

ADVANCED BUSINESS INTERACTION 2 - LESSON PLANNING

Student: Francisco Ochoa Rubio
 Classes per week:
 Position: Coppel Regional Stores Management
 Level: B2
 Curriculum: Specialized -
 Current week: 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 - Business communication

Aims: learn the basics of work interaction

TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
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Date/teacher: July 14th Jared

Lesson 1: Phone conversations and meetings	<ul style="list-style-type: none"> Grammar: Industry-specific vocabulary (e.g., finance, marketing, human resources) 	<ul style="list-style-type: none"> Client is able to have a phone conversation in a business setting 	Essential Business Engli...
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Comments/ Suggestions for next lesson:

Date/teacher: July 15, Yasmine

Lesson 2: Effective email writing and professional correspondence	<ul style="list-style-type: none"> Grammar: Key business terms and phrases 	<ul style="list-style-type: none"> Client is able to write a email properly 	https://hbr.org/2021/08/how-to-write-better-emails-at-work
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Comments/ Suggestions for next lesson:

Date/teacher: July 16th, Edgar

Lesson 3: Roleplay: Business meetings and phone conversations scenarios

- Grammar: Phrasal verbs

- Client is able to roleplay a situation where they interact with coworkers

<https://www.thoughtco.com/business-meeting-role-play-and-quiz-4176435>

Comments/ Suggestions for next 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/career-advice/interviewing/deliver-presentation-in-interview>

Comments/ Suggestions for next lesson:

Date/teacher: 23 jul 2025 Karen

July 18th, Ivan **OFF TOPIC**

Lesson 5: Practice giving persuasive speeches

- Grammar: Formal speech

- Client is able to use persuasive language

<https://www.indeed.com/career-advice/career-development/what-is-persuasive-speech>

Comments/ Suggestions for next lesson:

Date/teacher: 21 jul 2025 Karen

Lesson 6: Handling Q&A sessions	<ul style="list-style-type: none"> Grammar: Mixed tenses 	<ul style="list-style-type: none"> Client is able to improvise answers for a presentation 	https://www.indeed.com/career-advice/interviewing/respond-to-questions#:~:text=Before%20answering%20a%20to%20ugh%20question,to%20deal%20with%20the%20situation.
Comments/ Suggestions for next lesson:			

Week 3 - Negotiation Skills
Aims: learn negotiation techniques

TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
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Date/teacher: July 24th, Ivan


Lesson 7: Language for negotiations	<ul style="list-style-type: none"> Grammar: useful vocabulary 	<ul style="list-style-type: none"> Client is able to use vocabulary common in the business environment 	https://www.englishclub.com/business-english/vocabulary.php
Comments/ Suggestions for next lesson:			

Date/teacher: July 25th Jared

Lesson 8: Wants and needs in a negotiation	<ul style="list-style-type: none"> Grammar: Linking words (advanced) 	<ul style="list-style-type: none"> Client is able to connect ideas related with cause and effect 	https://libguides.staffs.ac.uk/academic_writing/linking#:~:text=Additionally%3B%20also%3B%20moreover%3B%20furthermore,%3B%20correspondingly%3B%20indeed%3B%20regarding.&text=alternatively%3B%20although%3B%20otherwise%3B%20instead.
Comments/ Suggestions for next lesson:			

Date/teacher: July 30th Jared			
Lesson 9: Roleplay: Negotiation exercises and scenarios	<ul style="list-style-type: none"> Grammar: Tones in English 	<ul style="list-style-type: none"> Client is able to roleplay a negociación scenario 	https://blog.hubspot.com/sales/sales-negotiation-role-play-exercises
Comments/ Suggestions for next 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 Bernardo,			
Lesson 10: Business reports and proposals	<ul style="list-style-type: none"> Grammar: reported speech / reporting verbs 	<ul style="list-style-type: none"> Client is able to write business reports 	 How to write a business...
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	<ul style="list-style-type: none"> Grammar: formal / polite language 	<ul style="list-style-type: none"> Client is able to write an academic text 	https://slc.berkeley.edu/writing-worksheets-and-other-writing-resources/nine-basic-ways-improve-your-style-academic-writing
Comments/ Suggestions for next lesson:			

Date/teacher: august 5th -Karelle			
Lesson 12: Giving and receiving feedback (written and spoken)	<ul style="list-style-type: none"> Grammar: comparison in English 	<ul style="list-style-type: none"> Client is able to respond to feedback in a correct way 	https://www.leapsome.com/blog/how-to-give-feedback-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
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Date/teacher: August 7 -Karelle :)

Lesson 13: Discussing ethical dilemmas in business	<ul style="list-style-type: none">Grammar: generalizing and being specific	<ul style="list-style-type: none">Client is able to discuss on ethical dilemmas in a working environment	https://www.employment.govt.nz/workplace-policies/ethical-sustainable-work-practices/what-are-ethical-sustainable-work-practices/#:~:text=Ethical%20means%20engaging%20in%20work,being%20considered%20an%20ethical%20employer.
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Comments/ Suggestions for next lesson:

Date/teacher: August 8 th - Karelle

Lesson 14: CSR initiatives and their impact on businesses	<ul style="list-style-type: none">Grammar: Mixing present and past ideas	<ul style="list-style-type: none">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.
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Comments/ Suggestions for next lesson:

Date/teacher: 8 ago 2025 Karen			
Lesson 15: Cost cutting / layoffs	<ul style="list-style-type: none"> Grammar: The past of modals 	<ul style="list-style-type: none"> Client is able to communicate ideas on this business practice 	https://collegevidya.com/blog/layoff-explained-meaning-reasons/
Comments/ Suggestions for next lesson:			

Topic 6 - Cross-Cultural Communication Aims: learn to communicate with people from other cultures in a work environment			
TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS

Date/teacher: Aug 13, 2025 , Estefania			
Lesson 16: Understanding cultural differences in business settings	<ul style="list-style-type: none"> Grammar: Phrasal verbs 	<ul style="list-style-type: none"> Client is able to learn about different cultures 	https://www.ricsrecruit.com/article/work-effectively-across-cultures
Comments/ Suggestions for next lesson: TEACH THE PREVIOUS LESSON BEFORE CONTINUE (LESSON 15)			

Date/teacher: Aug 14th Jared			
Lesson 17: Roleplays: Cross-cultural business interactions	<ul style="list-style-type: none"> Grammar: useful vocabulary on countries and nationalities 	<ul style="list-style-type: none"> Client is able to 	
Comments/ Suggestions for next lesson:			

Date/teacher: Aug 14th Jared			
Lesson 18: Roleplay: Negotiation scenarios abroad	<ul style="list-style-type: none"> Grammar: Useful vocabulary 	<ul style="list-style-type: none"> 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
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Date/teacher: Aug 26th Jared

Lesson 19: Interview preparation and techniques	<ul style="list-style-type: none">Grammar: useful vocabulary	<ul style="list-style-type: none">Client is able to prepare for a job interview	 Top Interview Tips: ...
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Comments/ Suggestions for next lesson:

Date/teacher: Aug 26th Jared

Lesson 20: Roleplay: Interviewing for a new position	<ul style="list-style-type: none">Grammar: Mixed tenses	<ul style="list-style-type: none">Client is able to answer correctly on job interview questions	https://www.themuse.com/advice/interview-questions-and-answers
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Comments/ Suggestions for next lesson:

Date/teacher: September 5th, Edgar **OFF CURRICULLUM** September 18th, Andréé3 sept 2025 Karen **OFF CURRICULLUM**Aug 28th Jared **2 HOURS OFF CURRICULLUM**/August 27th, Edgar **2 hours OFF CURRICULLUM**

Lesson 21: Roleplay: Interviewing a potential hire	<ul style="list-style-type: none">Grammar: infinitives vs gerunds	<ul style="list-style-type: none">Client is able to reflect on potential hirings	
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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 / SKILLS
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Date/teacher: September 18th, Alejandro

Lesson 22: Eval prep units 1-3

- Review

Comments/ Suggestions for next lesson:

Date/teacher: 19 sept 2025 Karen NOT FINISH
September 19th, Edgar **OFF CURRICULUM**

Lesson 23: Eval prep units 4 and 5

- Review

Comments/ Suggestions for next lesson: We just reviewed week 4 since he wanted to speak about other topics, please review the other weeks

Date/teacher:

Lesson 24: Eval prep units 6 and 7

- Review

Comments/ Suggestions for next lesson:

Lesson 25: Final speaking evaluation


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
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Date/teacher: May 15th Edgar

Lesson 1: Projects and deliverables	<ul style="list-style-type: none">• Present Perfect Simple and Continuous• Projects and deliverables	<ul style="list-style-type: none">• Describe your current projects, deliverables and goals	50 common business idioms http://www.blairenglish.com/exercises/projects/exercises/projectessentials/projectessentials.html
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Comments/ Suggestions for next lesson:

Date/teacher: May 15th Alejandro

Lesson 2: Staffing a project	<ul style="list-style-type: none">• Adjectives and Adverbs• Staffing	<ul style="list-style-type: none">• Discuss the people involved in your projects	https://linkstaffing.com/resources/a-guide-to-recruitment-and-staffing-terms/
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Comments/ Suggestions for next lesson:

Date/teacher: May 21st (hour) Marisol

May 16th, Marisol (2 hours class) **DNH**

Lesson 3: Past and future projects	<ul style="list-style-type: none">• Past tenses - simple and continuous• Future tenses	<ul style="list-style-type: none">• Explain and discuss your past and future projects	https://www.youtube.com/watch?v=d0wV9EC3t14
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Comments/ Suggestions for next lesson:

Topic 2 - The concept of presentations

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

TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
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Date/teacher: 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.org/2019/05/12/transitions-in-a-speech-or-presentation/>

Comments/ Suggestions for next lesson:

Date/teacher: 23/05 Miguel

Lesson 6: Introduction

- Phrasal verbs in meeting setting
- Vocab for starting a presentation

- 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/watch?v=liRYtck3dXc&ab_channel=BHVTinH%E1%BB%8Dc
Comments/ Suggestions for next lesson:			

Topic 3 - Presentation interactions

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

TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
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Date/teacher: 23/05 Miguel

Lesson 7: Components of a presentation	<ul style="list-style-type: none"> Phrases to command an audience IF and UNLESS 	<ul style="list-style-type: none"> How to keep the focus on topic during a presentation. 	<p>30 phrasal verbs often used in business small talk and meetings</p> <p>30 useful phrases for presentations in English</p> <p>The 6 Components of a Great Presentation</p>
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Comments/ Suggestions for next lesson:

Date/teacher: 27 may 2025

Lesson 8: Questions	<ul style="list-style-type: none"> Question formation 	<ul style="list-style-type: none"> Discuss possible follow up questions of your presentation 	Vocabulary and Phrases for Making Presentations in English
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			http://worldwidefrontier.com/2018/02/grammar-tip-b2-making-questions-easy-way/
Comments/ Suggestions for next lesson:			

Date/teacher: 28 may Camille			
Lesson 9: Answers	<ul style="list-style-type: none"> • Answering strategies • Useful phrases 	<ul style="list-style-type: none"> • Answer follow up questions about your presentation 	Transcript of "How to speak so that people want to listen"
Comments/ Suggestions for next lesson:			

Topic 4 - Sharing information Aims: Give your opinion (agree/disagree) on what has been said during the last meeting, give ideas or input during meeting and clarify complex situations for outstanders			
TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS

Date/teacher: May 29th, Edgar			
Lesson 10: Giving your opinion	<ul style="list-style-type: none"> • Modals (should, must, could, might) • Agreeing and disagreeing 	<ul style="list-style-type: none"> • 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, Marisol (2 hours)			
Lesson 11: Sharing ideas	<ul style="list-style-type: none"> • Pitching - conditionals • Expressing opinions 	<ul style="list-style-type: none"> • Pitching ideas and sharing opinions 	11 Steps to a Perfect Startup Pitch: Expert Insights From Bianca Praetorius

Comments/ Suggestions for next lesson:

Date/teacher: May 30th, Marisol (2 hours)

Lesson 12: Clarifying

- Discourse markers
- Tag questions

- Clarify complex situations for outstanders

<https://www.youtube.com/watch?v=kEAjriqACDs>

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

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](#)

Comments/ Suggestions for next lesson:

Date/teacher: 9 jun 2025 Karen

Lesson 14: Leading a meeting

- Starting and finishing a meeting
- Leadership strategies

- Leading a successful meeting from start to finish

[Business Etiquette Basics \(INTERMEDIATE \(B1\) - UPPER-INTERMEDIATE \(B2\)\) — Fluentize](#)

Comments/ Suggestions for next lesson:

Date/teacher: 10 jun 2025 Karen

Lesson 15: Participating in meetings

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

- Effectively participating in a meeting

Technical Presentation
Workbook: Winning
Strategies for Effective Public
Speaking

Comments/ Suggestions for next lesson:

Topic 6 - Emails

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

TOPIC & CONTENT

LANGUAGE FOCUS

PRODUCTION

MATERIALS / SKILLS

Date/teacher: 11 jun 2025 Karen

Lesson 16: Formal and informal emails

- Formal and informal expressions for emails
- Business email structure

- 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>

Comments/ Suggestions for next lesson:

Date/teacher: 13 jun 2025 Karen

Lesson 17: Requesting or rescheduling a meeting

- Modals for offers/requests
- Apologizing

- Schedule and reschedule meetings

<https://learnenglishteens.britishcouncil.org/grammar/intermediate-grammar/can-could-should-could>

			would-invitations-offers-requests-permission
Comments/ Suggestions for next lesson:			

Date/teacher: June 17th Mildred			
Lesson 18: Meeting minutes	<ul style="list-style-type: none"> Summarizing/being concise Discourse markers 	<ul style="list-style-type: none"> Send a summary of your meeting to your team members/boss 	https://corporatefinanceinstitute.com/resources/knowledge/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 style="list-style-type: none"> Phrasal verbs for Statistics, percentages , trends Numbers - ordinal and cardinal, percentages, 	<ul style="list-style-type: none"> Discuss and report on numbers, percentages and trends 	https://preply.com/en/blog/charts-graphs-and-diagrams-in-the-presentation/#scroll-to-heading-5
Comments/ Suggestions for next lesson:			

Date/teacher: June 30th Jared			
Lesson 20: Charts and graphs	<ul style="list-style-type: none"> Phrasal verbs for describing visuals discourse markers Comparison and contrast 	<ul style="list-style-type: none"> Discuss and report on visuals 	https://academic-englishuk.com/describing-graphs/
Comments/ Suggestions for next lesson:			

Date/teacher: 1 jul 2025 Karen			
Lesson 21: Reports	<ul style="list-style-type: none"> Passive voice Writing skills / reports 	<ul style="list-style-type: none"> Draft a report on your project/presentation/meeting 	https://edu.gcfglobal.org/en/business-communication/how-to-write-a-powerful-business-report/1/
Comments/ Suggestions for next lesson:			

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

Date/teacher: July 2nd —Karelle :)			
Lesson 22: Review	<ul style="list-style-type: none"> Prepare a presentation on a current project 		
Comments/ Suggestions for next lesson: he would like to review phrases verbs, and speaking exercises			

Date/teacher: July 3rd Jared			
Lesson 23: Review	<ul style="list-style-type: none"> Question answering techniques 		
Comments/ Suggestions for next lesson:			

Date/teacher: 4 jul 2025 Karen July 3rd Jared DNH Student was stuck in traffic and was only able to see the first hour..			
Lesson 24: Review	<ul style="list-style-type: none"> Reporting on presentations/meetings 		
Comments/ Suggestions for next lesson:			

Date/teacher: 8 jul 2025 Karen

Lesson 24: extra Review

Comments/ Suggestions for next lesson: he asked for one more review

Date/teacher: 9 jul 2025 Karen

Lesson 24: extra Review

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: 12 jul 2025 Karen

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**

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: Mar 21, 2025 Bernardo

Lesson 1: Introduce yourself & describe your position

- Grammar: Present tense / Sentence structure with conjunctions
- Vocabulary: Action verbs necessary for the position

- 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 responsibilities

- Clients talk about work activities and responsibilities

Linkedin profiles

Comments/ Suggestions for next lesson:

Date/teacher: Mar 24, 2025 Karen

Lesson 3: Introduce your team members

- Grammar: Present Simple and Continuous
- Vocabulary: Adjectives

- Clients are able to introduce others and describe their

<https://pitchavatar.com/how-to-properly-introduce-your-team/>

		responsibilities	
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: March 27th, Marisol			
Lesson 4: Describe the evolution of your company	<ul style="list-style-type: none"> Grammar: Past continuous vs past simple/ timelines Vocabulary: company history, time markers for the past 	<ul style="list-style-type: none"> Client presents the timeline of their company 	Ex Apple timeline
Comments/ Suggestions for next lesson:			
Date/teacher: March 28th, Karen			
Lesson 5: Connect actions inside the company	<ul style="list-style-type: none"> Grammar: Connectors (emphasize, addition, contrast, ...) Vocabulary: organizational structure 	<ul style="list-style-type: none"> 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 28th, Karen			
Lesson 6: Explain the relation with suppliers & clients	<ul style="list-style-type: none"> Grammar: Modal verbs (possibilities & requests) Vocabulary: work relationships 	<ul style="list-style-type: none"> Clients talks about the relationships at work 	Modal verbs exercises
Comments/ Suggestions for next lesson:			
Week 3 - Current projects Aims: To thoroughly describe present, past and future projects as well as their creation process.			
TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
Date/teacher: April 1st, Marisol			

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

Date/teacher: April 2nd, Marisol

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

Date/teacher: April 3rd, Marisol

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

Week 4 - Organizational chart

Aims: To describe in an accurate form the positions within a company as well as their roles.

TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
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Date/teacher: April 3rd, Marisol

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

Date/teacher: April 10th, Marisol

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

Date/teacher: April 10th, Marisol			
Lesson 12: Compare different company structures	<ul style="list-style-type: none"> Grammar: Comparatives & superlatives Vocabulary: company structure 	<ul style="list-style-type: none"> Client compares different company structures (Alcanza vs Coppel) - what are the pros and cons? 	Difference between startups and SMEs
Comments/ Suggestions for next lesson:			
Week 5 - Meetings Aims: To be able to manage all aspects related to a business meeting.			
TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
Date/teacher: 23 abr 2025 Karen			
Lesson 13: Scheduling & rescheduling meetings	<ul style="list-style-type: none"> Grammar: Polite language (request & phrases)/ Preposition of time Skill: More complex question formation Vocabulary: meetings 	<ul style="list-style-type: none"> Client is able to schedule and reschedule appointments, discuss availability 	<ul style="list-style-type: none"> Meeting vocabulary Quiz meeting vocabulary
Comments/ Suggestions for next lesson:			
Date/teacher: 23 abr 2025 Karen			
Lesson 14: Preparing a meeting	<ul style="list-style-type: none"> Grammar: Phrasal verbs Vocabulary: wants and needs 	<ul style="list-style-type: none"> Client explains how they set up their meetings (wants & needs) 	Article your meetings stink & what to do about it.
Comments/ Suggestions for next lesson:			
Date/teacher: April 25th Jared			
Lesson 15: Having a meeting	<ul style="list-style-type: none"> Grammar: Discourse markers / WH question forms Skill: participating in a meeting Vocabulary: meetings 	<ul style="list-style-type: none"> Client role plays participating in a meeting 	<ul style="list-style-type: none"> Questions to ask in a meeting The most critical types of project management
Comments/ Suggestions for next lesson:			
Week 6 - Let's hire someone! Aims: To fully prepare the needs of a new position within the company as well as select the proper candidate for it.			

Date/teacher: April 25th Jared			
Lesson 16: Minimum vs preferred qualities (write a vacancy)	<ul style="list-style-type: none"> Grammar: passive voice, Royal order of adjectives Skills: writing Vocabulary: skills hard and soft 	<ul style="list-style-type: none"> Client details and describes a job vacancy 	<ul style="list-style-type: none"> Job Description Vocabulary Job Description Template
Comments/ Suggestions for next lesson:			
Date/teacher: April 26th, Edgar 2hrs			
Lesson 17: Job interview	<ul style="list-style-type: none"> Grammar: questions in passive Vocabulary: job vacancy 	<ul style="list-style-type: none"> Client asks and answers questions for a job interview 	<ul style="list-style-type: none"> Inclusive Language (extension activity)
Comments/ Suggestions for next lesson:			
Date/teacher: April 26th, Edgar 2hrs			
Lesson 18: Evaluate candidates	<ul style="list-style-type: none"> Grammar: reported speech Vocabulary: skills 	<ul style="list-style-type: none"> Client evaluates potential candidates for a vacancy 	
Comments/ Suggestions for next lesson:			
Week 7 Projects 2.0 - Into the deep Aims: To fully evaluate the risks and benefits of a new project.			
TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
Date/teacher: April 29th, Alejandro 2 hrs			
Lesson 19: Managing time	<ul style="list-style-type: none"> Grammar: Second Conditional / prepositions of time Vocabulary: time management 	<ul style="list-style-type: none"> Clients discusses their time management and deadlines 	Quiz vocab time management Time management tips
Comments/ Suggestions for next lesson:			
Date/teacher: April 29th, Alejandro 2 hrs			
Lesson 20: Scopes and capabilities	<ul style="list-style-type: none"> Grammar: Tenses review (all) Vocabulary: intensifiers 	<ul style="list-style-type: none"> Client reflects on their scope and capabilities 	Avoid this time management mistakes
Comments/ Suggestions for next lesson:			
Date/teacher: April 30th, Marisol			


Lesson 21: Risk and Result	<ul style="list-style-type: none"> Grammar: will vs would/ conditionals review Vocabulary: predictions 	<ul style="list-style-type: none"> Client is able to discuss how to calculate cost, outcome and manage risks and results 	How to prioritize your company's projects
Comments/ Suggestions for next lesson:			
Topic 8 - Evaluation - Formal			
Date/teacher: May 2nd, María Luisa			
Lesson 22: Evaluation prep	<ul style="list-style-type: none"> Content from week 1-3 	<ul style="list-style-type: none"> Explain who is involved in your current project 	
Comments/ Suggestions for next lesson:			
Date/teacher: May 3, 2025 Bernardo			
Lesson 23: Evaluation prep	<ul style="list-style-type: none"> Content from week 4-5 	<ul style="list-style-type: none"> Explain the problems & solutions from your previous projects 	
Comments/ Suggestions for next lesson:			
Date/teacher: May 3, bernardo			
Lesson 24: Evaluation prep	<ul style="list-style-type: none"> Content from week 6-7 	<ul style="list-style-type: none"> Explain the KPIs of your project 	
Comments/ Suggestions for next lesson:			
Date/teacher: May 8th 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
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Date/teacher: Jan 25, 2025 Bernardo

Lesson 1: Projects and deliverables	<ul style="list-style-type: none">• Present Perfect Simple and Continuous• Projects and deliverables	<ul style="list-style-type: none">• Describe your current projects, deliverables and goals	50 common business idioms http://www.blairenglish.com/exercises/projects/exercises/projectessentials/projectessentials.html
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Comments/ Suggestions for next lesson:

Date/teacher: January 31, 2025 Dowse

Lesson 2: Staffing a project	<ul style="list-style-type: none">• Adjectives and Adverbs• Staffing	<ul style="list-style-type: none">• Discuss the people involved in your projects	https://linkstaffing.com/resources/a-guide-to-recruitment-and-staffing-terms/
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Comments/ Suggestions for next lesson:

Date/teacher: January 31, 2025 Dowse

Lesson 3: Past and future projects	<ul style="list-style-type: none">• Past tenses - simple and continuous• Future tenses	<ul style="list-style-type: none">• Explain and discuss your past and future projects	https://www.youtube.com/watch?v=d0wV9EC3t14
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Comments/ Suggestions for next lesson:			

Topic 2 - The concept of presentations

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

TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
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Date/teacher: Feb 1, 2025 Bernardo

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

Date/teacher: February 5, 25/Tere

Lesson 5: Starting and ending a presentation	<ul style="list-style-type: none"> Intonation & tone Useful phrases 	<ul style="list-style-type: none"> How to start & end a presentation 	How to start a presentation Business English Presentations- Roleplays & Phrases - ESL Lesson Plans https://mannerofspeaking.org/2019/05/12/transitions-in-a-speech-or-presentation/
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Comments/ Suggestions for next lesson:

Date/teacher: Feb 11, 2025 Bernardo
Feb 7, Karen DNH

Lesson 6: Introduction	<ul style="list-style-type: none"> Phrasal verbs in meeting setting Vocab for starting a 	<ul style="list-style-type: none"> Explain what you cover in your presentations 	Intonation & Stress in Public Speaking: Definition &
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	presentation		Examples - Video & Lesson Transcript IELTS Life Skills B1 Listening test 11 (British settlement and citizenship) https://www.youtube.com/watch?v=liRYtck3dXc&ab_channel=BHVTinH%E1%BB%8Dc
Comments/ Suggestions for next lesson: this lesson was skipped			

Topic 3 - Presentation interactions

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

TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
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Date/teacher: Feb 10th, 2025 Jared

Lesson 7: Components of a presentation	<ul style="list-style-type: none"> Phrases to command an audience IF and UNLESS 	<ul style="list-style-type: none"> How to keep the focus on topic during a presentation. 	<p>30 phrasal verbs often used in business small talk and meetings</p> <p>30 useful phrases for presentations in English</p> <p>The 6 Components of a Great Presentation</p>
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Comments/ Suggestions for next lesson:

Date/teacher: Feb 12th, Jaime

Lesson 8: Questions	<ul style="list-style-type: none"> Question formation 	<ul style="list-style-type: none"> Discuss possible follow up questions of your presentation 	<p>Vocabulary and Phrases for Making Presentations in English</p> <p>http://worldwidefrontier.com/2018/02/grammar-tip-b2-making-questions-easy-way/</p>
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Comments/ Suggestions for next lesson:

Date/teacher: Feb 13th, Jared

Lesson 9: Answers

- Answering strategies
- Useful phrases
- Answer follow up questions about your presentation

[Transcript of "How to speak so that people want to listen"](#)

Comments/ Suggestions for next lesson:

Topic 4 - Sharing information

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

TOPIC & CONTENT

LANGUAGE FOCUS

PRODUCTION

MATERIALS / SKILLS

Date/teacher: Feb 14th, 2025. Jared

Lesson 10: Giving your opinion

- Modals (should, must, could, might)
- Agreeing and disagreeing
- 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: 2/20/25 Dowse **2 hour session! DNH Dowse 2/21/25 Dowse**

Lesson 11: Sharing ideas

- Pitching - conditionals
- Expressing opinions
- Pitching ideas and sharing opinions

[11 Steps to a Perfect Startup Pitch: Expert Insights From Bianca Praetorius](#)

Comments/ Suggestions for next lesson:

Date/teacher: 2/20/25 Dowse **2 hour session!** **DNH** Dowse 2/21/25 Dowse

Lesson 12: Clarifying

- Discourse markers
- Tag questions

- Clarify complex situations for outstanders

<https://www.youtube.com/watch?v=kEAjriqACDs>

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

Date/teacher: February 24th, Edgar
Feb 22nd 2025, Karen **DNH**

Lesson 13: Meeting components

- Meeting components and strategies
- Conditionals

- Discuss meeting components and strategies

[12 Useful Phrasal Verbs for Business Meetings - Impactfulenglish.com](#)

Comments/ Suggestions for next lesson:

Date/teacher: Feb 25, 2025 Bernardo

Lesson 14: Leading a meeting

- Starting and finishing a meeting
- Leadership strategies

- Leading a successful meeting from start to finish

[Business Etiquette Basics \(INTERMEDIATE \(B1\) - UPPER-INTERMEDIATE \(B2\)\) — Fluentize](#)

Comments/ Suggestions for next lesson:

Date/teacher: February 26th, Edgar 2 hrs			
Lesson 15: Participating in meetings	<ul style="list-style-type: none"> • Interrupting politely • Expressing your opinion • Asking for clarification • Changing the topic 	<ul style="list-style-type: none"> • Effectively participating in a meeting 	Technical Presentation Workbook: Winning Strategies for Effective Public Speaking
Comments/ Suggestions for next lesson:			

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

Date/teacher: February 27th, Edgar 2 hrs			
Lesson 16: Formal and informal emails	<ul style="list-style-type: none"> • Formal and informal expressions for emails • Business email structure 	<ul style="list-style-type: none"> • 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
Comments/ Suggestions for next lesson:			

Date/teacher: Feb 27, 2025 Bernardo			
Lesson 17: Requesting or rescheduling a meeting	<ul style="list-style-type: none"> • Modals for offers/requests • Apologizing 	<ul style="list-style-type: none"> • Schedule and reschedule meetings 	https://learnenglishteens.britishcouncil.org/grammar/intermediate-grammar/can-could-would-invitations-offers-requests-permission
Comments/ Suggestions for next lesson: he came in late so we could only have one topic			

Date/teacher: Mar 1, 2025 Bernardo			
Lesson 18: Meeting minutes	<ul style="list-style-type: none"> Summarizing/being concise Discourse markers 	<ul style="list-style-type: none"> Send a summary of your meeting to your team members/boss 	https://corporatefinanceinstitute.com/resources/knowledge/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: March 3rd Jared			
Lesson 19: Reporting numbers	<ul style="list-style-type: none"> Phrasal verbs for Statistics, percentages , trends Numbers - ordinal and cardinal, percentages, 	<ul style="list-style-type: none"> Discuss and report on numbers, percentages and trends 	https://preply.com/en/blog/charts-graphs-and-diagrams-in-the-presentation/#scroll-to-heading-5
Comments/ Suggestions for next lesson:			

Date/teacher: March 4th Jared			
Lesson 20: Charts and graphs	<ul style="list-style-type: none"> Phrasal verbs for describing visuals discourse markers Comparison and contrast 	<ul style="list-style-type: none"> Discuss and report on visuals 	https://academic-englishuk.com/describing-graphs/
Comments/ Suggestions for next lesson:			

Date/teacher: 03/05/25 Karen			
Lesson 21: Reports	<ul style="list-style-type: none"> Passive voice Writing skills / reports 	<ul style="list-style-type: none"> Draft a report on your project/presentation/m 	https://edu.gcfglobal.org/en/business-communication/ho

		eeting	w-to-write-a-powerful-busines-report/1/
Comments/ Suggestions for next lesson:			

Week 8 - Review week: Project preparation

TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
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Date/teacher: Mar. 7th Brian 2 Hours

Lesson 22: Review	<ul style="list-style-type: none"> Prepare a presentation on a current project 		
Comments/ Suggestions for next lesson:			

Date/teacher: Mar 12th / Miguel 2 Hours

Lesson 23: Review	<ul style="list-style-type: none"> Question answering techniques 		
Comments/ Suggestions for next lesson:			

Date/teacher: March 13th / Miguel

Lesson 24: Review	<ul style="list-style-type: none"> 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

Observations:

Next curriculum (learner's path):

PROJECT MANAGEMENT LESSON PLANNING

Student: Francisco Ochoa Rubio

Classes per week:


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: November 27, 2024 Dowse

Lesson 1: Introduce yourself & describe your position


- Grammar: Present tense / Sentence structure with conjunctions
- Vocabulary: Action verbs necessary for the position

- Clients introduce themselves and describe their job

[What is project management? \(video\)](#)

Comments/ Suggestions for next lesson:

Date/teacher: Nov 28TH, Edgar 2hrs session			
Lesson 2: Go over activities & responsibilities	<ul style="list-style-type: none"> Grammar: Gerunds (for activities & verbs that take gerunds) Vocabulary: work activities and responsibilities 	<ul style="list-style-type: none"> Clients talk about work activities and responsibilities 	Linkedin profiles
Comments/ Suggestions for next lesson:			
Date/teacher: Nov 28TH, Edgar 2hrs session			
Lesson 3: Introduce your team members	<ul style="list-style-type: none"> Grammar: Present Simple and Continuous Vocabulary: Adjectives 	<ul style="list-style-type: none"> Clients are able to introduce others and describe their responsibilities 	https://pitchavatar.com/how-to-properly-introduce-your-team/
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: December 3, 2024 Dowse			
Lesson 4: Describe the evolution of your company	<ul style="list-style-type: none"> Grammar: Past continuous vs past simple/ timelines Vocabulary: company history, time markers for the past 	<ul style="list-style-type: none"> Client presents the timeline of their company 	Ex Apple timeline
Comments/ Suggestions for next lesson:			
Date/teacher: December 4/ Miguel			
Lesson 5: Connect actions inside the company	<ul style="list-style-type: none"> Grammar: Connectors (emphasize, addition, contrast, ...) Vocabulary: organizational structure 	<ul style="list-style-type: none"> 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: December 5 / Miguel			
Lesson 6: Explain the relation with suppliers & clients	<ul style="list-style-type: none"> Grammar: Modal verbs (possibilities & requests) Vocabulary: work relationships 	<ul style="list-style-type: none"> Clients talks about the relationships at work 	Modal verbs exercises
Comments/ Suggestions for next lesson:			
Week 3 - Current projects Aims: To thoroughly describe present, past and future projects as well as their creation process.			
TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
Date/teacher: december 5/ miguel			
Lesson 7: Explain the process when you start a project	<ul style="list-style-type: none"> Grammar: Modals/Connection words (cause & effects) Vocabulary: projects 	<ul style="list-style-type: none"> Client discussed and describes a process of starting a project 	Six questions to ask before starting a big project.
Comments/ Suggestions for next lesson:			
Date/teacher: December 11, 2024 Dowse ½ of 2 hour session			
Lesson 8: Describe your current project	<ul style="list-style-type: none"> Grammar: Sequencers, Present Perfect Vocabulary: adjectives, projects 	<ul style="list-style-type: none"> Client describes and details current projects 	Good project managers vs bad managers
Comments/ Suggestions for next lesson:			
Date/teacher: December 12, 2024 Dowse ½ of 2 hour session			
Lesson 9: Describe past & future projects	<ul style="list-style-type: none"> Grammar: Past Simple vs Present Perfect/ Future tense Vocabulary: adjectives, projects 	<ul style="list-style-type: none"> Client details past and future projects 	 How to Write a Project...
Comments/ Suggestions for next lesson:			
Week 4 - Organizational chart Aims: To describe in an accurate form the positions within a company as well as their roles.			
TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
Date/teacher: December 12th, Jaime			

Lesson 10: Explain the hierarchy of your company - Who works where?	<ul style="list-style-type: none"> Conditionals (0 & 1st) Vocabulary: jobs and tasks 	<ul style="list-style-type: none"> Client details the hierarchy and structure of their company 	Create organizational chart
Comments/ Suggestions for next lesson:			
Date/teacher: December 13, 2024 Dowse			
Lesson 11: Explain who is responsible for what or in charge of what	<ul style="list-style-type: none"> Grammar: verb + Prepositions/ gerunds and infinitives Vocabulary: departments 	<ul style="list-style-type: none"> Client details the departments in their company and their duties 	Draw the setup of your company
Comments/ Suggestions for next lesson:			
Date/teacher: Dec 21, 2024 Bernardo			
Lesson 12: Compare different company structures	<ul style="list-style-type: none"> Grammar: Comparatives & superlatives Vocabulary: company structure 	<ul style="list-style-type: none"> Client compares different company structures (Alcanza vs Coppel) - what are the pros and cons? 	Difference between startups and SMEs
Comments/ Suggestions for next lesson:			
Week 5 - Meetings			
Aims: To be able to manage all aspects related to a business meeting.			
TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
Date/teacher: December 26th, Alejandro (2 hours session) Dec. 23, 24/Tere (off curr) 2hrs session			
Lesson 13: Scheduling & rescheduling meetings	<ul style="list-style-type: none"> Grammar: Polite language (request & phrases)/ Preposition of time Skill: More complex question formation Vocabulary: meetings 	<ul style="list-style-type: none"> Client is able to schedule and reschedule appointments, discuss availability 	<ul style="list-style-type: none"> Meeting vocabulary Quiz meeting vocabulary
Comments/ Suggestions for next lesson:			
Date/teacher: December 26th, Alejandro (2 hours session)			
Lesson 14: Preparing a meeting	<ul style="list-style-type: none"> Grammar: Phrasal verbs Vocabulary: wants and needs 	<ul style="list-style-type: none"> Client explains how they set up their meetings (wants & needs) 	Article your meetings stink & what to do about it.

Comments/ Suggestions for next lesson:			
Date/teacher: Dec. 27, 24/Tere			
Lesson 15: Having a meeting	<ul style="list-style-type: none"> Grammar: Discourse markers / WH question forms Skill: participating in a meeting Vocabulary: meetings 	<ul style="list-style-type: none"> Client role plays participating in a meeting 	<ul style="list-style-type: none"> Questions to ask in a meeting The most critical types of project management
Comments/ Suggestions for next lesson:			
Week 6 - Let's hire someone! Aims: To fully prepare the needs of a new position within the company as well as select the proper candidate for it.			
Date/teacher: January 2, 2025 Dowse (2 hour session)			
Lesson 16: Minimum vs preferred qualities (write a vacancy)	<ul style="list-style-type: none"> Grammar: passive voice, Royal order of adjectives Skills: writing Vocabulary: skills hard and soft 	<ul style="list-style-type: none"> Client details and describes a job vacancy 	<ul style="list-style-type: none"> Job Description Vocabulary Job Description Template
Comments/ Suggestions for next lesson:			
Date/teacher: January 2, 2025 Dowse (2 hour session)			
Lesson 17: Job interview	<ul style="list-style-type: none"> Grammar: questions in passive Vocabulary: job vacancy 	<ul style="list-style-type: none"> Client asks and answers questions for a job interview 	<ul style="list-style-type: none"> Inclusive Language (extension activity)
Comments/ Suggestions for next lesson:			
Date/teacher: January 3, 2025 Dowse (2 hour session)			
Lesson 18: Evaluate candidates	<ul style="list-style-type: none"> Grammar: reported speech Vocabulary: skills 	<ul style="list-style-type: none"> Client evaluates potential candidates for a vacancy 	
Comments/ Suggestions for next lesson:			
Week 7 Projects 2.0 - Into the deep Aims: To fully evaluate the risks and benefits of a new project.			
TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
Date/teacher: January 8, 2025 Dowse			

Lesson 19: Managing time	<ul style="list-style-type: none"> Grammar: Second Conditional / prepositions of time Vocabulary: time management 	<ul style="list-style-type: none"> Clients discusses their time management and deadlines 	Quiz vocab time management Time management tips
Comments/ Suggestions for next lesson: 2nd Conditional and Prepositions of time shifted to next lesson.			
Date/teacher: January 9, 2025 Dowse			
Lesson 20: Scopes and capabilities	<ul style="list-style-type: none"> Grammar: Tenses review (all) Vocabulary: intensifiers 	<ul style="list-style-type: none"> Client reflects on their scope and capabilities 	Avoid this time management mistakes
Comments/ Suggestions for next lesson: Please do a tense review. There wasn't time during our session.			
Date/teacher: January 10th, Edgar			
Lesson 21: Risk and Result	<ul style="list-style-type: none"> Grammar: will vs would/ conditionals review Vocabulary: predictions 	<ul style="list-style-type: none"> Client is able to discuss how to calculate cost, outcome and manage risks and results 	How to prioritize your company's projects
Comments/ Suggestions for next lesson:			
Topic 8 - Evaluation - Formal			
Date/teacher: January 17th, Edgar 2 hours			
Lesson 22: Evaluation prep	<ul style="list-style-type: none"> Content from week 1-3 	<ul style="list-style-type: none"> Explain who is involved in your current project 	
Comments/ Suggestions for next lesson: Review week 3 next lesson along with 4 and 5, please			
Date/teacher: Jan 20, 2025 Bernardo			
Lesson 23: Evaluation prep	<ul style="list-style-type: none"> Content from week 4-5 	<ul style="list-style-type: none"> Explain the problems & solutions from your previous projects 	
Comments/ Suggestions for next lesson:			
Date/teacher: Jan 20, 2025 Bernardo			
Lesson 24: Evaluation prep	<ul style="list-style-type: none"> Content from week 6-7 	<ul style="list-style-type: none"> Explain the KPIs of your project 	
Comments/ Suggestions for next 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+


Curriculum:  A2+ Business Interactions 2 Curriculum

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
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Date/teacher: Oct 5, 2024 Bernardo

Lesson 1: Analyzing general workplace communication

- Grammar: question making - present

- Client is able to analyze and ask about

Survey generator app
[What is Effective](#)

	<ul style="list-style-type: none"> Vocabulary: communication 	the current communication in the workplace.	Communication? Definition, Characteristics, Skills, Significance, Barriers - The Investors Book
Comments/ Suggestions for next lesson:			

Date/teacher: Oct 5, 2024 Bernardo

Lesson 2: Dealing with workplace discussions	<ul style="list-style-type: none"> Grammar: Reporting verbs Vocabulary: Business communication. 	<ul style="list-style-type: none"> Client is able to discuss in a polite way. 	Direct Discussion – How to Approach a Co-Worker Managing Workplace Conflict Vancouver Island University Canada
Comments/ Suggestions for next lesson:			

Date/teacher: Oct 8, 2024 Bernardo

Lesson 3: Agreeing and disagreeing	<ul style="list-style-type: none"> Grammar: Present Continuous and simple review Vocabulary: agree and disagree 	<ul style="list-style-type: none"> Client is able to agree and disagree with what was said. 	Useful phrases for discussions
Comments/ Suggestions for next lesson:			


Week 2 - Constructive Feedback


Aims: To maintain positive communication in a business environment using the adequate intonation to confirm it.

TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
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Date/teacher: Oct 9, 2024 Bernardo

Lesson 4: Praising employees	<ul style="list-style-type: none"> • Grammar: Adjectives • Vocabulary: praise, pep talk 	<ul style="list-style-type: none"> • Client is able to give positive feedback to team • The client is able to give constructive feedback to co workers and speak up about his/her own opinions. 	The Importance of Praising Your Employees - MIBluesPerspectives
Comments/ Suggestions for next lesson:			

Date/teacher: Oct 16, 2024 Bernardo			
Lesson 5: Giving and managing compliments	<ul style="list-style-type: none"> • Conjunctions / cause / linkers • Raising and falling intonation in statements / Would have • Vocabulary : Useful phrases 	<ul style="list-style-type: none"> • Client is able to give and receive compliments. 	 Best Compliment
Comments/ Suggestions for next lesson:			

Date/teacher: Oct 16, 2024 Bernardo			
Lesson 6: Using rising and falling intonation	<ul style="list-style-type: none"> • Skills: Raising and falling intonation in statements • Characteristics of a pep talk • Grammar: questions - present, past and future • Vocabulary: feedback 	<ul style="list-style-type: none"> • Client is able to use appropriate intonation when speaking and asking questions. • Client is able to give correct intonation lectures. 	 Learn the English term ... 11 Best Inspirational Pep Talks In Movies ScreenRant https://www.johnmillen.com/blog/how-to-give-a-winning-pep-talk
Comments/ Suggestions for next lesson:			

Week 3 - Conflict Resolution**Aims:** To acquire all necessary resources to mediate and solve conflicts and further report the situation and agreements held.

TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
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Date/teacher: Oct 17, 2024 Bernardo

Lesson 7: Mediating and reaching compromises	<ul style="list-style-type: none">Grammar: adjectives - comparative and superlativesVocabulary: compromises	<ul style="list-style-type: none">Client is able to discuss mediating and compromising.Client is able to express goals and deliverables of a project.	Conflict Resolution: Definition, Process, Skills, Examples
Comments/ Suggestions for next lesson:			

Date/teacher: Oct 18, 2024 Bernardo

Lesson 8: Solving a conflict	<ul style="list-style-type: none">Grammar: Linking wordsModalsReported SpeechVocabulary: solving a problem	<ul style="list-style-type: none">Client solves a conflict with a coworker through giving details about his/her perspective of the situation.	Section 6. Training for Conflict Resolution.
Comments/ Suggestions for next lesson:			

Date/teacher: Oct 19, 2024 Bernardo

Lesson 9: Giving full details	<ul style="list-style-type: none">Grammar: Reported speechVocabulary: Reporting and emails.	<ul style="list-style-type: none">Client is able to report on a conflict and its resolution.Client is able to give	Joey doesn't share food. Friends 1080p
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		full details and report what others say.	
Comments/ Suggestions for next lesson:			

Week 4 - Cultivating Empathy Aims: To fully understand how to manage emotions in a business environment.			
TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS

Date/teacher: Oct 19, 2024 Bernardo			
Lesson 10: Identifying emotions, complex feelings and tendencies in others	<ul style="list-style-type: none"> Grammar: adjectives, feelings, -ed and -ing adjectives Vocabulary: feelings 	<ul style="list-style-type: none"> Client is able to Identify emotions, complex feelings and tendencies in coworkers. 	Emotions and Types of Emotional Responses
Comments/ Suggestions for next lesson:			

Date/teacher: Oct 21, 2024 Bernardo			
Lesson 11: Introvert vs. Extrovert	<ul style="list-style-type: none"> Grammar: comparatives and superlatives / adverbs Vocabulary: intro and extroverts 	<ul style="list-style-type: none"> Client is able to discuss and compare the difference between extroverts and introverts. Client is able to place themselves into the spectrum and describe what an introvert or extrovert is like. 	Explanation: Introvert vs. Extrovert by Simon Sinek Educational Speech BillionaireBehaviour
Comments/ Suggestions for next lesson:			

Date/teacher: Oct 22, 2024 Bernardo			
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Lesson 12: Using tone to express intentions in a real life situation	<ul style="list-style-type: none"> Grammar: tone, intonation, pitch, pronunciation Intonation in formal and informal contexts 	<ul style="list-style-type: none"> Client is able to use tone to express intentions in a real life situation. Client is able to differentiate between one tone and another and also notice which one works for what situation. 	Tone Is Hard to Grasp Online. Can Tone Indicators Help?
Comments/ Suggestions for next lesson:			

Week 5 - Strengthening Relationships

Aims: To identify work relationships and get the best results from them.

TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
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Date/teacher: Oct 25, 2024 Bernardo

Lesson 13: Workplace relationships	<ul style="list-style-type: none"> Grammar: Present perfect: life experiences Vocabulary: relationships at work 	<ul style="list-style-type: none"> 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

Lesson 14: Polite statements and intonation	<ul style="list-style-type: none"> Grammar: conditionals zero and first Vocabulary: Persuasive expressions 	<ul style="list-style-type: none"> Client is able to give an educated point of view with the right intonation. Client is able to use tone to express polite intentions in a real life situation. 	Pronunciation: Want to be Polite? Learn English Intonation – Guest Post English with a Twist
Comments/ Suggestions for next lesson:			

Date/teacher: Oct 29, 2024 Bernardo

Lesson 15: Identifying and activating mutual team member interests.

- Grammar: modals,
- Skills: tone, intonation, pitch , pronunciation
- Vocabulary for Persuasive expression

- Client is able to identify mutual interests and persuade the other party.
- Client is able to communicate with coworkers to work as a team.

[Successful teamwork: A case study](#)

Comments/ Suggestions for next lesson:

Week 6 - Apology Process

Aims: To know and handle situations that require a formal apology.

TOPIC & CONTENT

LANGUAGE FOCUS

PRODUCTION

MATERIALS / SKILLS

Date/teacher: Oct 31, 2024 Bernardo

Oct 30, 2024 Bernardo off curriculum

Lesson 15: Identifying and activating mutual team member interests.

- Grammar: modals,
- Skills: tone, intonation, pitch , pronunciation
- Vocabulary for Persuasive expression

- Client is able to identify mutual interests and persuade the other party.
- Client is able to communicate with coworkers to work as a team.

[Successful teamwork: A case study](#)

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

Date/teacher: Nov 1, 2024 Bernardo

Lesson 16: Formal Apologies

- Grammar: Modals, formal expressions
- Vocabulary: apologies

- Client is able to explain with reasons and supporting details fissures (e.g.delays and missed deadlines) .
- Client is able to apologize formally with

[How to say sorry at work](#)

		co-workers or owner of the company.	
Comments/ Suggestions for next lesson:			

Date/teacherNOV 07TH MILDRED Nov 5, 2024 Bernardo off curriculum noc			
Lesson 17: Apologizing to a client	<ul style="list-style-type: none"> Grammar: Expressing result: therefore, thus, so, as a result, due to, etc. Vocabulary;: apologizing in a formal context. 	<ul style="list-style-type: none"> 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			

Date/teacher: November 8, 2024 Dowse			
Lesson 18: Writing an apology email	<ul style="list-style-type: none"> Grammar: formal email writing Vocabulary: emails 	<ul style="list-style-type: none"> Client is able to write an email apologizing for a mistake in customer service. 	How to Apologize to a Client (With Email Template!) The Muse 6 excellent apology emails to send to your customers Front
Comments/ Suggestions for next lesson:			

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

Date/teacher: Nov 8, 2024 Bernardo

Lesson 19: Requesting help from coworkers	<ul style="list-style-type: none"> Grammar: Modals, Vocabulary: useful expressions Making polite requests 	<ul style="list-style-type: none"> 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/advice/the-right-way-to-ask-for-help-at-work
Comments/ Suggestions for next lesson:			

Date/teacher: Nov 11, 2024 Bernardo			
Lesson 20: Offering help to coworkers	<ul style="list-style-type: none"> Grammar: conditionals review, 2nd conditional 	<ul style="list-style-type: none"> 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 next lesson:			

Date/teacher: NOV 12TH MILDRED			
Lesson 21: Accepting and rejecting formally	<ul style="list-style-type: none"> Grammar: passive voice - present and past Vocabulary: formal expressions 	<ul style="list-style-type: none"> 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 next lesson:			

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

Date/teacher: nov 12 Mildred			
Lesson 22: Eval prep 1	<ul style="list-style-type: none"> Review topics 1, 2, 3. 		

Comments/ Suggestions for next lesson:

Date/teacher: Nov 16th, Edgar

Lesson 23: Eval prep 2

- Review topics 4, 5

Comments/ Suggestions for next lesson:

Date/teacher: nov 20 th Mildred

Lesson 24: Eval prep 3

- Review topics 6, 7

Client's comments about evaluation/next curriculum:

Lesson 25: Final speaking evaluation -

Date/consultant: Nov, 22nd Edgar
Nov 21st, Mildred **DNH**

Observations:

Next curriculum (learner's path):