

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
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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 chart
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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:

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.		
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Comments/ Suggestions for next lesson:

Date/teacher:

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
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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

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Date/teacher:

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
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Comments/ Suggestions for next lesson:

Date/teacher:

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

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Date/teacher:

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:			
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			
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Date/teacher:			
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:			

Date/teacher:			
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:			

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			
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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:			
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			
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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

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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):