PROJECT MANAGEMENT LESSON PLANNING
Student: Lorena Cuevas Classes per week: 3 Position: Coordinator at Coppel Level: A2+/-B1 Curriculum: B1 Project Management Curriculum Current topic: 3-8

DEAR CONSULTANT. SHE IS RESTARTING,PLEASE ASK HER ABOUT GOALS AND OBJECTIVES SO WE CAN CHOOSE PROPER CURRICULUM FOR HER

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 - Professional profile

TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
Date/teacher: 24/November Julio			
Lesson 1: Introduce yourself & describe your position	• Grammar: Present tense/ Sentence structure with conjunctions • Vocabulary: Action verbs necessary for the position	• Clients introduce themselves and describe their job	• *What is project management?* (video)
Comments/ Suggestions for next lesson:			
Date/teacher: 04/10 Eka (DNH) **November 28th, Jaime dnh**			

DEAR CONSULTANT. SHE IS RESTARTING,PLEASE ASK HER ABOUT GOALS AND OBJECTIVES SO WE CAN CHOOSE PROPER CURRICULUM FOR HER

Decompress: April 10th – Eka (DNH) April 11 Julio (DNH)April 12 Camille
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

Date/teacher: 16/April Julio			
Lesson 3: Introduce your team members	• Grammar: Present Simple and Continuous • Vocabulary: adjectives	• Clients are able to introduce others and describe their responsibilities	•
Comments/ Suggestions for next lesson:			
Week 2 - Your company			
TOPIC & CONTENT	**LANGUAGE FOCUS**	**PRODUCTION**	**MATERIALS / SKILLS**
Date/teacher: 17 april - Camille			
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	
Comments/ Suggestions for next lesson:			
Date/teacher: 04/24 Eka April 23rd - Camille (DNH)			
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

Comments/ Suggestions for next lesson:			
Date/teacher: 05/16 Eka DNH **05/15 Eka DNH** **Apr 25, 2024 Bernardo DNH**			
Lesson 6: Explain the relation with suppliers & clients	• Grammar: Modal verbs (possibilities & requests) • Vocabulary:work relationships	•	• Modal verbs exercises
Comments/ Suggestions for next lesson:			
Week 3 - Current projects			
TOPIC & CONTENT	**LANGUAGE FOCUS**	**PRODUCTION**	**MATERIALS / SKILLS**
Date/teacher:			
Lesson 7: Explain the process when you start a project	• Grammar: Modals/Connections words (cause & effects) • Vocabulary: projects	• Client discussed and describes a process of starting a project	• *Six questions to ask before starting a big project.*
Comments/ Suggestions for next lesson:			
Date/teacher:			
Lesson 8: Describe your current project	• Grammar: Sequencers, Present Perfect • Vocabulary: adjectives, projects	• Client describes and details current projects	• *Good project managers vs bad managers*
Comments/ Suggestions for next lesson:			
Date/teacher:			
Lesson 9: Describe past & future projects	• Grammar: Past Simple vs Present Perfect/ Future tense • Vocabulary: adjectives, projects	•	•
Comments/ Suggestions for next lesson:			
Week 4 - Organizational chart			
TOPIC & CONTENT	**LANGUAGE FOCUS**	**PRODUCTION**	**MATERIALS / SKILLS**
Date/teacher:			
Lesson 10: Explain the hierarchy of your	• Conditionals (0 & 1st)	• .Client details the hierarchy and structure of	• Create organizational

company - Who works where?	• Vocabulary: jobs and tasks	their company	chart
Comments/ Suggestions for next lesson:			
Date/teacher:			
Lesson 11: Explain who is responsible for what or in charge of	• Grammar: verb + Prepositions/ gerunds and infinitives • Vocabulary: departments	• Client details the departments in their company and their duties	• Draw the setup of your company
Comments/ Suggestions for next lesson:			
Date/teacher:			
Lesson 12: Compare different company structures	• Grammar: Comparatives & superlatives • Vocabulary: company structure	• Client Compares Different company structures (alcanza vs coppel) - what are the pros and cons?	
Comments/ Suggestions for next lesson:			
Week 5 - Meetings			
TOPIC & CONTENT	**LANGUAGE FOCUS**	**PRODUCTION**	**MATERIALS / SKILLS**
Date/teacher:			
Lesson 13: Scheduling & rescheduling meetings	• Grammar: Polite language (request & phrases)/ Preposition of time • Skill: More complex question formation • Vocabulary: meetings	• Client is able to schedule and reschedule appointments, discuss availability	• Meeting vocabulary • Quiz meeting vocabulary
Comments/ Suggestions for next lesson:			
Date/teacher:			
Lesson 14: Preparing a meeting	• Grammar: : Phrasal verbs • Vocabulary: wants and needs	• Client explains how they set up their meetings (wants & needs)	• Article *your meetings stink & what to do about it.*
Comments/ Suggestions for next lesson:			
Date/teacher:			
Lesson 15: Having a meeting	• Grammar: Discourse markers / WH question forms	• Client role plays participating in a meeting	•

	• Skill: participating in a meeting • Vocabulary: meetings		• *The most critical types of project management* •
Comments/ Suggestions for next lesson:			
Week 6 - Let's hire someone!			
Date/teacher:			
Lesson 16: Minimum vs preferred qualities (write a vacancy)	• Grammar: passive voice, Royal order of adjectives • Skills: writing • Vocabulary: skills hard and soft	• Client details and describes a job vacancy	• Job Description Vocabulary • Job Description Template
Comments/ Suggestions for next lesson:			
Date/teacher:			
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:			
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			
TOPIC & CONTENT	**LANGUAGE FOCUS**	**PRODUCTION**	**MATERIALS / SKILLS**
Date/teacher:			
Lesson 19: Managing time	• Grammar: Second Conditional / prepositions of time • Vocabulary: time management	• Clients discusses their time management and deadlines	• Quiz vocab time management
Comments/ Suggestions for next lesson:			
Date/teacher:			
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:			
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:			
Lesson 22: Evaluation prep	• Content from week 1-3	• Explain who is involved in your current project	
Comments/ Suggestions for next lesson:			
Date/teacher:			
Lesson 23: Evaluation prep	• Content from week 4-5	• Explain the problems & solutions from your previous projects	
Comments/ Suggestions for next lesson:			
Date/teacher:			
Lesson 24: Evaluation prep	• Content from week 6-7	• Explain the KPIs of your project	Lesson 24: Evaluation prep
Comments/ Suggestions for next lesson:			
Lesson 25: Final eval			
Client's comments about evaluation/next curriculum: **B1+ Intermediate Business**			

LESSON PLANNING
Student: Lorena Cuevas Classes per week: 3 Position: Coordinator at Coppel Level: A2+ Curriculum: A2+ Business Interactions 2 Curriculum Current topic: 8/8

Week 1 - Effective Communication			
TOPIC & CONTENT	**LANGUAGE FOCUS**	**PRODUCTION**	**MATERIALS / SKILLS**
Date/teacher: 22 June - Camille			
Lesson 1: Analyzing general workplace communication	Grammar: -Question making -Present tenses	• Client is able to make and answer questions about communication issues.	What is Effective Communication? Definition, Characterstics, Skills, Significance, Barriers - The Investors Book
Comments/ Suggestions for next lesson:			
Date/teacher: 22/June Julio			
Lesson 2: Dealing with workplace discussions	Grammar: -Reporting verbs	• Client is able to discuss in a polite way.	Direct Discussion – How to Approach a Co-Worker | Managing Workplace Conflict | Vancouver Island University | Canada
Comments/ Suggestions for next lesson:			
Date/teacher: 23 June Camille			
Lesson 3: Agreeing and disagreeing	Grammar: -Present simple and progressive	• Client is able to agree or disagree with co-workers.	Useful phrases for discussions
Comments/ Suggestions for next lesson:			
Week 2 - Constructive feedback			
TOPIC & CONTENT	**LANGUAGE FOCUS**	**PRODUCTION**	**MATERIALS / SKILLS**

Date/teacher: 06/26 Edgar			
Lesson 4: Praising coworkers	Grammar: - Coordinating conjunctions	• The client is able to give constructive feedback to co workers and speak up about his/her own opinions.	The Importance of Praising Your Employees - MIBluesPerspectives
Comments/ Suggestions for next lesson:			

Date/teacher**: 27/June Julio**			
Lesson 5: Giving and managing compliments	Grammar - Raising and falling intonation in statements / Would have v3	• Client is able to pay compliments and respond to them at work.	Best Compliment
Comments/ Suggestions for next lesson:			

Date/teacher: **06/30 Edgar**			
Lesson 6: Using rising and falling intonation	Grammar: - Characteristics of a pep talk	• Client is able to give correct intonation lectures.	Learn the English term … **11 Best Inspirational Pep Talks In Movies | ScreenRant** **https://www.johnmillen.com/blog/how-to-give-a-winning-pep-talk**
Comments/ Suggestions for next lesson:			

Week 3 - Conflict Resolution			
TOPIC & CONTENT	**LANGUAGE FOCUS**	**PRODUCTION**	**MATERIALS / SKILLS**

Date/teacher: July 3rd, Bernardo

Lesson 7: Mediating and reaching compromises	Grammar: -Comparatives and Superlatives	• Client is able to express goals and deliverables of a project.	Conflict Resolution: Definition, Process, Skills, Examples
Comments/ Suggestions for next lesson:			

Date/teacher: July 5th Jaime			
Lesson 8: Solving a conflict	Grammar: -Modals -Linking words Reported speech	• Client is able to • Give opinions • Agree and Disagree	Section 6. Training for Conflict Resolution.
Comments/ Suggestions for next lesson:			

Date/teacher: July 7 Julio			
Lesson 9: Giving full details	Grammar: -Modals review and reported speech	• Client is able to give full details and report what others say	Joey doesn't share food, Friends 1080p
Comments/ Suggestions for next lesson:			

Week 4 - Cultivating Empathy			
TOPIC & CONTENT	**LANGUAGE FOCUS**	**PRODUCTION**	**MATERIALS / SKILLS**

Date/teacher: July 11th, Jaime			
Lesson 10: Identifying emotions, complex feelings and tendencies in others	Grammar: -ed and -ing adjectives	• Client is able to identify and name different emotions and describe complex feelings.	Emotions and Types of Emotional Responses
Comments/ Suggestions for next lesson:			

Date/teacher: 07/14 Edgar			
Lesson 11: Introvert vs. Extrovert spectrum	Grammar: -Vocabulary to describe emotions	• Client is able to place themselves into the spectrum and describe what an introvert or extrovert is like.	Explanation: Introvert vs. Extrovert by Simon Sinek | Educational Speech | BillionaireBehaviour
Comments/ Suggestions for next lesson:			

Date/teacher: July 19th, Jaime			
Lesson 12: Using tone to express intentions in a real life situation	Grammar: -Intonation in formal and informal contexts	• Client is able to differentiate between one tone and another and also notice which one works for what situation.	Tone Is Hard to Grasp Online. Can Tone Indicators Help?
Comments/ Suggestions for next lesson:			

Week 5 - Strengthening Relationships			
TOPIC & CONTENT	**LANGUAGE FOCUS**	**PRODUCTION**	**MATERIALS / SKILLS**

Date/teacher: 07/20 Edgar			
Lesson 13: Workplace relationships	Grammar: -Present perfect: life experiences	• Client is able to describe work relationships.	10 Types of Workplace Relationships and How To Improve Them | Indeed.com Improving Workplac…
Comments/ Suggestions for next lesson:			

Date/teacher: July 21st / Karel			
Lesson 14: Polite statements and intonation	Grammar: -Conditionals	• Client is able to give an educated point of view with the right intonation.	Pronunciation: Want to be Polite? Learn English Intonation – Guest Post | English with a Twist

Comments/ Suggestions for next lesson:

Date/teacher: October 11th - Camille			
Lesson 15: Identifying and activating mutual team member interests.	Grammar: -Vocabulary for Persuasive expression	• Client is able to communicate with coworkers to work as a team.	Successful teamwork: A case study
Comments/ Suggestions for next lesson:			

Topic 6 - Apology Process			
TOPIC & CONTENT	**LANGUAGE FOCUS**	**PRODUCTION**	**MATERIALS / SKILLS**

Date/teacher: October 13th, Bernardo			
Lesson 16: Apologizing - formal.	Grammar: -Modals	• Client is able to apologize formally with co-workers or owner of the company.	How to say sorry at work
Comments/ Suggestions for next lesson:			

Date/teacher: October 17th, Bernardo			
Lesson 17: Apologizing to a client for not meeting expectations.	Grammar: -Expressing result: therefore, thus, so, as a result, due to, etc.	• Client is able to apologize to a client and manage conflict conversations.	How to Apologize Like a Professional How to apologize to a customer: A 3-step plan | RingCentral
Comments/ Suggestions for next lesson:			

Date/teacher: October 18th, Alejandro

Lesson 18: Writing an apology email.	Grammar: - Writing: emails	• Client is able to write an email apologizing for a mistake in customer service.	How to Apologize to a Client (With Email Template!) | The Muse 6 excellent apology emails to send to your customers | Front
Comments/ Suggestions for next lesson:			

Topic 7 - Asking for help			
TOPIC & CONTENT	**LANGUAGE FOCUS**	**PRODUCTION**	**MATERIALS / SKILLS**

Date/teacher: 20th October - Camille			
Lesson 19: Requesting help politely to coworkers.	Grammar: - Making polite requests	• Client is able to ask for help around the office.	https://www.themuse.com/advice/the-right-way-to-ask-for-help-at-work
Comments/ Suggestions for next lesson:			

Date/teacher: October 27th, Bernardo 24th October - Camille (DNH)			
Lesson 20: Offering help.	Grammar: -Conditionals	• Client is able to offer advice and support to other co-workers.	10 Ways To Help and Support Colleagues at Work | Indeed.com
Comments/ Suggestions for next lesson:			

Date/teacher: 11/7 Eka October 28th, Marisol DNH			
Lesson 21: Accepting or rejecting help.	Grammar: -Passive voice: simple past and simple present	• Client is able to say yes or no depending on the situation.	How to Make, Accept and Reject Offers in English-Bespeaking Blog
Comments/ Suggestions for next lesson:			

Week 8 - Review

Aims: Review previous lessons

TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
Date/teacher: 11/08 Alejandro			
Lesson 22: Review week 1,2&3	• Review		
Comments/ Suggestions for next lesson:			
Date/teacher: November 10th, Bernardo			
Lesson 23: Review week 4,5&6	• Review		
Comments/ Suggestions for next lesson:			
Date/teacher: 11/17 Edgar			
Lesson 24: Review week 7&8	• Review		
Comments/ Suggestions for next lesson:			
Lesson 25: Final speaking evaluation			

Business interaction 1
Student:Lorena Cuevas Classes per week: Position: Level: A2 Curriculum: A2 Business Interactions 1 Curriculum - 1p summary Current week: 8

Topic 1 - Meeting people

Aims: Describing individuals and objects using a variety of adjectives, the correct forms of the verb TO BE and other common verbs in English, and introducing yourself to other individuals.

TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
Date/teacher: 2/23 Camille			
Lesson 1: Talking about yourself	• Grammar: Present Simple of TO BE and common verbs (all forms) / contractions of verb TO BE • Skills: word order / pronunciation • Vocabulary: adjectives	• Clients describe themselves and introduce themselves to others	• • Video SVO • Speaking about your job Role Play: Imagine you and your client are meeting for the first time. Roleplay the introductions.
Comments/ Suggestions for next lesson:			
Date/teacher: 2/24 Camille			
Lesson 2: Talking about others	• Grammar: SVO and word order /Present simple review/possessive adjectives • Skills: pronunciation -s • Vocabulary:Adjectives - describing people	• Client describes and discusses other individuals	• • • Reading and grammar exercises for lower levels Role play: Imagine you and your client are at a party with many people, but you don't know all of them. Talk about them.
Comments/ Suggestions for next lesson:			
Date/teacher: 2/27 Camille (DNH); Feb 28th Bernardo			
Lesson 3: Describing people and things	• Grammar: Present simple questions/ WHO-WHICH -THAT in relative clauses/ possessive adjectives • Vocabulary: Everyday objects	• Clients ask and answer questions about people and objects	• • • Office voc • Reading and grammar exercises for lower levels FINAL TASK: Voicenote: You recently moved to a new office, but it is full of stuff from the people who worked there before. Talk about the stuff.

Comments/ Suggestions for next lesson:

Topic 2 - Business Small talk **Aims:** Describing your and other people's preferences using more complex verb structures, having further than initial interactions with people and discussing every day topics of family life, hobbies, leisure and dining.			
TOPIC & CONTENT	**LANGUAGE FOCUS**	**PRODUCTION**	**MATERIALS / SKILLS**
Date/teacher: 2/27 Camille (DNH) it happened			
Lesson 4: Getting to know your colleagues	• Grammar: Questions in simple present (Do/does versus Am/Is/Are) / possessives • Skills: pronunciation of -s • Vocabulary: family and basic info	• Client describes own personal life and family	• • Pronunciation -s • Vocabulary - Family Homework: Voice note: You are getting to know a new colleague at work. Ask about his/her life and family and tell them about yours.

Week 2 - Current Projects **Aims:**			
TOPIC & CONTENT	**LANGUAGE FOCUS**	**PRODUCTION**	**MATERIALS / SKILLS**
Date/teacher: 8/march Julio			
Lesson 4: Explain what projects you're currently working on	• Grammar: Connecting words for cause and effect • Vocabulary: projects, cause and effect	• Client is able to describe their current projects	
Comments/ Suggestions for next lesson:			

Date/teacher: 10 Mar '23 - kiva			
Lesson 5: Offer your opinion on a project strategy	• Grammar:Expressions for personal opinion • Vocabulary: opinions	• Client can give positive and negative opinions on project strategies	
Comments/ Suggestions for next lesson:			

Date/teacher: 14/march Julio			
Lesson 6: Identify areas of growth in a results presentation	• Grammar: modals • Vocabulary: being polite	• Client can politely point out areas of growth and suggest next steps	
Comments/ Suggestions for next lesson:			

Week 3 - Proposing a project **Aims:**			
TOPIC & CONTENT	**LANGUAGE FOCUS**	**PRODUCTION**	**MATERIALS / SKILLS**

Date/teacher: march, 17th, Bernardo			
Lesson 7: Describe your strategy for creating a project proposal	• Grammar: Prepositions of time • Vocabulary: time expressions	• Client is able to detail the strategy of a project	
Comments/ Suggestions for next lesson:			

expressions for negotiating

Date/teacher: March 18th Vero DNH 03/22 Edgar			
Lesson 8: Back up your proposal with substantial arguments	• Grammar: Argumentation • Vocabulary: useful expressions	• Client is able to argue in favor of their proposal	
Comments/ Suggestions for next lesson:			

Date/teacher: 03/24 Edgar			
Lesson 9: Give feedback on a coworker's presentation	• Grammar: GIving feedback	• Client gives positive and negative feedback to others	

	• Vocabulary: positive and negative feedback		
Comments/ Suggestions for next lesson:			

Week 4 - Negotiation **Aims:**			
TOPIC & CONTENT	**LANGUAGE FOCUS**	**PRODUCTION**	**MATERIALS / SKILLS**
Date/teacher: 27/march Julio			
Lesson 10: Analyze different negotiation strategies	• Grammar: cause and effect • Vocabulary: negotiation steps	• Clients discuss and detail different negotiation strategies	
Comments/ Suggestions for next lesson:			
Date/teacher: 03/30 Edgar			
Lesson 11: Debate which strategy works best for a vendor/client/boss	• Grammar: superlatives • Vocabulary: adjectives	• Client is able to identify the best negotiation strategy for different situations	
Comments/ Suggestions for next lesson:			
Date/teacher: 12 April Julio			
Lesson 12: Useful vocabulary and	• Grammar: phrasal verbs / prepositions • Vocabulary: useful expressions	• Client is able to conduct a successful negotiation	Role play

Comments/ Suggestions for next lesson:

Week 5 - Presentation strategies **Aims:**			
TOPIC & CONTENT	**LANGUAGE FOCUS**	**PRODUCTION**	**MATERIALS / SKILLS**
Date/teacher: 04/13 Edgar			
Lesson 13: Start a presentation efficiently	• Grammar: Intonation, tone and pace • Skills: intonation and pronunciation • Vocabulary: presentations - starting	• Client is able to start a presentation adn give an overview of the topics covered	
Comments/ Suggestions for next lesson:			
Date/teacher: 18 April '23 - kiva 04/14 Edgar **DNH**			
Lesson 14: Transmit ideas	• Grammar: Word choice • Vocabulary: strong verbs, adjectives and nouns	• Client is able to successfully transmit ideas using powerful vocabulary	
Comments/ Suggestions for next lesson:			
Date/teacher: 4/21 Eka			
Lesson 15: Asking and answering questions	• Grammar: questions forms • Vocabulary:questions	• Client is able to ask and answer questions related to a presentation	

Comments/ Suggestions for next lesson:

Topic 6 - RIsks **Aims: Identifying the essential elements of a business pitch and creating your company's pitch while reframing your company's challenges as positives**			
TOPIC & CONTENT	**LANGUAGE FOCUS**	**PRODUCTION**	**MATERIALS / SKILLS**
Date/teacher: April 24th, Bernardo			
Lesson 16: Evaluate risks and qualify vendors	• Grammar: adverbs • Vocabulary : risks	• Client is able to assess and evaluate risks associated with their projects	
Comments/ Suggestions for next lesson:			
Date/teacher: 27 April '23 - kiva 26/April Julio dhp			
Lesson 17: Compare and manage risks	• Grammar: discourse markers • Vocabulary: adjectives	• Client compares and manages risks related to their projects	
Comments/ Suggestions for next lesson:			
Date/teacher: 04 May '23 - kiva DNH - 29 April '23 - kiva			
Lesson 18: Declining a project because of risk	• Grammar: conditionals • Vocabulary: polite declining	• Client is able to politely decline a risky project and give arguments to support the decision	
Comments/ Suggestions for next lesson:			

Topic 7 - Problem-solving **Aims:**			
TOPIC & CONTENT	**LANGUAGE FOCUS**	**PRODUCTION**	**MATERIALS / SKILLS**
Date/teacher: 8/May Julio			
Lesson 19: Solving a conflict between two co-workers	• Grammar: phrasal verbs • Vocabulary: conflicts	• Client is able to mediate in a conflict between other parties	
Comments/ Suggestions for next lesson:			
Date/teacher: 9 May - Camille			
Lesson 20: Expressing disagreement to your boss	• Grammar : polite disagreement • Vocabulary: useful expressions	• Client is able to disagree politely	
Comments/ Suggestions for next lesson:			
Date/teacher: 05/10 Edgar			
Lesson 21: Giving motivation back to your team	• Grammar: pitching • Vocabulary: useful expressions	• Client is able to motivate again a team after a conflict	
Comments/ Suggestions for next lesson:			

Week 8 - Review **Aims:** Review previous lessons			
TOPIC & CONTENT	**LANGUAGE FOCUS**	**PRODUCTION**	**MATERIALS / SKILLS**

Date/teacher: 5/16 roberto			
Lesson 22:	• **Presenting a project in a meeting**		
Comments/ Suggestions for next lesson:			

Date/teacher: 5/17 kiva			
Lesson 23:	• **Negotiating the terms of the project**		
Comments/ Suggestions for next lesson:			

Date/teacher: 17 May ‘23 - kiva			
Lesson 24:	• Dealing with risks and conflicts regarding the project		
Comments/ Suggestions for next lesson:			

Lesson 25: Final speaking evaluation Roberto May 19th

The one week off curriculum begins here:

Week off curriculum

Aims: Focus on statistics and countable results

TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS

Date/teacher:13 June ‘23 - kiva

25 May - Camille (DNH) 6/June Julio (DNH) 10/June Julio (DNH)			
Off curriculum 1: Explain the objective and components of your meetings	• Grammar: Complex sentence structure w/ linking words (addition, contrast, order)	• Client is able to Explain the objectives and components the meetings	https://yscouts.com/blog/running-productive-meetings-cameron-herold/
Comments/ Suggestions for next lesson:			

Date/teacher: 14 June - Camille			
Lesson 7: Introduction/ Presenting slides / moving on	• Grammar: Intonation/ Pitch / Tone	• Client is able to Make a presentation	https://www.wrike.com/blog/how-to-present-a-project-client/
Comments/ Suggestions for next lesson:			

Date/teacher: 15 June Camille			
Lesson 10: Troubleshooting: How to deal with different issues and situations (scenarios)	• Grammar: • Note taking • Detect important info	• Client is able to take notes about important parts of the situation	https://www.indeed.com/career-advice/interviewing/respond-to-questions
Comments/ Suggestions for next lesson:			