Networking - LESSON PLANNING
Student: Erick Martin Classes per week: 2 Position: Manager coordinator Current Level: Curriculum: A2/A2+ Networking Curriculum Current week: 2-8

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

Topic 1 - Networking 101
Aims: Discussing and talking about the implications of networking.

TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
Date/teacher: November 7, 2024 Dowse **Decompress**			
Lesson 1: Introduce yourself & ask questions when you meet a new person	• Grammar: Present tense - review to see if they use the 3rd person singular well • Vocabulary: WH Questions	• Client is able to talk about his work and personal life.	http://esldiscussiontopics.com/g01_presentSimple.html
Comments/ Suggestions for next lesson:			
Date/teacher: November 9th, Edgar November 8, 2024 Dowse **OFF CURRICULUM**			
Lesson 2: Talk about your career path	• Grammar: Questions present tense - review	• Client is able to discuss their career path.	https://english-at-home.com/career/

Comments/ Suggestions for next lesson:

Date/teacher:			
Lesson 3: Do's & Don'ts of Networking	• Grammar: Demonstrative pronouns and review of there is/are • Vocabulary: Current events, small talk	• Client is able to give their opinion on networking.	https://www.cio.com/article/230572/how-to-network-17-tips-for-shy-people.html
Comments/ Suggestions for next lesson:			

Topic 2 - Social networking **Aims:** Discussing social interactions and networking.			
TOPIC & CONTENT	**LANGUAGE FOCUS**	**PRODUCTION**	**MATERIALS / SKILLS**

Date/teacher:			
Lesson 4: Pitching yourself	• Grammar: Rephrasing • Vocabulary: Cue business words	• Client is able to speak with proficiency about themselves.	https://www.thebalancemoney.com/elevator-speech-examples-and-writing-tips-2061976
Comments/ Suggestions for next lesson:			

Date/teacher:			
Lesson 5: Discuss some tips for networking	• Grammar: Discourse markers • Vocabulary: Connectors	• Client is able to give tips on networking.	Best Networking Tips: …
Comments/ Suggestions for next lesson:			

Date/teacher:

Lesson 6: Explain how to use social media to network	• Grammar: Formal vs informal • Vocabulary: Tech words for social media.	• Client compares formal and informal speech.	How to Use Social Me…
Comments/ Suggestions for next lesson:			

Topic 3 - Personality check **Aims:** Discussing, comparing and contrasting personality.			
TOPIC & CONTENT	**LANGUAGE FOCUS**	**PRODUCTION**	**MATERIALS / SKILLS**
Date/teacher:			
Lesson 7: What is your personality?	• Grammar: Conditionals - Introduction (zero & first)	• Client is able to describe their personalities.	https://www.wikihow.com/Describe-Someone%27s-Personality
Comments/ Suggestions for next lesson:			
Date/teacher:			
Lesson 8: Strengths & weaknesses of your personality	• Grammar: Professional adjectives • Vocabulary: Words to describe your co-workers.	• Client describes personality traits.	https://www.indeed.com/career-advice/career-development/words-to-describe-coworkers
Comments/ Suggestions for next lesson:			
Date/teacher:			
Lesson 9: How to use your personality to network	• Grammar: Will / Going To for predictions • Vocabulary: Adjectives to describe personality.	• Client discusses personality and network.	Discovering Your Netw…
Comments/ Suggestions for next lesson:			

Topic 4 - Cultural differences **Aims:** Discussing, comparing and contrasting different cultures			
TOPIC & CONTENT	**LANGUAGE FOCUS**	**PRODUCTION**	**MATERIALS / SKILLS**
Date/teacher:			
Lesson 10: Networking in Mexico vs US	• Grammar: Comparing two social cultures. • Vocabulary: Comparisons social adjectives.	• Clients discuss cultures.	https://mztrealestate.com/cultural-differences-us-and-mexico
Comments/ Suggestions for next lesson:			
Date/teacher:			
Lesson 11: Describe what people have to offer in Mexico vs US	• Grammar: Connecting words (contrast). • Vocabulary: Status words.	• Client discusses working environment.	Cultural Differences Be…
Comments/ Suggestions for next lesson:			
Date/teacher:			
Lesson 12: Why do we network? Purpose vs Status vs Money vs Security	• Grammar: Concision.	• Client analyzes the concept of social success.	https://www.universitylabpartners.org/student-voices/importance-of-networking
Comments/ Suggestions for next lesson:			

Topic 5 - Job interviews **Aims:** Discussing job interviews techniques.			
TOPIC & CONTENT	**LANGUAGE FOCUS**	**PRODUCTION**	**MATERIALS / SKILLS**

Date/teacher:			
Lesson 13: What are common interview questions for your job?	• Grammar: Listening for details. • Vocabulary: Job interviews common phrases.	• Client discusses common job interview questions.	https://www.indeed.com/career-advice/interviewing/top-interview-questions-and-answers
Comments/ Suggestions for next lesson:			

Date/teacher:			
Lesson 14: Answer common questions correctly	• Grammar: Fluency, Past Tense review.	• Client discusses proper pronunciation and fluency when answering questions in a job interview.	Top Interview Tips: Co…
Comments/ Suggestions for next lesson:			

Date/teacher:			
Lesson 15: Roleplay job interview	• Grammar: Self correction	• Client discusses the future possibilities and impacts of technology.	https://www.seek.com.au/career-advice/article/common-interview-questions-and-how-to-answer-them
Comments/ Suggestions for next lesson:			

Topic 6 - A previous life
Aims: Describing and discussing personal goals and histories.

TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS

Date/teacher:

Lesson 16: Describe previous work experiences	• Grammar: Past Tenses. • Vocabulary: Business verbs.	• Client describe past job experiences.	https://www.indeed.com/career-advice/interviewing/interview-question-tell-me-about-your-work-experience
Comments/ Suggestions for next lesson:			

Date/teacher:			
Lesson 17: Explain your best and worst experience - previous jobs.	• Grammar: If-clauses, Discourse markers. • Vocabulary: Adjectives for emotions.	• Client discusses and compares job experiences.	What's Your Worst Job…
Comments/ Suggestions for next lesson:			

Date/teacher:			
Lesson 18: What are you expecting from your new job	• Grammar: Simple and Continuous Future Tenses • Vocabulary: Adverbs.	• Client discusses future jobs.	WHAT IS YOUR DREAM…
Comments/ Suggestions for next lesson:			

Topic 7 - Project: My resume **Aims:** Complete a personal resume in English.			
TOPIC & CONTENT	**LANGUAGE FOCUS**	**PRODUCTION**	**MATERIALS / SKILLS**

Date/teacher:			
Lesson 19: Reviewing candidates resumes	• Grammar: Zero conditional • Vocabulary: Trends of interest	• Client checks on current resume.	https://hbr.org/2023/01/what-makes-a-great-resume
Comments/ Suggestions for next lesson:			

Date/teacher:			
Lesson 20: Presenting work experience	• Grammar: First conditional and second conditional • Vocabulary: New and modern trends	• Client describes relevant work experiences.	Describe Your Experience
Comments/ Suggestions for next lesson:			

Date/teacher:			
Lesson 21: Showcasing skills (hard skills and soft skills)	• Grammar: Third conditional	• Client describes his/her strongest work-related skills.	This is what makes em…
Comments/ Suggestions for next lesson:			

Topic 8 - REVIEW WEEK **Aims:** General review.			
TOPIC & CONTENT	**LANGUAGE FOCUS**	**PRODUCTION**	**MATERIALS / SKILLS**

Date/teacher:			
Lesson 22: Review	• Topic 1-2	•	
Comments/ Suggestions for next lesson:			

Date/teacher:			
Lesson 23: Review	• Topic 3-4		
Comments/ Suggestions for next lesson:			

Date/teacher:			
Lesson 24: Review	• Topic 5-7		
Client's comments about evaluation/next curriculum:			

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

A2 COMPANY OVERVIEW AND DESCRIPTION CURRICULUM - LESSON PLANNING
Student: Erick Martin Classes per week: 2 Position: Manager coordinator Current Level: A1+ Curriculum: A1+ Beginners Business Curriculum Current topic: 12-12 Material for classes: Material - A1+ Business Beginners

Decompress:
Here's the template: Needs analysis/Decompress template
Notes on Client (Changes on new curriculum, suggestions, needs another curriculum, etc.):
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Topic 1 - COMPANY OVERVIEW

Aims: Explaining the history, mission and values of the company as well as the different locations, offices and facilities and describing the management team.

TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
Date/teacher: 11/April Julio			
Lesson 1: History, mission, vision, values	• Grammar: Past tenses review • Vocabulary: company history, mission, values	• Client is able to talk about his company history, mission, vision and values	Use diagrams and timelines
Comments/ Suggestions for next lesson:			
Date/teacher: 04/15 Eka			
Lesson 2: Locations and facilities	• Grammar:prepositions of place • Vocabulary: company facilities	• Client is able to describe their company's facilities	
Comments/ Suggestions for next lesson:			
Date/teacher: 04/19 Eka			
Lesson 3: Management team	• Grammar: present tenses review • Vocabulary: job positions, tasks, action verbs	• Client is able to describe the management team and their tasks and responsibilities	
Comments/ Suggestions for next lesson:			

Topic 2 - PROCESSES AND ORGANIZATIONAL STRUCTURE **Aims:** Explaining the main activities of your job, describing the goals and strategies of each section and explaining the chain of command of the company			
TOPIC & CONTENT	**LANGUAGE FOCUS**	**PRODUCTION**	**MATERIALS / SKILLS**
Date/teacher: 4/23 Camille			
Lesson 4: My job	• Grammar: present simple and continuous • Vocabulary: action verbs, adjectives, job responsibilities	• Client is able to describe their job and detail the tasks and duties involved in it	Use Linkedin job ads https://www.linguahouse.com/es/esl-lesson-plans/general-english/describing-jobs
Comments/ Suggestions for next lesson:			
Date/teacher: 4/25 Camille			
Lesson 5: Goals and strategies	• Grammar:linking words, sequencers • Vocabulary:goals, expectations, strategies	• Client can describe the goals of their company as well as strategies how to achieve them	
Comments/ Suggestions for next lesson:			
Date/teacher: 04/26 Eka			
Lesson 6: Chain of command	• Grammar: possessives • Vocabulary: responsibilities, phrasal verbs - basic	• Client can describe the chain of command in their company and detail their activities	

Comments/ Suggestions for next lesson:

Topic 3 - DEPARTMENTS **Aims:** Explain the main purpose of the departments, describe the management team for the departments and analyze the connection between your department and the rest of the company			
TOPIC & CONTENT	**LANGUAGE FOCUS**	**PRODUCTION**	**MATERIALS / SKILLS**
Date/teacher: 30 April Julio			
Lesson 7: Departments	• Grammar: Present Perfect • Vocabulary: departments,duties	• Client details the departments , processes in the company and the duties of each Dept including theirs	
Comments/ Suggestions for next lesson:			

Date/teacher: May 2, 2024 Bernardo			
Lesson 8: Management teams	• Grammar: Present Perfect and Past Simple • Vocabulary: staff, job positions, responsibilities	• Client describes the management teams of each Dept in their company and details their responsibilities	
Comments/ Suggestions for next lesson:			

Date/teacher: 05/08 Eka			
Lesson 9: My Department	• Grammar: Expressions of	• Client describes own department and connection to	

	cause and consequence • Vocabulary: cause and consequence , effects	other departments in the company	
Comments/ Suggestions for next lesson:			

Topic 4 - PROJECTS AND OPERATIONAL TIMELINES **Aims:** Designing the strategy when starting a project, explaining project breakdown to a boss/coworker and creating the timeline of a project for past, present and future projects			
TOPIC & CONTENT	**LANGUAGE FOCUS**	**PRODUCTION**	**MATERIALS / SKILLS**

Date/teacher: May 9, 2024 Bernardo			
Lesson 10: Project strategy	• Grammar: future tenses, modals might/may/will for predictions • Vocabulary: strategy and forecast	• Clients discuss and detail their project strategy focusing on the future results	
Comments/ Suggestions for next lesson:			

Date/teacher: MAY 16 JULIO off curriculum, please retake the topic and material - 23/05 Camille			
Lesson 11: Project Breakdown	• Grammar: connectors and discourse markers , past, present and future review • Vocabulary: project stages, projects , basic phrasal verbs	• Client is able to break down the project and explain it to a third party	

Comments/ Suggestions for next lesson:

Date/teacher: ??????? david May 10, 2024 Dowse/May 23rd Camille			
Lesson 12: Project Timeline	• Grammar: tenses review - past present and future • Vocabulary: timelines	• Client is able to describe the complete timeline of the project, focusing on completed, ongoing and future tasks	
Comments/ Suggestions for next lesson:			

Topic 5 - MANAGING RELATIONSHIPS

Aims: Practicing small talk with suppliers/client and creating rapport through personal storytelling, as well as asking and answering questions about personal and professional life

TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
Date/teacher: May 24th, Alejandro			
Lesson 13: Small Talk	• Grammar:modals review • Vocabulary: small talk, work and leisure	• Client is able to have a small talk in a business context	
Comments/ Suggestions for next lesson:			

Date/teacher: June 5th Julio			
Lesson 14: Storytelling	• Grammar: Past Perfect and narrative tenses • Vocabulary: storytelling	• Client is able to tell stories from personal and professional experience	
Comments/ Suggestions for next lesson:			

Date/teacher: 06/07 Eka			
Lesson 15: Rapport	• Grammar: questions forms • Vocabulary:questions, rapport	• Client is able to share stories, ask and answer personal and professional l questions in order to create rapport	Role play
Comments/ Suggestions for next lesson:			

Topic 6 - INFORMAL EVAL			
TOPIC & CONTENT	**LANGUAGE FOCUS**	**PRODUCTION**	**MATERIALS / SKILLS**

Date/teacher: June 13th Camille			
EVAL PREP	•	•	

Comments/ Suggestions for next lesson: **DEAR CONSULTANT DO AN EVAL PREP, HE SHOULD NOT BE IN A2, BUT A1+ LEVEL**

Date/teacher: June 14th Warren			
INFORMAL EVAL	• EVAL	•	
Comments/ Suggestions for next lesson: **DEAR CONSULTANT DO AN INFORMAL EVAL, HE SHOULD NOT BE IN A2, BUT A1+ LEVEL**			

Date/teacher: 06/21 Eka			
FEEDBACK AND FOLLOW UP	• FEEDBACK	•	
Comments/ Suggestions for next lesson: **DEAR CONSULTANT DO AN INFORMAL EVAL, HE SHOULD NOT BE IN A2, BUT A1+ LEVEL**			

Topic 7 - Business Trip

Aims: Using expressions to describe preferences, discuss prices and inquire about a variety of products and stores, as well as ordering in restaurants.

TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
Date/teacher: June 27th Warren			
Lesson 19: Going out	• Grammar: WH questions/ questions with HOW much/many	• Client describes their preferences when it	• • Grammar - interactive exercises

	• Vocabulary: entertainment/going out	comes to entertainment and inquires about other people's preferences	Homework: You and your colleague are on a business trip, discuss options on what to do this weekend
Comments/ Suggestions for next lesson:			
Date/teacher: June 28th Warren			
Lesson 20: Your free time	• Grammar:Wh question/ can and could for polite requests • Vocabulary : shopping and prices	• Client inquires about products of interest in a variety of shops and asks for assistance from salespeople	• • https://breakingnewsenglish.com/ (Use Level 0-1) Role play: You need to buy new clothes for your business meeting. Role play the dialogue between a customer and salesperson.
Comments/ Suggestions for next lesson:			
Date/teacher: July 16th Edgar			
Lesson 21: Restaurants	• Grammar: modal verbs for requests and offers/ adjectives • Vocabulary :food and restaurants	• Client inquires about food and orders in a restaurant	• Listening - restaurants FINAL TASK: You are having lunch with your business partner. Role play the dialogue between a waiter and a customer in a restaurant
Comments/ Suggestions for next lesson:			
Topic 8 - Appointments **Aims:** Comparing agendas and scheduling personal and professional appointments using modals and present tenses to express opinions, using expressions of time, as well as organizing ideas using ordinal numbers and sequencers, and checking for understanding with tag questions.			
TOPIC & CONTENT	**LANGUAGE FOCUS**	**PRODUCTION**	**MATERIALS / SKILLS**
Date/teacher: 07/17 Eka			
Lesson 22: Comparing agendas	• Grammar: Present Simple and Continuous/ talking about time • Vocabulary: time expressions/ agendas	• Client describes their and other people's agenda, and inquires about them	• • Jobs and work activities Homework: Send a voice note to your team checking their agendas and confirming yours

Comments/ Suggestions for next lesson:			
Date/teacher: August 13th, Jaime			
Lesson 23: Priorities	• Grammar: modal verbs MUST and HAVE TO/ talking about important tasks • Vocabulary: ordinal numbers and sequencers / apologizing •	• Client discusses important tasks and organizes them in orders of priority	• • Conversation questions- Jobs and Occupations Homework: Your PA accidentally set up two appointments on the same day, you need to apologize to one of them and explain your priorities
Comments/ Suggestions for next lesson:			
Date/teacher: 08/27 Eka 08/15 Edgar- **NOT FINISHED SESSION** Aug 14, 2024 Bernardo dnh			
Lesson 24: Setting appointments	• Grammar: tag questions • Skill: intonation in questions • Vocabulary : setting appointments / accepting and rejecting	• Client compares agendas, sets appointment, accepts or rejects meetings	• Business meetings in English • FINAL TASK: Role play a conversation with a colleague to compare your agendas and set an appointment for next week
Comments/ Suggestions for next lesson: **08/15 – Feel free to use some of the materials in the document for the next class because some things were not seen in class because he had to leave early and overall he was getting distracted from work. Mainly the material related to question tags and intonations was not seen.**			
Topic 9 - Problem solving **Aims**: Discussing and comparing issues using modal verbs in present and past forms, as well as the present and past forms of be and do, using a variety of sequencers to indicate causality, requesting help and favors politely and offering your assistance to other individuals.			
TOPIC & CONTENT	**LANGUAGE FOCUS**	**PRODUCTION**	**MATERIALS / SKILLS**
Date/teacher: 8/28/24 Dowse			
Lesson 25: Complaining	• Grammar: prefix UN- and variants/ past simple BE and DO • Vocabulary: personal and professional issues/	• Client discusses their personal professional issues, in the present and past	• • Homework: Send a voice note to your boss complaining about an issue

	because and because of		
Comments/ Suggestions for next lesson:			
Date/teacher: September 06th, Edgar+Laura September r4TH,María Luisa DNH			
Lesson 26: Problem solving	• Grammar:Expressing your opinion/ giving advice SHOULD and MUST/ FOR vs TO • Vocabulary: problems and solutions	• Client discusses issues from personal and professional life and possible solutions	• • Homework: Role play a dialogue with your colleague discussing an issue at work and proposing possible solutions
Comments/ Suggestions for next lesson:			
Date/teacher: September 11 Dowse			
Lesson 27: Requesting assistance	• Grammar: offers and requests - modal WOULD/ FOR vs TO/ past simple review • Vocabulary: problems and solutions/ adjectives	• Client discusses important issues and requests assistance from others	• • Homework: Send an email to your boss requesting assistance with the issue at work
Comments/ Suggestions for next lesson:			
Topic 10 - Careers **Aims:** Inquiring and providing information about past personal and professional experiences, using the past simple tense of regular and irregular verbs, as well as describing timelines and histories of a variety or individuals and companies.			
TOPIC & CONTENT	**LANGUAGE FOCUS**	**PRODUCTION**	**MATERIALS / SKILLS**
Date/teacher: September 12th, Edgar			
Lesson 28: Timelines	• Grammar: Past Simple regular verbs • Skill: Pronunciation /ED/ • Vocabulary: adjectives /occupations/ years	• Client describes their past life experiences	• • Homework: Role play a conversation with your colleague about last week at work
Comments/ Suggestions for next lesson:			
Date/teacher: September 13 Dowse			
Lesson 29: Work experience	• Grammar: Past Simple irregular verbs	• Client discusses their past work experience	• •

	• Skill: Pronunciation • Vocabulary : discourse markers for talking about the past / duties		Homework: Voice note to a headhunter about your work experience
Comments/ Suggestions for next lesson:			
Date/teacher: Oct. 3, 24/Tere			
Lesson 30: Company history	• Grammar: Past Simple questions • Skill: intonation in questions • Vocabulary : company history	• Client discusses their company history	• • FINAL TASK: Role play a dialogue with a new partner discussing your companies' histories
Comments/ Suggestions for next lesson:			
Topic 11 - Goals Aims: Describing goals and objectives, present and future projects related to your personal and professional life using a variety of tenses and sequencers to organize ideas coherently, as well as discussing future plans and engagements.			
TOPIC & CONTENT	**LANGUAGE FOCUS**	**PRODUCTION**	**MATERIALS / SKILLS**
Date/teacher: October 4 Dowse			
Lesson 31: Personal and professional goals	Grammar: expressing past and present wants and needs/ future with will and going to • Vocabulary: Verbs for expressing wants and needs/ goals and ambitions	• Client describes personal and professional goals and compares them with others	• Homework: Voice note to your boss on your goals for this year
Comments/ Suggestions for next lesson:			
Date/teacher: Oct 10th, Edgar			
Lesson 32: Setting goals	• Grammar: future with WILL and GOING TO and Present Continuous • Vocabulary: goals and ambitions	• Client describes their future goals and plans on how to achieve them	• Homework: Write a list of your goals for next year and how you plan to achieve this
Comments/ Suggestions for next lesson:			
Date/teacher: Oct 11th, Edgar **UNFINISHED LESSON**			
Lesson 33: Future projects	• Grammar: future/ future in the past	• Client discusses their and other people's	• FINAL TASK: You just had a meeting with your

	• Vocabulary: reporting verbs	future projects and reports other people's opinions	biggest partner about their plans for next year. Report this information to your boss.
Comments/ Suggestions for next lesson: **He arrived late and left early, the class was not finished 100%. He is very interested in reviewing tenses. Please continue doing that next session.**			
Topic 12 - Evaluation - Formal			
Date/teacher: Oct.16/Ruth			
Lesson 34: Eval Prep	• Review Topics 6-8	• This week focuses on resolving client's doubts and perfecting previously learned content	
Comments/ Suggestions for next lesson: review modals.			
Date/teacher: October 18, 2024 Dowse			
Lesson 35: Eval Prep	• Review Topics 9-11	• This week focuses on resolving client's doubts and perfecting previously learned content	
Comments/ Suggestions for next lesson:			
Date/teacher: Oct 19th - Camille			
Lesson 36: End of level Evaluation	• Formal Evaluation		
10/22 Eka			
Extra review			
October 23, 2024 Dowse Erick arrived late and left early. **IMPORTANT!! Please note the many errors in exercise #1 on the remote. Erick has little to no control over the present and past tenses. He needs a complete overhaul in this area. He must go back to square one and re-learn all the present/past tenses. Then, after that, focus should shift to the perfect tenses in present and past.**			

There are huge gaps in his grammar and until these gaps are filled, his speech will continue to be poor.
Extra review
October 31, 2024 Dowse
November 1, 2024 Dowse
November 2nd, Edgar **EVAL DAY AFTER A WEEK OF REVIEW**
Observations: **Next curriculum (learner's path):**
Client's comments about evaluation/next curriculum: **A2 Introduction to professional life**