

SPECIALIZED CURRICULUM - LESSON PLANNING
Student: Antelmo Haro Classes per week: 4 Position: Crop Specialist Level: A1+ 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

Topic 1 - Sales Introductions, Product Catalog & Initial Client Contact			
Aims: Introduce sales associate roles, present agricultural product catalogs, and initiate professional communications with farm buyers			
TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS

Date/teacher: 1 sept 2026 Alejandro			
Lesson 1: Greeting Clients and Presenting Sales Associate Roles in Agribusiness	Accuracy & Pronunciation * Grammar: Present Simple for job identity and company representation (I represent, we supply, our company specializes in); formal greetings. * Vocabulary: Agribusiness job titles (sales representative, account manager, distributor, supplier).	Client is able to introduce themselves professionally to farm buyers, stating their sales role and company background with clear intonation.	Sales Representative Identity Sheet
Comments/ Suggestions for next lesson:			

Date/teacher: 2 sept 2026 Alejandro

Lesson 2: Presenting the Agricultural Product Catalog	Linguistic Range & Accuracy * Grammar: Demonstrative pronouns (this product line, these fertilizers, those seeds); plural noun rules; cardinal numbers (100–10,000). * Vocabulary: Agricultural product categories (hybrid seeds, bio-fertilizers, pesticides, drip irrigation kits, harvesting tools).	Client is able to outline major agricultural product lines using clear descriptive noun phrases.	Agro Catalog Overview Sheet
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Comments/ Suggestions for next lesson:

Date/teacher: 3 sept 2026 Alejandro

Lesson 3: Gathering Client Details and Farm Business Profiles	Coherence & Accuracy * Grammar: Present Simple WH- questions ("What crops do you grow?", "Where is your farm located?"); prepositions of place. * Vocabulary: Farm types (greenhouse, open-field, orchard, livestock, organic farm); client contact terms.	Client is able to ask structured questions to collect basic client profiles and farm operational details.	Client Registration Intake Form
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Comments/ Suggestions for next lesson:

Date/teacher: 4 sept 2026 Alejandro

Lesson 4: Roleplay: Initial Sales Introduction and Client Need Discovery	Task Fulfillment & Fluency * Grammar: Combining polite greetings, self-introductions, and discovery questions; managing pauses with professional social fillers.	Client is able to conduct an initial sales greeting and basic client discovery call with confidence.	Client Intake Scoring Matrix
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	* Vocabulary: Courtesy expressions ("Thank you for your time," "How can I assist your farm today?").		
Comments/ Suggestions for next lesson:			

Topic 2 - Handling Inquiries & Product Technical Specifications

Aims: Describe technical specifications of agro inputs, answer client questions, and explain application guidelines

TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
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Date/teacher: 7 sept 2026 Alejandro

Lesson 5: Describing Product Features, Technical Specs, and Dosage	Accuracy & Linguistic Range * Grammar: Adjective-noun structures; measurement units (kilograms per hectare, liters per acre, percentage concentration); Present Simple for technical facts. * Vocabulary: Technical specs (nitrogen content, germination rate, active ingredient, shelf life, water-soluble).	Client is able to state technical specifications and recommended product dosages using precise measurement terms.	Product Spec Sheet, Technical Measurement Practice Sheet
Comments/ Suggestions for next lesson:			

Date/teacher: 8 sept 2026 Alejandro

Lesson 6: Answering Inquiries About Product Availability and Stock Levels	Coherence & Pronunciation * Grammar: Existential structures (There is available stock, We have 500 bags in stock); quantifier phrases (some, limited stock, out of stock). * Vocabulary: Stock statuses (in stock, backordered,	Client is able to answer stock inquiry calls, stating inventory availability with appropriate sentence stress.	Inventory Sheet
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	seasonal availability, reserved).		
Comments/ Suggestions for next lesson:			

Date/teacher: 9 sept 2026 Andréé			
Lesson 7: Explaining Packaging Options and Minimum Order Quantities	Pronunciation & Accuracy * Grammar: Modal obligation/permission ("You must order a minimum of...", "Can be shipped in..."); number pronunciation (100 vs 1,000). * Vocabulary: Packaging terms (25kg bags, 200L drums, pallets, bulk containers, minimum order quantity).	Client is able to explain minimum order quantities and packaging options clearly to prospective buyers.	Packaging Specification
Comments/ Suggestions for next lesson:			

Date/teacher: 11 sept 2026 Alejandro			
Lesson 8: Roleplay: Responding to a Client Technical Product Inquiry	Task Fulfillment & Fluency * Grammar: Formulating polite responses to technical inquiries ("Regarding your question about..."); handling minor pauses with hesitation fillers. * Vocabulary: Response markers ("Certainly," "According to the product sheet").	Client is able to handle a client technical inquiry call, explaining product specs and availability smoothly.	Technical Inquiry Simulation Prompt
Comments/ Suggestions for next lesson:			

Topic 3 - Order Taking, Price Quotations, & Financial Terms
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Aims: Process customer orders, calculate bulk prices, issue formal quotations, and explain payment options

TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
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Date/teacher: 14 sept 2026 Alejandro

Lesson 9: Taking Down Customer Orders and Verifying Quantities	Accuracy & Linguistic Range * Grammar: Imperatives for transaction recording ("Let me confirm...", "Please state your quantity"); countable vs. uncountable sales nouns. * Vocabulary: Order terminology (item code, quantity, unit price, total volume, customer PO number).	Client is able to take down complex product order details accurately without misinterpreting quantities.	Customer Order Form
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Comments/ Suggestions for next lesson:

Date/teacher: 15 sept 2026 Alejandro

Lesson 10: Providing Price Quotations and Explaining Bulk Discounts	Coherence & Pronunciation * Grammar: Comparative structures ("Cheaper per unit," "More economical for larger orders"); decimal and currency pronunciation. * Vocabulary: Pricing terms (unit price, subtotal, bulk discount, tax, total quote, valid until).	Client is able to present a price quotation verbally, explaining discount tiers clearly.	Discount Tier Sheet
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Comments/ Suggestions for next lesson:

Date/teacher: 17 sept 2026 Andréé (part 1)
Sep 18, 2026, Andréé (part 2)
Sep 21, 2026 Alejandro (new curriculum)

Lesson 11: Presenting Payment Terms and Invoice Conditions	Accuracy & Task Fulfillment * Grammar: Prepositions of time for financial terms (due in 30 days, payment by bank transfer, upon delivery); modal rules (have to pay). * Vocabulary: Payment options (bank transfer, credit line, cash on delivery, net 30 days, deposit).	Client is able to explain payment terms and invoicing conditions clearly to farm buyers.	Invoice Terms Sheet, Payment Method Guide
Comments/ Suggestions for next lesson:			

Date/teacher: Sep 22, 2026 Alejandro			
Lesson 12: Roleplay: Processing a Sales Order and Issuing a Price Quote	Task Fulfillment & Fluency * Grammar: Combining order verification, pricing calculation, and payment terms into a cohesive sales dialogue. * Vocabulary: Closing confirmation tags ("I will send the official quote now," "Thank you for your order").	Client is able to complete an end-to-end sales order interaction, issuing a price quote to a client.	Sales Order Roleplay Script, Transaction Checklist
Comments/ Suggestions for next lesson:			

Topic 4 - Delivery Scheduling & Shipping Logistics Aims: Coordinate delivery schedules, explain shipping methods, and send written order confirmations			
TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS

Date/teacher: 25 sept 2026 Alejandro			
Lesson 13: Scheduling Delivery Dates and Confirming Farm Locations	Accuracy & Coherence * Grammar: Future schedule patterns (Present Continuous for schedules: "The truck is arriving on Tuesday");	Client is able to confirm delivery dates and specific farm drop-off points with high structural control.	Logistics Schedule

	temporal prepositions (by Friday, on October 4th). * Vocabulary: Logistics locations (farm gate, central warehouse, regional hub, greenhouse facility).		
Comments/ Suggestions for next lesson:			

Date/teacher: 28 sept 2026 Alejandro			
Lesson 14: Explaining Freight Methods, Shipping Costs, and ETA	Pronunciation & Linguistic Range * Grammar: Passive voice basics for transport ("Goods are shipped by truck," "Dispatched from warehouse"); sentence stress on dates. * Vocabulary: Shipping terms (freight charge, estimated time of arrival, dispatch date, carrier, flatbed truck).	Client is able to explain shipping logistics, transport methods, and estimated arrival dates clearly.	Freight Options Sheet, Shipping Carrier Guide
Comments/ Suggestions for next lesson:			

Date/teacher: Sep 29, 2026 Alejandro			
Lesson 15: Drafting Written Order Confirmations and Email Messages	Accuracy & Coherence * Grammar: Standard email formatting (salutation, body summary, closing); sequence markers (First... Attached you will find...). * Vocabulary: Written business terms (order reference, confirmation attached, please review, best regards).	Client is able to write a simple, structured order confirmation message to a client following standard layouts.	Email Confirmation Template, Model Order Email

Comments/ Suggestions for next lesson:

Date/teacher: 30 sept 2026 , Andréé

Lesson 16: Roleplay:
Confirming Shipping Details
and Delivery Logistics

Task Fulfillment & Fluency

* Grammar: Re-stating delivery details over the phone; confirming address accuracy; handling minor logistical questions.
* Vocabulary: Confirmation tags ("Can you confirm the gate address?", "Your order is scheduled").

Client is able to conduct a shipping confirmation call, verifying all delivery parameters with a client.

Logistics Confirmation Call Sheet, Delivery Scenario Cards

Comments/ Suggestions for next lesson:

Topic 5 - Mid-Course Review & Informal Evaluation

Aims: Review sales greetings, inquiries, orders, pricing, and shipping (Lessons 1–16), conduct the 19th Lesson Informal Evaluation, and align targets

TOPIC & CONTENT

LANGUAGE FOCUS

PRODUCTION

MATERIALS / SKILLS

Date/teacher: 1 oct 2026 , Andréé

Lesson 17: Cumulative Review: Sales Inquiries, Quotes, Orders, and Shipping

Accuracy & Coherence

* Grammar: Contrastive review of Present Simple, Present Continuous for schedules, prepositions, numbers, and polite requests.
* Vocabulary: All cumulative agricultural sales vocabulary from Lessons 1 to 16.

Client is able to self-correct grammatical slips in sales pricing and order phrasing when prompted by the teacher.

Cumulative Sales Review Sheet, Error Correction Cards

Comments/ Suggestions for next lesson:

Date/teacher: Oct 5, 2026 , Andree

Lesson 18: Informal Evaluation Prep & Sales Roleplay Rehearsal	Fluency & Task Fulfillment * Grammar: Recombining product introductions, price quotes, order taking, and shipping confirmations under timed prompts. * Vocabulary: Full commercial sales terminology across seed, fertilizer, and equipment contexts.	Client is able to rehearse multi-step sales transactions smoothly in preparation for the informal evaluation.	Practice Scenario Cards, Sales Checklist
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Comments/ Suggestions for next lesson:

Date/teacher: Oct 6, 2026 , Andree

Lesson 19: INFORMAL EVALUATION	Spoken Accuracy, Fluency, Pronunciation & Task Fulfillment * Assessment Structure: Simulated 1-on-1 sales transaction (Client inquiry, technical spec explanation, price quote generation, order confirmation).	Client demonstrates ability to satisfy basic commercial sales needs in routine agricultural transactions with teacher prompts.	Informal Evaluation Scoring Grid, Scenario Task Briefs
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Comments/ Suggestions for next lesson:

Date/teacher:

Lesson 20: Evaluation Feedback & Personal Target Alignment	Linguistic Range & Task Fulfillment * Grammar: Analysis of 19th-lesson sales evaluation: identifying number pronunciation gaps, price	Client actively reviews their informal sales evaluation results and sets specific targets for the second half of the course.	Personal Diagnostic Report, Goal Setting Sheet
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	quote errors, and pause profiles. * Vocabulary: Clarification tags ("I mean," "To clarify your price quote...").		
Comments/ Suggestions for next lesson:			

Topic 6 - Clarifications, Verification, & Misunderstanding Resolution

Aims: Ask for clarification when client requests are vague, verify order details, and resolve minor misunderstandings

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

Lesson 21: Asking for Clarification when Details Are Unclear	Accuracy & Linguistic Range * Grammar: Indirect questions for clarification ("Could you clarify...", "Did you mean 50 or 150 bags?"); polite interruption markers. * Vocabulary: Clarification phrases ("Pardon me," "To make sure I understand," "Could you repeat...").	Client is able to use polite clarification structures to request missing or unclear order details from a client.	Clarification Prompt,
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Comments/ Suggestions for next lesson:

Date/teacher:

Lesson 22: Re-stating and Summarizing Client Requests to Prevent Errors	Coherence & Pronunciation * Grammar: Reformulating statements using so and that means ("So you need 20 units delivered by Tuesday?"); rising intonation on verification. * Vocabulary: Verification	Client is able to summarize a complex client request back to the buyer to confirm absolute accuracy before ordering.	Verification Drill
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	phrases ("Let me summarize," "Just to verify," "Correct me if I am wrong").		
Comments/ Suggestions for next lesson:			

Date/teacher:			
Lesson 23: Correcting Misunderstandings in Quantities or Product Codes	Pronunciation & Accuracy * Grammar: Contrastive stress on corrected numbers ("NOT 15, but 50", "Product A, NOT Product B"); polite correction formulas. * Vocabulary: Correction terms (actually, correction, updated code, misread).	Client is able to correct numerical or product code misunderstandings politely without offending the client.	Number & Code Correction Cards,
Comments/ Suggestions for next lesson:			

Date/teacher:			
Lesson 24: Roleplay: Clarifying an Ambiguous Client Order over Call/Email	Task Fulfillment & Fluency * Grammar: Combining interruptions, re-stating details, and verifying order parameters in a realistic client interaction. * Vocabulary: Resolution tags ("Thank you for clarifying," "I will update your order now").	Client is able to resolve an ambiguous or incomplete client order request smoothly via phone or written follow-up.	Ambiguous Order Roleplay Brief, Resolution Checklist
Client's comments about evaluation/next curriculum:			

Topic 7 - Order Tracking, Status Updates, & Proactive Follow-Ups Aims: Track active orders, provide status updates to clients, report shipping delays politely, and perform follow-up calls			
TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS

Date/teacher:			
Lesson 25: Checking Active Order Status in the Sales System	Accuracy & Linguistic Range * Grammar: Present Continuous for actions in progress ("Your order is currently being loaded," "The truck is moving"); system status questions. * Vocabulary: Order tracking terms (in transit, processing, dispatched, delayed, delivered, customs clearance).	Client is able to check and state the real-time status of a customer's agricultural supply order.	Order Tracking Log Sheet
Comments/ Suggestions for next lesson:			

Date/teacher:			
Lesson 26: Sending Proactive Status Updates to Clients	Coherence & Accuracy * Grammar: Present Continuous and Future Simple for updates ("We are writing to inform you...", "Your shipment will arrive..."); formal messaging structures. * Vocabulary: Update phrases ("Good news," "Status update," "As scheduled," "On track").	Client is able to deliver proactive order status updates to clients via phone or short written messages.	Status Update Template
Comments/ Suggestions for next lesson:			

Date/teacher:			
Lesson 27: Reporting Shipping Delays and Explaining Revised Timelines	Pronunciation & Task Fulfillment * Grammar: Softening	Client is able to inform a client about a delivery delay politely, providing a clear	Delay Notification Guide

	modals for bad news ("Unfortunately, there may be a delay," "We apologize for..."); revised temporal prepositions. * Vocabulary: Delay terms (unforeseen delay, weather disruption, rescheduled, revised ETA, priority shipping).	revised arrival timeline.	
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Client's comments about evaluation/next curriculum:

Date/teacher:

Lesson 28: Roleplay: Order Tracking Call and Managing Client Follow-up Inquiries	Task Fulfillment & Fluency * Grammar: Handling client status questions ("Where is my delivery?"); combining status checks, delay explanations, and reassurance. * Vocabulary: Reassurance tags ("I am personally checking this," "You will receive it tomorrow").	Client is able to handle a client order tracking call, managing delays or progress inquiries professionally.	Order Tracking Roleplay
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Comments/ Suggestions for next lesson:

Week 8 - Handling Client Feedback, Simple Complaints, & Returns

Aims: Collect customer feedback after delivery, respond to minor complaints regarding damaged goods, and explain replacement policies

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

Lesson 29: Receiving Post-Delivery Client Feedback	Accuracy & Linguistic Range * Grammar: Past Simple for completed usage ("How did	Client is able to ask post-delivery follow-up questions to assess client	Post-Delivery Feedback Survey
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	the fertilizer perform?", "Did the shipment arrive safely?"); feedback questions. * Vocabulary: Satisfaction terms (satisfied, excellent results, prompt delivery, quality packaging, performance).	satisfaction with delivered products.	
Comments/ Suggestions for next lesson:			

Date/teacher:			
Lesson 30: Handling Simple Complaints Regarding Damaged Goods or Incorrect Items	Coherence & Pronunciation * Grammar: Empathy and apology structures ("We apologize for the inconvenience," "I understand your concern"); low, calm intonation. * Vocabulary: Complaint terms (damaged bag, wrong item code, short shipment, leaking drum, defect).	Client is able to receive a client complaint calmly, expressing empathy and recording defect details accurately.	Customer Complaint Log
Client's comments about evaluation/next curriculum:			

Date/teacher:			
Lesson 31: Explaining Return Policies, Replacements, and Store Credits	Accuracy & Task Fulfillment * Grammar: First Conditional for solutions ("If you send photos of the damaged bag, we will issue a credit"); obligation modals. * Vocabulary: Resolution terms (replacement shipment, store credit, full refund, return label, claim form).	Client is able to explain replacement procedures and credit policies clearly to resolve a client issue.	Return Policy Guidelines
Comments/ Suggestions for next lesson:			

Date/teacher:			
Lesson 32: Roleplay: Resolving a Client Product Issue and Processing a Replacement	Task Fulfillment & Fluency * Grammar: Combining apologies, defect inquiries, solution offers ("If you prefer, we can reship immediately"), and closing follow-up. * Vocabulary: Service recovery tags ("We appreciate your business," "Your replacement is dispatched").	Client is able to resolve a simple customer product complaint, processing a replacement or credit successfully.	Complaint Resolution Roleplay
Comments/ Suggestions for next lesson:			

Week 9 - Product Comparisons, Recommendations, & Closing Sales Aims: Compare agricultural product options side-by-side, recommend solutions based on farm needs, and close sales transactions			
TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS

Date/teacher:			
Lesson 33: Comparing Agro Products (Organic vs. Chemical, Premium vs. Standard)	Accuracy & Linguistic Range * Grammar: Comparative and superlative adjectives (faster acting, more effective, most cost-effective, higher yield, cheaper). * Vocabulary: Comparison terms (organic, synthetic, slow-release, high-yield, premium grade, standard).	Client is able to compare two agricultural products side-by-side, highlighting differences in price and performance.	Product Comparison Matrix
Client's comments about evaluation/next curriculum:			

Date/teacher:

Lesson 34: Recommending Suitable Products Based on Crop and Soil Needs	Coherence & Pronunciation * Grammar: Recommendation modals and structures ("I recommend using...", "For your soil type, you should try...", "Would suggest..."). * Vocabulary: Recommendation phrases (best choice, highly recommended, tailored solution, ideal for).	Client is able to recommend specific agricultural products to farm buyers based on their crop and soil profile.	Recommendation Guide, Farm Scenarios
Comments/ Suggestions for next lesson:			

Date/teacher:			
Lesson 35: Closing Simple Sales and Confirming Re-orders with Existing Clients	Task Fulfillment & Fluency * Grammar: Sales closing structures ("Should I prepare the order now?", "Can we confirm 100 bags for next month?"); decision questions. * Vocabulary: Closing terms (confirm order, lock in price, seasonal re-order, contract renewal, deal closed).	Client is able to ask closing questions confidently to secure an order or seasonal re-order from an existing client.	Sales Closing Script
Comments/ Suggestions for next lesson:			

Date/teacher:			
Lesson 36: Roleplay: Complete Sales Consultation, Recommendation, and Deal Close	Task Fulfillment & Coherence * Grammar: Integrating discovery, product comparison, tailored recommendation, and order closing into a full sales call. * Vocabulary: Full commercial sales flow expressions.	Client is able to conduct a complete sales consultation, recommend suitable agro inputs, and close the transaction.	Full Sales Roleplay Brief

Client's comments about evaluation/next curriculum:

Week 10- Review & Formal Evaluation

Aims: Execute 2 comprehensive review lessons, conduct final spoken/written sales calibration

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

Lesson 37: REVIEW LESSON 1: Comprehensive Sales Grammar & Interaction Integration	Accuracy & Coherence * Grammar Focus: Comprehensive review of Present Simple, Present Continuous, Past Simple, First Conditional, comparatives/superlatives, modals (can/must/should), and prepositions. * Vocabulary: Full inventory of agricultural product specs, pricing, orders, logistics, and feedback terms.	Client is able to construct complex sales interaction sentences with high grammatical accuracy, linking ideas logically.	Comprehensive Diagnostic Grammar Worksheets, Sentence Structure Strips
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Comments/ Suggestions for next lesson:

Date/teacher:

Lesson 38: REVIEW LESSON 2: Oral & Written Fluency Calibration	Pronunciation & Fluency * Grammar Focus: Intonation drills for price quotes vs. apologies; stress placement on numbers/codes; managing pauses using professional social formulas. * Vocabulary: All customer service tags, email formulas, and sales closing expressions.	Client is able to reproduce correct rising/falling intonation and word-stress patterns, managing sales conversations smoothly.	
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Comments/ Suggestions for next lesson:

Date/teacher:			
Lesson 39: Final Performance Calibration & Spoken/Written Task Prep	Linguistic Range & Task Fulfillment * Grammar Focus: Integrated execution of sales greetings, technical product explanations, price quotes, delivery tracking, clarifications, and complaint resolutions. * Vocabulary: Cumulative agricultural sales lexicon.	Client is able to fulfill multi-step commercial sales tasks in simulated agricultural scenarios with minimal teacher prompts.	Multi-Scenario Assessment Grid, Peer Practice Prompts
Client's comments about evaluation/next curriculum:			

Lesson 40: Final speaking evaluation -
Date/consultant:
Observations:
Next curriculum (learner's path):

A1 PROFESSIONAL BEGINNERS LESSON PLANNING
Student: Antelmo Haro Classes per week: 3 Position: Crop Specialist Level: A1/A1+ Curriculum: A1 Professional Beginners Curriculum Current week: Material for classes: A1 Professional Beginners Curriculum Material
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 - Facts and Routines

Aims: Describing yourself using the correct forms of the verb TO BE and other common verbs in English, talking about your every-day and work routines.

TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
Date/teacher: 1 sept 2026 Alejandro			
Lesson 1: Talking about oneself	- Grammar: Present Simple of verbs (positive forms) - Vocabulary: Verbs and adjectives for describing oneself	Clients describe themselves and introduce themselves to others	Speaking about your job Homework: Send a short voice note introducing yourself
Comments/ Suggestions for next lesson:			
Date/teacher: 2 sept 2026			
Lesson 2: Daily and work routines	- Grammar: SVO /Present simple negatives/ verb TO LIKE - Vocabulary: Verbs for work routines	Client describes their job and tasks, as well as daily routines	Vocabulary daily routines Homework: Send a short voice note describing your job and your tasks
Comments/ Suggestions for next lesson:			
Date/teacher: 3 sept 2026 Alejandro			
Lesson 3: Frequency of routines	Grammar: Adverbs of frequency / Present	Clients ask and answer questions about work	Reading and grammar exercises for lower levels FINAL TASK: Create your

	simple questions / Prepositions of time (AT IN ON) Vocabulary: Expressions of time	and personal details 	business card and introduce yourself in a professional setting
Comments/ Suggestions for next lesson:			
Week 2 - Relationships Aims: Describing other individuals from personal and professional life, using the present tense to detail facts about individuals and enterprises.			
TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
Date/teacher: 4 sept 2026			
Lesson 4: Family members	- Grammar: Present Simple 3rd person - Skills: Pronunciation of -s - Vocabulary: family and relatives	Client describes own family and their routines	Pronunciation -s Vocabulary - Family Homework: Send a voice note about one family member of your choice.
Comments/ Suggestions for next lesson:			
Date/teacher: 7 sept 2026 Alejandro			
Lesson 5: Work relationships	- Grammar: Present Simple 3rd person negatives /SOME and ANY - Vocabulary: Jobs - positions in company	Client describes the people they work with	Grammar - interactive exercises Homework: Write a short profile for your boss/colleague/ client
Comments/ Suggestions for next lesson:			
Date/teacher: 8 sept 2026 Alejandro			
Lesson 6: Organizational Charts	- Vocabulary for company structure and processes - Grammar: SOME and ANY and MUCH and MANY	- Client details their company's structure and explain what their company does	Vocabulary-describing companies FINAL TASK: Prepare a short presentation on your company and your role in it

Comments/ Suggestions for next lesson:

Week 3 - Places

Aims: Describing places using expressions with there is and are and correct forms of regular and irregular nouns, adding adjectives to descriptions, and discussing and inquiring about different points of interest.

TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
Date/teacher: 9 sept 2026 , Andree			
Lesson 7: My city	- Grammar: There is and There are/plurals - Skills: Pronunciation -s - Vocabulary : buildings and places in a city	Client is able to describe their hometown	Pronunciation -s There is/are- places in a city Homework: Send a voice note describing a city you know
Comments/ Suggestions for next lesson:			
Date/teacher: 10 sept 2026 Alejandro			
Lesson 8: In the neighborhood	- Grammar: There is /are questions/prepositions of place/ irregular plurals - Skills: Intonation -questions - Vocabulary : adjectives	Client is able to inquire about places in a city	There is/are- places in a city Homework: Send a voice note to a friend asking about their city
Comments/ Suggestions for next lesson:			
Date/teacher: 14 sept 2026 Alejandro			
Lesson 9: Describing places	- Grammar: There is/are negatives and questions/ irregular plurals/ adjectives - Skills: Pronunciation plurals/ intonation in questions - Vocabulary: Adjectives/ places of interest	Client is able to discuss and inquire about different places of interest	Vocabulary reference list Grammar - interactive exercises FINAL TASK: Send a voice note describing your office building and the places you visit there. Ask the other party about their office space.

Comments/ Suggestions for next lesson:			
Week 4 - Directions Aims: Understanding and providing specific directions using imperatives, discussing usual routes using target vocabulary, as well as comparing and contrasting preferences related to daily commute.			
TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
Date/teacher: 15 sept 2026 Alejandro			
Lesson 10: Giving and following directions	- Grammar: Imperatives / Prepositions of place - Vocabulary: Verbs and directions	Client gives and understands basic directions	Video - AT IN ON Grammar - imperatives Homework: Send a voice note on how you get from home to work
Comments/ Suggestions for next lesson:			

Changed to *Business Interactions in the Agriculture Industry* curriculum (40 hours) per leader's request.