



Negotiation - LESSON PLANNING

Student: Dulce Gallegos
 Classes per week: 3
 Position: Coppel Manager
 Level:


Curriculum:  B1+/B2 Negotiation curriculum

Current week: 5-8

Material for classes:

 Material - Negotiations

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 & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
Week 1 - Listening for detail in Business conversations Aims: To be able to fully identify the adequate terms and words to present a professional business offer.			

Date/teacher: August 6th, Ivan

Lesson 1: Listen to a business pitch and identify keywords

- Grammar: imperative, sequencers
- Vocabulary: Identifying keywords

- Client is able to create their own business speech

<https://piktochart.com/blog/business-pitch/>

Comments/ Suggestions for next lesson:

Date/teacher: August 7th, Ivan

Lesson 2: Use your notes to create complete ideas

- Grammar: sentence structure, linking words
- Vocabulary: ideas, key message, communication skills, clarify

- Client is able to generate, express and discuss complete ideas

<https://englishwithkim.com/express-ideas-clearly/>

Comments/ Suggestions for next lesson:

Date/teacher: 12 ago 2025 Karen

Lesson 3: Explain and classify potential offers

- Grammar: present perfect
- Vocabulary: Using negotiation vocabulary

- Client is able to explain and classify potential offers.

<https://hbr.org/2017/04/how-to-evaluate-accept-reject-or-negotiate-a-job-offer>
<https://www.fluentu.com/blog/business-english/business-english-negotiation-phrases/>

Comments/ Suggestions for next lesson:

Week 2 - Finding Sellers

Aims: To adequately identify leads as well as their needs.

TOPIC & CONTENT

LANGUAGE FOCUS

PRODUCTION

MATERIALS / SKILLS

Date/teacher: August 13th, Ivan

Lesson 4: Find sellers (leads)

- Grammar: comparative and superlative
- Vocabulary: irregular verbs

- Client is able to identify the characteristics of a vendor.

<https://www.businessenglishpod.com/2020/04/26/business-english-pod-357-english-for-purchasing-3-vendor-qualification/>

Comments/ Suggestions for next lesson:

Date/teacher: August 15th, Ivan

Lesson 5: Identify needs

- Grammar: Conditionals review (all)
- Vocabulary: customer, needs, wants, sale process, sales person

- Client is able to identify and understand the needs of a customer.

<https://www.businessenglishpod.com/2015/12/06/bep-280-english-for-sales-process-2-understanding-customer-needs/>


Comments/ Suggestions for next lesson:

Date/teacher: 26 ago 2025 Karen

Lesson 6: Match the needs w/ target market - "finding a good fit"

- Grammar: present perfect continuous
- Vocabulary: Phrasal verbs, target market, strategy

- Client is able to identify and approach the target market

 How to identify my Tar...

Comments/ Suggestions for next lesson:

Week 3 - Connecting with sellers

Aims: To correctly evaluate leads quality and establish techniques for successfully connecting with them.

TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
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Date/teacher: Aug 29th Jared

Lesson 7: Identify and qualify leads	<ul style="list-style-type: none">Grammar: past perfect and past perfect continuousVocabulary: Vocabulary for sales relationships	<ul style="list-style-type: none">Client is able to identify and qualify leads	https://www.thebalancesmb.com/marketing-sales-prospect-1794386#:~:text=A%20lead%20is%20an%20unqualified,your%20sales%20funnel%20or%20process. https://www.salesreadinessgroup.com/blog/five-types-of-sales-relationships
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Comments/ Suggestions for next lesson:

Date/teacher: September 3rd, Eka

Lesson 8: Questions to establish the lead quality	<ul style="list-style-type: none">Grammar: wh questions present, past and futureVocabulary: Question forms	<ul style="list-style-type: none">Client is able to identify and measure the lead quality	https://www.monsterinsights.com/how-to-measure-lead-quality/
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Comments/ Suggestions for next lesson:

Date/teacher: 09/10 Eka

Sep 5th Jared **DNH**

Lesson 9: Evaluating leads and connecting with them	<ul style="list-style-type: none">Grammar: greetings and regards structureVocabulary: Formal emails - connecting with leads	<ul style="list-style-type: none">Client is able to use proper strategies to evaluate and connect with leads	https://www.linkedin.com/pulse/7-ways-you-need-connecting-your-best-leads-alexi-lambert-e-i-t-
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Comments/ Suggestions for next lesson:

Week 4 - Making a pitch

Aims: To define and practice useful and key expressions in your own sales pitch.

TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
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Date/teacher: 12 sept 2025 Karen

Lesson 10: Identifying who your target is and what you can offer

- Grammar: possessive adjectives and pronouns
- Vocabulary: marketing phrasal verbs

- Client is able to describe and identify their target

<https://www.inc.com/guides/2010/06/defining-your-target-market.html>

Comments/ Suggestions for next lesson:

Date/teacher: Sep 15, 2025 , Andree

Lesson 11: Creating the English version of your sales pitch

- Grammar: linking words
- Vocabulary: Useful expressions for a pitch

- Client creates the english version of their sales pitch

<https://www.saleshandy.com/blog/15-words-power-sales-pitch/>

Comments/ Suggestions for next lesson:

Date/teacher: September 18th, Ivan

Lesson 12: Getting the sale (role play + feedback)

- Grammar: Selecting the correct tense to use.
- Vocabulary: Discourse markers

- Client is able to close the sale properly.

<https://www.resourcefulselling.com/closing-the-sale/>

Comments/ Suggestions for next lesson:

Week 5 - Negotiating a deal

Aims: To identify expected numbers during the negotiation process and make them clear for both parts.

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

Lesson 13: Discussing Revenue, Budget, Product

- Grammar: Comparatives and superlatives.
- Vocabulary: Finances.

- Clients learn useful expressions, talking about numbers

<https://www.indeed.com/career-advice/career-development/revenue-definition>

Comments/ Suggestions for next lesson:

Date/teacher:			
Lesson 14: Expectations and meeting them	<ul style="list-style-type: none"> Grammar: Future tense. Vocabulary: Will vs would. Goals. 	<ul style="list-style-type: none"> Clients set expectations to work using will/would. 	https://www.forbes.com/sites/forbescoachescouncil/2019/11/26/14-ways-to-effectively-set-expectations-with-your-employees/?sh=408f5ac06a20
Comments/ Suggestions for next lesson:			

Date/teacher:			
Lesson 15: Clarifying Service level Agreements / Settling	<ul style="list-style-type: none"> Grammar: Adverbs of degree. Vocabulary: SLA 	<ul style="list-style-type: none"> Client understands SLA to create common understanding with provider 	https://meetlogistics.com/cadena-suministro/service-level-agreements/
Comments/ Suggestions for next lesson:			

Week 6 - Clarifying details Aims: To clearly understand the negotiation process and identify each of its stages.			
TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS

Date/teacher:			
Lesson 16: Negotiations expectations and timelines	<ul style="list-style-type: none"> Grammar: Prepositions of time, agendas. Vocabulary: 	<ul style="list-style-type: none"> Client sets a considerable timeline for expectations. 	https://www.whizlabs.com/blog/how-to-negotiate-for-timelines-and-schedule-of-a-project/
Comments/ Suggestions for next lesson:			

Date/teacher:			
Lesson 17: Walking someone through an agreement	<ul style="list-style-type: none"> Grammar: Conditionals. Vocabulary: Deal agreements 	<ul style="list-style-type: none"> Client is able to carefully explain the points of an agreement with a vendor. 	https://ironcladapp.com/journal/contract-process/contract-negotiation/
Comments/ Suggestions for next lesson:			

Date/teacher:

Lesson 18: Identifying what to ask and what not to ask (framing)

- Grammar: W/H Questions, Modals.
- Vocabulary: Can, could, might, may, should, must.

- Client is able to identify the best questions to close a deal, meeting, or event.

<https://www.pon.harvard.edu/daily/negotiation-skills-daily/ask-better-questions-in-negotiation-nb/>

Comments/ Suggestions for next lesson:

Week 7 - Closing the deal

Aims: To correctly manage the best strategies to close and follow up deals.

TOPIC & CONTENT

LANGUAGE FOCUS

PRODUCTION

MATERIALS / SKILLS

Date/teacher:

Lesson 19: Analysing and closing the deal strategies and when to use each

- Grammar: cause and effect
- Vocabulary: negotiation step

- Clients discuss and detail different negotiation strategies

<https://www.vistage.com/research-center/business-growth-strategy/six-successful-strategies-for-negotiation/>

Comments/ Suggestions for next lesson:

Date/teacher:

Lesson 20: Closing the deal scenarios

- Grammar: Third conditional.
- Vocabulary: Could, would.

- Client is able to close a deal successfully.

<https://www.efficacy.com/techniques-close-deals/>

Comments/ Suggestions for next lesson:

Date/teacher:

Lesson 21: Follow-up on a deal

- Grammar: phrasal verbs / prepositions
- Vocabulary: Feedback, useful expressions

- Client is able to follow up past discussion deals and close them.

<https://www.pipedrive.com/en/blog/sales-follow-up-email-templates>

Comments/ Suggestions for next lesson:

Week 8 - Evaluation preparation

Aims: General review

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

Lesson 22: Evaluation prep

- Content from week 1-3

Comments/ Suggestions for next lesson:

Date/teacher:

Lesson 23: Evaluation prep

- Content from week 4-5

Comments/ Suggestions for next lesson:

Date/teacher:

Lesson 24: Evaluation prep

- 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):


ADVANCED BUSINESS INTERACTION 2 - LESSON PLANNING

Student: Dulce Gallegos

Classes per week: 3

Position: Coppel Manager
Level: B2
Curriculum: Specialized -
Current week: 6-8

Decompress: 05/16 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 - Business communication

Aims: learn the basics of work interaction

TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
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Date/teacher: May 21st Brian

Lesson 1: Phone conversations and meetings	<ul style="list-style-type: none">Grammar: Industry-specific vocabulary (e.g., finance, marketing, human resources)	<ul style="list-style-type: none">Client is able to have a phone conversation in a business setting	 Essential Business Engli...
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Comments/ Suggestions for next lesson:

Date/teacher: 22 may 2025 Karen

Lesson 2: Effective email writing and professional correspondence	<ul style="list-style-type: none">Grammar: Key business terms and phrases	<ul style="list-style-type: none">Client is able to write an email properly	https://hbr.org/2021/08/how-to-write-better-emails-at-work
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Comments/ Suggestions for next lesson:

Date/teacher: May 23rd Brian

Lesson 3: Roleplay: Business meetings and phone conversations scenarios	<ul style="list-style-type: none">Grammar: Phrasal verbs	<ul style="list-style-type: none">Client is able to roleplay a situation where they interact with coworkers	https://www.thoughtco.com/business-meeting-role-play-and-quiz-4176435
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Comments/ Suggestions for next lesson:

Week 2 - Presentations and Public Speaking

Aims: practice giving a speech to an audience in a work setting

TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
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Date/teacher: 05/28 Marce

Lesson 4: Structuring and delivering business presentations

- Grammar: for/in/since/to

- Client is able to know how to prepare a presentation

<https://www.indeed.com/career-advice/interviewing/deliver-presentation-in-interview>

Comments/ Suggestions for next lesson:

Date/teacher: 05/29 Eka

Lesson 5: Practice giving persuasive speeches

- Grammar: Formal speech

- Client is able to use persuasive language

<https://www.indeed.com/career-advice/career-development/what-is-persuasive-speech>

Comments/ Suggestions for next lesson:

Date/teacher: May 30th, Edgar

Lesson 6: Handling Q&A sessions

- Grammar: Mixed tenses

- Client is able to improvise answers for a presentation

<https://www.indeed.com/career-advice/interviewing/respond-to-questions#:~:text=Before%20answering%20a%20tough%20question,to%20deal%20with%20the%20situation.>

Comments/ Suggestions for next lesson: **Note for Next class-She seemed very into reviewing tenses, specially future, so please next class follow up with the Perfect tenses, and a big focus on future perfect and future perfect continuous.**

Week 3 - Negotiation Skills

Aims: learn negotiation techniques

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

Lesson 7: Language for negotiations

- Grammar: useful vocabulary

- Client is able to use vocabulary common in the business environment

<https://www.englishclub.com/business-english/vocabulary.php>

Comments/ Suggestions for next lesson:

Date/teacher: June 05th, Bernardo

Lesson 8: Wants and needs in a negotiation

- Grammar: Linking words (advanced)

- Client is able to connect ideas related with cause and effect

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.

Comments/ Suggestions for next lesson:

Date/teacher: 06/06 Eka

Lesson 9: Roleplay: Negotiation exercises and scenarios

- Grammar: Tones in English

- Client is able to roleplay a negociación scenario

<https://blog.hubspot.com/sales/sales-negotiation-role-play-exercises>

Comments/ Suggestions for next lesson:

Week 4 - Business Writing

Aims: know the basics of academic and formal writing

TOPIC & CONTENT

LANGUAGE FOCUS

PRODUCTION

MATERIALS / SKILLS

Date/teacher: June 11th, Marisol

Lesson 10: Business reports and proposals

- Grammar: reported speech / reporting verbs

- Client is able to write business reports

 How to write a business...

Comments/ Suggestions for next lesson:

Date/teacher: June 12th, Marisol

Lesson 11: Writing a formal business letter or memo

- Grammar: formal / polite language

- Client is able to write an academic text

<https://slc.berkeley.edu/writing-worksheets-and-other-writing-resources/nine-basic-ways-improve-your-style-academic-writing>

Comments/ Suggestions for next lesson:

Date/teacher: June 13th / Oscar

Lesson 12: Giving and receiving feedback (written and spoken)

- Grammar: comparison in English

- Client is able to respond to feedback in a correct way

<https://www.leapsome.com/blog/how-to-give-feedback-in-5-steps>

Comments/ Suggestions for next lesson:

Week 5 - Corporate Social Responsibility

Aims: reflect on work ethic

TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
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Date/teacher: 06/20 Eka

Lesson 13: Discussing ethical dilemmas in business

- Grammar: generalizing and being specific

- Client is able to discuss on ethical dilemmas in a working environment

<https://www.employment.govt.nz/workplace-policies/ethical-sustainable-work-practices/what-are-ethical-sustainable-work-practices/#:~:text=Ethical%20means%20engaging%20in%20work,being%20considered%20an%20ethical%20employer.>

Comments/ Suggestions for next lesson:

Date/teacher: 26 jun 2025 Karen

Lesson 14: CSR initiatives and their impact on businesses

- Grammar: Mixing present and past ideas

- Client is able to know about CSR

<https://www.unido.org/our-focus/advancing-economic-competitiveness/competitive-trade-capacities-and-corporate-responsibility/c>

			orporate-social-responsibility-market-integration/what-csr#:~:text=Corporate%20Social%20Responsibility%20is%20a,and%20interactions%20with%20their%20stakeholders.
Comments/ Suggestions for next lesson:			

Date/teacher: 06/27 Eka			
Lesson 15: Cost cutting / layoffs	<ul style="list-style-type: none"> Grammar: The past of modals 	<ul style="list-style-type: none"> Client is able to communicate ideas on this business practice 	https://collegevidya.com/blog/layoff-explained-meaning-reasons/
Comments/ Suggestions for next lesson:			

Topic 6 - Cross-Cultural Communication Aims: learn to communicate with people from other cultures in a work environment			
TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS

Date/teacher: June 30th Jared			
Lesson 16: Understanding cultural differences in business settings	<ul style="list-style-type: none"> Grammar: Phrasal verbs 	<ul style="list-style-type: none"> Client is able to learn about different cultures 	https://www.ricsrecruit.com/article/work-effectively-across-cultures
Comments/ Suggestions for next lesson:			

Date/teacher: Jul 1, 2025 Bernardo			
Lesson 17: Roleplays: Cross-cultural business interactions	<ul style="list-style-type: none"> Grammar: useful vocabulary on countries and nationalities 	<ul style="list-style-type: none"> Client is able to 	
Comments/ Suggestions for next lesson:			

Date/teacher: 3/07/2025 Yasmine OFF TOPIC			
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Lesson 18: Roleplay: Negotiation scenarios abroad	<ul style="list-style-type: none"> Grammar: Useful vocabulary 	<ul style="list-style-type: none"> Client is able to 	
Comments/ Suggestions for next lesson:			

Topic 7 - Business Interview Skills

Aims: how to conduct a job interview

TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
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Date/teacher: 9 jul 2025 David

Lesson 19: Interview preparation and techniques	<ul style="list-style-type: none"> Grammar: useful vocabulary 	<ul style="list-style-type: none"> Client is able to prepare for a job interview 	 Top Interview Tips: ...
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Comments/ Suggestions for next lesson:

Date/teacher: 10 jul 2025 David

Lesson 20: Roleplay: Interviewing for a new position	<ul style="list-style-type: none"> Grammar: Mixed tenses 	<ul style="list-style-type: none"> Client is able to answer correctly on job interview questions 	https://www.themuse.com/advice/interview-questions-and-answers
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Comments/ Suggestions for next lesson:

Date/teacher: 15 jul 2025 Karen

Lesson 21: Roleplay: Interviewing a potential hire	<ul style="list-style-type: none"> Grammar: infinitives vs gerunds 	<ul style="list-style-type: none"> Client is able to reflect on potential hirings 	
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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: 16 jul 2025 Karen

Lesson 22: Eval prep units 1-3	<ul style="list-style-type: none"> Review 		
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Comments/ Suggestions for next lesson:

Date/teacher: 7/23 Eka

Lesson 23: Eval prep units 4 and 5

- Review

Comments/ Suggestions for next lesson:

Date/teacher: July 24th, Ivan

Lesson 24: Eval prep units 6 and 7

- Review

Comments/ Suggestions for next lesson:

Lesson 25: Final speaking evaluation July 30th, Ivan

B1+ Presentations/Meetings LESSON PLANNING

Student: Dulce Gallegos
Classes per week: 3
Position: Coppel Manager
Level: B1+
Curriculum: [B1+ Presentations/Meetings Curriculum](#)

Material for classes:

[Presentations/Meetings Material](#)

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

Date/teacher: March 19, 25/Tere

Lesson 1: Projects and deliverables

- Present Perfect Simple and Continuous

- Describe your current projects, deliverables

[50 common business idioms](http://www.blairenglish.com)
<http://www.blairenglish.com>

	<ul style="list-style-type: none"> Projects and deliverables 	and goals	/exercises/projects/exercises/projectessentials/projectessentials.html
Comments/ Suggestions for next lesson:			

Date/teacher: March 20, 25/Tere			
Lesson 2: Staffing a project	<ul style="list-style-type: none"> Adjectives and Adverbs Staffing 	<ul style="list-style-type: none"> 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: March 21, 25/Tere			
Lesson 3: Past and future projects	<ul style="list-style-type: none"> Past tenses - simple and continuous Future tenses 	<ul style="list-style-type: none"> 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

Date/teacher: Mar. 25th Brian			
Lesson 4: Components of a presentation	<ul style="list-style-type: none"> Presentation etiquette Sequencers 	<ul style="list-style-type: none"> Describe the components of a presentation 	English Presentations Presenting in English
Comments/ Suggestions for next lesson:			

Date/teacher: 03/26 Eka			
Lesson 5: Starting and ending a presentation	<ul style="list-style-type: none"> Intonation & tone Useful phrases 	<ul style="list-style-type: none"> 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:03/26 Eka			
Lesson 6: Introduction	<ul style="list-style-type: none"> Phrasal verbs in meeting setting Vocab for starting a presentation 	<ul style="list-style-type: none"> 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: March 28th, Edgar+			
Lesson 7: Components of a presentation	<ul style="list-style-type: none"> Phrases to command an audience IF and UNLESS 	<ul style="list-style-type: none"> 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: April 1st, María Luisa

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: April 2, 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: April 3rd, María Luisa

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: Apr 8, 2025 Bernardo

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: 04/11 Eka
04/09 Eka

Lesson 12: Clarifying

- Discourse markers
- Tag questions

- Clarify complex situations for outstanders

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

Discourse markers | Learning English

Comments/ Suggestions for next lesson: **04/09 – Client was late and would like to repeat the 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: 04/14 Edgar
04/14 Eka

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: April 15th, Edgar **Off Curriculum**

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: **The client was a little tired and stressed so we did a conversation focus session. Feel free to use the materials of this class.**

Date/teacher: April 16, 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
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Date/teacher: April 24, 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: 04/28 Eka
April 25, 25/Tere **DNH**

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: Apr. 29th Brian

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: Apr. 30th Brian

Lesson 19: Reporting numbers	<ul style="list-style-type: none"> Phrasal verbs for Statistics, percentages , trends Numbers - ordinal and cardinal, percentages, 	<ul style="list-style-type: none"> 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: May 2nd Brian

Lesson 20: Charts and graphs	<ul style="list-style-type: none"> Phrasal verbs for describing visuals discourse markers Comparison and contrast 	<ul style="list-style-type: none"> Discuss and report on visuals 	https://academic-englishuk.com/describing-graphs/
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Comments/ Suggestions for next lesson:

Date/teacher: 6 may 2025 Karen

Lesson 21: Reports	<ul style="list-style-type: none"> Passive voice Writing skills / reports 	<ul style="list-style-type: none"> 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: 7 may 2025 Karen

Lesson 22: Review	<ul style="list-style-type: none"> Prepare a presentation on a current project 		
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Comments/ Suggestions for next lesson:

Date/teacher: 05/08 Eka

Lesson 23: Review

- Question answering techniques

Comments/ Suggestions for next lesson:

Date/teacher: May 14th, Marisol

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: May 15th, Marisol

Observations:

Next curriculum (learner's path):


B1+ Advanced B Interactions- LESSON PLANNING

Student: Dulce Gallegos


Classes per week: 3

Position: Coppel Manager

Level: B1/B1+

Curriculum:  B1+ Advanced B Interactions Curriculum

Decompress: January 13, 2025 Dowse

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: January 16, 24/Tere

Lesson 1: Making requests, changing plans	<ul style="list-style-type: none">Grammar: Present Simple vs ContinuousVocabulary: requests and offers	<ul style="list-style-type: none">Client is able to discuss plans and request their change	<ul style="list-style-type: none">
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Comments/ Suggestions for next lesson:

Date/teacher: January 16, 25/Tere

Lesson 2 Authorise or deny requests	<ul style="list-style-type: none">Grammar: Use of can/can't / could/couldn't (past, present & future)Vocabulary: authorizations, deny and approve	<ul style="list-style-type: none">Client is able to approve or deny requests in a polite way	<ul style="list-style-type: none">
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Comments/ Suggestions for next lesson:

Date/teacher: January 20, 25/Tere

Lesson 3 Requests via email	<ul style="list-style-type: none">Grammar: emailsVocabulary: writer requests	<ul style="list-style-type: none">Client is able to write and answer requests via email	<ul style="list-style-type: none">
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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: January 21st, Edgar

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:

Date/teacher: 01/23 Eka

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

•

Comments/ Suggestions for next lesson:

Date/teacher: January 27, 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: January 28, 25/Tere

Lesson 7: Explain the process when you start a project	<ul style="list-style-type: none"> Grammar: Sequencers and modals Vocabulary: projects , processes 	<ul style="list-style-type: none"> Client is able to identify and describe their process of starting a new project 	<ul style="list-style-type: none">
Comments/ Suggestions for next lesson:			

Date/teacher: 01/29 Eka			
Lesson 8: Explain the status of your current project	<ul style="list-style-type: none"> Grammar: Connections words (cause & effects) Vocabulary: project scope 	<ul style="list-style-type: none"> Client is able to identify and describe the status and stages of a current project 	<ul style="list-style-type: none">
Comments/ Suggestions for next lesson:			

Date/teacher: 01/31 Eka			
Lesson 9: Describe results and impact of previous projects	<ul style="list-style-type: none"> Grammar: Past tense (past continuous vs past perfect) Vocabulary: cause and effect 	<ul style="list-style-type: none"> Client is able to use past tenses to describe impact of past projects on current results 	<ul style="list-style-type: none">
Comments/ Suggestions for next lesson:			

Week 4 - Client vs Boss Aims:			
TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS

Date/teacher: 02/04 Eka (DNH) 02/05 Maja			
Lesson 10: Talk about some common complaints clients have.	<ul style="list-style-type: none"> Grammar: modals for probability may might could can't Vocabulary: complaints 	<ul style="list-style-type: none"> Client is able to describe and identify common complaints from clients 	<ul style="list-style-type: none">

Comments/ Suggestions for next lesson:

Date/teacher: February 6, 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

•

Comments/ Suggestions for next lesson:

Date/teacher: Feb 7th, 2025. Jared

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: 02/10 Eka

Lesson 13: Write an email to a client to apologize for ...

- Grammar: Formal vs Informal emails
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- Vocabulary: Formal vs Informal emails
-

• Clients are able to write an apology email

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Comments/ Suggestions for next lesson:

Date/teacher: 2/17/25 Dowse

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

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Comments/ Suggestions for next lesson:

Date/teacher: 2/18/25 Dowse

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

Date/teacher: February 19, 25/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: February 20, 25/Edgar

Lesson 17: How to improve team performance	<ul style="list-style-type: none"> • Grammar: Giving advice (modals) • Vocabulary: advice and improvements 	<ul style="list-style-type: none"> • Client is able to give advice on improving performance 	<ul style="list-style-type: none"> •
Comments/ Suggestions for next lesson:			

Date/teacher: February 24, 25/Tere			
Lesson 18: Give feedback to collaborators.	<ul style="list-style-type: none"> • Grammar: Passive voice • Vocabulary: feedback 	<ul style="list-style-type: none"> • Client is able to give objective feedback on team performance 	
Comments/ Suggestions for next lesson:			

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

Date/teacher: February 25, 25/Tere			
Lesson 19: Create an organizational chart describing your team	<ul style="list-style-type: none"> • Grammar: Adjectives and adverbs • Vocabulary: org charts 	<ul style="list-style-type: none"> • Clients discuss and detail their org chart 	
Comments/ Suggestions for next lesson:			

Date/teacher: February 27, 25/Tere			
Lesson 20: Describe your team's traits (physical & character)	<ul style="list-style-type: none"> • Grammar: Descriptions vocab, royal order of adjectives • Vocabulary: adjectives and adverbs 	<ul style="list-style-type: none"> • Client is able to describe their team 	<ul style="list-style-type: none"> •

Comments/ Suggestions for next lesson:

Date/teacher: March 3rd, Edgar

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

Date/teacher: Mar 4, 2025 Bernardo

Lesson 22: Evaluation prep

- Content from week 1-3

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Comments/ Suggestions for next lesson:

Date/teacher: 03/07 Eka

Lesson 23: Eval prep 2

- Review weeks 4-5

Comments/ Suggestions for next lesson:

Date/teacher: 03/10 Eka

Lesson 24:

- Review

Client's comments about evaluation/next curriculum:			

Lesson 25: Final speaking evaluation -
Date/consultant: 03/12 Tere
Observations:
Next curriculum (learner's path):

PROJECT MANAGEMENT LESSON PLANNING																			
Student: Dulce Gallegos Classes per week: 3 Position: Coppel Manager Level: B1 Curriculum: B1 Project Management Curriculum Current topic: 7-8																			
<table border="1"> <tr> <td colspan="4">Decompress:</td> </tr> <tr> <td colspan="4">Here's the template: Needs analysis/Decompress template</td> </tr> <tr> <td colspan="4">Notes on Client (Changes on new curriculum, suggestions, needs another curriculum, etc.):</td> </tr> <tr> <td colspan="4">Remember to notify your leader when decompress is completed, or contact directly with Jaime via Slack</td> </tr> </table>				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			
Decompress:																			
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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: 10/28 Eka																			
Lesson 1: Introduce yourself & describe your position	<ul style="list-style-type: none"> Grammar: Present tense / Sentence structure with conjunctions Vocabulary: Action verbs necessary for the position 	<ul style="list-style-type: none"> Clients introduce themselves and describe their job 	What is project management? (video)																
Comments/ Suggestions for next lesson:																			

Date/teacher: November 4, 2024 Dowse

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: Nov 6, 2024 Bernardo

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: Nov 8, 2024 Bernardo

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: Nov 14, 2024 Bernardo

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: Nov 15th, Edgar

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:

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
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Date/teacher: November 20, 2024 Dowse

Lesson 7: Explain the process when you start a project	<ul style="list-style-type: none">Grammar: Modals/Connection words (cause & effects)Vocabulary: projects	<ul style="list-style-type: none">Client discussed and describes a process of starting a project	Six questions to ask before starting a big project.
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Comments/ Suggestions for next lesson:

Date/teacher: Nov 21st, Edgar

Lesson 8: Describe your current project	<ul style="list-style-type: none">Grammar: Sequencers, Present PerfectVocabulary: adjectives, projects	<ul style="list-style-type: none">Client describes and details current projects	Good project managers vs bad managers
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Comments/ Suggestions for next lesson:

Date/teacher: November 22, 2024 Dowse

Lesson 9: Describe past & future projects	<ul style="list-style-type: none">Grammar: Past Simple vs Present Perfect/ Future tenseVocabulary: adjectives, projects	<ul style="list-style-type: none">Client details past and future projects	How to Write a Project Plan [PROJECT PLANNING STEPS THAT WORK]
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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
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Date/teacher: November 26th,María Luisa

Lesson 10: Explain the hierarchy of your company - Who works where?	<ul style="list-style-type: none">Conditionals (0 & 1st)Vocabulary: jobs and tasks	<ul style="list-style-type: none">Client details the hierarchy and structure of their company	Create organizational chart
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Comments/ Suggestions for next lesson:

Date/teacher: Nov 27th,María Luisa

Lesson 11: Explain who is responsible for what or in charge of	<ul style="list-style-type: none">Grammar: verb + Prepositions/ gerunds and infinitivesVocabulary: departments	<ul style="list-style-type: none">Client details the departments in their company and their duties	Draw the setup of your company
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Comments/ Suggestions for next lesson:

Date/teacher: Nov 29th, María Luisa

Lesson 12: Compare different company structures	<ul style="list-style-type: none"> Grammar: Comparatives & superlatives Vocabulary: company structure 	<ul style="list-style-type: none"> Client compares different company structures (Alcanza vs Coppel) - what are the pros and cons? 	Difference between startups and SMEs
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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
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Date/teacher: Dec. 2, 24/Tere

Lesson 13: Scheduling & rescheduling meetings	<ul style="list-style-type: none"> Grammar: Polite language (request & phrases)/ Preposition of time Skill: More complex question formation Vocabulary: meetings 	<ul style="list-style-type: none"> Client is able to schedule and reschedule appointments, discuss availability 	<ul style="list-style-type: none"> Meeting vocabulary Quiz meeting vocabulary
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Comments/ Suggestions for next lesson:

Date/teacher: December 5, 2024 Dowse

Lesson 14: Preparing a meeting	<ul style="list-style-type: none"> Grammar: Phrasal verbs Vocabulary: wants and needs 	<ul style="list-style-type: none"> Client explains how they set up their meetings (wants & needs) 	Article your meetings stink & what to do about it.
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Comments/ Suggestions for next lesson:

Date/teacher: December 6, 2024 Dowse

Lesson 15: Having a meeting	<ul style="list-style-type: none"> Grammar: Discourse markers / WH question forms Skill: participating in a meeting Vocabulary: meetings 	<ul style="list-style-type: none"> Client role plays participating in a meeting 	<ul style="list-style-type: none"> Questions to ask in a meeting The most critical types of project management
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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: Dec. 9, 24/Tere

Lesson 16: Minimum vs preferred qualities (write a vacancy)	<ul style="list-style-type: none"> Grammar: passive voice, Royal order of adjectives Skills: writing Vocabulary: skills hard and soft 	<ul style="list-style-type: none"> Client details and describes a job vacancy 	<ul style="list-style-type: none"> Job Description Vocabulary Job Description Template
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Comments/ Suggestions for next lesson:

Date/teacher: 12/11 Eka

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: December 12, 2024 Dowse

Lesson 18: Evaluate candidates

- Grammar: reported speech
- 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: December 17th, Alejandro**

Lesson 19: Managing time

- Grammar: Second Conditional / prepositions of time
- Vocabulary: time management
- Clients discuss their time management and deadlines

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

Comments/ Suggestions for next lesson:

Date/teacher: 12/19 Eka

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: January 02nd, Edgar

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: January 3rd, Edgar**

Lesson 22: Evaluation prep

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

Comments/ Suggestions for next lesson:

Date/teacher: 01/06 Eka

Lesson 23: Evaluation prep	<ul style="list-style-type: none"> Content from week 4-5 	<ul style="list-style-type: none"> Explain the problems & solutions from your previous projects 	
Comments/ Suggestions for next lesson:			
Date/teacher: 01/08 Eka			
Lesson 24: Evaluation prep	<ul style="list-style-type: none"> Content from week 6-7 	<ul style="list-style-type: none"> Explain the KPIs of your project 	
Comments/ Suggestions for next lesson:			
Lesson 25: Final eval 01/09 Eka			
<div>Client's comments about evaluation/next curriculum:</div> <div>B1+ Intermediate Business</div>			