Date/teacher: April 1st Karen			
Lesson 5: Comparing different media sources : radio, tv, internet	Grammar: Comparatives and Superlatives	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: Apr 2, 2025 Karen			
Lesson 6: Future of media	Grammar: future will vs going to vs p continuous	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: 8 abr 2025 Karen			
Lesson 7: Discussing modern music genres	Grammar: Vocabulary related to music	Client is able to discuss modern music genres	https://www.musicgrotto.com/music-genres/
Comments/ Suggestions for next lesson:			

Date/teacher: 9 abr 2025 Karen			
Lesson 8: Artists and music scene	Grammar: Linking words	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%20although%3B%20otherwise%3B%20instead.
Comments/ Suggestions for next lesson:			

Date/teacher: 29 abr 2025 Karen April 22nd Jared DNH			
Lesson 9: Analyzing songs	Grammar: Reported speech	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: July 8th Jared

Lesson 10: Discussing films and TV shows	Grammar: Vocabulary to describe films/stories	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: July 9, Ivan			
Lesson 11: Comparing and contrasting films/tv shows	Grammar: ed and -ing adjectives	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: July 15th Jared			
Lesson 12: Analyzing clips / films. tv shows	Grammar: phrasal verbs	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: July 16th Jared DNH July 23rd, Ivan			
--	--	--	--

Lesson 13: Information counter	• Grammar: • Modal verbs - questions	• Client is able to ask for travel information	https://www.educaciontrespuntocero.com/recursos/secundaria/modal-verbs/
Comments/ Suggestions for next lesson:			

Date/teacher: July 24th Jared			
Lesson 14: Travel itineraries	• Grammar: Conditionals - zero and 1 •	• 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: July 30th, Alejandro			
Lesson 15: Travel scenarios	• Grammar: • Vocabulary for travelling , useful expressions	• 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: July 31st, Alejandro			
Lesson 1:6 Let's go shopping	• Grammar:	• Client is able to ask about	https://www.youtube.com/watch?v=Chm4tU1tOlo

	numbers and prices , prepositions	numbers and prices	
Comments/ Suggestions for next lesson:			

Date/teacher: Aug 19th Jared			
Lesson 17: At the store	- Grammar: Questions review – all	Client is able to buy groceries at the store	https://www.youtube.com/watch?v=FRT_n3z3QqA
Comments/ Suggestions for next lesson:			

Date/teacher: Aug 20th Jared			
Lesson 18: Looking for the ideal product	- Grammar: adjectives and adverbs	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

Date/teacher: 09/3 Eka August 26th, Ivan DNH			
--	--	--	--

Lesson 19: Requesting help politely	- Grammar: - Making polite requests	Client is able to request help politely	https://www.mmmenglish.com/2017/12/26/5-ways-to-ask-for-help-in-english/
Comments/ Suggestions for next lesson:			

Date/teacher: 11/4 Eka			
Lesson 20: Offering help	- Grammar: - Conditionals review	Client is able to offer help	https://preply.com/en/blog/how-to-offer-help-in-english-conversational-phrases-you-need-to-know/
Comments/ Suggestions for next lesson:			

Date/teacher: 11/6 Eka			
Lesson 21: Accepting or rejecting help	- Grammar: - useful expressions	Client is able to	
Comments/ Suggestions for next lesson:			

Week 8 - Review and evaluation Aims:			
TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS

Date/teacher: 11/11 Eka			
Lesson 22: review 1 weeks 1-2	Grammar:	Client is able to	

Comments/ Suggestions for next lesson:

Date/teacher:

Lesson 23: review 2 weeks
3-4

• Grammar:

• Client is able to

Comments/ Suggestions for next lesson:

Date/teacher:

Lesson 24: review 3 5-7

• Grammar:

• Client is able to

Client's comments about evaluation/next curriculum:

Lesson 25: Final speaking evaluation -

Date/consultant:

Observations:

Next curriculum (learner's path):

Negotiation - LESSON PLANNING

Student: Merlin Salcedo

Classes per week: 2

Position: social media manager

Level: A2+/B1

Curriculum:  B1+/B2 Negotiation curriculum

Current week: 5-8

Decompress: 25-1-2024 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

NOTE: HER CURRICULUM WAS MODIFIED WITH AN OFF CURRICULUM WEEK TO MODIFY CLIENTS NEEDS

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

Week 1 - Listening for detail in Business conversations

Aims: To improve listening skills as they relate to business presentations/business-related conversations, etc.

Date/teacher: 1/29/2024 Dowse

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 - Client is able to score at least 80% on online listening quizzes and to answer WHY any errors occurred.	https://piktochart.com/blog/business-pitch/
--	--	--	---

Comments/ Suggestions for next lesson:

Date/teacher: 1/30/2024 Dowse

Lesson 2: Use your notes to create complete ideas	- Grammar: sentence structure, linking words - Vocabulary: ideas, key message, communication skills, clarify - Writing sentences that are short, concise and impactful.	- Client is able to generate, express and discuss complete ideas. - Client is able to take good notes for an upcoming presentation.	https://englishwithkim.com/express-ideas-clearly/
---	---	---	---

Comments/ Suggestions for next lesson: Pronunciation work.

Date/teacher: 1/31/2024 Dowse

Lesson 3: Explain and classify potential offers

- Grammar: present perfect
- Vocabulary: Using negotiation vocabulary

- Client is able to explain and classify potential offers.

- <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 - Off curriculum

Aims:

TOPIC & CONTENT

LANGUAGE FOCUS

PRODUCTION

MATERIALS / SKILLS

Date/teacher: 02/01 Eka

Lesson 4: Describing my house

- Grammar: phrasal verbs
- Vocabulary: Parts of the house

- Client is able to describe what she does in each part of the house

-

Comments/ Suggestions for next lesson:

Date/teacher: February 6th, Jaime

Lesson 5: Describing the steps to achieve things	- Grammar: sequencers - Vocabulary: Kitchen vocabulary	Client is learns new items and describe a sequence with them	
Comments/ Suggestions for next lesson:			

Date/teacher: February 7th, Alejandro			
Lesson 6: Describing what I do with thing surrounding me	- Grammar: action verbs - Vocabulary: Room parts	Client is able to use action verbs combining the vocabulary	
Comments/ Suggestions for next lesson:			

Week 2 - Finding Sellers			
<u>Aims:</u>			
TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS

Date/teacher: February 8th, Alejandro			
Lesson 7: Find sellers (leads)	- Grammar: comparative and superlative - Vocabulary: irregular verbs	Client is able to identify the characteristics of a vendor.	https://www.businessenglishpod.com/2020/04/26/business-english-pod-357-english-for-purchasing-3-vendor-qualification/
Comments/ Suggestions for next lesson:			

Date/teacher: 02/21 Edgar 02/14 Eka (DNH)			
--	--	--	--

Lesson 8: Identify needs	- Grammar: Conditionals review (all) - Vocabulary: customer,	Client is able to identify and understand the needs of a customer.	https://www.businesseenglishpod.com/2015/12/06/bep-280-english-for-sales-process-2-understanding-customer-needs/
Comments/ Suggestions for next lesson:			

Date/teacher: Feb 27, 2024 Bernardo			
Lesson 9: Match the needs w/ target market - "finding a good fit"	- Grammar: present perfect continuous - Vocabulary: Phrasal verbs , target market, strategy	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 Aims:			
TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS

Date/teacher: Feb 28, 2024 Bernardo			
Lesson 10: Identify and qualify leads	- Grammar: past perfect and past perfect continuous - Vocabulary: Vocabulary for sales relationships	Client is able to identify and qualify leads	https://www.thebalancesmb.com/marketing-sales-prospect-1794386#:~:text=A%20lead%20is%20an%20unqualified,your%20sales%20funnel%20or%20process. https://www.sales

			readinessgroup.com/blog/five-types-of-sales-relationships
Comments/ Suggestions for next lesson:			

Date/teacher: Feb 29th, 2024 Marisol			
Lesson 11: Questions to establish the lead quality	- Grammar: wh questions present, past and future - Vocabulary: Question forms	Client is able to identify and measure the lead quality	https://www.monsterinsights.com/how-to-measure-lead-quality/
Comments/ Suggestions for next lesson:			

Date/teacher: march 5th Ale			
Lesson 12: Evaluating leads and connecting with them	- Grammar: greetings and regards structure - Vocabulary: Formal emails - connecting with leads	Client is able to use proper strategies to evaluate and connect with leads	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 <u>Aims:</u>			
TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS

Date/teacher: 03/19 Eka

Lesson 13: 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: 03/20 Michael

Lesson 14: 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: March 21st / Karel

Lesson 15: 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/>

Comments/ Suggestions for next lesson:

Week 5 - Negotiating a deal

Aims:

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

Date/teacher: 10 April Julio

DHP

Lesson 16: Discussing
Revenue, Budget, Product

- Grammar: Comparatives and superlatives.
- Vocabulary: Finances.

- Clients learn useful expressions, talking about numbers

- <https://www.industry.com/career-advice/career-development/revenue-definition>

Comments/ Suggestions for next lesson:

Date/teacher:

Lesson 17: 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:

Lesson 18: Clarifying Service
level Agreements / settling

- Grammar: Adverbs of degree.
- Vocabulary: SLA

Client understands SLA to
create common
understanding with provider

<https://meetlogistics.com/cadena-su-ministro/service-level-agreements/>

Comments/ Suggestions for next lesson:

Week 6 - Clarifying details**Aims:**

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

Date/teacher:

Lesson 19: Negotiations expectations and timelines	Grammar: Prepositions of time, agendas.	Client sets a considerable timeline for expectations.	https://www.whizlabs.com/blog/how-to-negotiate-for-timelines-and-schedule-of-a-project/
--	---	---	---

Comments/ Suggestions for next lesson:

Date/teacher:

Lesson 20: Walking someone through an agreement	- Grammar: Conditionals. - Vocabulary: Deal agreements	Client is able to carefully explain the points of an agreement with a vendor.	https://www.whizlabs.com/blog/how-to-negotiate-for-timelines-and-schedule-of-a-project/
---	--	---	---

Comments/ Suggestions for next lesson:

Date/teacher:

Lesson 21: Identifying what to ask and what not to ask (framing)	- Grammar: W/H Questions, Modals. - Vocabulary: Can, could, might, may, should, must.	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

Aims:

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

Date/teacher:

Lesson 22: Analyzing closing the deal strategies and when to use each

- 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:

Lesson 23: Closing the deal! Scenarios.

- Grammar : Third conditional.
- Vocabulary: Could, would.

- Client is able to close a deal successfully.

- <https://www.efficacy.com/techniques-close-deals/>

Comments/ Suggestions for next lesson:

Date/teacher:

Lesson 24: Follow-up on a deal

- Grammar: phrasal verbs / prepositions

- Client is able to follow up past discussion deals and close them.

<https://www.pipedrive.com/en/blog/sales-follow-up-email-templates>

	Vocabulary: Feedback, useful expressions		
Comments/ Suggestions for next lesson:			

Week 8 - Review week			
TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS

Date/teacher:			
Lesson 25: Evaluation prep	Review Content from week 1-3		
Comments/ Suggestions for next lesson:			

Date/teacher:			
Lesson 26: Evaluation prep	Review Content from week 4-5		
Comments/ Suggestions for next lesson:			

Date/teacher:			
Lesson 27: Evaluation prep	Review Content from week 6-7		

Client's comments about evaluation/next curriculum:

Lesson 28: Final speaking evaluation -

Date/consultant:

Observations:

Next curriculum (learner's path):

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

Student: Merlin Salcedo

Classes per week: 2

Position: social media manager

Level: B1+

Curriculum:  B1+/B2 Business Communication Curriculum

Current week: 8/8

Focus on adding vocabulary exercises in each class, client want to develop her language range as well as phrasal verbs and prepositions

Decompress: Paulina 26/09

Miguel 21/09 DNH

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 - The Company overview

Aims:

TOPIC & CONTENT

LANGUAGE FOCUS

PRODUCTION

MATERIALS / SKILLS

Date/teacher: 27/09 MIGUEL

Lesson 1: Explain the purpose, mission and vision

- Grammar: Present tenses review -all
- Vocabulary: Action verbs

- Clients describe their company's purpose, mission and vision

•

Comments/ Suggestions for next lesson:

Date/teacher: Sept 28th, Marisol

Lesson 2: Give the company foundation information

- Grammar: Past tenses review- all
- Vocabulary: timelines

- Clients talk about the foundation and timeline of their company

•

Comments/ Suggestions for next lesson:

Date/teacher: October 10th, Marisol

Lesson 3: 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

•

Comments/ Suggestions for next lesson:

Week 2 - Projects**Aims:**

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

Date/teacher: 10/11 Lucía

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

•

Comments/ Suggestions for next lesson:

Date/teacher: October 12th, Bernardo

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

- Grammar: Comparisons
- Vocabulary: projects

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

•

Comments/ Suggestions for next lesson:

Date/teacher: October 18th, Marisol

Lesson 6: Create a timeline of a project

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

- Clients talks about the timeline of their projects

•

Comments/ Suggestions for next lesson:

Week 3 - Writing emails**Aims:**

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

Date/teacher: October 23rd, Marisol

Lesson 7: Making requests via email	• Grammar: Modals for requests • Vocabulary: requests, formal emails	• Client is able to make formal requests via email	•
-------------------------------------	--	--	---

Comments/ Suggestions for next lesson:

Date/teacher: October 25th, Marisol

October 24th, Marisol DNH

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	•
--------------------------------------	--	---	---

Comments/ Suggestions for next lesson:

Date/teacher: October 31st, Marisol

October 27th, Marisol DNH

Lesson 9: Emails for specific functions	• Grammar: Being concise • Vocabulary: discourse markers	• Client is able to create a variety of emails for asking/offering/re requesting	•
---	--	--	---

		something (raise, time off, extension, etc)	
Comments/ Suggestions for next lesson:			

Week 4 - Meeting logistics Aims:			
TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS

Date/teacher: 1/Nov Julio			
Lesson 10: Explain what you want & need for your next meeting	- Grammar: Phrasal verbs - Vocabulary: meetings logistic	Client details the wants and needs of their next meeting	
Comments/ Suggestions for next lesson:			

Date/teacher: 2/Nov Julio			
Lesson 11: Setting up a meeting via email	- Grammar:Adverbs - Vocabulary: emails	Client is able to set up meetings and respond to emails regarding a meeting	
Comments/ Suggestions for next lesson:			

Date/teacher: 11/6 Roberto			
Lesson 12: Follow up a meeting	- Grammar: 2nd conditional - Vocabulary:	Client is able to follow up on a meeting and send	

	sequencers	a list of minutes/main points	
Comments/ Suggestions for next lesson:			

Week 5 - Meeting interactions

Aims:

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

Date/teacher: 6 dic 2023 bERNARDO
November 09th/Frida (dnh)

Lesson 13: Share a project status during a meeting	- Grammar: Past Perfect and Narrative tenses - Skill: More complex sentences - Vocabulary: projects	Client is able to share a detailed overview of their project	
--	---	--	--

Comments/ Suggestions for next lesson:

Date/teacher: 12/11 Edgar
7 dic 2023 Bernardo dnh

Lesson 14: Explain notes in detail & bullet points	- Grammar: Subordinate / relative clauses - Vocabulary: paraphrasing - Skill: explaining and paraphrasing	Client explains details from the past	
--	---	---	--

Comments/ Suggestions for next lesson: **We focus on narrative tenses again and make her produce more on this topic. Feel free to repeat this lesson if feel is needed.**

Date/teacher: Dec 13th, Marisol

Lesson 15: Explain errors/improvements

- Grammar: 3rd conditional
- Vocabulary: regrets and improvements

- Client is able to reflect on errors and explain improvements /changes

Comments/ Suggestions for next lesson:

Topic 6 - Sharing information

Aims:

TOPIC & CONTENT

LANGUAGE FOCUS

PRODUCTION

MATERIALS / SKILLS

Date/teacher: dec 14th José Luis

Lesson 16: Give your opinion (agree/disagree)

- Grammar: phrasal verbs
- Vocabulary: useful phrases to agree or disagree

- Client is able to give opinion, agree and disagree with what had been said

•

Comments/ Suggestions for next lesson:

Date/teacher: 12/19 Edgar

Lesson 17: Give ideas or input during meetings	• Grammar: modals in the past • Vocabulary: ideas and input	• Client is able to express own ideas and give input during a discussion	•
Comments/ Suggestions for next lesson:			

Date/teacher: 12/21 Edgar			
Lesson 18: Clarify complex situations for outstanders	• Grammar: discourse markers • Vocabulary: clarifying and paraphrasing	• Client is able to offer an explanation to a third party	
Comments/ Suggestions for next lesson:			

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

Date/teacher: January 8th, Marisol			
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: January 10th, Paulina

Lesson 20: Identifying areas of growth

- Grammar : conjunctions
- Vocabulary: growth, improvements
-

- Client is able to discuss areas of growth and correlations between results and past actions

Comments/ Suggestions for next lesson:

Date/teacher: 11/January Julio

Lesson 21: Talking about numbers

- Grammar : numbers and charts
- Vocabulary: talking about numbers and graphs
-

- 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

Date/teacher: January 16th, Alejandro

Lesson 22:

- Review Content from week 1-3
-

Comments/ Suggestions for next lesson:

Date/teacher: Jan 17, 2024 Bernardo

Lesson 23:

- Review Content from week 4-5
-

Comments/ Suggestions for next lesson:

Date/teacher: January 18th, Alejandro

Lesson 24:

- Review Content from week 6-7
-

Client's comments about evaluation/next curriculum:

Lesson 25: Final speaking evaluation - 24/january Julio

Date/consultant:

Observations:

Next curriculum (learner's path):

LESSON PLANNING

Student: Merlin Salcedo
Classes per week: 2
Position: social media manager
Level: A2/A2+

Curriculum:  A2+ Business Interactions 2 Curriculum

Current topic: 8/8

Decompress::July 20th, Bernardo

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 - Effective Communication

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

Date/teacher: 24/July Julio

Lesson 1: Analyzing general workplace communication	Grammar: -Question making -Present tenses	Client is able to make and answer questions about communication issues.	What is Effective Communication? Definition, Characteristics, Skills, Significance, Barriers - The Investors Book
Comments/ Suggestions for next lesson:			

Date/teacher: July 25th, Bernardo

Lesson 2: Dealing with workplace discussions	Grammar: -Reporting verbs	Client is able to discuss in a polite way.	Direct Discussion – How to Approach a Co-Worker Managing Workplace Conflict Vancouver Island University Canada
--	----------------------------------	--	--

Comments/ Suggestions for next lesson:

Date/teacher: 7/26 Roberto

Lesson 3: Agreeing and disagreeing

Grammar:
-Present simple and progressive

- Client is able to agree or disagree with co-workers.

[Useful phrases for discussions](#)

Comments/ Suggestions for next lesson:

Week 2 - Constructive feedback

TOPIC & CONTENT

LANGUAGE FOCUS

PRODUCTION

MATERIALS / SKILLS

Date/teacher: August 3rd, Bernardo
July 27th, Paulina **DHP**

Lesson 4: Praising coworkers

Grammar:
- Coordinating conjunctions

- 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: **I returned to this lesson since it was skipped**

Date/teacher: August 1st, Orlando

Lesson 5: Giving and managing compliments

Grammar
- Raising and falling intonation in statements / Would have v3

- Client is able to pay compliments and respond to them at work.

 Best Compliment

Comments/ Suggestions for next lesson:

Date/teacher: **August 2nd, Roberto**

Lesson 6: Using rising and falling intonation	Grammar: - Characteristics of a pep talk	Client is able to give correct intonation lectures.	Learn the English term ... 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: Continue with week 3

Week 3 - Conflict Resolution

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

Date/teacher: **August 8th, Orlando**

Lesson 7: Mediating and reaching compromises	Grammar: -Comparatives and Superlatives	Client is able to express goals and deliverables of a project.	Conflict Resolution: Definition, Process, Skills, Examples
--	--	--	--

Comments/ Suggestions for next lesson:

Date/teacher: 8/9 Roberto

Lesson 8: Solving a conflict	Grammar: -Modals -Linking words Reported speech	- Client is able to - Give opinions - Agree and Disagree	Section 6. Training for Conflict Resolution.
Comments/ Suggestions for next lesson:			

Date/teacher: 08/14 Edgar			
Lesson 9: Giving full details	Grammar: -Modals review and reported speech	Client is able to give full details and report what others say	Joey doesn't share food. Friends 1080p
Comments/ Suggestions for next lesson:			

Week 4 - Cultivating Empathy			
TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS

Date/teacher: 08/15 Edgar			
Lesson 10: Identifying emotions, complex feelings and tendencies in others	Grammar: -ed and -ing adjectives	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: 8/16 Eka			
Lesson 11: Introvert vs. Extrovert spectrum	Grammar:	Client is able to place themselves into the spectrum and describe what	Explanation: Introvert vs. Extrovert by Simon Sinek

	-Vocabulary to describe emotions	an introvert or extrovert is like.	Educational Speech BillionaireBehaviour
--	----------------------------------	------------------------------------	---

Comments/ Suggestions for next lesson:

Date/teacher: 08/21 Orlando

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: 08/23 Frida

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: 08/24 Paulina

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: 28/August Julio			
Lesson 15: Identifying and activating mutual team member interests.	Grammar: -Vocabulary for Persuasive expression	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: August 29th, Paulina			
Lesson 16: Apologizing - formal.	Grammar: -Modals	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: 4/September Julio			
---------------------------------	--	--	--

Lesson 17: Apologizing to a client for not meeting expectations.	Grammar: -Expressing result: therefore, thus, so, as a result, due to, etc.	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: 05/September/Frida			
Lesson 18: Writing an apology email.	Grammar: - Writing: emails	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: 9/6 Eka			
Lesson 19: Requesting help politely to coworkers.	Grammar: - Making polite requests	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: September 7th / Karel			
-------------------------------------	--	--	--

Lesson 20: Offering help.	Grammar: -Conditionals	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: September 12th/Frida

Lesson 21: Accepting or rejecting help.	Grammar: -Passive voice: simple past and simple present	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: September 13th, Bernardo

Lesson 22: Review week 1,2&3	Review		
------------------------------	--	--	--

Comments/ Suggestions for next lesson:

Date/teacher: september 14th, Miguel

Lesson 23: Review week 4,5&6	Review		
------------------------------	--	--	--

Comments/ Suggestions for next lesson:

Date/teacher: 9/19 Eka

Lesson 24: Review week 7&8

- Review

Client's comments about evaluation/next curriculum:

Lesson 25: Final speaking evaluation

Date/consultant: September 20th/Frida

Observations:

Next curriculum (learner's path):

A2 Business Interactions 1 - LESSON PLANNING

Student: Merlin Salcedo
Classes per week: 2
Position: social media manager
Level: A2
Curriculum:  A2 Business Interactions 1 Curriculum
Current week: 8/8

Date/teacher: 7/11/23/09 Rodolfo

Lesson 3: Discuss soft skill abilities to untangle communication using words never used.

- Grammar: comparatives
- Vocabulary: work Phrases, adjectives

- Client is able to describe soft skills on communication/and compare different words never implemented.

Comments/ Suggestions for next lesson: Set session with small memory exercise from previous session.

Week 1 - First Day

Teacher Rudy 7/6/23

Aims:

TOPIC & CONTENT

LANGUAGE FOCUS

PRODUCTION

MATERIALS / SKILLS

Date/teacher: Trial lesson

Lesson 1: Present your educational background

- Grammar: Present tenses review
- Vocabulary: educational background

- Client is able to talk about their educational background

Comments/ Suggestions for next lesson:

Date/teacher: 8/May Julio

Lesson 2: Explain your professional experience	- Grammar: sequencers , past review - Vocabulary: work experience	Client is able to describe their past professional experience	
Comments/ Suggestions for next lesson:			

Date/teacher: 05/09 Edgar			
Lesson 3: Discuss cultural differences between Mexico and the US	- Grammar: comparatives - Vocabulary: work cultures, adjectives	Client is able to describe the differences/similarities and compare different work cultures	
Comments/ Suggestions for next lesson:			

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

Date/teacher: May 11th, Bernardo			
Lesson 4: Explain what projects you're currently working on	- Grammar: Connecting words for cause and effect - Vocabulary: projects, cause and effect	Client is able to describe their current projects	
Comments/ Suggestions for next lesson:			

Date/teacher: may 16th- Bernardo			
Lesson 5: Offer your opinion on a project strategy	- Grammar: Expressions for personal opinion - Vocabulary: opinions	Client can give positive and negative opinions on project strategies	
Comments/ Suggestions for next lesson:			

Date/teacher: 5/17 Eka			
Lesson 6: Identify areas of growth in a results presentation	- Grammar: modals - Vocabulary: being polite	Client can politely point out areas of growth and suggest next steps	
Comments/ Suggestions for next lesson:			

Week 3 - Proposing a project			
Aims:			
TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS

Date/teacher: MAY 18TH, Bernardo			
Lesson 7: Describe your strategy for creating a project proposal	- Grammar: Prepositions of time - Vocabulary: time expressions	Client is able to detail the strategy of a project	
Comments/ Suggestions for next lesson:			

expressions for negotiating

Date/teacher: May 30th, Bernardo

Lesson 8: Back up your proposal with substantial arguments

- Grammar: Argumentation
- Vocabulary: useful expressions

- Client is able to argue in favor of their proposal

Comments/ Suggestions for next lesson:

Date/teacher: This class didn't happen, but it wasn't marked as DNH in the remote.

Lesson 9: Give feedback on a coworker's presentation

- Grammar: Giving feedback
- Vocabulary: positive and negative feedback

- Client gives positive and negative feedback to others

Comments/ Suggestions for next lesson:

Week 4 - Negotiation

Aims:

TOPIC & CONTENT

LANGUAGE FOCUS

PRODUCTION

MATERIALS / SKILLS

Date/teacher: June 6th, Bernardo

Lesson 10: Analyze different negotiation strategies

- Grammar: cause and effect
- Vocabulary: negotiation steps

- Clients discuss and detail different negotiation strategies

Comments/ Suggestions for next lesson:

Date/teacher: 6/7 ROberto			
Lesson 11: Debate which strategy works best for a vendor/client/boss	- Grammar: superlatives - Vocabulary: adjectives	Client is able to identify the best negotiation strategy for different situations	
Comments/ Suggestions for next lesson:			

Date/teacher: 6/8 Luis			
Lesson 12: Useful vocabulary and	- Grammar: phrasal verbs / prepositions - Vocabulary: useful expressions	Client is able to conduct a successful negotiation	Role play
Comments/ Suggestions for next lesson:			

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

Date/teacher: June 13th, Bernardo			
Lesson 13: Start a presentation efficiently	- Grammar: Intonation, tone and pace - Skills: intonation and pronunciation	Client is able to start a presentation and give an overview of the topics covered	

	Vocabulary: presentations - starting		
Comments/ Suggestions for next lesson:			

Date/teacher: June 14th, Karen

Lesson 14: Transmit ideas	- Grammar: Word choice - Vocabulary: strong verbs, adjectives and nouns	Client is able to successfully transmit ideas using powerful vocabulary	
---------------------------	--	---	--

Comments/ Suggestions for next lesson:

Date/teacher: June 15th, Paulina

Lesson 15: Asking and answering questions	- Grammar: questions forms - Vocabulary: questions	Client is able to ask and answer questions related to a presentation	
---	---	--	--

Comments/ Suggestions for next lesson:

Topic 6 - Risks

Aims: Identifying the essential elements of a business pitch and creating your company's pitch while reframing your company's challenges as positives

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

Date/teacher: June 20th, Bernardo

Lesson 16: Evaluate risks and qualify vendors

- Grammar: adverbs
- Vocabulary : risks

- Client is able to assess and evaluate risks associated with their projects

Comments/ Suggestions for next lesson:

Date/teacher: 6/21 Roberto

Lesson 17: Compare and manage risks

- Grammar: discourse markers
- Vocabulary: adjectives

- Client compares and manages risks related to their projects

Comments/ Suggestions for next lesson:

Date/teacher: 6/22, Bernardo

Lesson 18: Declining a project because of risk

- Grammar: conditionals
- Vocabulary: polite declining

- Client is able to politely decline a risky project and give arguments to support the decision

Comments/ Suggestions for next lesson:

Topic 7 - Problem-solving

Aims:

TOPIC & CONTENT

LANGUAGE FOCUS

PRODUCTION

MATERIALS / SKILLS

Date/teacher: June 28th, Bernardo

Lesson 19: Solving a conflict between two co-workers

- Grammar: phrasal verbs
- Vocabulary: conflicts

- Client is able to mediate in a conflict between other parties

Comments/ Suggestions for next lesson:

Date/teacher: 7/3 Roberto

Lesson 20: Expressing disagreement to your boss

- Grammar : polite disagreement
- Vocabulary: useful expressions

- Client is able to disagree politely

Comments/ Suggestions for next lesson:

Date/teacher: 04/07 Frida

Lesson 21: Giving motivation back to your team

- Grammar: pitching
- Vocabulary: useful expressions

- Client is able to motivate again a team after a conflict

Comments/ Suggestions for next lesson:

Week 8 - Review

Aims: Review previous lessons

TOPIC & CONTENT

LANGUAGE FOCUS

PRODUCTION

MATERIALS / SKILLS

Date/teacher: July 05 Frida

Lesson 22:

- **Presenting a project in a meeting**

Comments/ Suggestions for next lesson:

Date/teacher: 11/July Rodolfo

Lesson 23:

- **Negotiating the terms of the project**

Comments/ Suggestions for next lesson:

Date/teacher: 7/12 Eka

Lesson 24:

- **Dealing with risks and conflicts regarding the project**

Comments/ Suggestions for next lesson:

Lesson 25: Final speaking evaluation 18/July Julio