# Dear Consultant: Francisco would like to review basic English topics such as comparison, prepositions, etc. as well as daily life topics.

### -C1, C1, C1+ ENTREPRENEURSHIP LESSON PLANNING

Student: Francisco Ochoa Rubio

Classes per week:

Position: Coppel Regional Stores Management

Level: C1

Curriculum: Entrepreneurship Curriculum- 1p summary

Current week:

#### **Decompress:**

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 - Explain your business

TOPIC & CONTENT	MATERIALS / SKILLS					
Date/teacher: Oct 10th Jared Arrived late due to current natural disaster issues.						
Lesson 1: Explain how you start-up  Grammar: Narrative tenses (all)						
Comments/ Suggestions for next lesson:						

Date/teacher: 16 oct 2025 Karen

Oct 10th Jared Off topic/Natural disaster Veracruz

Lesson 2: Explain the different processes in your company

**Grammar: Sequencers** 

Comments/ Suggestions for next lesson: Dear consultant, please do part of the first lesson starting up a business, client practiced concepts in past but mainly expressed issues in his company.

Date/teacher: Oct 17th Jared			
Lesson 3: Explain how your service works from the client's pov	Grammar: Conditionals (0 & 1st)	•	
Comments/ Suggestions for next lesson:			

Week 2 - Stakeholders							
TOPIC & CONTENT LANGUAGE FOCUS PRODUCTION MATERIALS / SKILLS							
Date/teacher: Oct 18, 2025 B	ernardo						
Lesson 4: Pitch your company	Grammar: Second conditional	•					
Comments/ Suggestions for ne	xt lesson:						
Date/teacher: Oct 20th Jared							
	Grammar: Numbers and graphs •						
Comments/ Suggestions for ne	xt lesson:						
Date/teacher:Oct 24th Jared	22 oct 2025 Karen <mark>DNH</mark>						
Lesson 6: Explain what your future (short/long) term goals are							
Comments/ Suggestions for next lesson:							

Week 3 - Capitalist ventures						
TOPIC & CONTENT LANGUAGE FOCUS PRODUCTION MATERIALS / SKILLS						
Date/teacher:Oct 24th Jared	Date/teacher:Oct 24th Jared					
Lesson 7: Grammar: Linking words						
Comments/ Suggestions for next lesson:						

Date/teacher: Oct 28th Jared						
Lesson 8: Describe the KPIs of your team  Grammar: Framing and Transitions  Grammar: Framing and Transitions						
Comments/ Suggestions for ne	xt lesson:					
Date/teacher: Oct 30th Jared						
Lesson 9: Explain the financial and key metrics of your company	Grammar: Phrasal verbs	•				
Comments/ Suggestions for nex	xt lesson:					
OFF TOPIC class - Date/Teacher	r					
Week 4 - Tracktion						
TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS			
Date/teacher: Oct 30th Jared						
	Grammar: Adjectives and adverbs	•				
tracktions the company achieved	adverbs	•				
tracktions the company achieved  Comments/ Suggestions for nex	adverbs	•				
Lesson 10: Describe the early tracktions the company achieved  Comments/ Suggestions for nex  Date/teacher:  Lesson 11: The creation of a beta or minimally viable product	adverbs	•				
Comments/ Suggestions for next Date/teacher:  Lesson 11: The creation of a	adverbs  xt lesson:  Grammar: Linking words - cause & effect					
Comments/ Suggestions for next Date/teacher:  Lesson 11: The creation of a beta or minimally viable product	adverbs  xt lesson:  Grammar: Linking words - cause & effect					
Comments/ Suggestions for next Date/teacher: Lesson 11: The creation of a beta or minimally viable product Comments/ Suggestions for next	adverbs  xt lesson:  Grammar: Linking words - cause & effect					

Week 5 - Negotiation  TOPIC & CONTENT LANGUAGE FOCUS PRODUCTION MATERIALS / SKILLS  Date/teacher: Lesson 13: What is negotiation? Grammar: WH questions • Comments/ Suggestions for next lesson:  Date/teacher: Lesson 14: How to prepare before a negotiation or next lesson:  Date/teacher:  Lesson 15: The negotiation Grammar: Useful phrases for negotiation process need to negotiation next lesson:  Date/teacher:  Lesson 15: The negotiation Grammar: Useful phrases for negotiation next lesson:  Comments/ Suggestions for next lesson:  Date/teacher:  Lesson 15: The negotiation grammar: Useful phrases for negotiation negotiation next lesson:  Date/teacher:  Lesson 16: Connecting with suppliers: small talk  Grammar: Linking words - addition and contrast  Position of the connecting with addition and contrast  Process of the connecting with addition and contrast  Process of the connecting with addition and contrast  Process of the connecting with addition and contrast						
TOPIC & CONTENT LANGUAGE FOCUS PRODUCTION MATERIALS / SKILLS  Date/teacher:  Lesson 13: What is negotiation? Grammar: WH questions  Comments/ Suggestions for next lesson:  Date/teacher:  Lesson 14: How to prepare before a negotiation  Comments/ Suggestions for next lesson:  Date/teacher:  Lesson 15: The negotiation Grammar: Useful phrases for negotiation  Comments/ Suggestions for next lesson:  OFF TOPIC class - Date/Teacher  Week 6 - Managing relationships  Date/teacher:  Lesson 16: Connecting with Grammar: Linking words - •	OFF TOPIC class - Date/Teacher	r				
TOPIC & CONTENT LANGUAGE FOCUS PRODUCTION MATERIALS / SKILLS  Date/teacher:  Lesson 13: What is negotiation? Grammar: WH questions  Comments/ Suggestions for next lesson:  Date/teacher:  Lesson 14: How to prepare before a negotiation  Comments/ Suggestions for next lesson:  Date/teacher:  Lesson 15: The negotiation Grammar: Useful phrases for negotiation  Comments/ Suggestions for next lesson:  OFF TOPIC class - Date/Teacher  Week 6 - Managing relationships  Date/teacher:  Lesson 16: Connecting with Grammar: Linking words - •						
TOPIC & CONTENT LANGUAGE FOCUS PRODUCTION MATERIALS / SKILLS  Date/teacher:  Lesson 13: What is negotiation? Grammar: WH questions  Comments/ Suggestions for next lesson:  Date/teacher:  Lesson 14: How to prepare before a negotiation  Comments/ Suggestions for next lesson:  Date/teacher:  Lesson 15: The negotiation Grammar: Useful phrases for negotiation  Comments/ Suggestions for next lesson:  OFF TOPIC class - Date/Teacher  Week 6 - Managing relationships  Date/teacher:  Lesson 16: Connecting with Grammar: Linking words - •						
Date/teacher:  Lesson 13: What is negotiation? Grammar: WH questions  Comments/ Suggestions for next lesson:  Date/teacher:  Lesson 14: How to prepare before a negotiation  Comments/ Suggestions for next lesson:  Date/teacher:  Lesson 15: The negotiation Grammar: Useful phrases for negotiation  Comments/ Suggestions for next lesson:  OFF TOPIC class - Date/Teacher  Week 6 - Managing relationships  Date/teacher:  Lesson 16: Connecting with Grammar: Linking words -	Week 5 - Negotiation					
Lesson 13: What is negotiation? Grammar: WH questions  Comments/ Suggestions for next lesson:  Date/teacher:  Lesson 14: How to prepare before a negotiation  Comments/ Suggestions for next lesson:  Date/teacher:  Lesson 15: The negotiation Grammar: Useful phrases for negotiation  Comments/ Suggestions for next lesson:  OFF TOPIC class - Date/Teacher  Week 6 - Managing relationships  Date/teacher:  Lesson 16: Connecting with Grammar: Linking words - •	TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS		
Comments/ Suggestions for next lesson:  Date/teacher:  Lesson 14: How to prepare before a negotiation  Comments/ Suggestions for next lesson:  Date/teacher:  Lesson 15: The negotiation Grammar: Useful phrases for negotiation  Comments/ Suggestions for next lesson:  OFF TOPIC class - Date/Teacher  Week 6 - Managing relationships  Date/teacher:  Lesson 16: Connecting with Grammar: Linking words - •	Date/teacher:					
Date/teacher:  Lesson 14: How to prepare before a negotiation  Comments/ Suggestions for next lesson:  Date/teacher:  Lesson 15: The negotiation Grammar: Useful phrases for negotiation  Comments/ Suggestions for next lesson:  Comments/ Suggestions for next lesson:  OFF TOPIC class - Date/Teacher  Week 6 - Managing relationships  Date/teacher:  Lesson 16: Connecting with Grammar: Linking words - •	Lesson 13: What is negotiation?	Grammar: WH questions	•			
Lesson 14: How to prepare before a negotiation  Comments/ Suggestions for next lesson:  Date/teacher:  Lesson 15: The negotiation	Comments/ Suggestions for nex	xt lesson:				
Date/teacher:  Comments/ Suggestions for next lesson:  Date/teacher:  Lesson 15: The negotiation process	Date/teacher:					
Date/teacher:  Lesson 15: The negotiation process  Comments/ Suggestions for next lesson:  OFF TOPIC class - Date/Teacher  Week 6 - Managing relationships  Date/teacher:  Lesson 16: Connecting with Grammar: Linking words -		Grammar: Modals review	•			
Lesson 15: The negotiation process  Comments/ Suggestions for next lesson:  OFF TOPIC class - Date/Teacher  Week 6 - Managing relationships  Date/teacher:  Lesson 16: Connecting with Grammar: Linking words -	Comments/ Suggestions for nex	xt lesson:				
process negotiation  Comments/ Suggestions for next lesson:  OFF TOPIC class - Date/Teacher  Week 6 - Managing relationships  Date/teacher:  Lesson 16: Connecting with Grammar: Linking words -	Date/teacher:					
OFF TOPIC class - Date/Teacher  Week 6 - Managing relationships  Date/teacher:  Lesson 16: Connecting with Grammar: Linking words - •			•			
Week 6 - Managing relationships  Date/teacher:  Lesson 16: Connecting with Grammar: Linking words - •	Comments/ Suggestions for nex	xt lesson:				
Date/teacher:  Lesson 16: Connecting with Grammar: Linking words - •	OFF TOPIC class - Date/Teacher	r				
Date/teacher:  Lesson 16: Connecting with Grammar: Linking words - •						
Date/teacher:  Lesson 16: Connecting with Grammar: Linking words - •						
Lesson 16: Connecting with Grammar: Linking words - •	Week 6 - Managing relationships					
	Date/teacher:					
<u> </u>			•			
Comments/ Suggestions for next lesson:	Comments/ Suggestions for nex	Comments/ Suggestions for next lesson:				

Date/teacher:				
Lesson 17: Updating somebody on recent events	Grammar: Reported speech •			
Comments/ Suggestions for nex	xt lesson:			
Date/teacher:				
Lesson 18: Explain the legal aspects in business deals	Grammar: Passive voice	•		
Comments/ Suggestions for nex	xt lesson:			
OFF TOPIC class - Date/Teacher	r			
Week 7 - CRM				
TOPIC & CONTENT	LANGUAGE FOCUS	MATERIALS / SKILLS		
Date/teacher:				
Lesson 19: Explain what CRM means	Grammar: Summarizing	•		
Comments/ Suggestions for nex	xt lesson:			
Date/teacher:				
Lesson 20: Define how CRM could help your startup	Grammar: 2nd and 3rd conditional	•		
Comments/ Suggestions for next lesson:				
Date/teacher:				
Lesson 21: Craft your own CRM Strategy	Grammar: Linking words - cause & effect	•		
Comments/ Suggestions for next lesson:				
OFF TOPIC class - Date/Teacher				

Week 8 - Review week before	evaluation			
TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS	
Date/teacher:				
Lesson 22: Write a report with your your achievements of 2020	Grammar:	•		
Comments/ Suggestions for ne	xt lesson:			
Date/teacher:				
Lesson 23: Write an email to a supplier complaining about an order	Grammar:	•		
Comments/ Suggestions for ne	xt lesson:			
Date/teacher:				
Lesson 24: Write a paragraph about your company that you can put on your website	Grammar:	•		
Comments/ Suggestions for next lesson:				
Lesson 25: Final speaking evaluation				
Date/consultant:				
Observations:				
Next curriculum (learner's path):				

Student: Francisco Ochoa Rubio

Classes per week:

Position: Coppel Regional Stores Management

Level: B2

Curriculum: Specialized - Current week: 8-8

### **Decompress:**

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 - Business communication

Aims: learn the basics of work interaction

TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS

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Lesson 1: Phone

conversations and meetings

• Grammar: Industry-specific vocabulary (e.g., finance, marketing, human resources) • Client is able to have a phone conversation in a business setting

Essential Business Engli...

Comments/ Suggestions for next lesson:

#### Date/teacher: July 15, Yasmine

Lesson 2: Effective email writing and professional

correspondence

• Grammar: Key business terms and phrases

• Client is able to write a email properly

https://hbr.org/2021/08/how-to-write-better-emails-at-wor

<u>k</u>

Date/teacher: July 16th, Edgar					
Lesson 3: Roleplay: Business meetings and phone conversations scenarios	• verbs	Grammar: Phrasal	Client is able to roleplay a situation where they interact with coworkers	https://www.thoughtco.com/ business-meeting-role-play-an d-quiz-4176435	
Comments/ Suggestions for ne	xt lesson	:			

Week 2 - Presentations and Public Speaking Aims: practice giving a speech to an audience in a work setting					
TOPIC & CONTENT LANGUAGE FOCUS PRODUCTION MATERIALS / SKILLS					
Date/teacher: July 17th, Ivan					
Lesson 4: Structuring and delivering business presentations  • Grammar: for/in/since/to  • Client is able to know how to prepare a presentation  • https://www.indeed.com/ceer-advice/interviewing/deer-presentation-in-interview					
Comments/ Suggestions for next lesson:					

Date/teacher: 23 jul 2025 Kard July 18th, Ivan OFF TOPIC	en			
Lesson 5: Practice giving persuasive speeches	Grammar: Formal speech	Client is able to use persuasive language	https://www.indeed.com/car eer-advice/career-developme nt/what-is-persuasive-speech	
Comments/ Suggestions for next lesson:				

Date/teacher: 21 jul 2025 Karen				
Lesson 6: Handling Q&A sessions	Grammar: Mixed tenses	Client is able to improvise answers for a presentation	https://www.indeed.com/car eer-advice/interviewing/resp ond-to-questions#:~:text=Bef	

			ore%20answering%20a%20to ugh%20question,to%20deal% 20with%20the%20situation.
Comments/ Suggestions for ne	xt lesson:		
Week 3 - Negotiation Skills Aims: learn negotiation techni	iques		
TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
Date/teacher: July 24th, Ivan  Lesson 7: Language for negotiations	Grammar: useful vocabulary	Client is able to use vocabulary common in the business environment	https://www.englishclub.com/business-english/vocabulary.php
Comments/ Suggestions for ne	xt lesson:		
Date/teacher: July 25th Jared			
Lesson 8: Wants and needs in a negotiation	Grammar: Linking words (advanced)	Client is able to connect ideas related with cause and effect	https://libguides.staffs.ac.uk/ academic writing/linking#:~:t ext=additionally%3B%20also %3B%20moreover%3B%20fur thermore,%3B%20correspond ingly%3B%20indeed%3B%20r egarding.&text=alternatively%

3B%20although%3B%20other

wise%3B%20instead.

Comments/ Suggestions for next lesson:

Date/teacher: July 30th Jared

Lesson 9: Roleplay: Negotiation exercises and scenarios	<ul> <li>Grammar: Tones in English</li> </ul>	<ul> <li>Client is able to roleplay a negotiación scenario</li> </ul>	https://blog.hubspot.com/sal es/sales-negotiation-role-play -exercises
Comments/Suggestions for ne	rt lesson:		

Week 4 - Business Writing Aims: know the basics of academic and formal writing				
TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS	

Date/teacher: Jul 31, 2025 Be	ernardo,		
Lesson 10: Business reports and proposals	Grammar: reported speech / reporting verbs	Client is able to write business reports	■ How to write a busines

Comments/ Suggestions for next lesson: please review this class, we couldn't see the topic since the client was stuck in traffic

Date/teacher: 1 ago 2025 Karen					
Lesson 11: Writing a formal business letter or memo	Grammar: formal / polite language	Client is able to write an academic text	https://slc.berkeley.edu/w riting-worksheets-and-oth er-writing-resources/nine- basic-ways-improve-your-s tyle-academic-writing		

Date/teacher: august 5th -Karelle				
Lesson 12: Giving and receiving feedback (written and spoken)	<ul><li>Grammar: comparison in English</li></ul>	Client is able to respond to feedback in a correct way	https://www.leapsome.co m/blog/how-to-give-feedb ack-in-5-steps	
Comments/ Suggestions for next lesson:				

Week 5 - Corporate Social Responsibility Aims: reflect on work ethic				
TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS	

Date/teacher: August 7 -Karelle :	:)		
Lesson 13: Discussing ethical dilemmas in business	Grammar:     generalizing and     being specific	Client is able to discuss on ethical dilemmas in a working environmilent	https://www.employment. govt.nz/workplace-policies /ethical-sustainable-work- practices/what-are-ethical- sustainable-work-practices /#:~:text=Ethical%20mean s%20engaging%20in%20w ork,being%20considered% 20an%20ethical%20emplo yer.
Comments/ Suggestions for next	t lesson:		

Date/teacher: August 8 th - Karelle					
Lesson 14: CSR initiatives and their impact on businesses	Grammar: Mixing present and past ideas	Client is able to know about CSR	https://www.unido.org/our-focus/advancing-economic-competitiveness/competitive-trade-capacities-and-corporate-responsibility/corporate-social-responsibility-market-integration/what-csr#:~:text=Corporate%20Social%20Responsibility%20is%20a,and%20interactions%20with%20their%20stakeholders.		
Comments/ Suggestions for next lesson:					

Date/teacher: 8 ago 2025 Karen

Lesson 15: Cost cutting / layoffs	<ul> <li>Grammar: The past of modals</li> </ul>	<ul> <li>Client is able to communicate ideas on this business practice</li> </ul>	https://collegevidya.com/ blog/layoff-explained-mea ning-reasons/			
Comments/ Suggestions for nex	xt lesson:					
Topic 6 - Cross-Cultural Com Aims: learn to communicate	munication with people from other cult	tures in a work environment				
TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS			
Date/teacher: Aug 13, 2025 , E	Estefania					
Lesson 16: Understanding cultural differences in business settings	Grammar: Phrasal verbs	Client is able to learn about different cultures	https://www.ricsrecruit.co m/article/work-effectively- across-cultures			
Comments/ Suggestions for nex	kt lesson: <mark>TEACH THE PREV</mark>	IOUS LESSON BEFORE CO	ONTINUE (LESSON 15)			
Date/teacher: Aug 14th Jared						
Lesson 17: Roleplays: Cross-cultural business interactions	<ul> <li>Grammar: useful vocabulary on countries and nationalities</li> </ul>	<ul> <li>Client is able to</li> </ul>				
Comments/ Suggestions for nex	Comments/ Suggestions for next lesson:					
Date/teacher: Aug 14th Jared						
Lesson 18: Roleplay: Negotiation scenarios abroad	Grammar: Useful vocabulary	Client is able to				
Comments/ Suggestions for next lesson:						
Topic 7 - Business Interview Skills						

Aims: how to conduct a job interview				
TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS	
Date/teacher: Aug 26th Jared  Lesson 19: Interview  ■ Grammar: useful  ■ Client is able to  ■ Top Interview Tips:				
				Lesson 19: Interview preparation and techniques

Date/teacher: Aug 26th Jared					
Lesson 20: Roleplay: Interviewing for a new position	Grammar: Mixed tenses	<ul> <li>Client is able to answer correctly on job interview questions</li> </ul>	https://www.themuse.co m/advice/interview-questi ons-and-answers		
Comments/ Suggestions for next lesson:					

Date/teacher: September 5th, Edgar OFF CURRICULLUM September 18th, Andreé 3 sept 2025 Karen OFF CURRICULLUM				
Aug 28th Jared 2 HOURS OFF C	Aug 28th Jared 2 HOURS OFF CURRICULUM/August 27th, Edgar 2 hours OFF CURRICULLUM			
Lesson 21: Roleplay: Interviewing a potential hire	Grammar: infinitives vs gerunds	<ul> <li>Client is able to reflect on potential hirings</li> </ul>		

Comments/ Suggestions for next lesson: Please teach this topic before going into the next one. On August 27th the client was not in the mood to talk about interviews he was on vacation and had to interrupt his time off for an emergency at work right before the class so he asked to just have a conversation class and review the present perfect that he finds difficult.

Client just came back from vacation and was eager to share his experiences. He was encouraged to use past tenses since he was sharing stories and anecdotes about his vacation.

CLIENT INSISTED ON SPEAKING OFF TOPIC... HE MENTIONED THAT HE WAS ON VACATION AND HE WOULD LIKE TO ONLY CHAT. HE WILL BE IN CONTACT TO PUSH HIS EVAL.

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

Date/teacher: September 18th, Alejandro				
Lesson 22: Eval prep units 1-3	• Review			
Comments/ Suggestions for nex	kt lesson:			
Date/teacher: 19 sept 2025 Ka September 19th, Edgar OFF CUI				
Lesson 23: Eval prep units 4 and 5	• Review			
Comments/ Suggestions for nex the other weeks	kt lesson: <mark>We just reviewed weel</mark>	·	out other topics, please review	
Date/teacher: September 29th,	Edgar			
Lesson 24: Eval prep units 6 and 7	• Review			
Comments/ Suggestions for nex lesson. Please.	kt lesson: Client is asking to have	the Eval on Friday October 3rd.	So have an extra review next	
Date/teacher: Sep 30, 2025, Karen				
Lesson 24: Eval prep	• Review			
Comments/ Suggestions for next lesson:				

Lesson 25: Final speaking evaluation Oct 3rd Jared- Off topic- ss. Was late 15mins. He was on the road and decided to speak off topic. October 7 Karelle

## **B1+ Presentations/Meetings LESSON PLANNING**

Student: Francisco Ochoa Rubio

Classes per week:

Position: Coppel Regional Stores Management

Level: B1+

Curriculum: B1+ Presentations/Meetings Curriculum

Current week: 7-8

Material for classes:

■ Presentations/Meetings Material

## **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		

Date/teacher: May 15th Edgar					
Lesson 1: Projects and deliverables	<ul> <li>Present Perfect Simple and Continuous</li> <li>Projects and deliverables</li> </ul>	Describe your current projects, deliverables and goals	50 common business idioms http://www.blairenglish.com /exercises/projects/exercises /projectessentials/projectess entials.html		

Date/teacher: May 15th Alejandro			
Lesson 2: Staffing a project	<ul><li>Adjectives and Adverbs</li><li>Staffing</li></ul>	<ul> <li>Discuss the people involved in your projects</li> </ul>	https://linkstaffing.com/reso urces/a-guide-to-recruitment -and-staffing-terms/

Date/teacher: May 21st (hour) Maris			
May 16th, Marisol	(2 hours class)	DNH	

Lesson 3: Past and future projects

- Past tenses simple and continuous
- Future tenses
- Explain and discuss your past and future projects

https://www.youtube.com/watch?v=d0wV9EC3t14

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: May 16th, Marisol (2 hours class) May 22nd Jared Lesson 4

Lesson 4: Components of a presentation

- Presentation etiquette
- Sequencers

Describe the components of a presentation

English Presentations | Presenting in English

Comments/ Suggestions for next lesson:

Date/teacher: 24 may 2025 Karen

Lesson 5: Starting and ending a presentation

- Intonation & tone
- Useful phrases

How to start & end a presentation How to start a presentation

Business English
Presentations- Roleplays &
Phrases - ESL Lesson Plans

https://mannerofspeaking.o rg/2019/05/12/transitions-i n-a-speech-or-presentation/

Date/teacher: 23/05 Miguel	ate/teacher: 23/05 Miguel				
Lesson 6: Introduction	<ul> <li>Phrasal verbs in meeting setting</li> <li>Vocab for starting a presentation</li> </ul>	Explain what you cover in your presentations	Intonation & Stress in Public Speaking: Definition & Examples - Video & Lesson Transcript IELTS Life Skills B1 Listening test 11 ( British settlement and citizenship ) https://www.youtube.com/w atch?v=liRYtck3dXc&ab_chan nel=BHVTinH%E1%BB%8Dc		

Comments/ Suggestions for next lesson:

	TOPIC & CONTENT LANGUAGE FOCUS PRODUCTION MATERIALS / SKILLS					
Aims: Keeping the attention during a presentation, asking and answering questions on what you hear						
	Topic 3 - Presentation interactions					

Date/teacher: 23/05 Miguel			
Lesson 7: Components of a presentation	<ul> <li>Phrases to command an audience</li> <li>IF and UNLESS</li> </ul>	How to keep the focus on topic during a presentation.	30 phrasal verbs often used in business small talk and meetings  30 useful phrases for presentations in English  The 6 Components of a Great Presentation

Date/teacher: 27 may 2025			
Lesson 8: Questions	Question formation	Discuss possible follow up questions of your presentation	Vocabulary and Phrases for Making Presentations in English http://worldwidefrontier.com/2018/02/grammar-tip-b2-making-questions-easy-way/
Comments/ Suggestions for ne	xt lesson:		

Date/teacher: 28 may Camille			
Lesson 9: Answers	<ul><li>Answering strategies</li><li>Useful phrases</li></ul>	Answer follow up questions about your presentation	Transcript of "How to speak so that people want to listen"
Comments/ Suggestions for ne	xt lesson:	1	1

# **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 outstanders

TOPIC & CONTENT LANGUAGE FOCUS PRODUCTION MATERIALS / SKILLS	TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
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Date/teacher: May 29th, Ed	gar		
Lesson 10: Giving your opinion	<ul> <li>Modals (should, must, could, might)</li> <li>Agreeing and disagreeing</li> </ul>	Give opinion/ agree/disagree on what has been said during the last meeting	Modal verbs 4 – Requests, offers, permission and invitations: ESL/EFL Lesson Plan and Worksheet
Comments/ Suggestions for	next lesson:		

Date/teacher: May 30th, Maris	ol (2 hours)		
Lesson 11: Sharing ideas	<ul><li>Pitching - conditionals</li><li>Expressing opinions</li></ul>	Pitching ideas and sharing opinions	11 Steps to a Perfect Startup Pitch: Expert Insights From Bianca Praetorius
Comments/ Suggestions for ne	xt lesson:		

Date/teacher: May 30th, N	Лarisol (2 hours)		
Lesson 12: Clarifying	<ul><li>Discourse markers</li><li>Tag questions</li></ul>	Clarify complex situations for outstanders	https://www.youtube.com/watch?v=kEAjrjqACDs  Discourse markers   Learning English
Comments/ Suggestions fo	r next lesson:		

# Topic 5 - Meetings

Aims: Leading a meeting, participating in a meeting and covering some strategies how to politely interrupt, ask for clarification or jump to a different topic.

TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS

Date/teacher: June 3rd Jared			
Lesson 13: Meeting components	Meeting components and strategies Conditionals	Discuss meeting components and strategies	12 Useful Phrasal Verbs for Business Meetings - Impactfulenglish.com

Date/teacher: 9 jun 2025 Kar	en		
Lesson 14: Leading a meeting	Starting and finishing a meeting     Leadership strategies	<ul> <li>Leading a successful meeting from start to finish</li> </ul>	Business Etiquette Basics (INTERMEDIATE (B1) - UPPER-INTERMEDIATE (B2)) — Fluentize
Comments/ Suggestions for ne	xt lesson:		

Date/teacher: 10 jun 2025	Karen		
Lesson 15: Participating in meetings	<ul> <li>Interrupting politely</li> <li>Expressing your opinion</li> <li>Asking for clarification</li> <li>Changing the topic</li> </ul>	Effectively participating in a meeting	Technical Presentation Workbook: Winning Strategies for Effective Public Speaking

**TOPIC & CONTENT** 

Topic 6 - Emails
Aims: Defining the differences between formal & informal emails, sending an email requesting, or rescheduling a meeting, and

**LANGUAGE FOCUS** 

with the minutes of your last meeting

**PRODUCTION** 

**MATERIALS / SKILLS** 

Date/teacher: 11 jun 2025 Ka	ren		
Lesson 16: Formal and informal emails	<ul> <li>Formal and informal expressions for emails</li> <li>Business email structure</li> </ul>	Draft formal & informal emails	http://english.teamdev.com/resources/useful-phrases https://learnenglish.britishcouncil.org/business-english/english-for-emails/unit-4-starting-and-finishing-emails

Date/teacher: 13 jun 2025 Karen					
Lesson 17: Requesting or rescheduling a meeting	<ul><li>Modals for offers/requests</li><li>Apologizing</li></ul>	•	Schedule and reschedule meetings	https://learnenglishteens.brit ishcouncil.org/grammar/inter mediate-grammar/can-could- would-invitations-offers-requ ests-permission	
Comments/ Suggestions for r	next lesson:	•			

Date/teacher: june 17th Mildred					
Lesson 18: Meeting minutes	<ul><li>Summarizing/being concise</li><li>Discourse markers</li></ul>	Send a summary of your meeting to your team members/boss	https://corporatefinanceinstit ute.com/resources/knowledg e/other/meeting-minutes/		
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		

Date/teacher: June 20th, Marisol June 18th, Marisol DNH				
Lesson 19: Reporting numbers	<ul> <li>Phrasal verbs for Statistics, percentages, trends</li> <li>Numbers - ordinal and cardinal, percentages,</li> </ul>	Discuss and report on numbers, percentages and trends	https://preply.com/en/blog/c harts-graphs-and-diagrams-in -the-presentation/#scroll-to- heading-5	

Date/teacher: June 30th Jared				
Lesson 20: Charts and graphs	<ul> <li>Phrasal verbs for describing visuals</li> <li>discourse markers</li> <li>Comparison and contrast</li> </ul>	Discuss and report on visuals	https://academic-englishuk.c om/describing-graphs/	
Comments/ Suggestions for next lesson:				

Date/teacher: 1 jul 2025 Kare	n		
Lesson 21: Reports	<ul><li>Passive voice</li><li>Writing skills / reports</li></ul>	Draft a report on your project/presentation/m eeting	https://edu.gcfglobal.org/en/business-communication/how-to-write-a-powerful-business-report/1/
Commonte / Suggestions for mo			

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

Date/tea cher: July 2nd —Karelle :)		
Lesson 22: Review	<ul> <li>Prepare a presentation on a current project</li> </ul>	

Comments/ Suggestions for next lesson: he would like to review phrases verbs, and speaking exercises

Date/teacher: July 3rd Jared		
Lesson 23: Review	Question answering techniques	
Comments/ Suggestions for ne	xt lesson:	

Date/teacher: 4 jul 2025 Karen July 3rd Jared DNH Student was stuck in traffic and was only able to see the fist hour					
Lesson 24: Review	Reporting on presentations/meetings				
Comments/ Suggestions for nex	xt lesson:				
Date/teacher: 8 jul 2025 Karen	า				
Lesson 24: extra Review					
Comments/ Suggestions for nex	xt lesson: <mark>he asked for one more</mark>	review			
Date/teacher: 9 jul 2025 Kare	n				
Lesson 24: extra Review					
Comments/ Suggestions for nex	xt lesson:				
Lesson 25: Final speaking evaluation -present your project, answer questions about your presentation and draft an email to report to your manager on the presentation meeting					
Date/consultant: 12 jul 2025 Karen					
Observations:	Observations:				
Next curriculum (learner's path):					

#### PROJECT MANAGEMENT LESSON PLANNING

Student: Francisco Ochoa Rubio

Classes per week:

Position: Coppel Regional Stores Management

Level: B1/B1+

Curriculum: B1 Project Management Curriculum

Current topic: 1-8

Decompress: march 21st, Bernardo

Mar 19, 2025 Jared DNH

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 - Professional profile

**Aims:** To adequately describe your job position, the responsibilities it involves as well as properly introduce each member of your team.

TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
Date/teacher: Mar 21,	2025 Bernardo		
Lesson 1: Introduce yourself & describe your position	<ul> <li>Grammar: Present tense         / Sentence structure         with conjunctions</li> <li>Vocabulary: Action verbs         necessary for the         position</li> </ul>	Clients introduce themselves and describe their job	What is project management? (video)

Comments/ Suggestions for next lesson:

# Date/teacher:

Lesson 2: Go over activities & responsibilities

- Grammar: Gerunds (for activities & verbs that take gerunds)
- Vocabulary: work activities and
- Clients talk about work activities and responsibilities

Linkedin profiles

	responsibilities			
Comments/ Suggestions for ne	ext lesson:			
Date/teacher: Mar 24,	, 2025 Karen			
Lesson 3: Introduce your team members	<ul> <li>Grammar: Present         Simple and Continuous</li> <li>Vocabulary: Adjectives</li> </ul>	Clients are able to introduce others and describe their responsibilities	https://pitchavatar.com/how -to-properly-introduce-your-t eam/	
Comments/ Suggestions for ne	ext lesson:			
Week 2 - Your company Aims: To present a timeline	of your company as well as it	s position within the industry	<i>j</i> .	
TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS	
Date/teacher: March 2	7th, Marisol			
Lesson 4: Describe the evolution of your company	<ul> <li>Grammar: Past         continuous vs past         simple/ timelines</li> <li>Vocabulary: company         history, time markers for         the past</li> </ul>	Client presents the timeline of their company	Ex Apple timeline	
Comments/ Suggestions for ne	ext lesson:			
Date/teacher: March 28	th, Karen			
Lesson 5: Connect actions inside the company	<ul> <li>Grammar: Connectors (emphasize, addition, contrast,)</li> <li>Vocabulary: organizational structure</li> </ul>	Client describes the organizational structure of their company and how it is connected	Connectors Types of organizational structures	
Comments/ Suggestions for next lesson:				
Date/teacher: March 2	8th, Karen			
Lesson 6: Explain the relation with suppliers & clients	<ul><li>Grammar: Modal verbs (possibilities &amp; requests)</li><li>Vocabulary:work</li></ul>	Clients talks about the relationships at work	Modal verbs exercises	

	relationships		
Comments/ Suggestions for ne	ext lesson:		
Week 3 - Current projects Aims: To thoroughly describ	pe present, past and future pr	ojects as well as their creatio	n process.
TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
Date/teacher: April 1st	, Marisol		
Lesson 7: Explain the process when you start a project	<ul> <li>Grammar:         Modals/Connection         words (cause &amp; effects)</li> <li>Vocabulary: projects</li> </ul>	Client discussed and describes a process of starting a project	Six questions to ask before starting a big project.
Comments/ Suggestions for ne	ext lesson:		
Date/teacher: April 2nd	d,Marisol		
Lesson 8: Describe your current project	<ul> <li>Grammar: Sequencers,         Present Perfect     </li> <li>Vocabulary: adjectives,         projects     </li> </ul>	Client describes and details current projects	Good project managers vs bad managers
Comments/ Suggestions for ne	ext lesson:		
Date/teacher: April 3rd	d, Marisol		
Lesson 9: Describe past & future projects	<ul> <li>Grammar: Past Simple         vs Present Perfect/         Future tense</li> <li>Vocabulary: adjectives,         projects</li> </ul>	Client details past and future projects	■ How to Write a Projec
Comments/ Suggestions for ne	ext lesson.		
Week 4 - Organizational ch		in a company as well as their	roles.
TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
Date/teacher: April 3rd	d, Marisol		
Lesson 10: Explain the hierarchy of your company - Who works where?	<ul><li>Conditionals (0 &amp; 1st)</li><li>Vocabulary: jobs and tasks</li></ul>	Client details the hierarchy and structure of their company	Create organizational chart
Comments/ Suggestions for ne			

Date/teacher: April 10t	th, Marisol		
Lesson 11: Explain who is responsible for what or in charge of	<ul> <li>Grammar: verb +         Prepositions/ gerunds and infinitives     </li> <li>Vocabulary: departments</li> </ul>	Client details the departments in their company and their duties	Draw the setup of your company
Comments/ Suggestions for ne	ext lesson:		
Date/teacher: April 10t	h, Marisol		
Lesson 12: Compare different company structures	<ul> <li>Grammar: Comparatives         <ul> <li>&amp; superlatives</li> </ul> </li> <li>Vocabulary: company structure</li> </ul>	<ul> <li>Client compares different company structures (Alcanza vs Coppel) - what are the pros and cons?</li> </ul>	Difference between startups and SMEs
Comments/ Suggestions for ne	ext lesson:		
Week 5 - Meetings			
Aims: To be able to manage	all aspects related to a busin	ess meeting.	
Aims: To be able to manage  TOPIC & CONTENT	all aspects related to a busin	ess meeting.  PRODUCTION	MATERIALS / SKILLS
	LANGUAGE FOCUS		MATERIALS / SKILLS
TOPIC & CONTENT	LANGUAGE FOCUS		Meeting vocabulary     Quiz meeting vocabulary     vocabulary
TOPIC & CONTENT  Date/teacher: 23 abr 2  Lesson 13: Scheduling &	Co25 Karen      Grammar: Polite language (request & phrases)/ Preposition of time     Skill: More complex question formation     Vocabulary: meetings	Client is able to schedule and reschedule appointments, discuss	<ul><li>Meeting vocabulary</li><li>Quiz meeting</li></ul>
TOPIC & CONTENT  Date/teacher: 23 abr 2  Lesson 13: Scheduling & rescheduling meetings	• Grammar: Polite language (request & phrases)/ Preposition of time • Skill: More complex question formation • Vocabulary: meetings	Client is able to schedule and reschedule appointments, discuss	<ul><li>Meeting vocabulary</li><li>Quiz meeting</li></ul>
TOPIC & CONTENT  Date/teacher: 23 abr 2  Lesson 13: Scheduling & rescheduling meetings  Comments/ Suggestions for ne	• Grammar: Polite language (request & phrases)/ Preposition of time • Skill: More complex question formation • Vocabulary: meetings	Client is able to schedule and reschedule appointments, discuss	Meeting vocabulary     Quiz meeting     vocabulary
TOPIC & CONTENT  Date/teacher: 23 abr 2  Lesson 13: Scheduling & rescheduling meetings  Comments/ Suggestions for ne  Date/teacher: 23 abr 2  Lesson 14: Preparing a	Co25 Karen      Grammar: Polite language (request & phrases)/ Preposition of time     Skill: More complex question formation     Vocabulary: meetings  ext lesson:  CO25 Karen  Grammar: Phrasal verbs     Vocabulary: wants and needs	Client is able to schedule appointments, discuss availability      Client explains how they set up their meetings (wants &	Meeting vocabulary     Quiz meeting vocabulary     vocabulary  Article your meetings stink &

Lesson 15: Having a meeting  Comments/ Suggestions for ne	Grammar: Discourse markers / WH question forms Skill: participating in a meeting Vocabulary: meetings ext lesson:	Client role plays     participating in a     meeting	<ul> <li>Questions to ask in a meeting</li> <li>The most critical types of project management</li> </ul>
Week 6 - Let's hire someon Aims: To fully prepare the n it.	ne! eeds of a new position withir	n the company as well as sele	ct the proper candidate for
Date/teacher: April 25t	th Jared		
Lesson 16: Minimum vs preferred qualities (write a vacancy)	<ul> <li>Grammar: passive voice, Royal order of adjectives</li> <li>Skills: writing</li> <li>Vocabulary: skills hard and soft</li> </ul>	Client details and describes a job vacancy	<ul> <li>Job Description         <u>Vocabulary</u></li> <li>Job Description         <u>Template</u></li> </ul>
Comments/ Suggestions for ne	ext lesson:		
Date/teacher: April 26t	th, Edgar <mark>2hrs</mark>		
Lesson 17: Job interview	<ul><li>Grammar: questions in passive</li><li>Vocabulary: job vacancy</li></ul>	<ul> <li>Client asks and answers questions for a job interview</li> </ul>	<ul> <li>Inclusive Language (extension activity)</li> </ul>
Comments/ Suggestions for ne	ext lesson:		
Date/teacher: April 26t	th, Edgar <mark>2hrs</mark>		
Lesson 18: Evaluate candidates	Grammar: reported speech     Vocabulary: skills	Client evaluates     potential candidates for     a vacancy	
Comments/ Suggestions for ne	ext lesson:		
Week 7 Projects 2.0 - Into t Aims: To fully evaluate the	he deep risks and benefits of a new pr	oject.	
TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
Date/teacher: April 29t	th, Alejandro <mark>2 hrs</mark>		
Lesson 19: Managing time	<ul> <li>Grammar: Second         Conditional /         prepositions of time</li> <li>Vocabulary: time</li> </ul>	Clients discusses their time management and deadlines	Quiz vocab time management Time management tips

	T				
	management				
Comments/ Suggestions for ne	ext lesson:				
Date/teacher: April 29th, Alejandro <mark>2 hrs</mark>					
Lesson 20: Scopes and capabilities	<ul><li>Grammar: Tenses review (all)</li><li>Vocabulary: intensifiers</li></ul>	Client reflects on their scope and capabilities	Avoid this time management mistakes		
Comments/ Suggestions for ne	ext lesson:				
Date/teacher: April 30	th, Marisol				
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 ne	ext lesson:				
Topic 8 - Evaluation - Formal					
Date/teacher: May 2nd	d, María Luisa				
Lesson 22: Evaluation prep	Content from week 1-3	Explain who is involved in your current project			
Comments/ Suggestions for no	ext lesson:				
Date/teacher: May 3,	2025 Bernardo				
Lesson 23: Evaluation prep	Content from week 4-5	Explain the problems & solutions from your previous projects			
Comments/ Suggestions for no	ext lesson:				
Date/teacher: May 3, k	pernardo				
Lesson 24: Evaluation prep	Content from week 6-7	Explain the KPIs of your project			
Comments/ Suggestions for no	ext lesson:				
Date/teacher: May 8th	ı Brian				
Lesson 25: Final eval					

# Client's comments about evaluation/next curriculum:

## **B1+ Intermediate Business**

### **B1+ Presentations/Meetings LESSON PLANNING**

Student: Francisco Ochoa Rubio

Classes per week:

Position: Coppel Regional Stores Management

Level: B1

Curriculum: B1+ Presentations/Meetings Curriculum

Material for classes:

■ Presentations/Meetings Material

### **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

Date/teacher: Jan 25, 2025 Bernardo				
Lesson 1: Projects and deliverables	<ul> <li>Present Perfect Simple and Continuous</li> <li>Projects and deliverables</li> </ul>	<ul> <li>Describe your current projects, deliverables and goals</li> </ul>	50 common business idioms http://www.blairenglish.com /exercises/projects/exercises /projectessentials/projectess entials.html	

Comments/ Suggestions for next lesson:

Date/teacher: January 31, 2025 Dowse

Lesson 2: Staffing a project	<ul><li>Adjectives and Adverbs</li><li>Staffing</li></ul>	<ul> <li>Discuss the people involved in your projects</li> </ul>	https://linkstaffing.com/reso urces/a-guide-to-recruitment -and-staffing-terms/
Comments/ Suggestions for ne	xt lesson:		
Date/teacher: January 31, 2025	5 Dowse		
Lesson 3: Past and future projects	<ul> <li>Past tenses - simple and continuous</li> <li>Future tenses</li> </ul>	Explain and discuss your past and future projects	https://www.youtube.com/w atch?v=d0wV9EC3t14
Comments/ Suggestions for ne	xt lesson:		
Topic 2 - The concept of preser	ntations		
Topic 2 - The concept of presentation	ntations as of a presentation, starting and	ending a presentation and expla	ining the outline of a
Aims: Describe the component		ending a presentation and expla  PRODUCTION	ining the outline of a  MATERIALS / SKILLS
Aims: Describe the component presentation	LANGUAGE FOCUS		Г
Aims: Describe the component presentation  TOPIC & CONTENT	LANGUAGE FOCUS		Г
Aims: Describe the component presentation  TOPIC & CONTENT  Date/teacher: Feb 1, 2025 Better Section 4: Components of a	LANGUAGE FOCUS  ernardo  Presentation etiquette Sequencers	PRODUCTION      Describe the components of a	MATERIALS / SKILLS  English Presentations
Aims: Describe the component presentation  TOPIC & CONTENT  Date/teacher: Feb 1, 2025 Bet Lesson 4: Components of a presentation	LANGUAGE FOCUS  ernardo  Presentation etiquette Sequencers	PRODUCTION      Describe the components of a	MATERIALS / SKILLS  English Presentations
Aims: Describe the component presentation  TOPIC & CONTENT  Date/teacher: Feb 1, 2025 Bet Lesson 4: Components of a presentation	LANGUAGE FOCUS  Presentation etiquette Sequencers  ext lesson:	PRODUCTION      Describe the components of a	MATERIALS / SKILLS  English Presentations

		https://mannerofspeaking.o rg/2019/05/12/transitions-i n-a-speech-or-presentation/
Comments/ Suggestions for ne	xt lesson:	

Date/teacher: Feb 11, 2025 Bernardo Feb 7, Karen DNH					
Lesson 6: Introduction	<ul> <li>Phrasal verbs in meeting setting</li> <li>Vocab for starting a presentation</li> </ul>	Explain what you cover in your presentations	Intonation & Stress in Public Speaking: Definition & Examples - Video & Lesson Transcript IELTS Life Skills B1 Listening test 11 (British settlement and citizenship) https://www.youtube.com/w atch?v=liRYtck3dXc&ab_chan nel=BHVTinH%E1%BB%8Dc		

Comments/ Suggestions for next lesson: this lesson was skipped

TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS	
Aims: Keeping the attention during a presentation, asking and answering questions on what you hear				
Topic 3 - Presentation interactions				

Date/teacher: Feb 10th, 2025 Jared			
Lesson 7: Components of a presentation	<ul> <li>Phrases to command an audience</li> <li>IF and UNLESS</li> </ul>	How to keep the focus on topic during a presentation.	30 phrasal verbs often used in business small talk and meetings  30 useful phrases for presentations in English  The 6 Components of a Great Presentation

Date/teacher: Feb 12th, Jaime				
Lesson 8: Questions	Question formation	•	Discuss possible follow up questions of your presentation	Vocabulary and Phrases for Making Presentations in English http://worldwidefrontier.com/2018/02/grammar-tip-b2-making-questions-easy-way/
Comments/ Suggestions for next lesson:				

Date/teacher: Feb 13th, Jared					
Lesson 9: Answers	<ul><li>Answering strategies</li><li>Useful phrases</li></ul>	Answer follow up questions about your presentation	Transcript of "How to speak so that people want to listen"		
Comments/ Suggestions for ne	xt 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 outstanders				
TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS	

Date/teacher: Feb 14th, 2025. Jared			
Lesson 10: Giving your opinion	<ul> <li>Modals (should, must, could, might)</li> <li>Agreeing and disagreeing</li> </ul>	Give opinion/ agree/disagree on what has been said during the last meeting	Modal verbs 4 – Requests, offers, permission and invitations: ESL/EFL Lesson Plan and Worksheet

Date/teacher: 2/20/25 Dowse	2 hour session! DNH	Dowse 2/21/25 Dowse	
Lesson 11: Sharing ideas	<ul><li>Pitching - conditionals</li><li>Expressing opinions</li></ul>	Pitching ideas and sharing opinions	11 Steps to a Perfect Startup Pitch: Expert Insights From Bianca Praetorius
Comments/ Suggestions for ne	xt lesson:		

Date/teacher: 2/20/25 Dowse	2 hour session! DNH	Dowse 2/21/25 Dowse	
Lesson 12: Clarifying	<ul><li>Discourse markers</li><li>Tag questions</li></ul>	<ul> <li>Clarify complex situations for outstanders</li> </ul>	https://www.youtube.com/watch?v=kEAjrjqACDs  Discourse markers   Learning English

Comments/ Suggestions for next lesson:

# Topic 5 - Meetings

**Aims:** Leading a meeting, participating in a meeting and covering some strategies how to politely interrupt, ask for clarification or jump to a different topic.

TOPIC & CONTENT LANGUAGE FOCUS PRODUCTION MATERIALS / SKILLS	TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
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Date/teacher: February 24th, Edgar Feb 22nd 2025, Karen DNH				
Lesson 13: Meeting components	<ul><li>Meeting components and strategies</li><li>Conditionals</li></ul>	Discuss meeting components and strategies	12 Useful Phrasal Verbs for Business Meetings - Impactfulenglish.com	

uccessful Business Etiquette Basics
om start (INTERMEDIATE (B1) - UPPER-INTERMEDIATE (B2)) — Fluentize
-

Date/teacher: February 26th, E	<sub>dgar</sub> <mark>2 hrs</mark>		
Lesson 15: Participating in meetings	<ul> <li>Interrupting politely</li> <li>Expressing your opinion</li> <li>Asking for clarification</li> <li>Changing the topic</li> </ul>	Effectively participating in a meeting	Technical Presentation Workbook: Winning Strategies for Effective Public Speaking

TOPIC & CONTENT LANGUAGE FOCUS PRODUCTION MATERIALS / SKILLS					
Topic 6 - Emails  Aims: Defining the differences I with the minutes of your last m	between formal & informal emai leeting	ls, sending an email requesting, o	or rescheduling a meeting, and		

Date/teacher: February 27th, Edgar 2 hrs				
Lesson 16: Formal and informal emails	<ul> <li>Formal and informal expressions for emails</li> <li>Business email structure</li> </ul>	Draft formal & informal emails	http://english.teamdev.com/r esources/useful-phrases https://learnenglish.britishco uncil.org/business-english/en glish-for-emails/unit-4-startin g-and-finishing-emails	

Date/teacher: Feb 27, 2025 Bernardo					
Lesson 17: Requesting or rescheduling a meeting	<ul><li>Modals for offers/requests</li><li>Apologizing</li></ul>	Schedule and reschedule meetings	https://learnenglishteens.brit ishcouncil.org/grammar/inter mediate-grammar/can-could- would-invitations-offers-requ ests-permission		
Comments/ Suggestions for ne	ext lesson: he came in late so we	could only have one topic			

Date/teacher: Mar 1, 2025 B	ernardo		
Lesson 18: Meeting minutes	<ul><li>Summarizing/being concise</li><li>Discourse markers</li></ul>	Send a summary of your meeting to your team members/boss	https://corporatefinanceinstit ute.com/resources/knowledg e/other/meeting-minutes/
Comments/ Suggestions for ne	xt lesson:		

Topic 7 - Reporting data			
Aims: Focusing on numbers, tal visuals	bles, graphics and charts during r	meetings/presentations and desc	ribing and discussing these
TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS

Date/teacher: March 3rd Jared					
Lesson 19: Reporting numbers	<ul> <li>Phrasal verbs for Statistics, percentages, trends</li> <li>Numbers - ordinal and cardinal, percentages,</li> </ul>	Discuss and report on numbers, percentages and trends	https://preply.com/en/blog/c harts-graphs-and-diagrams-in -the-presentation/#scroll-to- heading-5		

Date/teacher: March 4th Jarec	1		
Lesson 20: Charts and graphs	<ul> <li>Phrasal verbs for describing visuals</li> <li>discourse markers</li> <li>Comparison and contrast</li> </ul>	Discuss and report on visuals	https://academic-englishuk.c om/describing-graphs/
Comments/ Suggestions for ne	xt lesson:		

Date/teacher: 03/05/25 Karen				
Lesson 21: Reports	<ul><li>Passive voice</li><li>Writing skills / reports</li></ul>	Draft a report on your project/presentation/m eeting	https://edu.gcfglobal.org/en/business-communication/how-to-write-a-powerful-business-report/1/	
Comments/ Suggestions for ne	xt lesson:			

Week 8 - Review week: Project preparation				
TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS	
Date/teacher: Mar. 7th Brian <mark>2 Hours</mark>				
Lesson 22: Review	Prepare a presentation     on a current project			
Comments/ Suggestions for next lesson:				

Date/teacher: Mar 12th / Migu	uel <mark>2 Hours</mark>	
Lesson 23: Review	Question answering techniques	
Comments/ Suggestions for ne	xt lesson:	

Date/teacher: March 13th / Miguel			
Lesson 24: Review	Reporting on presentations/meetings		
Comments/ Suggestions for next lesson:			

Lesson 25: Final speaking evaluation -present your project, answer questions about your presentation and draft an email to report to your manager on the presentation meeting

Date/consultant: March 18th, EDGAR

Next curriculum (learner's path):

## PROJECT MANAGEMENT LESSON PLANNING

Student: Francisco Ochoa Rubio

Classes per week:

**Observations:** 

Position: Coppel Regional Stores Management

Level: A2+/B1

Curriculum: B1 Project Management Curriculum

Current topic: 8-8

## **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 - Professional profile

Aims: To adequately describe your job position, the responsibilities it involves as well as properly introduce each				
member of your team.				
TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS	
Date/teacher: Novemb	er 27, 2024 Dowse			
Lesson 1: Introduce yourself & describe your position	<ul> <li>Grammar: Present tense         / Sentence structure         with conjunctions</li> <li>Vocabulary: Action verbs         necessary for the         position</li> </ul>	Clients introduce themselves and describe their job	What is project management? (video)	
Comments/ Suggestions for ne	ext lesson:			
Date/teacher: Nov 28T	H, Edgar <mark>2hrs session</mark>			
Lesson 2: Go over activities & responsibilities	<ul> <li>Grammar: Gerunds (for activities &amp; verbs that take gerunds)</li> <li>Vocabulary: work activities and responsibilities</li> </ul>	Clients talk about work activities and responsibilities	Linkedin profiles	
Comments/ Suggestions for ne	ext lesson:			
Date/teacher: Nov 28T	H, Edgar <mark>2hrs session</mark>			
Lesson 3: Introduce your team members	<ul> <li>Grammar: Present         Simple and Continuous</li> <li>Vocabulary: Adjectives</li> </ul>	Clients are able to introduce others and describe their responsibilities	https://pitchavatar.com/how -to-properly-introduce-your-t eam/	
Comments/ Suggestions for next lesson:				
Week 2 - Your company Aims: To present a timeline of your company as well as its position within the industry.				
TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS	
Date/teacher: Decemb	er 3, 2024 Dowse			
Lesson 4: Describe the	Grammar: Past	Client presents the	Ex Apple timeline	

evolution of your company	continuous vs past simple/ timelines  Vocabulary: company history, time markers for the past	timeline of their company	
Comments/ Suggestions for ne	ext lesson:		
Date/teacher: December 4/	<sup>'</sup> Miguel		
Lesson 5: Connect actions inside the company	<ul> <li>Grammar: Connectors (emphasize, addition, contrast,)</li> <li>Vocabulary: organizational structure</li> </ul>	Client describes the organizational structure of their company and how it is connected	Connectors Types of organizational structures
Comments/ Suggestions for ne	ext lesson:		
Date/teacher: Decemb	er 5 / Miguel		
Lesson 6: Explain the relation with suppliers & clients	<ul> <li>Grammar: Modal verbs (possibilities &amp; requests)</li> <li>Vocabulary:work relationships</li> </ul>	Clients talks about the relationships at work	Modal verbs exercises
Comments/ Suggestions for ne	ext lesson:		
Week 3 - Current projects Aims: To thoroughly describ	pe present, past and future pr	ojects as well as their creatio	n process.
TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
Date/teacher: december	er 5/ miguel		
Lesson 7: Explain the process when you start a project	<ul> <li>Grammar:         Modals/Connection         words (cause &amp; effects)</li> <li>Vocabulary: projects</li> </ul>	Client discussed and describes a process of starting a project	Six questions to ask before starting a big project.
Comments/ Suggestions for ne	ext lesson:		
Date/teacher: Decemb	er 11, 2024 Dowse ½ o	of 2 hour session	
Lesson 8: Describe your current project	<ul> <li>Grammar: Sequencers,         Present Perfect     </li> <li>Vocabulary: adjectives,         projects     </li> </ul>	Client describes and details current projects	Good project managers vs bad managers
Comments/ Suggestions for ne	ext lesson:		•
	er 12, 2024 Dowse ½ (		

Lesson 9: Describe past & future projects	<ul> <li>Grammar: Past Simple     vs Present Perfect/     Future tense</li> <li>Vocabulary: adjectives,     projects</li> </ul>	Client details past and future projects	■ How to Write a Projec
Comments/ Suggestions for ne	ext lesson:		
Week 4 - Organizational cha	art urate form the positions withi	in a company as well as their	roles.
TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
Date/teacher: Decemb	er 12th, Jaime		
Lesson 10: Explain the hierarchy of your company - Who works where?	<ul><li>Conditionals (0 &amp; 1st)</li><li>Vocabulary: jobs and tasks</li></ul>	Client details the hierarchy and structure of their company	Create organizational chart
Comments/ Suggestions for ne	ext lesson:		
Date/teacher: Decemb	er 13, 2024 Dowse		
Lesson 11: Explain who is responsible for what or in charge of what	<ul> <li>Grammar: verb +         Prepositions/ gerunds and infinitives     </li> <li>Vocabulary: departments</li> </ul>	Client details the departments in their company and their duties	Draw the setup of your company
Comments/ Suggestions for ne	ext lesson:		
Date/teacher: Dec 21,	2024 Bernardo		
Lesson 12: Compare different company structures	<ul> <li>Grammar: Comparatives         <ul> <li>superlatives</li> </ul> </li> <li>Vocabulary: company structure</li> </ul>	Client compares     different company     structures (Alcanza vs     Coppel) - what are the     pros and cons?	Difference between startups and SMEs
Comments/ Suggestions for ne	ext lesson:		
Week 5 - Meetings Aims: To be able to manage	all aspects related to a busin	ess meeting.	
TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
Date/teacher: December 26th, Alejandro (2 hours session) Dec. 23, 24/Tere (off curr) 2hrs session			

rescheduling meetings	<ul> <li>Grammar: Polite         <ul> <li>language (request &amp; phrases)/ Preposition of time</li> </ul> </li> <li>Skill: More complex question formation</li> <li>Vocabulary: meetings</li> </ul>	<ul> <li>Client is able to schedule and reschedule appointments, discuss availability</li> </ul>	<ul> <li>Meeting vocabulary</li> <li>Quiz meeting vocabulary</li> </ul>
Comments/ Suggestions for n	ext lesson:		
Date/teacher: Decemb	per 26th, Alejandro (2 ho	urs session)	
Lesson 14: Preparing a meeting	<ul> <li>Grammar: Phrasal verbs</li> <li>Vocabulary: wants and needs</li> </ul>	<ul> <li>Client explains how they set up their meetings (wants &amp; needs)</li> </ul>	Article your meetings stink & what to do about it.
Comments/ Suggestions for n	ext lesson:		
Date/teacher: Dec. 27	, 24/Tere		
Lesson 15: Having a meeting	<ul> <li>Grammar: Discourse markers / WH question forms</li> <li>Skill: participating in a meeting</li> <li>Vocabulary: meetings</li> </ul>	Client role plays     participating in a     meeting	<ul> <li>Questions to ask in a meeting</li> <li>The most critical types of project management</li> </ul>
Comments/ Suggestions for n	ext lesson:		
it.	needs of a new position withir		ct the proper candidate for
Aims: To fully prepare the it.  Date/teacher: January	2, 2025 Dowse (2 hour	session)	
Aims: To fully prepare the it.	needs of a new position withir		Job Description     Vocabulary     Job Description     Template
Aims: To fully prepare the it.  Date/teacher: January  Lesson 16: Minimum vs preferred qualities (write a	<ul> <li>Question 2, 2025 Dowse (2 hour)</li> <li>Grammar: passive voice, Royal order of adjectives</li> <li>Skills: writing</li> <li>Vocabulary: skills hard and soft</li> </ul>	session)  • Client details and	Job Description     Vocabulary     Job Description
Aims: To fully prepare the it.  Date/teacher: January  Lesson 16: Minimum vs preferred qualities (write a vacancy)  Comments/ Suggestions for many	<ul> <li>Question 2, 2025 Dowse (2 hour)</li> <li>Grammar: passive voice, Royal order of adjectives</li> <li>Skills: writing</li> <li>Vocabulary: skills hard and soft</li> </ul>	session)  • Client details and describes a job vacancy	Job Description     Vocabulary     Job Description

Date/teacher: January	3, 2025 Dowse (2 hour	session)	
Lesson 18: Evaluate candidates	<ul><li>Grammar: reported speech</li><li>Vocabulary: skills</li></ul>	Client evaluates     potential candidates for     a vacancy	
Comments/ Suggestions for ne	ext lesson:		
Week 7 Projects 2.0 - Into t Aims: To fully evaluate the	the deep risks and benefits of a new p	roject.	
TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
Date/teacher: January	8, 2025 Dowse		
Lesson 19: Managing time	<ul> <li>Grammar: Second         Conditional /         prepositions of time</li> <li>Vocabulary: time         management</li> </ul>	Clients discusses their time management and deadlines	Quiz vocab time management Time management tips
Comments/ Suggestions fo	r next lesson: 2nd Conditio	nal and Prepositions of tin	ne shifted to next lesson.
Date/teacher: January	9, 2025 Dowse		
Lesson 20: Scopes and capabilities	Grammar: Tenses review     (all)     Vocabulary: intensifiers	Client reflects on their scope and capabilities	Avoid this time management mistakes
Comments/ Suggestions fo session.	r next lesson: Please do a	tense review. There was	n't time during our
Date/teacher: January	10th, Edgar		
Lesson 21: Risk and Result	<ul> <li>Grammar: will vs would/ conditionals review</li> <li>Vocabulary: predictions</li> </ul>	<ul> <li>Client is able to discuss how to calculate cost, outcome and manage risks and results</li> </ul>	How to prioritize your company's projects
Comments/ Suggestions for ne	ext lesson:		
Topic 8 - Evaluation - Formal			
Date/teacher: January	17th, Edgar <mark>2 hours</mark>		
Lesson 22: Evaluation prep	Content from week 1-3	Explain who is involved in your current project	
Comments/ Suggestions for ne	ext lesson: Review week 3 next l	esson along with 4 and 5, please	

Date/teacher: Jan 20, 2025 Bernardo					
Lesson 23: Evaluation prep	Content from week 4-5	Explain the problems & solutions from your previous projects			
Comments/ Suggestions for ne	Comments/ Suggestions for next lesson:				
Date/teacher: Jan 20, 2025 Bernardo					
Lesson 24: Evaluation prep	Content from week 6-7	Explain the KPIs of your project			
Comments/ Suggestions for ne	ext lesson:				

Lesson 25: Final eval

22/01 Miguel

Client's comments about evaluation/next curriculum:

**B1+ Intermediate Business** 

## LESSON PLANNING

Student: Francisco Ochoa Rubio

Classes per week:

Position: Coppel Regional Stores Manager

Level: A2+

Current topic: 8-8

Materials for classes:

■ Material Business Interactions 2

Decompress: January 23, 2025 Dowse

**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  Aims: To effectively handle communication within a professional environment.			
TOPIC & CONTENT LANGUAGE FOCUS PRODUCTION MATERIALS / SKILLS			

Date/teacher: Oct 5, 2024 Bernardo						
Lesson 1: Analyzing general workplace communication	<ul> <li>Grammar: question making - present</li> <li>Vocabulary: communication</li> </ul>	<ul> <li>Client is able to analyze and ask about the current communication in the workplace.</li> </ul>	Survey generator app What is Effective Communication? Definition, Characterstics, Skills, Significance, Barriers - The Investors Book			
Comments/ Suggestions for ne	xt lesson:					

Date/teacher: Oct 5, 2024 Bernardo

Lesson 2: Dealing with workplace discussions

Oct 5, 2024 Bernardo

Client is able to discuss in a polite way.

Client is able to discuss in a polite way.

Direct Discussion – How to Approach a Co-Worker | Managing Workplace Conflict | Vancouver Island University

**L** Canada

Comments/ Suggestions for next lesson:

Date/teacher: Oct 8, 202	4 Bernardo		
Lesson 3: Agreeing and disagreeing	<ul> <li>Grammar: Present         Continuous and             simple review     </li> <li>Vocabulary: agree         and disagree     </li> </ul>	Client is able to agree and disagree with what was said.	Useful phrases for discussions

Comments/ Suggestions for next lesson:

Week 2 - Constructive Feedba Aims: To maintain positive cor	ack mmunication in a business enviro	onment using the adequate inton	ation to confirm it.	
TOPIC & CONTENT LANGUAGE FOCUS PRODUCTION MATERIALS / SKILLS				

Date/teacher: Oct 9, 2024 Bernardo					
Lesson 4: Praising employees	<ul> <li>Grammar:Adjectives</li> <li>Vocabulary: praise, pep talk</li> </ul>	<ul> <li>Client is able to give positive feedback to team</li> <li>The client is able to give constructive feedback to co workers and speak up about his/her own opinions.</li> </ul>	The Importance of Praising Your Employees - MIBluesPerspectives		

Comments/ Suggestions for next lesson:

Date/teacher: Oct 16, 2024 Bernardo					
Lesson 5: Giving and managing compliments	<ul> <li>Conjunctions / cause         <ul> <li>/ linkers</li> </ul> </li> <li>Raising and falling         <ul> <li>intonation in</li> <li>statements / Would</li> <li>have</li> </ul> </li> <li>Vocabulary : Useful         <ul> <li>phrases</li> </ul> </li> </ul>	•	Client is able to give and receive compliments.	■ Best Compliment	

Lesson 6: Using rising and	Skills: Raising and	Client is able to use	Learn the English term
falling intonation	falling intonation in statements  Characteristics of a pep talk  Grammar: questions - present, past and future  Vocabulary: feedback	<ul> <li>appropriate intonation when speaking and asking questions.</li> <li>Client is able to give correct intonation lectures.</li> </ul>	11 Best Inspirational Pep Talks In Movies   ScreenRant https://www.johnmillen.com/ blog/how-to-give-a-winning-pep-talk

TOPIC & CONTENT	LANGUAGE FOCUS	conflicts and further report the s	MATERIALS / SKILLS
Date/teacher: Oct 17, 2024 B	ernardo		
Lesson 7: Mediating and reaching compromises	<ul> <li>Grammar: adjectives -         comparative and         superlatives</li> <li>Vocabulary:         compromises</li> </ul>	<ul> <li>Client is able to discuss mediating and compromising.</li> <li>Client is able to express goals and deliverables of a project.</li> </ul>	Conflict Resolution: Definition, Process, Skills, Examples
Comments/ Suggestions for nex	kt lesson:		

Week 3 - Conflict Resolution

Date/teacher: Oct 18, 2024 I	3ernardo		
Lesson 8: Solving a conflict	<ul> <li>Grammar: Linking words</li> <li>Modals</li> <li>Reported Speech</li> <li>Vocabulary: solving a</li> </ul>	Client solves a conflict with a coworker through giving details	Section 6. Training for Conflict Resolution.

	problem	about his/her perspective of the situation.		
Comments/ Suggestions for next lesson:				

Date/teacher: Oct 19, 2024 Bernardo					
Lesson 9: Giving full details	<ul> <li>Grammar:Reported speech</li> <li>Vocabulary: Reporting and emails.</li> </ul>	<ul> <li>Client is able to report on a conflict and its resolution.</li> <li>Client is able to give full details and report what others say.</li> </ul>	Joey doesn't share food, Friends 1080p		
Comments/ Suggestions for	r next lesson:				

TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
Date/teacher: Oct 19, 2024 B	Bernardo		
Lesson 10: Identifying emotions, complex feelings and tendencies in others	<ul> <li>Grammar: adjectives, feelings, -ed and -ing adjectives</li> <li>Vocabulary: feelings</li> </ul>	Client is able to Identify emotions, complex feelings and tendencies in coworkers.	Emotions and Types of Emotional Responses

Date/teacher: Oct 21, 2024 Bernardo

Lesson 11: Introvert vs. Extrovert	<ul> <li>Grammar: comparatives and superlatives / adverbs</li> <li>Vocabulary: intro and extroverts</li> </ul>	<ul> <li>Client is able to discuss and compare the difference between extroverts and introverts.</li> <li>Client is able to place themselves into the spectrum and describe what an introvert or extrovert is like.</li> </ul>	Explanation: Introvert vs. Extrovert by Simon Sinek   Educational Speech   BillionaireBehaviour
Comments/ Suggestions for ne	xt lesson:		

Date/teacher: Oct 22, 2024 Bernardo Client is able to use tone Lesson 12: Using tone to Tone Is Hard to Grasp Online. Grammar: tone, to express intentions in a Can Tone Indicators Help? intonation, pitch, express intentions in a real real life situation. pronunciation life situation Client is able to Intonation in formal and differentiate between informal contexts one tone and another and also notice which

one works for what

situation.

Comments/ Suggestions for next lesson:

Week 5 - Strengthening Relation Aims: To identify work relation	onships ships and get the best results fro	om them.	
TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS

Date/teacher: Oct 25, 2024 Be	rnardo		
Lesson 13: Workplace relationships	<ul> <li>Grammar: Present perfect: life experiences</li> <li>Vocabulary;: relationships at work</li> </ul>	Client is able to describe past .and current work relationships	10 Types of Workplace Relationships and How To Improve Them   Indeed.com Improving Workplac

Comments/ Suggestions for next lesson:

Date/teacher: Oct 25, 2024 Bernardo Client is able to give an Grammar: conditionals Lesson 14: Polite statements Pronunciation: Want to be educated point of view zero and first Polite? Learn English and intonation with the right intonation. Vocabulary: Persuasive <u>Intonation – Guest Post |</u> Client is able to use tone **English with a Twist** expressions to express polite intentions in a real life situation.

Date/teacher: Oct 29, 2024 Bernardo Client is able to identify Lesson 15: Identifying and Grammar: modals, Successful teamwork: A case mutual interests and Skills: tone, intonation, study activating mutual team persuade the other pitch, pronunciation member interests. party. Vocabulary for Client is able to Persuasive expression communicate with coworkers to work as a

team.

Comments/ Suggestions for next lesson:

Comments/ Suggestions for next lesson:

Week 6 - Apology Process Aims: To know and handle situ	uations that require a formal apo	logy.	
TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS

Date/teacher: Oct 31, 2024 Bernardo
Oct 30, 2024 Bernardo off curriculum

Client is able to identify Lesson 15: Identifying and Grammar: modals, Successful teamwork: A case mutual interests and Skills: tone, intonation, study activating mutual team persuade the other pitch, pronunciation member interests. party. Vocabulary for Client is able to Persuasive expression communicate with coworkers to work as a team.

Comments/ Suggestions for next lesson: client wanted to review at, in and on

Date/teacher: Nov 1, 2024 Be	ernardo		
Lesson 16: Formal Apologies	<ul> <li>Grammar: Modals, formal expressions</li> <li>Vocabulary: apologies</li> </ul>	<ul> <li>Client is able to explain with reasons and supporting details fissures (e.g.delays and missed deadlines).</li> <li>Client is able to apologize formally with co-workers or owner of the company.</li> </ul>	How to say sorry at work

Comments/ Suggestions for next lesson:

## Date/teacherNOV 07TH MILDRED

Nov 5, 2024 Bernardo off curriculum noc

Lesson 17: Apologizing to a client

- Grammar: Expressing result: therefore, thus, so, as a result, due to, etc.
- Vocabulary;: apologizing in a formal context.
- Client is able to describe the procedure or guideline for amending or apologizing to a client.
- 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: client was traveling so he couldn't review the material for the class, we did a conversation class instead

apology email  apology email  writing  Vocabulary: emails  email apologizing for a mistake in customer service.  (With Email Template!)   The mistake in customer service.	Date/teacher: November 8, 202	24 Dowse		
<u>Front</u>		writing	email apologizing for a mistake in customer	6 excellent apology emails to

Comments/ Suggestions for next lesson:

Week 7 - Asking for help Aims: To identify how to reque	est and offer help in a business e	nvironment as well as accepting	or rejecting offers.
TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS

Date/teacher: Nov 8, 2024 Bo	ernardo			
Lesson 19: Requesting help from coworkers	<ul> <li>Grammar: Modals,</li> <li>Vocabulary: useful expressions</li> <li>Making polite requests</li> </ul>	•	Client is able to request help from others in a polite way. Client is able to ask for help around the office.	https://www.themuse.com/a dvice/the-right-way-to-ask-fo r-help-at-work
Comments/ Suggestions for ne	ext lesson:			

Date/teacher: Nov 11, 2024 E	Bernardo		
Lesson 20: Offering help to coworkers	Grammar: conditionals review, 2nd conditional	Client is able to offer help and support to others in a polite way	10 Ways To Help and Support Colleagues at Work   Indeed.com
Comments/ Suggestions for nex	xt lesson:	•	•

Date/teacher: NOV 12TH MILDRED

Lesson 21: Accepting and rejecting formally	<ul> <li>Grammar: passive voice -         present and past</li> <li>Vocabulary: formal         expressions</li> </ul>	Client is able to accept and reject in a formal way requests and offers.	How to Make, Accept and Reject Offers in English-Bespeaking Blog
Comments/ Suggestions for ne	xt lesson:		
Week 8 - Review			
Aims: Review previous lesso	ons		
TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
Date/teacher: nov 12 Mildred			
Lesson 22: Eval prep 1	• Review topics 1, 2, 3.		
Comments/ Suggestions for ne	xt lesson:		
Date/teacher: Nov 16th, Edgar			
Lesson 23: Eval prep 2	Review topics 4, 5		
Comments/ Suggestions for ne	xt lesson:		
Date/teacher: nov 20 th Mildre	ed		
Lesson 24: Eval prep 3	• Review topics 6, 7		

Lesson 25: Final speaking evaluation -
Date/consultant: Nov, 22nd Edgar Nov 21st, Mildred DNH
Observations:
Next curriculum (learner's path):

Client's comments about evaluation/next curriculum: