

InFocus Group

Curriculum: [Networking Curriculum - 1p summary](#)

PLEASE KEEP GROUP ATTENDANCE:

[InFocus Group Attendance Sheet](#)

[Remote document color code and components](#)

[Remote doc template](#)

Schedule your next lesson: [Schedule - Alcanza Consultants](#)

Pay for your lessons: <https://www.alcanzaconsultants.mx/client/payment-options/>

Feedback form:

<https://forms.gle/NpuFTuD1eqTCdFvV6>

Eval reports:

Remotes:

Date / Consultant: Sep 18, 2025 , Alejandro

Lesson number/week: Lesson 2, week 1

Topic = Tema: Work routines

Aim = Objective: Client describes their job and tasks.

Catch-up/Homework review:

Workspace:

What do you ALWAYS do at the office?

*I always **make** a cup of coffee.*

results status

Let's talk about your work tasks...

What is your job?

I am A/AN...

A - first sound in a word is a consonant

AN - first sound in a word is a vowel (vocal)


A CELLPHONE
A COMPUTER
AN APPLE
AN HOUR

Finance

What do you do? Choose 3.

1. check
2. prepare
3. Send (enviar)
4. receive
5. make payments
6. collect
7. calculate
8. make reports
9. register

Example:

I check emails. 

incomes

expenses

Bonuses

Outstanding payments = Pagos pendientes

Final settlement / Severance pay

I am a...

I usually...

ON MONDAY, TUESDAY, WEDNESDAY, THURSDAY, FRIDAY

FROM MONDAY **TO** FRIDAY

- What is your name?
- Where are you from?
- Where do you live?
- How old are you?
- What is your job?
- What do you do?
- Where do you work? AT

**Errors/Opportunity for
growth/Pronunciation/Feedback:**

Vocabulary/Phrases:

Homework:

**Make a list of activities you do every day at the office in the mornings.
In the mornings, I always...**

Date / Consultant: Sep 17, 2025 , Alejandro

Lesson number/week: Lesson 1, week 1

Topic: Introduce yourself & ask questions when you meet a new person

Aim: Client is able to talk about work and personal life.

Catch-up/Homework review:

Workspace:

SENTENCE: ENUNCIADO/ORACIÓN

QUESTION: PREGUNTA

HOW CAN I SAY... ___ESCRITORIO___?

DESK 

POSSIBLE INSTRUCTIONS:

Can you... read it, please? -leer

repeat it -repetir

write it -escribir

start -iniciar

ask -preguntar

If you meet a person at a work convention in the US... What can you say about yourself?

(Name, age, nationality, address, job/profession,

- My name is Alejandro.
- I am 27 years old.
- I am Mexican.
- I live in Cul, Sin.
- I am a Language Consultant.

- I work at Alcanza Consultants.

My name is Cuquis
I am 58 years old
I am Mexican
I live in Cul, Sin
I am a Treasury coordinator
I work at Grupo Merlin

Payroll Coordinator ✓

Treasury Coordinator ✓

Analyst ✓

Administration and Finance Manager

- Nice to meet you
- It's a pleasure
- How are you?
- Welcome to the convention

NUMBERS:

20 - TWENTY

30 - THIRTY

40 - FORTY

50 - FIFTY

Let's work on introductions. What can you say with "I am..."? –Description

Name, age, nationality, position, personality or emotions, professional description.

- I am... happy, extrovert, introvert, tired, stressed, sad, funny, fun...
- I am... responsible, punctual, rebel, patient, hardworking, workaholic, honest, organized, disorganized, irresponsible

Tired: Cansada

Funny: Graciosa

Fun: Divertida

Hardworking: Trabajadora/dedicada

Introduction / questions

What's your name?

How old are you? AND YOU?
Where are you from?
Where do you live?
What is your job? What do you do?
Where do you work?
What department do you work in?

Let's make a list of 3 verbs for work.

-	-
-	

Imagine you are attending an international event. You are meeting a new colleague or supplier. Role-play the conversation with your partners.

Finish a conversion:

- It's a pleasure
- Nice to meet you
- Goodbye, see you later, see you soon.

Errors/Opportunity for
growth/Pronunciation/Feedback:

Vocabulary/Phrases:

Desk: Escritorio

Homework:

Send me a voice note to my personal number with a short introduction using the information from today's class.