


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	<ul style="list-style-type: none">Grammar: Present tense/ Sentence structure with conjunctionsVocabulary: Action verbs necessary for the position	<ul style="list-style-type: none">Clients introduce themselves and describe their job	<ul style="list-style-type: none">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

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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

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- [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

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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?	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> Grammar: verb + Prepositions/ gerunds and infinitives Vocabulary: departments 	<ul style="list-style-type: none"> Client details the departments in their company and their duties 	<ul style="list-style-type: none"> Draw the setup of your company
Comments/ Suggestions for next lesson:			
Date/teacher:			
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? 	
Comments/ Suggestions for next lesson:			
Week 5 - Meetings			
TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
Date/teacher:			
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
Comments/ Suggestions for next lesson:			
Date/teacher:			
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) 	<ul style="list-style-type: none"> Article your meetings stink & what to do about it.
Comments/ Suggestions for next lesson:			
Date/teacher:			
Lesson 15: Having a meeting	<ul style="list-style-type: none"> Grammar: Discourse markers / WH question forms 	<ul style="list-style-type: none"> Client role plays participating in a meeting 	<ul style="list-style-type: none">

	<ul style="list-style-type: none"> Skill: participating in a meeting Vocabulary: meetings 		<ul style="list-style-type: none"> <i>The most critical types of project management</i>
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Comments/ Suggestions for next lesson:

Week 6 - Let's hire someone!

Date/teacher:

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:

Lesson 17: Job interview	<ul style="list-style-type: none"> Grammar: questions in passive Vocabulary: job vacancy 	<ul style="list-style-type: none"> Client asks and answers questions for a job interview 	<ul style="list-style-type: none"> Inclusive Language (extension activity)
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Comments/ Suggestions for next lesson:

Date/teacher:

Lesson 18: Evaluate candidates	<ul style="list-style-type: none"> Grammar: reported speech Vocabulary: skills 	<ul style="list-style-type: none"> Client evaluates potential candidates for a vacancy 	
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Comments/ Suggestions for next lesson:

Week 7 Projects 2.0 - into the deep

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

Lesson 19: Managing time	<ul style="list-style-type: none"> Grammar: Second Conditional / prepositions of time Vocabulary: time management 	<ul style="list-style-type: none"> Clients discusses their time management and deadlines 	<ul style="list-style-type: none"> Quiz vocab time management
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Comments/ Suggestions for next lesson:

Date/teacher:

Lesson 20: Scopes and capabilities	<ul style="list-style-type: none"> Grammar: Tenses review (all) Vocabulary: intensifiers 	<ul style="list-style-type: none"> Client reflects on their scope and capabilities 	<ul style="list-style-type: none"> Avoid this time management mistakes
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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
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Date/teacher: 22 June - Camille

Lesson 1: Analyzing general workplace communication	Grammar: -Question making -Present tenses	<ul style="list-style-type: none">Client is able to make and answer questions about communication issues.	What is Effective Communication? Definition, Characteristics, Skills, Significance, Barriers - The Investors Book
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Comments/ Suggestions for next lesson:

Date/teacher: 22/June Julio

Lesson 2: Dealing with workplace discussions	Grammar: -Reporting verbs	<ul style="list-style-type: none">Client is able to discuss in a polite way.	Direct Discussion – How to Approach a Co-Worker Managing Workplace Conflict Vancouver Island University Canada
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Comments/ Suggestions for next lesson:

Date/teacher: 23 June Camille

Lesson 3: Agreeing and disagreeing	Grammar: -Present simple and progressive	<ul style="list-style-type: none">Client is able to agree or disagree with co-workers.	Useful phrases for discussions
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Comments/ Suggestions for next lesson:

Week 2 - Constructive feedback

TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
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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	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> 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
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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	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> Review 		
Comments/ Suggestions for next lesson:			

Date/teacher: November 10th, Bernardo			
Lesson 23: Review week 4,5&6	<ul style="list-style-type: none"> Review 		
Comments/ Suggestions for next lesson:			

Date/teacher: 11/17 Edgar			
Lesson 24: Review week 7&8	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none">Grammar: Present Simple of TO BE and common verbs (all forms) / contractions of verb TO BESkills: word order / pronunciationVocabulary: adjectives	<ul style="list-style-type: none">Clients describe themselves and introduce themselves to others	<ul style="list-style-type: none">Video SVOSpeaking about your job <p>Role Play: Imagine you and your client are meeting for the first time. Roleplay the introductions.</p>
Comments/ Suggestions for next lesson:			
Date/teacher: 2/24 Camille			
Lesson 2: Talking about others	<ul style="list-style-type: none">Grammar: SVO and word order /Present simple review/possessive adjectivesSkills: pronunciation -sVocabulary:Adjectives - describing people	<ul style="list-style-type: none">Client describes and discusses other individuals	<ul style="list-style-type: none">Reading and grammar exercises for lower levels <p>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.</p>
Comments/ Suggestions for next lesson:			
Date/teacher: 2/27 Camille (DNH); Feb 28th Bernardo			
Lesson 3: Describing people and things	<ul style="list-style-type: none">Grammar: Present simple questions/ WHO-WHICH -THAT in relative clauses/ possessive adjectivesVocabulary: Everyday objects	<ul style="list-style-type: none">Clients ask and answer questions about people and objects	<ul style="list-style-type: none">Office vocReading and grammar exercises for lower levels <p>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.</p>

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	<ul style="list-style-type: none">Grammar: Questions in simple present (Do/does versus Am/Is/Are) / possessivesSkills: pronunciation of -sVocabulary: family and basic info	<ul style="list-style-type: none">Client describes own personal life and family	<ul style="list-style-type: none">Pronunciation -sVocabulary - Family <p>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.</p>

Week 2 - Current Projects

Aims:

TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
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Date/teacher: 8/march Julio

Lesson 4: Explain what projects you're currently working on	<ul style="list-style-type: none">Grammar: Connecting words for cause and effectVocabulary: projects, cause and effect	<ul style="list-style-type: none">Client is able to describe their current projects	
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Comments/ Suggestions for next lesson:

Date/teacher: 10 Mar '23 - kiva

Lesson 5: Offer your opinion on a project strategy	<ul style="list-style-type: none">Grammar: Expressions for personal opinionVocabulary: opinions	<ul style="list-style-type: none">Client can give positive and negative opinions on project strategies	
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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

	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • Grammar: cause and effect • Vocabulary: negotiation steps 	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • Grammar: superlatives • Vocabulary: adjectives 	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • Grammar: phrasal verbs / prepositions • Vocabulary: useful expressions 	<ul style="list-style-type: none"> • 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
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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 and 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
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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
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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
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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: