

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

Student: Katia Ruiz
Classes per week: 3
Position: Talipot Coordinator
Level: B1+/B2
Curriculum:  B1+/B2 Business Communication Curriculum
Current week:

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 - The Company overview

Aims:

TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
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Date/teacher: May 29, 2026/Tere (DNH) - June 2, 2026/Tere (DNH) - June 4, 2026/Tere

Lesson 1: Explain the values, mission and vision e	- Grammar: Present tenses review -all - Vocabulary: Action verbs	Clients describe their company's values, mission and vision	
Comments/ Suggestions for next lesson:			

Date/teacher: June 5, 2026/Tere

Lesson 1: OT Speaking practice class e	- Grammar: Present tenses review -all - Vocabulary: Action verbs	Clients describe their company's values, mission and vision	
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Comments/ Suggestions for next lesson:			

Date/teacher: June 11, 2026/Tere (DNH)			
Lesson 2: Give the company foundation information	- Grammar: Past tenses review- all - Vocabulary:timelines	Clients talk about the foundation and timeline of their company	
Comments/ Suggestions for next lesson:			

Date/teacher:			
Lesson 3:The current status and stage of the company	- Grammar: Passive voice - present and past - Vocabulary: adjectives	Clients are able to describe the current stage and status of their company	
Comments/ Suggestions for next lesson:			

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

Date/teacher:			
Lesson 4: Describe what you want & need	- Grammar: Wants & need - first and second conditional - Vocabulary: wants and needs	Client describes their wants and needs in relation with their job and company	
Comments/ Suggestions for next lesson:			

Date/teacher:

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

- Grammar: Comparisons
- Vocabulary: projects

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

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Comments/ Suggestions for next lesson:

Date/teacher:

Lesson 6: Create a timeline of a project

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

- Clients talk about the timeline of their projects

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Comments/ Suggestions for next lesson:

Week 3 - Writing emails
Aims:

TOPIC & CONTENT

LANGUAGE FOCUS

PRODUCTION

MATERIALS / SKILLS

Date/teacher:

Lesson 7: Making requests via email

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

- Client is able to make formal requests via email

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Comments/ Suggestions for next lesson:

Date/teacher:

Lesson 8: Authorize or deny requests	- Grammar: Use of can/can not , could/could not - Vocabulary: authorising or denying	Client is able to say yes or no in a formal way to others' requests	
Comments/ Suggestions for next lesson:			

Date/teacher:			
Lesson 9: Emails for specific functions	- Grammar: Being concise - Vocabulary: discourse markers	Client is able to create a variety of emails for asking/offering/re requesting something (raise, time off, extension, etc)	
Comments/ Suggestions for next lesson:			

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

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

Date/teacher:			
Lesson 11: Setting up a meeting via email	- Grammar: Adverbs - Vocabulary: emails	Client is able to set up meetings and respond to emails regarding a	

		meeting	
Comments/ Suggestions for next lesson:			

Date/teacher:			
Lesson 12: Follow up a meeting	- Grammar: 2nd conditional - Vocabulary: sequencers	Client is able to follow up on a meeting and send a list of minutes/main points	
Comments/ Suggestions for next lesson:			

Week 5 - Meeting interactions Aims:			
TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS

Date/teacher:			
Lesson 13:Share a project status during a meeting	- Grammar: Past Perfect and Narrative tenses - Skill: More complex sentences - Vocabulary: projects	Client is able to share a detailed overview of their project	
Comments/ Suggestions for next lesson:			

Date/teacher:			
Lesson 14: Explain notes in detail & bullet points	Grammar: : Subordinate / relative	Client explains details from the	

	clauses • Vocabulary: paraphrasing • Skill: explaining and paraphrasing	past	
Comments/ Suggestions for next lesson:			

Date/teacher:			
Lesson 15: Explain errors/improvements	• Grammar: 3rd conditional • Vocabulary: regrets and improvements	• Client is able to reflect on errors and explain improvements /changes	
Comments/ Suggestions for next lesson:			

Topic 6 - Sharing information			
Aims:			
TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS

Date/teacher:			
Lesson 16: Give your opinion (agree/disagree)	• Grammar: phrasal verbs • Vocabulary: useful phrases to agree or disagree	• Client is able to give opinion, agree and disagree with what had been said	•
Comments/ Suggestions for next lesson:			

Date/teacher:			
Lesson 17: Give ideas or input during meetings	• Grammar: modals in the past	• Client is able to express own ideas	•

	Vocabulary: ideas and input	and give input during a discussion	
Comments/ Suggestions for next lesson:			

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

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

Date/teacher:			
Lesson 19:Reporting information	- Grammar : reported speech - Vocabulary: reporting verbs	Client is able to report on what was previously said	
Comments/ Suggestions for next lesson:			

Date/teacher:			
Lesson 20: Identifying areas of growth	- Grammar : conjunctions - Vocabulary: growth, improvements	Client is able to discuss areas of growth and correlations between results and past actions	

Comments/ Suggestions for next lesson:

Date/teacher:

Lesson 21: Talking about numbers

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

Comments/ Suggestions for next lesson:

Week 8 - Review

Aims: Review previous lessons

TOPIC & CONTENT

LANGUAGE FOCUS

PRODUCTION

MATERIALS / SKILLS

Date/teacher:

Lesson 22:

- Review Content from week 1-3
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Comments/ Suggestions for next lesson:

Date/teacher:

Lesson 23:

- Review Content from week 4-5
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Comments/ Suggestions for next lesson:

Date/teacher:

Lesson 24:	- Review Content from week 6-7		
Client's comments about evaluation/next curriculum:			

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

PROJECT MANAGEMENT LESSON PLANNING			
Student: Katia Ruiz Classes per week: 3 Position: Talipot Coordinator Level: B1 Curriculum:  B1 Project Management Curriculum Current topic: 1-8			
Decompress: February 6, 2026/Tere 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: 02/09 Eka (OFF CURR) - February 11, 2026/Tere			
Lesson 1: Introduce yourself & describe your position	Grammar: Present tense / Sentence structure with conjunctions	Clients introduce themselves and describe their job	What is project management? (video)

	Vocabulary: Action verbs necessary for the position		
Comments/ Suggestions for next lesson:			
February 12, 2026/Tere			
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: February 16, 2026/Tere			
Lesson 3: Introduce your team members	- Grammar: Present Simple and Continuous - Vocabulary: Adjectives	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: February 17, 2026/Tere			
Lesson 4: Describe the evolution of your company	- Grammar: Past continuous vs past simple/ timelines - Vocabulary: company history, time markers for the past	Client presents the timeline of their company	Ex Apple timeline
Comments/ Suggestions for next lesson:			
Date/teacher: February 19, 2026/Tere			
Lesson 5: Connect actions inside the company	- Grammar: Connectors (emphasize, addition, contrast, ...) - Vocabulary: organizational structure	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: February 23, 2026/Tere			

Lesson 6: Explain the relation with suppliers & clients	- Grammar: Modal verbs (possibilities & requests) - Vocabulary: work relationships	Clients talks about the relationships at work	Modal verbs exercises
Comments/ Suggestions for next lesson:			
Date/teacher: February 24, 2026/Tere - Additional practice			
Modal verbs and giving advice			
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: February 25, 2026/Tere			
Lesson 7: Explain the process when you start a project	- Grammar: Modals/Connection words (cause & effects) - Vocabulary: projects	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: March 2, 2026/Tere			
Lesson 8: Describe your current project	- Grammar: Sequencers, Present Perfect - Vocabulary: adjectives, projects	Client describes and details current projects	Good project managers vs bad managers
Comments/ Suggestions for next lesson:			
Date/teacher: March 3, 2026/Tere			
Lesson 9: Describe past & future projects	- Grammar: Past Simple vs Present Perfect/ Future tense - Vocabulary: adjectives, projects	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: March 5, 2026/Tere (DNH) - March 6, 2026/Tere			
Lesson 10: Explain the hierarchy of your company - Who works where?	- Conditionals (0 & 1st) - Vocabulary: jobs and tasks	Client details the hierarchy and structure of their company	Create organizational chart

Comments/ Suggestions for next lesson:

Date/teacher: March 9, 2026/Tere

Lesson 11: Explain who is responsible for what or in charge of

- Grammar: verb + Prepositions/ gerunds and infinitives
- Vocabulary: departments

- Client details the departments in their company and their duties

Draw the setup of your company

Comments/ Suggestions for next lesson:

Date/teacher: March 10, 2026/Tere

Lesson 12: Compare different company structures

- Grammar: Comparatives & superlatives
- Vocabulary: company structure

- 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: March 12, 2026/Tere

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 availability

- [Meeting vocabulary](#)
- [Quiz meeting vocabulary](#)

Comments/ Suggestions for next lesson:

Date/teacher: March 17, 2026/Tere

Lesson 14: Preparing a meeting

- Grammar: Phrasal verbs
- Vocabulary: wants and needs

- 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: March 18, 2026/Tere

Lesson 15: Having a meeting

- Grammar: Discourse markers / WH question forms
- Skill: participating in a meeting
- Vocabulary: meetings

- Client role plays participating in a meeting

- [Questions to ask in a meeting](#)
- [The most critical types of project management](#)

Comments/ Suggestions for next lesson:

Date/teacher: OT March 19, 2026/Tere

OFF TOPIC - Meetings topic conclusion

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: March 23, 2026/Tere

Lesson 16: Minimum vs preferred qualities (write a vacancy)

- Grammar: passive voice, Royal order of adjectives
- Skills: writing
- Vocabulary: skills hard and soft

- Client details and describes a job vacancy

- [Job Description Vocabulary](#)
- [Job Description Template](#)

Comments/ Suggestions for next lesson:

Date/teacher: March 24, 2026/Tere

Lesson 17: Job interview

- Grammar: questions in passive
- Vocabulary: job vacancy

- Client asks and answers questions for a job interview

- [Inclusive Language \(extension activity\)](#)

Comments/ Suggestions for next lesson:

Date/teacher: March 30, 2026 Maja

Lesson 18: Evaluate candidates

- Grammar: question forms
- Vocabulary: skills

- 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 7, 2026/Tere**

Lesson 19: Managing time

- Grammar: Second Conditional / prepositions of time
- Vocabulary: time management

- Clients discusses their time management and deadlines

[Quiz vocab time management](#)
[Time management tips](#)

Comments/ Suggestions for next lesson:

Date/teacher: April 8, 2026/Tere

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 for next lesson:

Date/teacher: April 9, 2026/Tere

Lesson 21: Risk and Result

- Grammar: will vs would/ conditionals review
- Vocabulary: predictions
- Client is able to discuss how to calculate cost, outcome and manage risks and results

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

Comments/ Suggestions for next lesson:

Topic 8 - Evaluation - Formal

Date/teacher: April 13, 2026/Tere

Lesson 22: Evaluation prep

- Content from week 1-3
- Explain who is involved in your current project

Comments/ Suggestions for next lesson:

Date/teacher: April 16, 2026/Tere - April 20, 2026/Tere

Lesson 23: Evaluation prep

- Content from week 4-5
- Explain the problems & solutions from your previous projects

Comments/ Suggestions for next lesson:

Date/teacher: April 21, 2026/Tere

Lesson 24: Evaluation prep

- Content from week 6-7
- Explain the KPIs of your project

Comments/ Suggestions for next lesson:

Lesson 25: Final eval
April 23, 2026/Tere

Client's comments about evaluation/next curriculum:

B1+ Intermediate Business

B1+ Advanced B Interactions- LESSON PLANNING

Student: Katia Ruiz

Classes per week: 3

Position: Coordinator in Talipot

Level: B1+

Curriculum:  B1+ Advanced B Interactions Curriculum

Current week: 3-8

Decompress: September 10, 25/Tere

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 - Making Requests and asking for Authorization

Aims:

TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
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Date/teacher: September 12, 25/Tere

Lesson 1: Making requests, changing plans	- Grammar: Present Simple vs Continuous - Vocabulary: requests and offers	Client is able to discuss plans and request their change	
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Comments/ Suggestions for next lesson:

Date/teacher: September 17, 25/Tere

Lesson 2 Authorise or deny requests	- Grammar: Use of can/can't / could/couldn't (past, present & future) - Vocabulary: authorizations, deny and approve	Client is able to approve or deny requests in a polite way	
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Comments/ Suggestions for next lesson:

Date/teacher: September 17, 25/Tere

Lesson 3 Requests via email	- Grammar: emails - Vocabulary: writer requests	Client is able to write and answer requests via email	
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Comments/ Suggestions for next lesson:

Week 2 - Apologizing

Aims:

TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
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Date/teacher: **September 22nd-Client asked for a review of this topic. Feel free to do the next one for next class**

September 18th, Edgar (off curr) - Sep 19 - Camille

Lesson 4: How to handle complaints	• Grammar: Will and going to, modals • Vocabulary: complaints and solutions	• Client is able to respond successfully to complaints	•
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Comments/ Suggestions for next lesson: **September 18th, Client arrived late and wanted to work on a listening and reading exercise that couldn't finish last class.**

Date/teacher: 09/29 (revie)

09/25 Eka

09/24 Eka (off curr)

Lesson 5: How to apologize and take responsibility	• Grammar: Past S and C • Vocabulary: apologizing	• Client is able to identify and apologize for past mistakes	•
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Comments/ Suggestions for next lesson:

Date/teacher: October 1, 25/Tere

Lesson 6: Have some good excuses ready should you need them	• Grammar: Word order • Vocabulary: Phrasal verbs , excuses	• Client is able to give an excuse for past mistakes	•
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Comments/ Suggestions for next lesson:

Week 3 - Project status**Aims:**

TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
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Date/teacher: 10/03 Eka

Lesson 7: Explain the process when you start a project

- Grammar: Sequencers and modals
- Vocabulary: projects , processes

- Client is able to identify and describe their process of starting a new project

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Comments/ Suggestions for next lesson:

Date/teacher: Octoober 7, 25/Tere

Lesson 8: Explain the status of your current project

- Grammar: Connections words (cause & effects)
- Vocabulary: project scope

- Client is able to identify and describe the status and stages of a current project

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Comments/ Suggestions for next lesson:

Date/teacher: October 8, 25/Tere

Lesson 9: Describe results and impact of previous projects

- Grammar: Past tense (past continuous vs past perfect)
- Vocabulary: cause and effect

- Client is able to use past tenses to describe impact of past projects on current results

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Comments/ Suggestions for next lesson:

Week 4 - Client vs Boss**Aims:**

TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
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Date/teacher: October 10, 25/Tere

Lesson 10: Talk about some common complaints clients have.

- Grammar: modals for probability may might could can't
- Vocabulary: complaints

- Client is able to describe and identify common complaints from clients

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Comments/ Suggestions for next lesson:

Date/teacher: October 13, 25/Tere

Lesson 11: How to interrupt politely to give some input

- Grammar: Intonation/pitch
- Vocabulary: Useful expressions for interrupting

- Client is able to interrupt politely and express their opinion

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Comments/ Suggestions for next lesson:

Date/teacher: October 15, 25/Tere

Lesson 12: Agreeing & disagreeing in a polite manner

- Grammar: tone
- Vocabulary: agreeing and disagreeing

- Client is able to agree or disagree politely

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Comments/ Suggestions for next lesson:

Week 5 - Write an email

Aims:

TOPIC & CONTENT

LANGUAGE FOCUS

PRODUCTION

MATERIALS / SKILLS

Date/teacher: October 17, 25/Tere

Lesson 13: Write an email to a client to apologize for ...	• Grammar: Formal vs Informal emails • • Vocabulary: Formal vs Informal emails •	• Clients are able to write an apology email	•
Comments/ Suggestions for next lesson:			

Date/teacher: OT - December 2/3, 25/Tere			
Lesson: Meeting people in business environments			
Comments/ Suggestions for next lesson:			

Date/teacher: December 4, 2025/Tere			
Lesson 14: Write an email to your boss explaining what the last meeting was about	• Grammar: Concise information, past tenses • Vocabulary: reporting verbs	• Clients are able to write an email to report on a meeting	•
Comments/ Suggestions for next lesson:			

Date/teacher: December 4, 2025/Tere			
Lesson 15: Write an email asking for permission to do ...	• Grammar: Modals request/permission • Vocabulary:	• Clients are able to write an email to request permission	
Comments/ Suggestions for next lesson:			

Topic 6 - Team performance assessment / Reporting team performance

Aims:

TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
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Date/teacher: December 9, 2025/Tere

Lesson 16: How do you monitor the performance of your team?

- Grammar: Conditionals review
- Vocabulary: KPIs

- Client explains the performance of team members

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Comments/ Suggestions for next lesson:

Date/teacher: December 10 & 11, 2025/Tere

Lesson 17: How to improve team performance

- Grammar: Giving advice (modals)
- Vocabulary: advice and improvements

- Client is able to give advice on improving performance

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Comments/ Suggestions for next lesson:

Date/teacher: December 12, 2025/Tere

Lesson 18: Give feedback to collaborators.

- Grammar: Passive voice
- Vocabulary: feedback

- Client is able to give objective feedback on team performance

Comments/ Suggestions for next lesson:

Date/teacher: December 15, 2025/Tere OT Vocabulary

Parts of the boy (requested by the client)			
Comments/ Suggestions for next lesson:			

Date/teacher: December 16, 2025/Tere OT Speaking Practice			
Speaking practice - Describing items			
Comments/ Suggestions for next lesson:			

Date/teacher: December 17, 2025/Tere OT Adverb Review			
Using advanced-level adverbs			
Comments/ Suggestions for next lesson:			

Date/teacher: December 18 & 19, 2025/Tere OT			
Using advanced-level adverbs			
Comments/ Suggestions for next lesson:			

Date/teacher: January 6, 2026/Tere OT			
Verbs linked to prepositions 1			
Comments/ Suggestions for next lesson:			

Date/teacher: January 7, 2026/Tere OT			
Circumlocution exercise			

Comments/ Suggestions for next lesson:

Date/teacher: January 8, 2026/Tere OT

Verbs linked to
prepositions 2

Comments/ Suggestions for next lesson:

Topic 7 - Reporting

Aims:

TOPIC & CONTENT

LANGUAGE FOCUS

PRODUCTION

MATERIALS / SKILLS

Date/teacher: January 15, 2026/Tere

Lesson 19: Create an
organizational chart
describing your team

- Grammar: Adjectives and adverbs
- Vocabulary: org charts

- Clients discuss and detail their org chart

Comments/ Suggestions for next lesson:

Date/teacher: January 16, 2026/Tere

Lesson 20: Describe your
team's traits (physical &
character)

- Grammar: Descriptions vocab, royal order of adjectives
- Vocabulary: adjectives and adverbs

- Client is able to describe their team

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Comments/ Suggestions for next lesson:

Date/teacher: January 19, 2026/Tere

Lesson 21: Report to your
team what clients said
they do good/bad

- Grammar: Reported speech
- Vocabulary: reports

- Client is able to report on their team

Comments/ Suggestions for next lesson:

Week 8 - Review

Aims: Review previous lessons

TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
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Date/teacher: January 26, 2026/Tere | January 28, 2026/Tere

Lesson 22: Evaluation prep

- Content from week 1-3

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Comments/ Suggestions for next lesson:

Date/teacher: January, 28/Tere

Lesson 23:

- Review

Comments/ Suggestions for next lesson:

Date/teacher: January 29, 2026/Tere

Lesson 24:

- Review

Client's comments about evaluation/next curriculum:

Lesson 25: Final speaking evaluation -

Date/consultant:

Observations:

Next curriculum (learner's path):

B1+ Presentations/Meetings LESSON PLANNING

Student: Katia Ruiz

Classes per week: 3

Position: Coordinator in Talipot

Level: B1+

Curriculum:  B1+ Presentations/Meetings Curriculum

Current week: 7-8

Material for classes:

 Presentations/Meetings Material**Topic 0 - Eight off-topic classes focused on previously seen Grammar Structures.****Aims:**

TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
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Date/teacher: June 4, 25/Tere

OT 1: The English Language
in perspective

- Tenses in English

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Comments/ Suggestions for next lesson:

Date/teacher: June 9, 25/Tere

OT 2: The English Language
in perspective 2

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Comments/ Suggestions for next lesson:

Date/teacher: June 11, 25/Tere

OT 3: Asking questions

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Comments/ Suggestions for next lesson:

Date/teacher: June 12, 25/Tere

OT 4: Prepositions

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Comments/ Suggestions for next lesson:

Date/teacher: June 16, 25/Tere

OT 5: Used To, Get Used To,
To Be Used To

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Comments/ Suggestions for next lesson:

Date/teacher: June 18, 25/Tere

OT 6: Plurals in English

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Comments/ Suggestions for next lesson:

Date/teacher: June 20, 25/Tere

OT 7: Cognates

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Comments/ Suggestions for next lesson:

Date/teacher: Jun 23, 2025

OT 8: Fluency pyramid

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Comments/ Suggestions for next lesson:

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: June 25, 25/Tere

Lesson 1: Projects and deliverables

- Present Perfect Simple and Continuous
- Projects and deliverables

- Describe your current projects, deliverables and goals

50 common business idioms
<http://www.blairenglish.com/exercises/projects/exercises/projectessentials/projectessentials.html>

Comments/ Suggestions for next lesson:

Date/teacher: 06/27 Eka

Lesson 2: Staffing a project

- Adjectives and Adverbs
- Staffing

- Discuss the people involved in your projects

<https://linkstaffing.com/resources/a-guide-to-recruitment-and-staffing-terms/>

Comments/ Suggestions for next lesson:

Date/teacher: June 30, 25/Tere

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: July 2, 25/Tere **OFF TOPIC** - July 4, 25/Tere

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: July 7, 25/Tere

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: July 9, 25/Tere

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

Date/teacher: July 11, 25/Tere

Lesson 7: Components of a presentation

- Phrases to command an audience
- IF and UNLESS

- 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
Comments/ Suggestions for next lesson:			

Date/teacher: July 17th, Edgar			
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: July 18, 25/Tere			
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 outstanders			
TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS

Date/teacher: July 21, 25/Tere			
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: July 23, 25/Tere,

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: Aug 6, 2025 Bernardo

Lesson 12: Clarifying

- Discourse markers
- Tag questions

- Clarify complex situations for outsiders

<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: August 8, 25/Tere

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: August 11, 25/Tere

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: August 13, 25/Tere

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: August 15, 25/Tere

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: August 18, 25/Tere

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-would-invitations-offers-requests-permission>

Comments/ Suggestions for next lesson:

Date/teacher: August 20-Karelle by

Lesson 18: Meeting minutes	- Summarizing/being concise - Discourse markers	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
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Date/teacher: August 25, 25/Tere

Lesson 19: Reporting numbers	- Phrasal verbs for Statistics, percentages , trends - Numbers - ordinal and cardinal, percentages,	Discuss and report on numbers, percentages and trends	https://preply.com/en/blog/charts-graphs-and-diagrams-in-the-presentation/#scroll-to-heading-5
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Comments/ Suggestions for next lesson:

Date/teacher: August 27, 25/Tere

Lesson 20: Charts and graphs	- Phrasal verbs for describing visuals - discourse markers - Comparison and contrast	Discuss and report on visuals	https://academic-englishuk.com/describing-graphs/
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Comments/ Suggestions for next lesson:

Date/teacher: August 29, 25/Tere

Lesson 21: Reports	- Passive voice - Writing skills / reports	Draft a report on your project/presentation/meeting	https://edu.gcfglobal.org/en/business-communication/how-to-write-a-powerful-business-report/1/
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Comments/ Suggestions for next lesson:

Week 8 - Review week: Project preparation

TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
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Date/teacher: September 1, 25/Tere

Lesson 22: Review

- Prepare a presentation on a current project

Comments/ Suggestions for next lesson:

Date/teacher: September 3, 25/Tere

Lesson 23: Review

- Question answering techniques

Comments/ Suggestions for next lesson:

Date/teacher: September 5, 2025/Tere

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: September 8, 25/Tere

Observations:

Next curriculum (learner's path):

B2/B2+ General Interactions 2 CURRICULUM - LESSON PLANNING

Student: Katia Ruiz

Classes per week: 3

Position: Coordinator in Talipot

Level: B2

Curriculum:  B2/B2+ General Interactions 2 curriculum

Current week:

Decompress:

Here's the template:  Needs analysis/Decompress template

Notes on Client (Changes on new curriculum, suggestions, needs another curriculum, etc.):

Remember to notify your leader when decompress is completed, or contact directly with Jaime via Slack

Week 1 - Leisure

Aims:

TOPIC & CONTENT

LANGUAGE FOCUS

PRODUCTION

MATERIALS / SKILLS

Date/teacher: 03/11 Eka

Lesson 1: Discussing interests and free time activities

- Grammar:
- Question making - present tenses
-

- Client is able to discuss their interests and free time activities

<https://www.youtube.com/watch?v=RI50I0GV3gE>

Comments/ Suggestions for next lesson:

Date/teacher: 03/12 Eka

Lesson 2: Storytelling – experiences

- Grammar:
- Reporting verbs
-

- Client is able to talk about their experiences

<https://www.ego4u.com/en/cram-up/grammar/simple-past>

Comments/ Suggestions for next lesson:

Date/teacher: 03/19 Eka

03/13 Eka (off curr)

Lesson 3: My interests through time (changes)

- Grammar: Present tenses - simple, progressive and perfect

- Client is able to talk about their interests throughout their life.

<https://pocketpassport.com/blog/esl-english-hobbies-and-interests-esl-worksheets/>

Comments/ Suggestions for next lesson:

Week 2 - Media

Aims:

TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
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Date/teacher: 03/25 Eka

Lesson 4: Discussing modern media	Grammar: Coordinating conjunctions	Client is able to discuss social media	https://agendaweb.org/exercises/grammar/conjunctions
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Comments/ Suggestions for next lesson:

Date/teacher: March 26th, Alex

Lesson 5: Comparing different media sources : radio, tv, internet	Grammar: Comparatives and Superlatives	Client is able to describe and compare the different media sources	https://libguides.aber.ac.uk/c.php?g=688883&p=4930096
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Comments/ Suggestions for next lesson:

Date/teacher: 03/27 Eka

Lesson 6: Future of media	Grammar: future will vs going to vs p continuous	Client is able to express their opinion about the future of media	https://agendaweb.org/exercises/verbs/future/will-going-to-1
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Comments/ Suggestions for next lesson:

Week 3 - Music**Aims:**

TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
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Date/teacher: 04/03 Eka

04/01 Eka (OFF CURR)

Lesson 7: Discussing modern music genres	- Grammar: Vocabulary related to music	Client is able to discuss modern music genres	https://www.musicgrotto.com/music-genres/
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Comments/ Suggestions for next lesson: **04/01 – Off curr lesson since client was late and preferred to focus on conversation only.**

Date/teacher: 04/04 Eka

Lesson 8: Artists and music scene	- Grammar: Linking words	Client is able to discuss about music and artists	https://libguides.staffs.ac.uk/academic_writing/linking#:~:text=additionally%3B%20also%3B%20moreover%3B%20furthermore,%3B%20correspondingly%3B%20indeed%3B%20regarding.&text=alternatively%3B%20although%3B%20otherwise%3B%20instead.
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Comments/ Suggestions for next lesson:

Date/teacher: April 7th, Alejandro

Lesson 9: Analyzing songs	Grammar: Reported speech	Client is able to express and discuss their opinion about songs	https://www.ego4u.com/en/cram-up/grammar/reported-speech/exercises?04
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Comments/ Suggestions for next lesson:

Week 4 - Films and TV**Aims:**

TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
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Date/teacher: April 8th, Edgar

Lesson 10: Discussing films and TV shows	Grammar: Vocabulary to describe films/stories	Client is able to express their opinion about films and tv shows	https://www.englishlessonviaskype.com/english-vocabulary-related-to-movies/
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Comments/ Suggestions for next lesson:

Date/teacher: Apr 11, 2025 Bernardo

Lesson 11: Comparing and contrasting films/tv shows	Grammar: ed and -ing adjectives	Client is able to compare films and tv shows	https://agendaweb.org/exercises/grammar/adjectives/-ed-ing-1
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Comments/ Suggestions for next lesson:

Date/teacher: April 14th, María Luisa

Lesson 12: Analyzing clips / films. tv shows	Grammar: phrasal verbs	Client is able to analyze films and tv shows	
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Comments/ Suggestions for next lesson:

Week 5 - travel interactions**Aims:**

TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
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Date/teacher: 04/15 Eka

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

Date/teacher: April 16th, María Luisa			
Lesson 14: Travel itineraries	- Grammar: Conditionals - zero and 1	Client is able to discuss travel itineraries	https://www.english-4u.de/en/grammar-quizzes/mixed-conditionals.htm
Comments/ Suggestions for next lesson:			

Date/teacher: 04/22 Eka			
Lesson 15: Travel scenarios	- Grammar: - Vocabulary for travelling , useful expressions	Client is able to understand and use travel vocabulary	https://www.thoughtco.com/travel-vocabulary-esl-4176622
Comments/ Suggestions for next lesson:			

Week 6 - shopping interactions Aims:			
TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS

Date/teacher: 04/24 Eka 04/23 Eka DNH			
Lesson 16 Let's go shopping	- Grammar: - numbers and prices , prepositions	Client is able to ask about numbers and prices	https://www.youtube.com/watch?v=Chm4tU1tOlo
Comments/ Suggestions for next lesson:			

Date/teacher: 04/28 Eka

Lesson 17: At the store

- Grammar:
- Questions review
- all
-

- Client is able to buy groceries at the store

https://www.youtube.com/watch?v=FRT_n3z3QqA

Comments/ Suggestions for next lesson:

Date/teacher: April 29th, Edgar

Lesson 18: Looking for the ideal product

- Grammar:
- adjectives and adverbs
-

- Client is able to ask about their interests in a product.

Comments/ Suggestions for next lesson:

Week 7 - Asking and offering help

Aims:

TOPIC & CONTENT

LANGUAGE FOCUS

PRODUCTION

MATERIALS / SKILLS

Date/teacher: 05/14 Eka

05/13 Eka (repeat lesson)

April 30th, 2025. Marce (off curriculum)

Lesson 19: Requesting help politely

- Grammar:
- Making polite requests

- Client is able to request help politely

[5 Ways To Ask for Help in English | Common Expressions & Vocabulary #spon | MMMEnglish](#)

Comments/ Suggestions for next lesson: April 30th: Katia was quite nervous due to a meeting she had just finished so, she preferred to just have an informal conversation, during which student was encouraged to use modal verbs to request favours.

May 13: Katia was 30 minutes late, please repeat the lesson.

Date/teacher: 05/15 Eka

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

Date/teacher: 05/19 Eka			
Lesson 21: Accepting or rejecting help	- Grammar: - useful expressions	Client is able to	
Comments/ Suggestions for next lesson:			

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

Date/teacher: 05/20 Eka			
Lesson 22: review 1 weeks 1-2	Grammar:	Client is able to	
Comments/ Suggestions for next lesson:			

Date/teacher: 05/23 Eka			
Lesson 23: review 2 weeks 3-4	Grammar:	Client is able to	
Comments/ Suggestions for next lesson:			

Date/teacher: May 27 th, 2025 MARCE.....			
Lesson 24: review 3 5-7	Grammar:	Client is able to	

Client's comments about evaluation/next curriculum:

Lesson 25: Final speaking evaluation -

Date/consultant: 05/29 Eka

Observations:

Next curriculum (learner's path):

High level interactions-LP

Student: Katia Ruiz

Classes per week: 3

Position: Coordinator in Talipot

Level: B1

Curriculum:  High level interactions curriculum

Materials for classes:

Decompress: Dec. 3, 24/Tere

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

Module 1 - General Conversation

Aims: To be able to effectively communicate past events as well as compare experiences.

TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
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Date/teacher: Dec. 5, 24/Tere

Lesson 1: Storytelling – experiences	- Grammar: Tenses review: past simple, past continuous, past perfect - Vocabulary: Adjectives	Client is able to retell past life experiences.	 Describing Experience...
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Comments/ Suggestions for next lesson:

Date/teacher: 12/10 Eka

Lesson 2: Travel interactions

- Grammar: Asking for and offering help
- Vocabulary: WH Questions
- Client is able to describe travel situations in which help and directions are needed.

<https://englishlive.ef.com/en/blog/language-lab/five-key-phrases-for-asking-for-directions/>

Comments/ Suggestions for next lesson:

Date/teacher: Dec 11, 2024 Bernardo

Lesson 3: Explain cultural differences

- Grammar: Comparing and contrasting
- Vocabulary: Advanced adverbs
- Client is able to compare cultural differences between two countries.

<https://www.juicyenglish.com/blog/adjectives-to-describe-cultural-aspects>

Comments/ Suggestions for next lesson:

Module 2 - Executive Conversation

Aims: To be able to accurately describe current projects as well as issue opinions related to project strategies.

TOPIC & CONTENT

LANGUAGE FOCUS

PRODUCTION

MATERIALS / SKILLS

Date/teacher: Dec 12, 2024 Bernardo

Lesson 4: The Art of Small Talk

- Grammar: Asking questions
- Vocabulary: Small talk phrases
- Client is able to carry out small talk with business acquaintances.

 The Art of Small Talk: ...

Comments/ Suggestions for next lesson:

Date/teacher: Dec 17, 2024 Bernardo

Lesson 5: Explain what projects you're currently working on

- Grammar: Linking words
- Vocabulary: Correlative conjunctions
- Client is able to describe projects and their stages.

<https://www.smartsheet.com/content/project-description>

Comments/ Suggestions for next lesson:

Date/teacher: 12/20 Eka (DNH) - Dec. 23, 24/Tere
Dec 18, Edgar **OFF CURRICULUM**

Lesson 6: Offer your opinion on a project strategy

- Grammar: How to prepare for an unplanned conversation
- Vocabulary: Business projects stages

- Client can issue opinions, both negative and positive, about a project strategy.

<https://supercopyeditors.com/blog/writing/opinions-in-business-writing/>

Comments/ Suggestions for next lesson: Client entered late and she was very distracted and stressed because of work. We reviewed a little bit of the topic but in the end she just wanted to have a conversation focus lesson.

Module 3 - High-Level Networking

Aims: To manage business-oriented conversations in a professional form.

TOPIC & CONTENT

LANGUAGE FOCUS

PRODUCTION

MATERIALS / SKILLS

Date/teacher: Dec 29, 2024 Bernardo

Lesson 7: Giving your "elevator pitch"

- Grammar: Being concise.
- Vocabulary: Adverbs to qualify achievements.

- Client can give their own elevator pitch with correct cue words and intonation.

▶ How to write an Elevat...

Comments/ Suggestions for next lesson:

Date/teacher: Jan 2, 2025 Bernardo

Lesson 8: Conversation starters

- Grammar: Active listening, useful vocabulary.

- Client is able to start a high-level business conversation.

<https://www.businessenglishresources.com/conversation-starters/>

Comments/ Suggestions for next lesson:

Date/teacher: Jan. 6, 24/Tere

Lesson 9: Asking exceptional questions

- Grammar: Sending a follow-up email.
- Vocabulary: Uncommon business questions.

- Client can obtain any information by asking the right questions within a business environment.

<https://www.fluentu.com/blog/educator-english/business-english-conversation-topics/>

Comments/ Suggestions for next lesson:

Module 4 - Business Negotiation

Aims: To identify the best strategy to detect needs and be able to offer solutions.

TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
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Date/teacher: January 15th, Edgar

Jan 10, 2025 Bernardo dnh

Lesson 10: Analyse different negotiation strategies	- Grammar: Best strategies to convince someone - Vocabulary: Negotiation phrases	Client is able to distinguish and explain several negotiation strategies.	https://www.vistage.com/research-center/business-growth-strategy/six-successful-strategies-for-negotiation/
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Comments/ Suggestions for next lesson: clients informed that she would not be able to connect

Update Jan 15ht: **Feel free to use some of the material from the class. Client was very late and not feeling well so we did a review session and then just saw some terminology and examples of negotiation. Only the first two exercises.**

Date/teacher: January 16, 25/Tere

Lesson 11: Identify your counterpart's needs	- Grammar: Conditionals review. - Vocabulary: Need and want.	Client can identify the needs of counterpart by analysing their speech.	https://www.mural.co/blog/client-needs
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Comments/ Suggestions for next lesson:

Date/teacher: 01/17 Eka

Lesson 12: Useful vocabulary and expressions for negotiating	- Grammar: Phrasal verbs. - Vocabulary: Requests.	Client can issue requests and offers to correctly negotiate.	 Business English Conv...
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Comments/ Suggestions for next lesson:

Module 5 - Must-haves of Anglo-Saxon culture

Aims: To identify the cultural and business differences among English-speaking countries.

TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
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Date/teacher: 01/22 Eka

Lesson 13: Famous American businessmen

- Grammar: Present perfect and present continuous review.
- Vocabulary: Adjectives to qualify achievements.

- Client can describe the life and achievements of successful businessmen.

 10 Famous Entreprene...

Comments/ Suggestions for next lesson:

Date/teacher: January 23, 25/Tere

Lesson 14: Cult films of the English-speaking world

- Grammar: Emphasising skills.
- Vocabulary: Film summary words.

- Client is able to talk about the most popular English- language films.

<https://www.theringer.com/movies/2021/1/25/22244344/cult-movies-ranking-top-50>

Comments/ Suggestions for next lesson:

Date/teacher: 01/24 Eka

Lesson 15: England vs the US

- Grammar: Advanced comparisons.
- Vocabulary: Sports in the Commonwealth.

- Client can understand the cultural and sports differences between two countries.

<https://www.jagranjosh.com/general-knowledge/differences-between-us-and-uk-1693845143-1>

Comments/ Suggestions for next lesson:

Module 6 - Analysing and discussing current events

Aims: To forecast possible consequences arising from human activities and misdeeds.

TOPIC & CONTENT

LANGUAGE FOCUS

PRODUCTION

MATERIALS / SKILLS

Date/teacher: January 27, 25/Tere

Lesson 16: Politics in the US/Mexico

- Grammar: Expressing your opinion.
- Vocabulary: Political activities.

- Client is able to describe the differences between American and Mexican politics.

<https://www.indexmundi.com/factbook/compare/united-states.mexico/government>

Comments/ Suggestions for next lesson:

Date/teacher: January 28, 25/Tere

Lesson 17: Talking about trends and the future

- Grammar: Future tenses review.
- Vocabulary: AI prompts.

- Client can forecast technology trends in the future.

<https://www.meltwater.com/en/blog/trend-forecasting-prediction>

Comments/ Suggestions for next lesson:

Date/teacher: 02/13 Eka
01/30 Eka **(OFF CURR)**

Lesson 18: Health & science

- Grammar: Explaining causes and consequences.
- Vocabulary: Common scientific terms.

- Client is able to identify health and science consequences derived from human behaviour..

<https://teachingutopians.com/2019/06/05/expressing-effects-results-and-consequences-in-english-efl-esl-english-speaking-lessons-2/>

Comments/ Suggestions for next lesson: Katia needed to review a document translation and we focused the class on reviewing mistakes

Module 7 - Technology

Aims: To concisely identify technology trends and their implementation in the work environment.

TOPIC & CONTENT

LANGUAGE FOCUS

PRODUCTION

MATERIALS / SKILLS

Date/teacher: 2/14/25 Dowse

Lesson 19: Technology and Apps

- Grammar: Relative clauses.
- Vocabulary: Technology words.

- Client can describe modern technology functions.

<https://promova.com/english-vocabulary/technology-vocabulary>

Comments/ Suggestions for next lesson:

Date/teacher: February 17, 25/Tere

Lesson 20: Technology and Innovation

- Grammar: Debate skills.
- Vocabulary: Adverbs to describe new technology.

- Client is able to debate about future technological trends.

<https://www.sciencefocus.com/future-technology/future-technology-22-ideas-about-to-change-our-world>

Comments/ Suggestions for next lesson:

Date/teacher: 02/20 Eka

Lesson 21: Technology at Work

- Grammar: Phrasal verbs.
- Vocabulary: Common technology phrases.
- Client can express complex ideas related to technology at work.

https://it-content.pearson.com/products/b1e6a087-bda8-4c49-9024-2dff2e9dcb6c/9788883394461_words_for_work_IT/index.html

Comments/ Suggestions for next lesson:

Week 8 - Evaluation preparation

Aims: To review course content.

TOPIC & CONTENT

LANGUAGE FOCUS

PRODUCTION

MATERIALS / SKILLS

Date/teacher: 2/26 Eka
2/24 Eka (Short class, repeat)

Lesson 22: Evaluation prep

- Content from week 1-3

Comments/ Suggestions for next lesson:

Date/teacher: February 27th, Eka

Lesson 23: Evaluation prep

- Content from week 4-5

Comments/ Suggestions for next lesson:

Date/teacher: March 3rd, Alejandro

Lesson 24: Evaluation prep

- Content from week 6-7

Client's comments about evaluation/next curriculum:

Lesson 25: Final speaking evaluation.

Date/consultant: Mar. 4th Brian

Observations: Katia connected 20 minutes late for her scheduled lesson and was a little nervous about having her

evaluation. We were able to do some practice before the actual evaluation questions.

Next curriculum (learner's path):

Decompress: Mar. 6th Brian **DNH**

Here's the template:

Notes on Client (Changes on new curriculum, suggestions, needs another curriculum, etc.):

Note: this is a video-based curriculum. Each consultant is free to choose his/her own videos and adapt the topics to the clients' interests

B2/B2+ LESSON PLANNING

Student: Katia Ruiz

Classes per week: 3

Position: Coordinator at Talipot

Level: -B1

Curriculum:  B2/B2+ - Current events 2 Curriculum

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 - Technology news

Aims: Discuss and analyze technology news around the world. Companies like Tesla, Apple, Microsoft.

TOPIC & CONTENT

LANGUAGE FOCUS

PRODUCTION

MATERIALS / SKILLS

Date/teacher: Sept.30/Ruth

Lesson 1: The future of work

- Grammar: Future tenses reviews

- Client is able to talk about big technology multinationals and to debate the impact of automation on labour markets and the future of work.
- Client provides a 1.5 minute speech on how a selected industry will function in 30 years.

- <https://www.forbes.com/sites/paulmonckton/2021/07/14/apple-reveals-ground-breaking-new-iphone-technology/>
- https://www.youtube.com/watch?v=TUmyyGCMGA&ab_channel=VOX
- https://www.youtube.com/watch?v=_h1ooyvFkF0&ab_channel=LastWeekTonight

Comments/ Suggestions for next lesson:

Date/teacher: Oct.02/Ruth

Lesson 2: The impact of technology

- Grammar: Linking words

- Client is able to discuss how technological innovation impacts business and society as a whole.
- Client writes a paragraph on how technology has changed our lives.

- <https://www.wired.co.uk/topic/technology>

Comments/ Suggestions for next lesson:

Date/teacher: Oct.03/RUTH

Lesson 3: Evaluating pros and cons

- Grammar: Auxiliary verbs: either, neither, So do I, I hope so, etc

- Client debates the pros and cons of social networks and the impact of tech giants on individuals' decision-making
- Client records a voice note on how his/her decisions have

- <https://techmonitor.ai/boardroom/power-of-tech-companies>
- <https://test-english.com/explanation/b1-2/auxiliary-verbs-different-uses/>

Date/teacher: Oct.03/RUTH

changed after using
social networks.

Comments/ Suggestions for next lesson:

Week 2 - Economics / business news

Aims: Make the client talk about economic topics and large companies' latest developments.

TOPIC & CONTENT

LANGUAGE FOCUS

PRODUCTION

MATERIALS / SKILLS

Date/teacher: Oct.04/Ruth **DNH** Oct 7, 24/Tere

Lesson 4: Talking about
business

- Grammar: Talking about business useful vocabulary (graphs and numbers)

- Client can describe the piece of business news he found most impactful recently and explain why.
- Client creates and explains a company annual income chart.

- <https://www.nytimes.com/section/business>
-
-

Comments/ Suggestions for next lesson:

Date/teacher: Oct 08/Ruth

Lesson 5: The differences between each context

- Advanced comparisons

- Comparing the economic situation of various countries within the same region (example: Latin America, North America...).
- Client describes in a voice note how countries in the same continent develop differently.

- <https://edition.cnn.com/business/economy>

Comments/ Suggestions for next lesson:

Date/teacher: Oct.09/Ruth

Lesson 6: The impact of multinational in locals

- Relative clauses: defining and non-defining

- Client analyzes how a big multinational company can affect the local economy (Coppel & Culiacan, Tesla & Texas.)
- Client writes a short essay about a specific multinational company and its effect in our country.

- <https://www.nytimes.com/2021/10/08/business/tesla-texas-headquarters.html>

Comments/ Suggestions for next lesson:

Week 3 - Health & science

Aims: Discuss and learn new medical technologies. Focus on Covid 19 latest news and vaccines process around the world. Debate about the importance of getting vaccinated.

TOPIC & CONTENT

LANGUAGE FOCUS

PRODUCTION

MATERIALS / SKILLS

Date/teacher: Oct. 15, 24/Tere

Lesson 7: Possible health advances

- Grammar: future simple/perfect/perfect continuous
- Client discusses health & science news and potential effects in the future.
- Client writes a short essay about how the health industry will assist patients in the future.
- <https://www.sciencenews.org/topic/health-medicine>

Comments/ Suggestions for next lesson:

Date/teacher: Oct. 17, 24/Tere

Lesson 8: Respectfully debating in a heated argument

- Grammar: Useful phrases to respectfully debate
- Client debates about a “controversial” science topic (vaccination, flat-earthers...).
- Client records a voice note debating about anti-vaccination movements.
- <https://www.nfid.org/immunization/10-reasons-to-get-vaccinated/>
- <https://hbr.org/2016/03/when-an-argument-gets-too-heated-heres-what-to-say>

Comments/ Suggestions for next lesson:

Date/teacher: Oct. 18, 24/Tere

Lesson 9: Sharing my opinion in scientific matters

- Grammar: Useful phrases to agree, disagree and give further explanation
- Client summarizes their opinion of the most important scientific discovery of all time.
- Client writes a short essay about a scientific matter explaining his/her opinion.
- <https://multimedia-english.com/grammar/expressing-opinions-57>

Comments/ Suggestions for next lesson:

Week 4 - International Politics

Aims: Finding popular posts and identifying the positions of the parties involved, identifying the arguments they are using and the facts behind them.

TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
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Date/teacher: 10/21 Eka

Lesson 10: Causes and their consequences in a political context	• Grammar: correlation and causality • Vocabulary: political parties, political spectrum	• Clients describes political parties and their relationships. • Client sends a 1.5 minute video about the consequences of any political party's ruling period.	• https://www.cfr.org/topics
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Comments/ Suggestions for next lesson:

Date/teacher: 10/22 Eka

Lesson 11: Evaluating the different situation in each country	• Grammar: advanced comparisons	• Client compares political situations in different countries. • Client uses advanced comparisons to write a short essay that includes two countries in the American Continent.	• Use LinkedIn
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Comments/ Suggestions for next lesson:

Date/teacher: 10/23 Eka

Lesson 12: Understanding opposite perspectives	Grammar: argumentation, modals, convincing	- Client debates political opinions with someone from an opposite perspective using modals. - Client chooses one political debate topic and provide arguments to his/her opinion.	https://www.theedadvocate.org/political-debate-topics/
Comments/ Suggestions for next lesson:			

Week 5 - Geography and ancient cultures

Aims: Discussing the life of ancient cultures and civilizations, their habits and their surroundings. Describing personal interests in the conditional

TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
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Date/teacher: Oct. 28, 24/Tere (DNH) - OCT. 29, 24/TERE

Lesson 13: An insight to the past	Grammar: past perfect/past perfect continuous, would expressing habit in the past	- Client analyzes the rise and fall of a great civilization (Egypt, the Incas, the Aztecs...). - Client records a 1.5 minute voice note explaining the customs of a chosen past civilization.	https://www.youtube.com/watch?v=UO5ktwPXsyM
Comments/ Suggestions for next lesson:			

Date/teacher: Oct. 30, 24/Tere

Lesson 14: My personal place of interest	Grammar: Describing a personal place of interest	Describing a personal travel bucket list: why are some regions of historical and cultural	https://eslvideo.com/quiz.php?id=31257 https://breakingnewsenglish.com/2010/201016-ultimate-travel-list
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		interest? Client explains in a recorded voice note the features of a specific place of interest.	html
Comments/ Suggestions for next lesson:			

Date/teacher: Oct. 31, 24/Tere

Lesson 15: Narrating the past	Grammar: Narrative tenses	- Client is able to understand pre-Columbian Mexico and modern-day Mexico and describe the differences in a fluent speech. - Client writes a short essay emphasizing the pros and cons of modern-day Mexico.	https://www.britannica.com/video/142161/Overview-history-Mexico-City https://www.youtube.com/watch?v=GY4tnSov_3E&ab_channel=Epimetheus
Comments/ Suggestions for next lesson:			

Week 6 - Ecology / Environment

Aims: The client should be able to describe the current situation of the climate crisis, argue in favor of ecological changes, and analyze critically technological inventions

TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
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Date/teacher: 11/04 Eka

Lesson 16: The current climate crisis and our participation	Grammar: passive form	- Client defines the current climate change crisis and the response of the international community. - Client writes a short	https://www.youtube.com/watch?v=-wJo5aKBwq0&ab_channel=TED
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		essay describing the effects of the current climate crisis.	
Comments/ Suggestions for next lesson:			

Date/teacher: 11/05 Eka

Lesson 17: Finding a solution	Grammar: Mixed conditionals	- Client studies different individual solutions to try and alleviate pollution/plastic contamination. - Client writes a short essay providing options to alleviate pollution.	Do Shampoo Bars Really Reduce Trash? World Wide Waste
Comments/ Suggestions for next lesson:			

Date/teacher: November 7, 2024 Dowse

Lesson 18: Which is the best solution?	Grammar: Cause and effect. Contrast connectors	- Client uses the solutions found last session to debate the best one using contrast connectors to enrich his/her speech. - Client describes his/her perspective on the video.	The material that could change the world... for a third time
Comments/ Suggestions for next lesson:			

Week 7 - Analogies and metaphors

Aims: understanding the difference between analogies and metaphors (poetry, songs...). Creating your own version of them.

TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
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Date/teacher: Nov. 11, 24/Tere

Lesson 19: Understanding the basics of poetry

- Grammar: metaphors and analogies

- Client discusses analogies and metaphors in poetry + own production.
- Client writes about a renown international poet and analyze his/her metaphors and analogies.

- https://www.youtube.com/watch?v=yGB_K_xlHdI&list=PLJicmE8fK0Egxi0hgy5Tw-NFyLcpJ4bzJ&index=1&ab_channel=TED-Ed

Comments/ Suggestions for next lesson:

Date/teacher: Nov. 12, 24/Tere

Lesson 20: Analyzing poetry in our daily life

- Grammar: metaphors and analogies

- Client debates analogies and metaphors in songs.
- Client describes in a paragraph the usage of analogies and metaphors in Leonard Cohen's song.

- https://www.youtube.com/watch?v=Gxd23UVID7k&ab_channel=LeonardCohenVEVO

Comments/ Suggestions for next lesson:

Date/teacher: Nov. 14, 24/Tere (DNH) - Nov. 19, 24/Tere (OFF CURR) - Nov. 20, 24

Lesson 21: Creating my own poetry

- Grammar: Analogies and metaphors (client creates his/her own)

- Client focuses on the creation of his own analogies, metaphors and images.
- Client writes a poem.

- <https://writers.com/how-to-write-a-poem-step-by-step>

Comments/ Suggestions for next lesson:

Week 8 - Review week: Project preparation

Aims: Developing an interview plan/ questions, identifying the candidate profile that the company needs, giving interview feedback.

TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
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Date/teacher: Nov. 21, 24/Tere

Lesson 22: Review

- Content from week 1-3

Comments/ Suggestions for next lesson:

Date/teacher: Nov. 25, 24/Tere

Lesson 23: Review

- Content from week 4-5

Comments/ Suggestions for next lesson:

Date/teacher: Nov. 27, 24/Tere - Nov. 28, 24/Tere Review

Lesson 24: Review

- Content from week 6-7

Client's comments about evaluation/next curriculum:

Lesson 25: Final speaking evaluation -

Date/consultant: Dec. 2, 24/Tere

Observations:

Next curriculum (learner's path):

Student: Katia Ruiz
 Classes per week: 3
 Position: Coordinator at Talipot
 Level: A2+
 Curriculum:  A2+/B1 GENERAL INTERACTIONS 1 curriculum
 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 - Leisure

Aims: Discussing your hobbies and free time activities.

Week & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
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Date/teacher: 07/24 Edgar

Lesson 1: Discussing interests and free time activities	Question making - present tenses	Client will be able to discuss on free time activities	https://www.goskills.com/Soft-Skills/Resources/Top-10-new-years-resolutions
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Comments/ Suggestions for next lesson:

Date/teacher: 07/25 Eka

Lesson 2: Storytelling – experiences	Grammar: Reporting verbs	Client will be able to speak about past experiences	https://learnenglish.britishcouncil.org/grammar/b1-b2-grammar/reported-speech-reporting-verbs
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Comments/ Suggestions for next lesson:

Date/teacher: 07/26 Eka

Lesson 3: My interests through time (changes)	Grammar: Present tenses - simple ,progressive and perfect	Client will be able to reflect on the changes of their interests over time	https://pocketpassport.com/blog/esl-english-hobbies-and-interests-esl-worksheets/
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Comments/ Suggestions for next lesson:

Week 2 - Media**Aims:** Discussing current media and their types.

Week & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
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Date/teacher: 08/13 Eka

Lesson 4: Discussing modern media	Grammar: Coordinating conjunctions	Client will be able to discuss on modern media	https://simplicable.com/history/modern-media
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Comments/ Suggestions for next lesson:

Date/teacher: 08/14 Eka

Lesson 5: Comparing different media sources : radio, tv, internet	Grammar: Comparatives and Superlatives	Client will be able to analyze different source of media	https://lru.praxis.dk/Lru/microsites/africaunfold/toolbox_ttyseries.html
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Comments/ Suggestions for next lesson:

Date/teacher: 08/15 Eka

Lesson 6: Future of media	Grammar: future will vs going to vs p continuous	Client will reflect on the future of media	https://es.weforum.org/publications/the-future-of-media-a-new-framework-for-valuing-content
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Comments/ Suggestions for next lesson:

Week 3 - Music**Aims:** Discussing, comparing and contrasting music genres.

Week & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
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Date/teacher: 08/16 Eka

Lesson 7: Discussing modern music genres	Vocabulary related to music	Client is able to discuss modern music genres	https://www.musicgrotto.com/music-genres/
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Comments/ Suggestions for next lesson:

Date/teacher: 18 August Julio

Lesson 8: Artists and music scene

- Grammar: Linking words

- Client is able to discuss about music and artists

https://libguides.staffs.ac.uk/academic_writing/linking#:~:text=alternatively%3B%20although%3B%20otherwise%3B%20instead.

Comments/ Suggestions for next lesson:

Date/teacher: 08/21 Eka
08/20 Eka (OFF CURR)

Lesson 9: Analyzing songs

- Grammar: Reported speech

- Client will be able analyze song structure

<https://www.masterclass.com/articles/how-to-write-in-rhyme>

Comments/ Suggestions for next lesson:

Week 4 - Films and TV

Aims: Discussing kinds of TV shows and films.

Week & CONTENT

LANGUAGE FOCUS

PRODUCTION

MATERIALS / SKILLS

Date/teacher: 08/22 Eka

Lesson 10: Discussing films and TV shows

- Grammar: Vocabulary to describe films/stories

- Client is able to express their opinion about films and tv shows

<https://www.englishlessonvia-skype.com/english-vocabulary-related-to-movies/>

Comments/ Suggestions for next lesson:

Date/teacher: Aug 26, 2024 Bernardo

Lesson 11: Comparing and contrasting films/tv shows

- Grammar: -ed and -ing adjectives

- Client is able to compare films and tv shows

<https://agendaweb.org/exercises/grammar/adjectives/-ed-ing-1>

Comments/ Suggestions for next lesson:

Date/teacher: Aug 28, 2024 Bernardo

Lesson 12: Analyzing clips / films. tv shows

- Grammar: Phrasal verbs

- Client is able to analyze films and tv shows

Comments/ Suggestions for next lesson:

Week 5 - Travel interactions

Aims: Talk about traveling, means of transportation and fun travel destinations.

Week & CONTENT

LANGUAGE FOCUS

PRODUCTION

MATERIALS / SKILLS

Date/teacher: 08/30 Eka

Aug 29, 2024 Bernardo

Lesson 13: Information counter

- Grammar: Modal verbs - questions

- Client will learn vocabulary related with hotels and traveling

<https://www.fluentu.com/blog/english/english-vocabulary-words-airport/>

Comments/ Suggestions for next lesson: she connected really late and we didn't have time to cover the topic. Please repeat this class

Date/teacher: 09/02 Eka

Lesson 14: Travel itineraries

- Grammar: Conditionals - zero and 1

- Client is able to discuss travel itineraries

<https://www.english-4u.de/en/grammar-quizzes/mixed-conditionals.htm>

Comments/ Suggestions for next lesson:

Date/teacher: 09/03 Eka

Lesson 15: Travel scenarios

- Vocabulary for travelling , useful expressions

- Client is able to understand and use travel vocabulary

<https://www.thoughtco.com/travel-vocabulary-esl-4176622>

Comments/ Suggestions for next lesson:

Week 6 - Shopping interactions**Aims:** Talking and learning vocabulary on shopping.

Week & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
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Date/teacher: 09/04 Eka

Lesson 16: Let's go shopping

- Grammar: numbers and prices , prepositions

- Client is able to ask about numbers and prices

 Top 15 Must-Know ...

Comments/ Suggestions for next lesson:

Date/teacher: 09/05 Eka

Lesson 17: At the store

- Grammar:
- Questions review – all

- Client is able to buy groceries at the store

 In a Supermarket. In...

Comments/ Suggestions for next lesson:

Date/teacher: 09/09 Edgar

Lesson 18: Looking for the ideal product

- Grammar: adjectives and adverbs

- Client is able to ask about their interests in a product.

<https://www.linkedin.com/pulse/what-factors-should-i-consider-when-choosing-product-service-ali/>

Comments/ Suggestions for next lesson:

Week 7 - Asking and offering help**Aims:** Asking for assistance as well as providing it in personal and professional environments.

Week & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
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Date/teacher: 09/17 Eka

09/13 Eka **DNH**09/10 Edgar **DNH**

Lesson 19: Requesting help politely

- Grammar: Making polite requests

- Client is able to request help politely

<https://www.mmmenglish.com/2017/12/26/5-ways-to-ask-for-help-in-english/>

Comments/ Suggestions for next lesson:

Date/teacher: 09/18 Eka

Lesson 20: Offering help

- Grammar : Conditionals review

- Client is able to offer help

<https://preply.com/en/blog/how-to-offer-help-in-english-conversational-phrases-you-need-to-know/>

Comments/ Suggestions for next lesson:

Date/teacher: 09/19 Eka

Lesson 21: Accepting or rejecting help

- Grammar: useful expressions

- Client will learn vocabulary related with accepting or rejecting

<https://blogs.transparent.com/english/offering-accepting-and-refusing-in-english/>

Comments/ Suggestions for next lesson:

8. REVIEW WEEK

Aims: General review.

Week & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
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Date/teacher: 09/20 Eka

Lesson 22

- Review units 1 and 2

Comments/ Suggestions for next lesson:

Date/teacher: Sep. 23, 24/Tere

Lesson 23

- Review units 3, 4 and 5

Comments/ Suggestions for next lesson:

Date/teacher: Sep. 24, 24/Tere

Lesson 24	Review units 6 and 7		
Client's comments about evaluation/next curriculum:			

Lesson 25: Final speaking evaluation -
Date/consultant: Sep. 25, 24/Tere
Observations:
Next curriculum (learner's path):

A2+/B1 Current Events Interactions- LESSON PLANNING
Student: Katia Ruiz Classes per week: 3 Position: Coordinator at Talipot Level: A2/A2+ Curriculum: A2+/B1 Current Events Interactions curriculum Current week: 7-8

Decompress: 04/23 Eka
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 - New year's resolutions			
Aims:			
TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS

Date/teacher: 04/24 Eka			
Lesson 1: What are your goals this year? How will you achieve them?	Grammar: 1st Conditional	Client is able to	

Comments/ Suggestions for next lesson:

Date/teacher: 26 April Julio

Lesson 2: Defining and analyzing your new year's resolutions.

• Grammar: WOULD

• Client is able to

Comments/ Suggestions for next lesson:

Date/teacher: 05/08 Eka

05/06 Eka

05/03 Eka (DNH)

05/02 Eka (OFF CURR)

Lesson 3: Create hypothetical situations for the year.

• Grammar:

• Client is able to

Comments/ Suggestions for next lesson:

Week 2 - Conspiracy theories

Aims:

TOPIC & CONTENT

LANGUAGE FOCUS

PRODUCTION

MATERIALS / SKILLS

Date/teacher: May 7, 2024 Dowse

Lesson 4: Classifying information

• Grammar: Past simple and continuous review

• Client is able to

Comments/ Suggestions for next lesson:

Date/teacher: 05/14 Eka

Lesson 5: Distinguish the difference between fact or fiction and defend your answer

- Grammar: Questions in the past

- Client is able to

Comments/ Suggestions for next lesson:

Date/teacher: 05/15 Edgar

Lesson 6: Explain a conspiracy theory you found online - discuss

- Grammar: Sequencers and conjunctions

- Client is able to

Comments/ Suggestions for next lesson:

Week 3 - Books vs movies

Aims:

TOPIC & CONTENT

LANGUAGE FOCUS

PRODUCTION

MATERIALS / SKILLS

Date/teacher: 05/20 Eka
05/17 Eka

Lesson 7: Talk about a movie (that is also a book)

- Grammar: Conjunctions

- Client is able to

Comments/ Suggestions for next lesson: **We didn't use the material in the Remote doc, she was 30 minutes late, so we discussed her previous class, checked homework and had a little discussion about her favorite books. Next consultant, please repeat the lesson, feel free to use the material in the remote doc.**

Date/teacher: 05/22 Eka

Lesson 8: review (movie that is also a book)

- Grammar: Comparatives & superlative

- Client is able to

Comments/ Suggestions for next lesson:

Date/teacher: 05/27 Eka

Lesson 9: What are the differences between both - what do they have in common?

- Grammar: Adjectives

- Client is able to

Comments/ Suggestions for next lesson:

Week 4 - Interviews

Aims:

TOPIC & CONTENT

LANGUAGE FOCUS

PRODUCTION

MATERIALS / SKILLS

Date/teacher: 05/28 Eka

Lesson 10: Interview your favorite artist/persons/sportsman

- Grammar: WH-Questions:

- Client is able to

Comments/ Suggestions for next lesson:

Date/teacher: 05/29 Eka

Lesson 11: Interview a historic person

- Grammar: past simple and present perfect

- Client is able to

Comments/ Suggestions for next lesson:

Date/teacher: 06/03 Eka

May 30, 2024 Dowse **DNH**

Lesson 12: Interview someone from the future

- Grammar: Future tenses

- Client is able to

Comments/ Suggestions for next lesson:

Week 5 - Call center**Aims:**

TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
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Date/teacher: 06/04 Eka

Lesson 13: Call in to complain
about
hotel/restaurant/activity

- Grammar: Complaints - modals

- Client is able to

Comments/ Suggestions for next lesson:

Date/teacher: 06/05 Eka

Lesson 14: Call 911
emergencies!

- Grammar: Wants & needs - modals

- Client is able to

Comments/ Suggestions for next lesson:

Date/teacher: 06/06 Eka

Lesson 15: Call support for
technical problems

- Grammar: Requests - modals

- Client is able to

Comments/ Suggestions for next lesson:

Topic 6 - Work role play**Aims:**

TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
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Date/teacher: 06/12 Eka
06/11 Eka

Lesson 16: Job interview / fire someone	Grammar: Tone & delivery	Client is able to	
Comments/ Suggestions for next lesson: 6/11 was a short class and couldn't cover relevant materia, next consultant please have a review.			

Date/teacher: 06/17 Eka			
06/13 Eka			
Lesson 17: Your career / resume	Grammar: Résumés	Client is able to	
Comments/ Suggestions for next lesson: 06/13 Short class. She attended a boss' call. We were only able to finish an introductory activity and revise hw. Next consultant please go over this lesson			

Date/teacher: 06/18 Eka			
Lesson 18: Training a new employee	Grammar: Advice - modals	Client is able to	
Comments/ Suggestions for next lesson:			

Topic 7 - A new colony on Mars			
Aims:			
TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS

Date/teacher: 06/20 Eka			
Lesson 19: How would life be on mars?	Grammar: Would / could	Client is able to	
Comments/ Suggestions for next lesson:			

Date/teacher: 06/23 Eka			
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Lesson 20: What things we'll need on mars?	Grammar: passive voice - present, past, future	Client is able to	
Comments/ Suggestions for next lesson:			

Date/teacher: 06/25 Eka			
Lesson 21: What will our society look like? Divide in departments and make a survival plan	Grammar: 2nd conditional	Client is able to	
Comments/ Suggestions for next lesson:			

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

Date/teacher: 7/08 Eka			
Lesson 25: Off curriculum review	Review		
Client's comments about evaluation/next curriculum:			

Date/teacher: 07/09 Eka 05/01 Eka Jun 27, 2024 Bernardo dnh			
Lesson 22: Weeks 1-3	Review weeks 1-3		
Comments/ Suggestions for next lesson: July 9th – We restarted review week due to Katia's request			

Date/teacher: 07/10 Eka

07/08 Eka (OFF CURR)

07/05 Eka (DNH)

Lesson 23: Weeks 4-5

- Review

Comments/ Suggestions for next lesson: 7/08 – It was a 20mj minutes class, Katia asked us to have review this week and have her eval next week

Date/teacher: 07/11 Eka

Lesson 24: Weeks 6-7

- Review

Client's comments about evaluation/next curriculum:

Lesson 27: Final speaking evaluation -

Date/consultant: 07/16 Eka

Observations:

Next curriculum (learner's path):

Note: this is a video-based curriculum. Each consultant is free to choose his/her own videos and adapt the topics to the clients' interests

A2/A2+ LESSON PLANNING

Student: Katia Ruiz

Classes per week: 3

Position: Coordinator at Talipot

Level: A2

Curriculum:  A2/A2+ Current events 1 Curriculum

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

Topic 1 - CURRENT EVENTS

Aims: Discussing your life and current events not only in your personal and professional life but also related to the wider picture including your environment, country, city and the world

TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
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Date/teacher: February 20th, Jaime

Lesson 1: Personal and professional life	- Grammar: Present simple continuous review - Vocabulary: work routines and hobbies	Client is able to talk about his work and personal life and give news on what is currently happening to them	
Comments/ Suggestions for next lesson:			

Date/teacher: 22/February Julio

Lesson 2: Environment - my city/country: discuss a current event	- Grammar: Adjectives - Vocabulary: environment, adjectives	Client is able to discuss current events related to their environment - country, city	
Comments/ Suggestions for next lesson:			

Date/teacher: 23/Feb Julio

Lesson 3: Discussing current events - small talk	- Grammar: Demonstrative pronouns and review of there is/are - Vocabulary: current events, small talk	Client is able to have a small talk and discuss current events	
Comments/ Suggestions for next lesson:			

Topic 2 - LOCAL AND INTERNATIONAL NEWS

Aims: Discussing news from around the world, current events and trends, as well as talking about present facts and temporary occurrences

TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
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Date/teacher: February 26th, Jaime

Lesson 4: Local news - reading and discussing an article	- Grammar: present tenses review - Vocabulary: news . local events	Analyzing and discussing local news and events	
Comments/ Suggestions for next lesson:			

Date/teacher: February 27th, Jaime

Lesson 5: International news - watching and discussing a video	- Grammar: countable and uncountable nouns - Vocabulary: news, international events	Analyzing and discussing international news and events	
Comments/ Suggestions for next lesson:			

Date/teacher: March 1st, Jaime

Lesson 6: Comparing Mexican and international News Sciences-- Science/ Tech news	- Grammar: comparatives and superlatives - Vocabulary: science news	Client compares local and international news and events	
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Topic 3 - CULTURES

Aims: Discussing, comparing and contrasting different cultures

TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
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Date/teacher: 03/04 Eka (DNH) March 5th, Jaime

Lesson 7: Mexican Ancient Cultures	- Grammar: Past Simple - Vocabulary: timelines, mexican cultures	Client describes ancient Mexican cultures	
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Comments/ Suggestions for next lesson:

Date/teacher: March 6th, Jaime

Lesson 8: American
ancient cultures

- Grammar: Present Perfect and Past Simple
- Vocabulary: American cultures

- Client describes ancient American cultures

Comments/ Suggestions for next lesson:

Date/teacher: March 7th, Jaime

Lesson 9: Discussing
modern cultures

- Grammar: prepositions of time
- Vocabulary: modern cultures

- Client discusses and describes a variety of modern cultures

Comments/ Suggestions for next lesson:

Topic 4 - GASTRONOMY

Aims: Discussing, comparing and contrasting different cuisines and dishes, talking about preference in gastronomy

TOPIC & CONTENT

LANGUAGE FOCUS

PRODUCTION

MATERIALS / SKILLS

Date/teacher: 03/11 Eka

Lesson 10: Mexican
gastronomy

- Grammar: likes and dislikes
- Vocabulary: verbs with TO and ING

- Clients discuss their preferences regarding Mexican food

Comments/ Suggestions for next lesson:

Date/teacher: 03/12 Eka

Lesson 11: Dining culture
around the world

- Grammar: comparatives and superlatives

- Client discusses and compares international foods

	Vocabulary: international cuisine, dining		
Comments/ Suggestions for next lesson:			

Date/teacher: 13/March Julio			
Lesson 12: Dining and restaurants	- Grammar: prepositions of place - Vocabulary: restaurants	Client discusses dining and restaurants	
Comments/ Suggestions for next lesson:			

Topic 5 - TECHNOLOGY			
Aims: Discussing technology and its effects in the past, present and future			
TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS

Date/teacher: 03/14 Eka			
Lesson 13: The history of Internet	- Grammar: past simple and continuous - Vocabulary: Internet	Client discusses the history and impacts of the Internet	
Comments/ Suggestions for next lesson:			

Date/teacher: March 19th, Jaime			
Lesson 14: Technology today	- Grammar: articles - Vocabulary: technology	Client discusses technology and its impact today .	
Comments/ Suggestions for next lesson:			

Date/teacher: 03/20 Eka

Lesson 15: Possibilities of technology

- Grammar: future tenses
- Vocabulary: future technology

- Client discusses the future possibilities and impacts of technology

Comments/ Suggestions for next lesson:

Topic 6 - ENTERTAINMENT

Aims: Describing and discussing different areas of entertainment and their impact on our lives

TOPIC & CONTENT

LANGUAGE FOCUS

PRODUCTION

MATERIALS / SKILLS

Date/teacher: 04/01 Eka

March 22nd, Jaime (DNH)

Lesson 16: Modern Entertainment

- Grammar: Gerund and infinitive verbs
- Vocabulary : modern entertainment

- Client defines and describes modern entertainment

Comments/ Suggestions for next lesson:

Date/teacher: 04/03 Eka

04/02 Eka (DNH)

Lesson 17: Live TV and Streaming Services

- Grammar: Modal verbs - CAN/COULD/ WILL/ MIGHT /MAY
- Vocabulary: TV

- Client discusses TV and its impact on our lives

Comments/ Suggestions for next lesson:

Date/teacher: 04/04 Eka

Lesson 18: Virtual Reality	- Grammar: Adverbs and gradation of adverbs - Vocabulary: VR	Client discusses VR and its impact on our lives	
Comments/ Suggestions for next lesson:			

Topic 7 - TRENDS

Aims: Comparative analysis of different trends in the past, present and future and their impact on our lifestyle

TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
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Date/teacher: 04/08 Eka

Lesson 19: Discussing trends (fashion, tech, music, films, stock market, etc)	- Grammar: zero conditional - Vocabulary: trends of interest	Client discusses and compares different trends (then and now)	
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Comments/ Suggestions for next lesson:

Date/teacher: 9/April Julio

Lesson 20: Trends of the new generation	- Grammar : first conditional - Vocabulary: new and modern trends	Client debates howare modern trends different	
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Comments/ Suggestions for next lesson:

Date/teacher: 04/10 Eka

Lesson 21: Dangers of following trends	- Grammar: advice - SHOULD - Vocabulary: dangers of trends, advice	Client discusses the dangers of trends	
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Comments/ Suggestions for next lesson:

8. REVIEW WEEK

Aims: general review

TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
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Date/teacher: 04/11 Eka

Lesson 22: Review

Comments/ Suggestions for next lesson:

Date/teacher: 04/15 Eka

Lesson 23: Review

Comments/ Suggestions for next lesson:

Date/teacher: 4/17 Eka

Lesson 24: Review

Comments/ Suggestions for next lesson:

Client's comments about evaluation/next curriculum:

Lesson 25: Final speaking evaluation -

Date/consultant: 04/18 Eka

Observations:

Next curriculum (learner's path):

A2 Business Interactions 1 - LESSON PLANNING

Student: Katia Ruiz

Classes per week: 3

Position: Coordinator at Talipot

Level: A2

Curriculum: [A2 Business Interactions 1 Curriculum](#)

Current week: 3/8

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 - First Day

Aims:

TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
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Date/teacher: 02/03 Eka

02/02 Edgar **DNH**

Lesson 1: Present your educational background

- Grammar: Present tenses review
- Vocabulary: educational background

- Client is able to talk about their educational background

Comments/ Suggestions for next lesson:

Date/teacher: 02/03 Eka

02/02 Edgar **DNH**

Lesson 2: Explain your professional experience

- Grammar: sequencers , past review
- Vocabulary: work experience

- Client is able to describe their past professional experience

Comments/ Suggestions for next lesson:

Date/teacher: February 7th, Alejandro

Lesson 3: Discuss cultural differences between Mexico and the US

- Grammar: comparatives
- Vocabulary: work cultures, adjectives

- Client is able to describe the differences/similarities and compare different work cultures

Comments/ Suggestions for next lesson:

Week 2 - Current Projects

Aims:

TOPIC & CONTENT

LANGUAGE FOCUS

PRODUCTION

MATERIALS / SKILLS

Date/teacher: 2/8/2024 Dowse

Lesson 4: Explain what projects you're currently working on

- Grammar: Connecting words for cause and effect
- Vocabulary: projects, cause and effect

- Client is able to describe their current projects, in both written and spoken form.

Pronunciation is continually refined.

Comments/ Suggestions for next lesson:

Date/teacher: February 9th, Jaime

Lesson 5: Offer your opinion on a project strategy

- Grammar: Expressions for personal opinion
- Vocabulary: opinions

- Client can give positive and negative opinions on project strategies

Comments/ Suggestions for next lesson:

Date/teacher: 02/12 Edgar

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

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

Date/teacher: February 13, 2024 Dowse			
Lesson 7: Describe your strategy for creating a project proposal	- Grammar: Prepositions of time - Vocabulary: time expressions - Days, Dates. Months. Years, etc., in English. - Phrasal verbs having to do with time.	- Client is able to detail the strategy of a project. - Client will produce homework that demonstrates this project of their choice.	Laptop/Internet. Client produces a Project Proposal that demonstrates competency in spoken as well as written English. This proposal should be "real-world" as much as possible.
Comments/ Suggestions for next lesson:			

expressions for negotiating

Date/teacher: February 16th, Jaime			
Lesson 8: Back up your proposal with substantial arguments	- Grammar: Argumentation - Vocabulary: useful expressions	Client is able to argue in favor of their proposal	
Comments/ Suggestions for next lesson:			

Date/teacher:

Lesson 9: Give feedback on a coworker's presentation	• Grammar: Giving feedback • Vocabulary: positive and negative feedback	• Client gives positive and negative feedback to others	
Comments/ Suggestions for next lesson:			

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

Date/teacher:			
Lesson 10: Analyze different negotiation strategies	• Grammar: cause and effect • Vocabulary: negotiation steps	• Clients discuss and detail different negotiation strategies	
Comments/ Suggestions for next lesson:			

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

Date/teacher:			
Lesson 12: Useful vocabulary and	• Grammar: phrasal verbs / prepositions	• Client is able to conduct a successful negotiation	Role play

	Vocabulary: useful expressions		
Comments/ Suggestions for next lesson:			

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

Date/teacher:			
Lesson 13: Start a presentation efficiently	- Grammar: Intonation, tone and pace - Skills: intonation and pronunciation - Vocabulary: presentations - starting	Client is able to start a presentation and give an overview of the topics covered	
Comments/ Suggestions for next lesson:			

Date/teacher:			
Lesson 14: Transmit ideas	- Grammar: Word choice - Vocabulary: strong verbs, adjectives and nouns	Client is able to successfully transmit ideas using powerful vocabulary	
Comments/ Suggestions for next lesson:			

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

Comments/ Suggestions for next lesson:			

Topic 6 - Risks Aims: Identifying the essential elements of a business pitch and creating your company's pitch while reframing your company's challenges as positives			
TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS

Date/teacher:			
Lesson 16: Evaluate risks and qualify vendors	- Grammar: adverbs - Vocabulary : risks	Client is able to assess and evaluate risks associated with their projects	
Comments/ Suggestions for next lesson:			

Date/teacher:			
Lesson 17: Compare and manage risks	- Grammar: discourse markers - Vocabulary: adjectives	Client compares and manages risks related to their projects	
Comments/ Suggestions for next lesson:			

Date/teacher:			
Lesson 18: Declining a project because of risk	- Grammar: conditionals - Vocabulary: polite declining	Client is able to politely decline a risky project and give arguments to support the decision	

Comments/ Suggestions for next lesson:

Topic 7 - Problem-solving

Aims:

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

Lesson 19: Solving a conflict between two co-workers

- Grammar: phrasal verbs
- Vocabulary: conflicts

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

Comments/ Suggestions for next lesson:

Date/teacher:

Lesson 20: Expressing disagreement to your boss

- Grammar : polite disagreement
- Vocabulary: useful expressions

- Client is able to disagree politely

Comments/ Suggestions for next lesson:

Date/teacher:

Lesson 21: Giving motivation back to your team

- Grammar: pitching
- Vocabulary: useful expressions

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

Comments/ Suggestions for next lesson:

Week 8 - Review

Aims: Review previous lessons

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

Lesson 22:

- **Presenting a project in a meeting**

Comments/ Suggestions for next lesson:

Date/teacher:

Lesson 23:

- **Negotiating the terms of the project**

Comments/ Suggestions for next lesson:

Date/teacher:

Lesson 24:

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

Client's comments about evaluation/next curriculum:

Lesson 25: Final speaking evaluation -

Date/consultant:

Observations:

Next curriculum (learner's path):

A1+ LESSON PLANNING

Student: Katia Ruiz
 Classes per week: 3
 Position: Coordinator at Talipot
 Level: A2-
 Curriculum: [A1+ Beginners Business Curriculum](#)
 Current topic: 12-12

Decompress:

Here's the template: [Needs analysis/Decompress template](#)

Notes on Client (Changes on new curriculum, suggestions, needs another curriculum, etc.):

Remember to notify your leader when decompress is completed, or contact directly with Jaime via Slack

Topic 1 - Meeting people

Aims: Describing individuals and objects using a variety of adjectives, the correct forms of the verb TO BE and other common verbs in English, and introducing yourself to other individuals.

TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
Date/teacher: Dec 15, 2023 Bernardo 12/11 Elva OFF CURRICULUM			
Lesson 1: Talking about yourself	- Grammar: Present Simple of TO BE and common verbs (all forms) / contractions of verb TO BE - Skills: word order / pronunciation - Vocabulary: adjectives	Clients describe themselves and introduce themselves to others	Video SVO Speaking about your job Role Play: Imagine you and your client are meeting for the first time. Roleplay the introductions.

Comments/ Suggestions for next lesson:

Date/teacher: December 20th, Jaime

Lesson 2: Talking about others	- Grammar: SVO and word order /Present simple review/possessive adjectives - Skills: pronunciation -s - Vocabulary:Adjectives - describing people	Client describes and discusses other individuals	Reading and grammar exercises for lower levels Role play: Imagine you and your client are at a party with many people, but you don't know all of them. Talk about them.
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Comments/ Suggestions for next lesson:

Date/teacher: December 28th, Alejandro
12/21 Eka (DNH) -

Lesson 3: Describing people and things

- Grammar: Present simple questions/ WHO-WHICH -THAT in relative clauses/ possessive adjectives
- Vocabulary: Everyday objects

- Clients ask and answer questions about people and objects

- -
 - [Office voc](#)
 - [Reading and grammar exercises for lower levels](#)
- FINAL TASK: Voicenote: You recently moved to a new office, but it is full of stuff from the people who worked there before. Talk about the stuff.

Comments/ Suggestions for next lesson:

Topic 2 - Business Small talk

Aims: Describing your and other people's preferences using more complex verb structures, having further than initial interactions with people and discussing every day topics of family life, hobbies, leisure and dining.

TOPIC & CONTENT

LANGUAGE FOCUS

PRODUCTION

MATERIALS / SKILLS

Date/teacher: December 22nd, Alejandro

Lesson 4: Getting to know your colleagues

- Grammar: Questions in simple present (Do/does versus Am/Is/Are) / possessives
- Skills: pronunciation of -s
- Vocabulary: family and basic info

- Client describes own personal life and family

- - [Pronunciation -s](#)
 - [Vocabulary - Family](#)
- Homework: Voice note: You are getting to know a new colleague at work. Ask about his/her life and family and tell them about yours.

Comments/ Suggestions for next lesson:

Date/teacher: December 26th, Alejandro

Lesson 5: Talking about free time

- Grammar: likes and dislikes/ two verb combinations (gerund and infinitive)
- Vocabulary: hobbies and free time

- Client describes what they enjoy doing in their free time

- -
 - [Grammar - interactive exercises](#)
- Role play You are getting to know a new coworker at a coffee break. Ask about his/her likes, hobbies and interests.

Comments/ Suggestions for next lesson:

Date/teacher: 12/29 Eka

Lesson 6: Business lunch	- Grammar: SOME and ANY and MUCH and MANY/ countable and uncountable nouns - Vocabulary: food and meals	Client discusses their eating preferences and habits	• • • • Grammar - interactive exercises FINAL TASK: Role play: You are inviting a client to lunch, ask about their eating preferences and give some options of where to eat.
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Comments/ Suggestions for next lesson:

Topic 3 - Around town

Aims: Introducing other people, describing places and giving suggestions using expressions with there and have, with correct forms of regular and irregular nouns and appropriate articles, adding adjectives to descriptions, as well as exchanging information about different points of interest.

TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
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Date/teacher: 01/09 Edgar

Lesson 7: My office	- Grammar: Using this is and forms of have in conversation/A and AN for jobs - Skills: pronunciation - Vocabulary : jobs and departments	Client is able to describe their office and introduce people	• • • Job titles Homework: A colleague from another branch of the company is visiting. Introduce him/her to people in the building and give him/her a tour.
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Comments/ Suggestions for next lesson:

Date/teacher: Jan 10th, Alejandro

Lesson 8: Around the office	- Grammar: There is /are / prepositions of place/ articles - Skills: intonation -questions - Vocabulary : adjectives, places in the neighborhood	Client is able to inquire about places around the office	• • Prepositions of place • Grammar - interactive exercises Homework: You are visiting a branch of the company - ask and answer questions about what is in the neighborhood.
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Comments/ Suggestions for next lesson:

Date/teacher: Jan 11th, Jaime

Lesson 9: Company visit	- Grammar: There is/are vs HAVE/HAS / prepositions and articles - Skills: intonation in questions - Vocabulary: adjectives/ places of interest	Client is able to discuss and inquire about different places of interest	• • • There is/are- places in a city FINAL TASK: Your foreign client is visiting your city for the first time. Ask and answer questions about your client's hometown and your city.
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Comments/ Suggestions for next lesson:

Topic 4 - Work Events

Aims: Understanding and providing specific directions using imperatives and modal should, discussing a variety of places and routes using target vocabulary, as well as comparing and contrasting preferences related to places and events.

TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
Date/teacher: 01/15 Eka			
Lesson 10: Lost on a business trip	- Grammar: Imperatives/preposition s of place / there and have in questions - Vocabulary: verbs and directions/ places in a city	Client gives and understands basic directions	Video - AT IN ON - Roleplay: You have gone on a business trip but have lost your phone. You still want to do many things but need directions. Ask for directions at the reception.

Comments/ Suggestions for next lesson:

Date/teacher: January 16th, Jaime

Lesson 11: Business Events	- Grammar: Comparatives and superlatives /Prepositions of place in questions / - Vocabulary: events	Client is able to discuss different events and preferences on places of interest	Comparatives & superlatives Convention map - Homework: You are going to a convention and want to plan your time with your co-worker. Talk about when different events start and what you're going to attend.
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Comments/ Suggestions for next lesson:

Date/teacher: Jan 18, 2024 Bernardo

Lesson 12: Your work route	- Grammar: Present simple review/SHOULD for advice/prepositions of place - Skills: pronunciation TH - Vocabulary: places in a city/events	Client is able to exchange opinions and give suggestions on places of interest and events	Unvoiced TH - English Pronunciation - FINAL TASK: You meet a new friend at the convention and ask for suggestions on things to visit while in town. Roleplay the dialogue asking and giving directions for things to visit.
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Comments/ Suggestions for next lesson:

Topic 5 - Projects

Aims: Giving details about current events and projects, and your personal and professional agenda, as well as reporting on other people's agenda, using forms of present simple and continuous and modal verbs.

TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
Date/teacher: Jan 18, 2024 Bernardo			

Lesson 13: My schedule	- Grammar: Modal verbs for obligation - MUST vs SHOULD/ prepositions of time - Vocabulary: Verbs for expressing obligation and need/ work routines/time	Client discusses their personal and professional agenda	Listening for beginners- many topics Homework: Role play: Imagine you and your client want to schedule a meeting and need to find a time you are both free. Ask about each other's routines
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Comments/ Suggestions for next lesson:

Date/teacher: 1/22 Eka

Lesson 14: Current projects	- Grammar: Present Continuous - Vocabulary : hobbies and leisure activities/work tasks	Client explains their current engagements and projects	Grammar - interactive exercises Homework: Role play: An overly enthusiastic new colleague calls when you are busy doing a number of other activities at work and home
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Comments/ Suggestions for next lesson:

Date/teacher: 01/23 Eka

Lesson 15: Reporting work	- Grammar: Present Simple and Continuous/reporting verbs - Skills: reports - Vocabulary: reporting verbs	Client is able to report on their and other people's agenda	Using Present tenses to talk about work FINAL TASK: Create a report for your boss on your and your team's agendas and current activities.
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Comments/ Suggestions for next lesson:

Topic 6 - Evaluation - Informal

Date/teacher: Jan 25, 2024 Bernardo

Lesson 16: Eval Prep	Review	This week focuses on resolving client's doubts and perfecting previously learned content	
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Comments/ Suggestions for next lesson:

Date/teacher: Jan 25, 2024 Bernardo

Lesson 17: Informal Evaluation:	Informal evaluation		
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Comments/ Suggestions for next lesson:

Date/teacher:

Lesson 18: Feedback and follow-up

- Feedback

- This week focuses on reviewing mistakes and clarifying previously learned content

Comments/ Suggestions for next lesson:

Topic 7 - Business Trip

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

TOPIC & CONTENT

LANGUAGE FOCUS

PRODUCTION

MATERIALS / SKILLS

Date/teacher:

Lesson 19: Going out

- Grammar: WH questions/ questions with HOW much/many
- Vocabulary: entertainment/going out

- Client describes their preferences when it comes to entertainment and inquires about other people's preferences

- [Grammar - interactive exercises](#)
Homework: You and your colleague are on a business trip, discuss options on what to do this weekend

Comments/ Suggestions for next lesson:

Date/teacher:

Lesson 20: Your free time

- Grammar: Wh question/ can and could for polite requests
- Vocabulary : shopping and prices

- Client inquires about products of interest in a variety of shops and asks for assistance from salespeople

- <https://breakingnewsenglish.com/> (Use Level 0-1)
Role play: You need to buy new clothes for your business meeting. Role play the dialogue between a customer and salesperson.

Comments/ Suggestions for next lesson:

Date/teacher:

Lesson 21: Restaurants

- Grammar: modal verbs for requests and offers/ adjectives
- Vocabulary :food and restaurants

- Client inquires about food and orders in a restaurant

- [Listening - restaurants](#)
FINAL TASK: You are having lunch with your business partner. Role play the dialogue between a waiter and a customer in a restaurant

Comments/ Suggestions for next lesson:

Topic 8 - Appointments

Aims: Comparing agendas and scheduling personal and professional appointments using modals and present tenses to express opinions, using expressions of time, as well as organizing ideas using ordinal numbers and sequencers, and checking for understanding with tag questions.

TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
Date/teacher:			
Lesson 22: Comparing agendas	- Grammar: Present Simple and Continuous/ talking about time - Vocabulary: time expressions/ agendas	Client describes their and other people's agenda, and inquires about them	Jobs and work activities Homework: Send a voice note to your team checking their agendas and confirming yours
Comments/ Suggestions for next lesson:			
Date/teacher:			
Lesson 23: Priorities	- Grammar: modal verbs MUST and HAVE TO/ talking about important tasks - Vocabulary: ordinal numbers and sequencers / apologizing	Client discusses important tasks and organizes them in orders of priority	Conversation questions- Jobs and Occupations Homework: Your PA accidentally set up two appointments on the same day, you need to apologize to one of them and explain your priorities
Comments/ Suggestions for next lesson:			
Date/teacher:			
Lesson 24: Setting appointments	- Grammar: tag questions - Skill: intonation in questions - Vocabulary : setting appointments / accepting and rejecting	Client compares agendas, sets appointment, accepts or rejects meetings	Business meetings in English FINAL TASK: Role play a conversation with a colleague to compare your agendas and set an appointment for next week
Comments/ Suggestions for next lesson:			
Topic 9 - Problem solving Aims: Discussing and comparing issues using modal verbs in present and past forms, as well as the present and past forms of be and do, using a variety of sequencers to indicate causality, requesting help and favors politely and offering your assistance to other individuals.			
TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
Date/teacher:			
Lesson 25: Complaining	- Grammar: prefix UN- and variants/ past simple BE and DO - Vocabulary: personal and professional issues/ because and because of	Client discusses their personal professional issues, in the present and past	Homework: Send a voice note to your boss complaining about an issue
Comments/ Suggestions for next lesson:			

Date/teacher:			
Lesson 26: Problem solving	- Grammar: Expressing your opinion/ giving advice SHOULD and MUST/ FOR vs TO - Vocabulary: problems and solutions	Client discusses issues from personal and professional life and possible solutions	Homework: Role play a dialogue with your colleague discussing an issue at work and proposing possible solutions
Comments/ Suggestions for next lesson:			
Date/teacher:			
Lesson 27: Requesting assistance	- Grammar: offers and requests - modal WOULD/ FOR vs TO/ past simple review - Vocabulary: problems and solutions/ adjectives	Client discusses important issues and requests assistance from others	Homework: Send an email to your boss requesting assistance with the issue at work
Comments/ Suggestions for next lesson:			
Topic 10 - Careers Aims: Inquiring and providing information about past personal and professional experiences, using the past simple tense of regular and irregular verbs, as well as describing timelines and histories of a variety of individuals and companies.			
TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
Date/teacher:			
Lesson 28: Timelines	- Grammar: Past Simple regular verbs - Skill: Pronunciation /ED/ - Vocabulary: adjectives /occupations/ years	Client describes their past life experiences	Homework: Role play a conversation with your colleague about last week at work
Comments/ Suggestions for next lesson:			
Date/teacher:			
Lesson 29: Work experience	- Grammar: Past Simple irregular verbs - Skill: Pronunciation - Vocabulary : discourse markers for talking about the past / duties	Client discusses their past work experience	Homework: Voice note to a headhunter about your work experience
Comments/ Suggestions for next lesson:			
Date/teacher:			
Lesson 30: Company history	- Grammar: Past Simple questions - Skill: intonation in questions	Client discusses their company history	FINAL TASK: Role play a dialogue with a new partner

	Vocabulary : company history		discussing your companies' histories
Comments/ Suggestions for next lesson:			
Topic 11 - Goals Aims: Describing goals and objectives, present and future projects related to your personal and professional life using a variety of tenses and sequencers to organize ideas coherently, as well as discussing future plans and engagements.			
TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
Date/teacher:			
Lesson 31: Personal and professional goals	Grammar: expressing past and present wants and needs/ future with will and going to Vocabulary: Verbs for expressing wants and needs/ goals and ambitions	Client describes personal and professional goals and compares them with others	Homework: Voice note to your boss on your goals for this year
Comments/ Suggestions for next lesson:			
Date/teacher:			
Lesson 32: Setting goals	- Grammar: future with WILL and GOING TO and Present Continuous - Vocabulary: goals and ambitions	Client describes their future goals and plans on how to achieve them	Homework: Write a list of your goals for next year and how you plan to achieve this
Comments/ Suggestions for next lesson:			
Date/teacher:			
Lesson 33: Future projects	- Grammar: future/ future in the past - Vocabulary: reporting verbs	Client discusses their and other people's future projects and reports other people's opinions	FINAL TASK: You just had a meeting with your biggest partner about their plans for next year. Report this information to your boss.
Comments/ Suggestions for next lesson:			
Topic 12 - Evaluation - Formal			
Date/teacher:			
Lesson 34: Eval Prep	Review Topics 6-8	This week focuses on resolving client's doubts and perfecting previously learned content	
Comments/ Suggestions for next lesson:			
Date/teacher:			

Lesson 35: Eval Prep	Review Topics 9-11	This week focuses on resolving client's doubts and perfecting previously learned content	
Comments/ Suggestions for next lesson:			
Date/teacher:			
Lesson 36: End of level Evaluation	Formal Evaluation		
Observations: Next curriculum (learner's path):			
Client's comments about evaluation/next curriculum: A2 Introduction to professional life			