Project Communication for Agricultural Operations (A2+) - LESSON PLANNING
Student: Alejandra Guzmán Classes per week: 2 Position: Rijk Zwaan Level: A2+ 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 - Project Kickoff & Defining Roles and Responsibilities

Aims: Initiate agricultural projects, outline operational scopes, and assign specific team responsibilities across field operations

TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
Date/teacher: September 24th, Claudia 09/22 Eka			
Lesson 1: Kicking Off Agricultural Projects & Outlining Operational Scope	**Accuracy & Linguistic Range** * Grammar: Present Simple and Present Continuous for active project scopes ("Our team is managing...", "This project focuses on..."); modal verbs of responsibility (is responsible for, oversees, handles). * Vocabulary: Project scope, operational objectives, project lead, stakeholders, key deliverables for sales.	Client is able to present an operational project kickoff summary, introducing project objectives and core scope areas	Project Kickoff Deck, Scope Definition chasrt
Comments/ Suggestions for next lesson: **09/22.- We weren't able to cover all the material since it was an introductory class but please use the material left in the lesson, it is marked in the remote document)**			

Date/teacher: September 28th, Claudia			
Lesson 2: Assigning Tasks, Team Responsibilities, and Ownership	**Coherence & Pronunciation** * Grammar: Imperatives and passive phrasing for task assignment ("Task X is assigned to...", "You will lead..."); clear sentence stress on names and duties. * Vocabulary: Task allocation, lead supervisor, team accountability, task owner, operational duties.	Client is able to delegate project tasks and clarify team responsibilities during a briefing with field team members.	Task Assignment Sheet, Responsibility Table
Comments/ Suggestions for next lesson:			

Topic 2 - Project Timelines, Schedules, & Key Milestones Aims: Present project phases, establish completion dates, and set critical milestone targets for agricultural operations			
TOPIC & CONTENT	**LANGUAGE FOCUS**	**PRODUCTION**	**MATERIALS / SKILLS**

Date/teacher: September 29th, Claudia			
Lesson 3: Presenting Project Timelines, Phases, and Start/End Dates	**Accuracy & Coherence** **Routines:** - **Daily routine** - **Weekly routine** * Grammar: **Prepositions of time + sequencers** **10 verbs that a Logistics specialist in a sales team for an agribusiness needs: A1+ A2.** ~~(by, within, ahead of, on schedule, by no later than); future schedule structures (is set to start, scheduled for).~~ ~~* Vocabulary: Timeline, project phases, completion~~	~~Client is able to explain a project timeline clearly, outlining key operational phases and expected start/finish dates.~~	~~Project Timeline~~

	~~date, target window,~~ schedule milestone in salesforce.		
Comments/ Suggestions for next lesson:			

Date/teacher: October 15th, Claudia October 6th, Claudia(DNH)			
Lesson 4: Establishing Milestone Targets and Critical Deadlines	**Pronunciation & Task Fulfillment** * Grammar: Modal obligation and deadline structures ("Phase 1 must be completed by...", "Expected to finish by..."); numerical stress on dates. * Vocabulary: Critical deadline, milestone target, due date, harvest window, operational cutoff.	Client is able to communicate project deadlines and milestone targets to team members, emphasizing key cutoff dates.	Milestone Schedule Card
Comments/ Suggestions for next lesson:			

Topic 3 - Communicating Progress Updates & Status Reports

Aims: Report completed deliverables, communicate work-in-progress, and conduct structured operational stand-up briefings

TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
Date/teacher: October 16th, Claudia			
Lesson 5: Reporting Work-in-Progress and Completed Tasks	**Accuracy & Linguistic Range** * Grammar: Present Perfect vs. Present Continuous for project status ("We have completed phase 1 and are currently installing..."); percentage indicators. * Vocabulary: Progress status, percentage complete, completed deliverables.	Client is able to deliver a structured status update, stating completed tasks and current work-in-progress.	Project Progress Tracker

Comments/ Suggestions for next lesson:

Date/teacher: October 22nd, Claudia 20 oct 2026 David Off Curr			
Lesson 6: Conducting Weekly Stand-up Meetings and Operational Briefings	**Fluency & Coherence** * Grammar: Sequencers for status updates ("First, regarding field A...", "Moving on to equipment setup...", "In terms of progress..."). * Vocabulary: Status update, stand-up meeting, operational briefing, progress report, task summary.	Client is able to lead a short weekly stand-up meeting, guiding peers through status updates smoothly.	Stand-Up Meeting Guide
Comments/ Suggestions for next lesson:			

Topic 4 - Identifying Delays, Roadblocks, & Risk Mitigation Aims: Flag operational delays, report weather or supply bottlenecks, and propose contingency plans and schedule adjustments			
TOPIC & CONTENT	**LANGUAGE FOCUS**	**PRODUCTION**	**MATERIALS / SKILLS**

Date/teacher: October 29th, Claudia October 27th, Claudia(OFF TOPIC)			
Lesson 7: Flagging Operational Delays, Weather Disruptions, and Bottlenecks	**Linguistic Range & Pronunciation** * Grammar: Present Continuous and Past Simple for unexpected disruptions ("Heavy rain disrupted planting...", "We are experiencing a delay in..."). * Vocabulary: Operational bottleneck, weather delay, supply shortage, equipment downtime, risk factors.	Client is able to inform project leads about operational delays or roadblocks calmly and accurately.	Delay Notification Form
Comments/ Suggestions for next lesson:			

Date/teacher: November 5th, Claudia 11/03 Eka (OFF CURR)			
Lesson 8: Proposing Solutions, Contingency Plans, and Schedule Adjustments	**Coherence & Task Fulfillment** * Grammar: First Conditional for contingency options ("If the delivery is delayed, we can reallocate crews to..."); recommendation modals (should, could). * Vocabulary: Contingency plan, revised schedule, mitigation strategy, alternative solution, deadline extension.	Client is able to propose practical contingency solutions and revised timelines to offset project delays.	Contingency Plan Template
Comments/ Suggestions for next lesson:			

Topic 5 - Coordinating Cross-Functional Project Deliverables Aims: Coordinate deliverables across field, logistics, and agronomy teams, and track project resources and budget allocations			
TOPIC & CONTENT	**LANGUAGE FOCUS**	**PRODUCTION**	**MATERIALS / SKILLS**

Date/teacher: November 10th, Claudia | November 11, 2026/Tere			
Lesson 9: Cross-Departmental Coordination (Field, Logistics, & Agronomy)	**Accuracy & Linguistic Range** * Grammar: Indirect requests and alignment structures ("We need the agronomy team to confirm...", "Logistics is coordinating with..."). * Vocabulary: Inter-departmental handoff, cross-functional dependencies, joint deliverables, team synchronization.	Client is able to coordinate inter-departmental task handoffs between field operations, logistics, and technical teams.	
Comments/ Suggestions for next lesson: Nov/11/26.- **We only had the opportunity to see the introduction of the topic, she was very busy. Please review the topic before moving forward.**			

Date/teacher: November 17th, Edgar **OFF CURRICULUM** | November 19, 2026/Tere			
Lesson 10: Managing Resources, Budget Tracking, and Material Requests	**Coherence & Pronunciation** * Grammar: Quantifier and budget structures (within budget, allocated funds, additional materials required); stress on numerical costs. * Vocabulary: Budget allocation, resource management, material requisition, cost tracking, resource constraints.	Client is able to report on project resource utilization and request budget or material adjustments.	Budget Tracking Log
Comments/ Suggestions for next lesson: **Client was a little late and she was more in a mood of just practice conversation. It was our first class together so we just built rapport.**			

Topic 6 - Action Items, Next Steps, & Meeting Minutes Aims: Define immediate action items, agree on project next steps, and summarize meeting outcomes in project update emails			
TOPIC & CONTENT	**LANGUAGE FOCUS**	**PRODUCTION**	**MATERIALS / SKILLS**

Date/teacher: November 24th, Claudia			
Lesson 11: Defining Action Items and Agreeing on Immediate Next Steps	**Task Fulfillment & Accuracy** * Grammar: Future intentions and action verb structures ("Action item 1: John is going to inspect...", "Next steps include..."). * Vocabulary: Action items, next steps, follow-up actions, target deliverables, task commitment.	Client is able to summarize agreed action items and assign immediate next steps at the conclusion of a meeting.	Next Steps Checklist
Comments/ Suggestions for next lesson:			

Date/teacher: November 26th, Claudia			
Lesson 12: Summarizing Decisions and Writing Project Update Emails	**Coherence & Fluency** * Grammar: Written summary structures ("Summary of key decisions:", "Attached are the action points..."); cohesive bulleting devices. * Vocabulary: Meeting minutes, decision log, action summary, project update email, follow-up notes.	Client is able to write a concise project update email summarizing meeting decisions, responsibilities, and upcoming deadlines.	Email Summary Guide
Comments/ Suggestions for next lesson:			

Topic 7 - Mid-Project Adjustments & Stakeholder Status Meetings

Aims: Present scope modifications to project leads and conduct comprehensive status review meetings

TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
Date/teacher:			
Lesson 13: Presenting Project Adjustments and Scope Modifications	**Accuracy & Linguistic Range** * Grammar: Present Perfect and passive framing ("Due to field conditions, the schedule has changed..."); diplomatic hedging. * Vocabulary: Scope modification, project revision, stakeholder briefing, change request, updated timeline	Client is able to explain necessary project scope changes and schedule modifications to farm supervisors or clients.	Stakeholder Briefing
Comments/ Suggestions for next lesson:			
Date/teacher:			

Lesson 14: Roleplay: Comprehensive Project Status Review Meeting	**Task Fulfillment & Fluency** * Grammar: Integrating status reports, delay explanations, action item assignments, and next steps in a simulated project review. * Vocabulary: Review meeting tags ("To wrap up today's update...", "Our next project review will be on...").	Client is able to chair a project status review meeting, covering progress, risks, and next steps with team members.	Project Review Roleplay Brief
Comments/ Suggestions for next lesson:			

Topic 8 - Review & Final Evaluation Aims: Consolidate all project communication structures (progress reporting, delays, action items, next steps) Evaluation			
TOPIC & CONTENT	**LANGUAGE FOCUS**	**PRODUCTION**	**MATERIALS / SKILLS**
Date/teacher:			
Lesson 15: REVIEW LESSON: Comprehensive Project Communication Integration	**Accuracy, Coherence & Pronunciation** Grammar Focus: Comprehensive review of Present Perfect/Continuous for status, time prepositions for deadlines, First Conditional for risk mitigation, and action item summary devices. * Vocabulary: Full project communication lexicon (milestones, deliverables, risks, action items, next steps).	Client is able to construct clear, well-structured project communication statements, linking progress updates to next steps.	Comprehensive Project Communication Worksheets
Comments/ Suggestions for next lesson:			

Lesson 16: Final speaking evaluation -

Date/consultant:
Observations:
Next curriculum (learner's path):