

A1+ LESSON PLANNING

Student: English Group B

Classes per week:

Position:

Level: A1+

Curriculum: W A1+ Beginners Business Curriculum

Current topic: 10-12

Material for classes:

📖 Material - A1+ Business Beginners

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 - First day

Aims: To be able to thoroughly describe your achievements and experience as well as to understand the business culture in English.

TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
Date/teacher: Jan 29, 2025 Bernardo			
Lesson 1: Present your educational background	<ul style="list-style-type: none"> Grammar: Present tenses review Vocabulary: Educational background 	<ul style="list-style-type: none"> Client is able to talk about their educational background 	📺 Tell me about your ed...
Comments/ Suggestions for next lesson:			
Date/teacher: jan 30, miguel			
Lesson 2: Explain your professional experience	<ul style="list-style-type: none"> Grammar: Sequencers, past review Vocabulary: Work experience 	<ul style="list-style-type: none"> Client is able to describe their past professional experience 	https://www.indeed.com/career-advice/interviewing/interview-question-tell-me-about-your-work-experience

Comments/ Suggestions for next lesson:			
Date/teacher: feb 5, Karen			
Lesson 3: Discuss cultural differences between Mexico and the US	<ul style="list-style-type: none"> Grammar: Comparatives Vocabulary: Work cultures, adjectives 	<ul style="list-style-type: none"> Client is able to describe the differences/similarities and compare different work cultures 	https://blog.lingoda.com/en/cultural-differences-us-mexico/
Comments/ Suggestions for next lesson:			
Week 2 - Current Projects Aims: To properly describe a project strategy and issue an opinion related to its quality.			
TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
Date/teacher: Feb 6, Karen			
Lesson 4: Explain what projects you're currently working on	<ul style="list-style-type: none"> Grammar: Connecting words for cause and effect Vocabulary: Projects, cause and effect 	<ul style="list-style-type: none"> Client is able to describe their current projects 	https://www.indeed.com/career-advice/interviewing/project-manager-interview-questions
Comments/ Suggestions for next lesson:			
Date/teacher: February 12th, María Luisa			
Lesson 5: Offer your opinion on a project strategy	<ul style="list-style-type: none"> Grammar: Expressions for personal opinion Vocabulary: Opinions 	<ul style="list-style-type: none"> Client can give positive and negative opinions on project strategies 	http://www.myenglishonline.ca/wp-content/uploads/2014/08/100-Phrases.pdf
Comments/ Suggestions for next lesson:			
Date/teacher: Feb 13, María Luisa			
Lesson 6: Identify areas of growth in a results presentation	<ul style="list-style-type: none"> Grammar: Modals Vocabulary: being polite 	<ul style="list-style-type: none"> Client can politely point out areas of growth and suggest next steps 	https://www.indeed.com/career-advice/career-development/areas-of-improvement-for-employees
Comments/ Suggestions for next lesson:			
Topic 3 - Around town Aims: Introducing other people, describing places and giving suggestions using expressions with there and have, with correct forms of regular and irregular nouns and appropriate articles, adding adjectives to descriptions, as well as exchanging information about different points of interest.			

TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
Date/teacher: Feb 19, María Luisa			
Lesson 7: Describe your strategy for creating a project proposal	<ul style="list-style-type: none"> Grammar: Prepositions of time Vocabulary: Time expressions 	<ul style="list-style-type: none"> Client is able to detail the strategy of a project 	https://www.passionned.com/strategy/describing-the-strategy/
Comments/ Suggestions for next lesson:			
Date/teacher: Feb 20th, María Luisa			
Lesson 8: Back up your proposal with substantial arguments	<ul style="list-style-type: none"> Grammar: Argumentation Vocabulary: Useful expressions 	<ul style="list-style-type: none"> Client is able to argue in favor of their proposal 	https://k12.thoughtfullearning.com/blogpost/6-strategies-writing-arguments
Comments/ Suggestions for next lesson:			
Date/teacher: February 26th, Jaime			
Lesson 9: Give feedback on a coworker's presentation	<ul style="list-style-type: none"> Grammar: Giving feedback Vocabulary: Positive and negative feedback 	<ul style="list-style-type: none"> Client gives positive and negative feedback to others 	https://uwaterloo.ca/centre-for-teaching-excellence/teaching-resources/teaching-tips/assessing-student-work/grading-and-feedback/receiving-and-giving-effective-feedback
Comments/ Suggestions for next lesson:			
Topic 4 - Work Events Aims: Understanding and providing specific directions using imperatives and modal should, discussing a variety of places and routes using target vocabulary, as well as comparing and contrasting preferences related to places and events.			
TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
Date/teacher: February 27th, María Luisa			
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 	https://www.vistage.com/research-center/business-growth-strategy/six-successful-strategies-for-negotiation/
Comments/ Suggestions for next lesson:			
Date/teacher: March 5th, María Luisa			
Lesson 11: Business Events	<ul style="list-style-type: none"> Grammar: Comparatives and superlatives /Prepositions of place in 	<ul style="list-style-type: none"> Client is able to discuss different events and preferences on places of 	<ul style="list-style-type: none"> Comparatives & superlatives Convention map

	<ul style="list-style-type: none"> questions / Vocabulary: events 	interest	Homework: You are going to a convention and want to plan your time with your co-worker. Talk about when different events start and what you're going to attend.
Comments/ Suggestions for next lesson:			
Date/teacher: March 6th, María Luisa			
Lesson 12: Your work route	<ul style="list-style-type: none"> Grammar: Present simple review/SHOULD for advice/prepositions of place Skills: pronunciation TH Vocabulary: places in a city/events 	<ul style="list-style-type: none"> Client is able to exchange opinions and give suggestions on places of interest and events 	<ul style="list-style-type: none"> Unvoiced TH - English Pronunciation <p>FINAL TASK: You meet a new friend at the convention and ask for suggestions on things to visit while in town. Roleplay the dialogue asking and giving directions for things to visit.</p>
Comments/ Suggestions for next lesson:			
Topic 5 - Projects Aims: Giving details about current events and projects, and your personal and professional agenda, as well as reporting on other people's agenda, using forms of present simple and continuous and modal verbs.			
TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
Date/teacher: March 12th, María Luisa			
Lesson 13: My schedule	<ul style="list-style-type: none"> Grammar: Modal verbs for obligation - MUST vs SHOULD/ prepositions of time Vocabulary: Verbs for expressing obligation and need/ work routines/time 	<ul style="list-style-type: none"> Client discusses their personal and professional agenda 	<ul style="list-style-type: none"> Listening for beginners- many topics <p>Homework: Role play: Imagine you and your client want to schedule a meeting and need to find a time you are both free. Ask about each other's routines</p>
Comments/ Suggestions for next lesson:			
Date/teacher: March 13th, María Luisa			
Lesson 14: Current projects	<ul style="list-style-type: none"> Grammar: Present Continuous Vocabulary : hobbies 	<ul style="list-style-type: none"> Client explains their current engagements and projects 	<ul style="list-style-type: none"> Grammar - interactive exercises <p>Homework: Role play: An</p>

	and leisure activities/work tasks		overly enthusiastic new colleague calls when you are busy doing a number of other activities at work and home
Comments/ Suggestions for next lesson:			
Date/teacher: March 19th, Karen			
Lesson 15: Reporting work	<ul style="list-style-type: none"> Grammar: Present Simple and Continuous/reporting verbs Skills: reports Vocabulary: reporting verbs 	<ul style="list-style-type: none"> Client is able to report on their and other people's agenda 	<ul style="list-style-type: none"> Using Present tenses to talk about work <p>FINAL TASK: Create a report for your boss on your and your team's agendas and current activities.</p>
Comments/ Suggestions for next lesson:			
Topic 6 - Evaluation - Informal			
Date/teacher: March 20th, Karen/brian March 26th, María Luisa			
Lesson 16: Eval Prep	<ul style="list-style-type: none"> Review 	<ul style="list-style-type: none"> This week focuses on resolving client's doubts and perfecting previously learned content 	
Comments/ Suggestions for next lesson:			
Date/teacher: April 2nd, María Luisa			
Lesson 17: Informal Evaluation:	<ul style="list-style-type: none"> Informal evaluation 		
Comments/ Suggestions for next lesson:			
Date/teacher: April 3rd, María Luisa			
Lesson 18: Feedback and follow-up	<ul style="list-style-type: none"> Feedback 	<ul style="list-style-type: none"> This week focuses on reviewing mistakes and clarifying previously learned content 	
Comments/ Suggestions for next lesson:			

Topic 7 - Business Trip

Aims: Using expressions to describe preferences, discuss prices and inquire about a variety of products and stores, as well as ordering in restaurants.

TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
Date/teacher: April 9th, María Luisa			
Lesson 19: Going out	<ul style="list-style-type: none">Grammar: WH questions/ questions with HOW much/manyVocabulary: entertainment/going out	<ul style="list-style-type: none">Client describes their preferences when it comes to entertainment and inquires about other people's preferences	<ul style="list-style-type: none">Grammar - interactive exercises <p>Homework: You and your colleague are on a business trip, discuss options on what to do this weekend</p>
Comments/ Suggestions for next lesson:			
Date/teacher: April 10th, María Luisa			
Lesson 20: Your free time	<ul style="list-style-type: none">Grammar:Wh question/ can and could for polite requestsVocabulary : shopping and prices	<ul style="list-style-type: none">Client inquires about products of interest in a variety of shops and asks for assistance from salespeople	<ul style="list-style-type: none">https://breakingnewsenglish.com/ (Use Level 0-1) <p>Role play: You need to buy new clothes for your business meeting. Role play the dialogue between a customer and salesperson.</p>
Comments/ Suggestions for next lesson:			
Date/teacher: April 23rd, Jaime			
Lesson 21: Restaurants	<ul style="list-style-type: none">Grammar: modal verbs for requests and offers/ adjectivesVocabulary :food and restaurants	<ul style="list-style-type: none">Client inquires about food and orders in a restaurant	<ul style="list-style-type: none">Listening - restaurants <p>FINAL TASK: You are having lunch with your business partner. Role play the dialogue between a waiter and a customer in a restaurant</p>
Comments/ Suggestions for next lesson:			
Topic 8 - Appointments			
Aims: Comparing agendas and scheduling personal and professional appointments using modals and present tenses to express opinions, using expressions of time, as well as organizing ideas using ordinal numbers and sequencers, and checking for understanding with tag questions.			

TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
Date/teacher: April 23rd, Jaime			
Lesson 22: Comparing agendas	<ul style="list-style-type: none"> Grammar: Present Simple and Continuous/ talking about time Vocabulary: time expressions/ agendas 	<ul style="list-style-type: none"> Client describes their and other people's agenda, and inquires about them 	<ul style="list-style-type: none"> Jobs and work activities Homework: Send a voice note to your team checking their agendas and confirming yours
Comments/ Suggestions for next lesson:			
Date/teacher: Apr 24, 2025 mARIA LUISA DNH April 29th, 2025			
Lesson 23: Priorities	<ul style="list-style-type: none"> Grammar: modal verbs MUST and HAVE TO/ talking about important tasks Vocabulary: ordinal numbers and sequencers / apologizing 	<ul style="list-style-type: none"> Client discusses important tasks and organizes them in orders of priority 	<ul style="list-style-type: none"> Conversation questions- Jobs and Occupations Homework: Your PA accidentally set up two appointments on the same day, you need to apologize to one of them and explain your priorities
Comments/ Suggestions for next lesson: Enrique was listening over the phone			
Date/teacher: April 30th, 2025 DNH May 6th, 2025			
Lesson 24: Setting appointments	<ul style="list-style-type: none"> Grammar: tag questions Skill: intonation in questions Vocabulary : setting appointments / accepting and rejecting 	<ul style="list-style-type: none"> Client compares agendas, sets appointment, accepts or rejects meetings 	<ul style="list-style-type: none"> Business meetings in English FINAL TASK: Role play a conversation with a colleague to compare your agendas and set an appointment for next week
Comments/ Suggestions for next lesson:			
Topic 9 - Problem solving Aims: Discussing and comparing issues using modal verbs in present and past forms, as well as the present and past forms of be and do, using a variety of sequencers to indicate causality, requesting help and favors politely and offering your assistance to other individuals.			

TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
Date/teacher: May 8th, 2025 DNH May 15th,2025			
Lesson 25: Complaining	<ul style="list-style-type: none"> Grammar: prefix UN- and variants/ past simple BE and DO Vocabulary: personal and professional issues/ because and because of 	<ul style="list-style-type: none"> Client discusses their personal professional issues, in the present and past 	<ul style="list-style-type: none"> Homework: Send a voice note to your boss complaining about an issue
Comments/ Suggestions for next lesson:			
Date/teacher: May 15th,2025 María Luisa			
Lesson 26: Problem solving	<ul style="list-style-type: none"> Grammar:Expressing your opinion/ giving advice SHOULD and MUST/ FOR vs TO Vocabulary: problems and solutions 	<ul style="list-style-type: none"> Client discusses issues from personal and professional life and possible solutions 	<ul style="list-style-type: none"> Homework: Role play a dialogue with your colleague discussing an issue at work and proposing possible solutions
Comments/ Suggestions for next lesson:			
Date/teacher: May 20th, 2025 María luisa			
Lesson 27: Requesting assistance	<ul style="list-style-type: none"> Grammar: offers and requests - modal WOULD/ FOR vs TO/ past simple review Vocabulary: problems and solutions/ adjectives 	<ul style="list-style-type: none"> Client discusses important issues and requests assistance from others 	<ul style="list-style-type: none"> Homework: Send an email to your boss requesting assistance with the issue at work
Comments/ Suggestions for next lesson:			
Topic 10 - Careers Aims: Inquiring and providing information about past personal and professional experiences, using the past simple tense of regular and irregular verbs, as well as describing timelines and histories of a variety of individuals and companies.			
TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
Date/teacher: May 22nd, Maria luisaDNH			
Lesson 28: Timelines	<ul style="list-style-type: none"> Grammar: Past Simple regular verbs Skill: Pronunciation /ED/ 	<ul style="list-style-type: none"> Client describes their past life experiences 	<ul style="list-style-type: none"> Homework: Role play a conversation with your

	<ul style="list-style-type: none"> Vocabulary: adjectives /occupations/ years 		colleague about last week at work
Comments/ Suggestions for next lesson:			
Date/teacher:			
Lesson 29: Work experience	<ul style="list-style-type: none"> Grammar: Past Simple irregular verbs Skill: Pronunciation Vocabulary : discourse markers for talking about the past / duties 	<ul style="list-style-type: none"> Client discusses their past work experience 	<ul style="list-style-type: none"> Homework: Voice note to a headhunter about your work experience
Comments/ Suggestions for next lesson:			
Date/teacher:			
Lesson 30: Company history	<ul style="list-style-type: none"> Grammar: Past Simple questions Skill: intonation in questions Vocabulary : company history 	<ul style="list-style-type: none"> Client discusses their company history 	<ul style="list-style-type: none"> FINAL TASK: Role play a dialogue with a new partner discussing your companies' histories
Comments/ Suggestions for next lesson:			
Topic 11 - Goals <u>Aims:</u> Describing goals and objectives, present and future projects related to your personal and professional life using a variety of tenses and sequencers to organize ideas coherently, as well as discussing future plans and engagements.			
TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
Date/teacher:			
Lesson 31: Personal and professional goals	Grammar: expressing past and present wants and needs/ future with will and going to <ul style="list-style-type: none"> Vocabulary: Verbs for expressing wants and needs/ goals and ambitions 	<ul style="list-style-type: none"> Client describes personal and professional goals and compares them with others 	<ul style="list-style-type: none"> Homework: Voice note to your boss on your goals for this year
Comments/ Suggestions for next lesson:			
Date/teacher:			
Lesson 32: Setting goals	<ul style="list-style-type: none"> Grammar: future with WILL and GOING TO and Present Continuous 	<ul style="list-style-type: none"> Client describes their future goals and plans on how to achieve them 	<ul style="list-style-type: none"> Homework: Write a list of your goals for next year and how you plan

	<ul style="list-style-type: none"> Vocabulary: goals and ambitions 		to achieve this
Comments/ Suggestions for next lesson:			
Date/teacher:			
Lesson 33: Future projects	<ul style="list-style-type: none"> Grammar: future/ future in the past Vocabulary: reporting verbs 	<ul style="list-style-type: none"> Client discusses their and other people's future projects and reports other people's opinions 	<ul style="list-style-type: none"> FINAL TASK: You just had a meeting with your biggest partner about their plans for next year. Report this information to your boss.
Comments/ Suggestions for next lesson:			
Topic 12 - Evaluation - Formal			
Date/teacher:			
Lesson 34: Eval Prep	<ul style="list-style-type: none"> Review Topics 6-8 	<ul style="list-style-type: none"> This week focuses on resolving client's doubts and perfecting previously learned content 	
Comments/ Suggestions for next lesson:			
Date/teacher:			
Lesson 35: Eval Prep	<ul style="list-style-type: none"> Review Topics 9-11 	<ul style="list-style-type: none"> This week focuses on resolving client's doubts and perfecting previously learned content 	
Comments/ Suggestions for next lesson:			
Date/teacher:			
Lesson 36: End of level Evaluation	<ul style="list-style-type: none"> Formal Evaluation 		
Observations: Next curriculum (learner's path):			
Client's comments about evaluation/next curriculum:			
A2 Introduction to professional life			


Business Interactions 1 - LESSON PLANNING

Student: English Group B

Classes per week:

Position:

Level: A2


Curriculum:  A2 Business Interactions 1 Curriculum

Current week: 1-8

Material for classes:

 Business Interactions Material

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 - First day

Aims: To be able to thoroughly describe your achievements and experience as well as to understand the business culture in English.

TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
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Date/teacher: Jan 29, 2025 Bernardo

Lesson 1: Present your educational background	<ul style="list-style-type: none">Grammar: Present tenses reviewVocabulary: Educational background	<ul style="list-style-type: none">Client is able to talk about their educational background	 Tell me about your ed...
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Comments/ Suggestions for next lesson:

Date/teacher: jan 30, miguel

Lesson 2: Explain your professional experience	<ul style="list-style-type: none">Grammar: Sequencers, past reviewVocabulary: Work experience	<ul style="list-style-type: none">Client is able to describe their past professional experience	https://www.indeed.com/career-advice/interviewing/interview-question-tell-me-about-your-work-experience
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Comments/ Suggestions for next lesson:

Date/teacher: feb 5, Karen

Lesson 3: Discuss cultural differences between Mexico and the US

- Grammar: Comparatives
- Vocabulary: Work cultures, adjectives

- Client is able to describe the differences/similarities and compare different work cultures

<https://blog.lingoda.com/en/cultural-differences-us-mexico/>

Comments/ Suggestions for next lesson:

Week 2 - Current Projects

Aims: To properly describe a project strategy and issue an opinion related to its quality.

TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
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Date/teacher: Feb 6, Karen

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

<https://www.indeed.com/career-advice/interviewing/project-manager-interview-questions>

Comments/ Suggestions for next lesson:

Date/teacher: February 12th, María Luisa

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

<http://www.myenglishonline.ca/wp-content/uploads/2014/08/100-Phrases.pdf>

Comments/ Suggestions for next lesson:

Date/teacher: Feb 13, María Luisa			
Lesson 6: Identify areas of growth in a results presentation	<ul style="list-style-type: none"> Grammar: Modals Vocabulary: being polite 	<ul style="list-style-type: none"> Client can politely point out areas of growth and suggest next steps 	https://www.indeed.com/career-advice/career-development/areas-of-improvement-for-employees
Comments/ Suggestions for next lesson:			

Week 3 - Proposing a project			
Aims: To create a project proposal with identifiable solid arguments.			
TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS

Date/teacher: Feb 19, María Luisa			
Lesson 7: Describe your strategy for creating a project proposal	<ul style="list-style-type: none"> Grammar: Prepositions of time Vocabulary: Time expressions 	<ul style="list-style-type: none"> Client is able to detail the strategy of a project 	https://www.passionned.com/strategy/describing-the-strategy/
Comments/ Suggestions for next lesson:			

Date/teacher: Feb 20th, María Luisa			
Lesson 8: Back up your proposal with substantial arguments	<ul style="list-style-type: none"> Grammar: Argumentation Vocabulary: Useful expressions 	<ul style="list-style-type: none"> Client is able to argue in favor of their proposal 	https://k12.thoughtfullearning.com/blogpost/6-strategies-writing-arguments
Comments/ Suggestions for next lesson:			

Date/teacher: February 26th, Jaime			
Lesson 9: Give feedback on a coworker's presentation	<ul style="list-style-type: none"> Grammar: Giving feedback Vocabulary: Positive and negative feedback 	<ul style="list-style-type: none"> Client gives positive and negative feedback to others 	https://uwaterloo.ca/centre-for-teaching-excellence/teaching-resources/teaching-tips/assessing-student-work/grading-and-feedback/receiving-and-giving-effective-feedback

Comments/ Suggestions for next lesson:

Week 4 - Negotiation

Aims: To clearly express the desired objective within a business negotiation.

TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
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Date/teacher: February 27th, María Luisa

Lesson 10: Analyze different negotiation strategies

- Grammar: Cause and effect
- Vocabulary: Negotiation steps

- 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 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:

Lesson 12: Useful vocabulary and expressions for negotiating

- 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: To be able to transmit in a precise and efficient form the fundamental aspects of a business presentation.

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

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

<https://in.indeed.com/career-advice/career-development/how-to-start-presentation>

Comments/ Suggestions for next lesson:

Date/teacher:

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:

Lesson 15: Asking and answering questions

- Grammar: Questions forms
- Vocabulary: Questions

- Client is able to ask and answer questions related to a presentation

<https://www.vevox.com/blog/6-questioning-tactics-to-use-in-your-next-presentation-that-maximise-audience-engagement>

Comments/ Suggestions for next lesson:

Week 6 - Risks

Aims: To identify the essential elements of a business pitch and create 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:

Lesson 16: Evaluate risks and qualify vendors

- Grammar: Adverbs
- Vocabulary : Risks

- Client is able to assess and evaluate risks associated with their projects

<https://www.forbes.com/sites/forbesbusinesscouncil/2021/12/02/the-importance-of-taking-risks-in-business/?sh=16e7ce49555d>

Comments/ Suggestions for next lesson:

Date/teacher:

Lesson 17: Compare and manage risks

- Grammar: Discourse markers
- Vocabulary: Adjectives

- Client compares and manages risks related to their projects

<https://www.forbes.com/sites/chrisarosa/2020/08/07/why-successful-entrepreneurs-need-to-be-calculated-risk-takers/?sh=5f885f9d2f5b>

Comments/ Suggestions for next lesson:

Date/teacher:

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

<https://millo.co/when-and-how-you-should-turn-down-a-project-thats-not-for-you>

Comments/ Suggestions for next lesson:

Week 7 - Problem-solving

Aims: To be able to effectively solve a conflict by using the precise expressions to express opinions and motivate your team.

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

Lesson 19: Solving a conflict between two co-workers	<ul style="list-style-type: none"> Grammar: Phrasal verbs Vocabulary: Conflicts 	<ul style="list-style-type: none"> Client is able to mediate in a conflict between other parties 	https://asq.org/quality-resources/problem-solving
Comments/ Suggestions for next lesson:			

Date/teacher:			
Lesson 20: Expressing disagreement to your boss	<ul style="list-style-type: none"> Grammar: Polite disagreement Vocabulary: Useful expressions 	<ul style="list-style-type: none"> Client is able to disagree politely 	https://www.englishclub.com/speaking/agreeing-disagreeing-expressions.htm
Comments/ Suggestions for next lesson:			

Date/teacher:			
Lesson 21: Giving motivation back to your team	<ul style="list-style-type: none"> Grammar: Pitching Vocabulary: Useful expressions 	<ul style="list-style-type: none"> Client is able to motivate again a team after a conflict 	https://www.inc.com/peter-economy/9-super-effective-ways-to-motivate-your-team.html
Comments/ Suggestions for next lesson:			

Week 8 - REVIEW WEEK - Project review			
Aims: Review of the course and final evaluation			
TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS

Date/teacher:			
Lesson 22: Review	<ul style="list-style-type: none"> Presenting a project in a meeting 		
Comments/ Suggestions for next lesson:			

Date/teacher:			
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Lesson 23: Review	<ul style="list-style-type: none"> Negotiating the terms of the project 		
Comments/ Suggestions for next lesson:			

Date/teacher:			
Lesson 24: Review	<ul style="list-style-type: none"> Dealing with risks and conflicts regarding the project 		
Client's comments about evaluation/next curriculum:			

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

A1 LESSON PLANNING
Student: English Beginners Group B Classes per week: Position: Level: A1 Curriculum: A1 Professional Beginners Curriculum Current week: 10-12 Material for classes: A1 Professional Beginners Curriculum Material
Decompress: Sep 4 Edgar
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 - Facts and Routines

Aims: Describing yourself using the correct forms of the verb TO BE and other common verbs in English, talking about your every-day and work routines.

TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
Date/teacher: Sep 5-6 Edgar			
Lesson 1: Talking about oneself	<ul style="list-style-type: none">Grammar: Present Simple of verbs (positive forms)Vocabulary: Verbs and adjectives for describing oneself	<ul style="list-style-type: none">Clients describe themselves and introduce themselves to others	Speaking about your job Homework: Send a short voice note introducing yourself
Comments/ Suggestions for next lesson:			
Date/teacher: Sep 11 Edgar			
Lesson 2: Daily and work routines	<ul style="list-style-type: none">Grammar: SVO /Present simple negatives/ verb TO LIKEVocabulary: Verbs for work routines	<ul style="list-style-type: none">Client describes their job and tasks, as well as daily routines	Vocabulary daily routines Homework: Send a short voice note describing your job and your tasks
Comments/ Suggestions for next lesson:			
Date/teacher: Sep 13 Edgar			
Lesson 3: Frequency of routines	<ul style="list-style-type: none">Grammar: Adverbs of frequency / Present simple questions / Prepositions of time (AT IN ON)Vocabulary: Expressions of time	<ul style="list-style-type: none">Clients ask and answer questions about work and personal details	Reading and grammar exercises for lower levels FINAL TASK: Create your business card and introduce yourself in a professional setting

Comments/ Suggestions for next lesson:

Week 2 - Relationships

Aims: Describing other individuals from personal and professional life, using the present tense to detail facts about individuals and enterprises.

TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
Date/teacher: sep 18th Mildred			
Lesson 4: Family members	<ul style="list-style-type: none">Grammar: Present Simple 3rd personSkills: Pronunciation of -sVocabulary: family and relatives	<ul style="list-style-type: none">Client describes own family and their routines	Pronunciation -s Vocabulary - Family Homework: Send a voice note about one family member of your choice.

Comments/ Suggestions for next lesson:

Date/teacher: Sep 19th Edgar

Lesson 5: Work relationships	<ul style="list-style-type: none">Grammar: Present Simple 3rd person negatives /SOME and ANYVocabulary: Jobs - positions in company	<ul style="list-style-type: none">Client describes the people they work with	Grammar - interactive exercises Homework: Write a short profile for your boss/colleague/ client
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Comments/ Suggestions for next lesson:

Date/teacher: Sep 25, 2024 Bernardo

Lesson 6: Organizational Charts	<ul style="list-style-type: none">Vocabulary for company structure and processesGrammar: SOME and ANY and MUCH and MANY	<ul style="list-style-type: none">Client details their company's structure and explain what their company does	Vocabulary-describing companies FINAL TASK: Prepare a short presentation on your company and your role in it
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Comments/ Suggestions for next lesson:

Week 3 - Places

Aims: Describing places using expressions with there is and are and correct forms of regular and irregular nouns, adding adjectives to descriptions, and discussing and inquiring about different points of interest.

TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
Date/teacher: September 26 Dowse			

Lesson 7: My city	<ul style="list-style-type: none"> Grammar: There is and There are/plurals Skills: Pronunciation -s Vocabulary : buildings and places in a city 	<ul style="list-style-type: none"> Client is able to describe their hometown 	Pronunciation -s There is/are- places in a city Homework: Send a voice note describing a city you know
Comments/ Suggestions for next lesson:			
Date/teacher: Oct 2, 2024 Bernardo			
Lesson 8: In the neighborhood	<ul style="list-style-type: none"> Grammar: There is /are questions/prepositions of place/ irregular plurals Skills: Intonation -questions Vocabulary : adjectives 	<ul style="list-style-type: none"> Client is able to inquire about places in a city 	There is/are- places in a city Homework: Send a voice note to a friend asking about their city
Comments/ Suggestions for next lesson:			
Date/teacher: Oct 3rd, Edgar			
Lesson 9: Describing places	<ul style="list-style-type: none"> Grammar: There is/are negatives and questions/ irregular plurals/ adjectives Skills: Pronunciation plurals/ intonation in questions Vocabulary: Adjectives/ places of interest 	<ul style="list-style-type: none"> Client is able to discuss and inquire about different places of interest 	Vocabulary reference list Grammar - interactive exercises FINAL TASK: Send a voice note describing your office building and the places you visit there. Ask the other party about their office space.
Comments/ Suggestions for next lesson:			
Week 4 - Directions Aims: Understanding and providing specific directions using imperatives, discussing usual routes using target vocabulary, as well as comparing and contrasting preferences related to daily commute.			
TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
Date/teacher: 09/10 Miguel			
Lesson 10: Giving and following directions	<ul style="list-style-type: none"> Grammar: Imperatives / Prepositions of place Vocabulary: Verbs and directions 	<ul style="list-style-type: none"> Client gives and understands basic directions 	Video - AT IN ON Grammar - imperatives Homework: Send a voice note on how you get from home to work

Comments/ Suggestions for next lesson:			
Date/teacher: October 10, 2024 Dowse			
Lesson 11: Transportation	<ul style="list-style-type: none"> Grammar: Comparatives and superlatives Vocabulary: Transport 	<ul style="list-style-type: none"> Client is able to discuss different forms of commuting 	An interactive map Directions - interactive Homework: Send a voice message comparing two forms of transport you use to go to work
Comments/ Suggestions for next lesson:			
Date/teacher: october 16th Mildred			
Lesson 12: Your work route	<ul style="list-style-type: none"> Grammar: Present simple review/prepositions of place Vocabulary: Places in a city 	<ul style="list-style-type: none"> Client is able to explain their daily commute, and of others 	Grammar - interactive exercises FINAL TASK: Send a voice message with directions to your office for a colleague you are meeting
Comments/ Suggestions for next lesson:			
Week 5 - Small talk Aims: Expressing likes and dislikes, discussing events and interests, and using present continuous forms to give details about current events, and personal and professional agendas.			
TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
Date/teacher: October 17, 2024 Dowse			
Lesson 13: Likes and dislikes	<ul style="list-style-type: none"> Grammar: VERB+ gerund or infinitive Vocabulary: Verbs for expressing likes and dislikes/food 	<ul style="list-style-type: none"> Client discusses preferences regarding personal taste and work 	A menu example Listening for beginners- many topics Homework: Send a voice note talking about the food you like/dislike
Comments/ Suggestions for next lesson:			
Date/teacher: oct 3rd Mildred			
Lesson 14: Hobbies and free time	<ul style="list-style-type: none"> Grammar: Present Continuous positive and negative forms Vocabulary: Hobbies and leisure activities 	<ul style="list-style-type: none"> Client explains their hobbies and current events/projects 	News in English Homework: Send a voice note talking about your hobbies and current projects

Comments/ Suggestions for next lesson:			
Date/teacher: Oct 24, 2024 Bernardo			
Lesson 15: Making small talk	<ul style="list-style-type: none"> Grammar: Present Simple and Continuous question forms Skills: Intonation Vocabulary: Small talk 	<ul style="list-style-type: none"> Client is able to informally chat about current events 	Using Present tenses to talk about work FINAL TASK: Create a list of questions to ask a new acquaintance you meet at a networking event.
Comments/ Suggestions for next lesson:			
Week 6 - Evaluation - Informal Aims: Review of the course content.			
Date/teacher: Oct 30th, Edgar			
Lesson 16: Eval Prep	<ul style="list-style-type: none"> Review 	<ul style="list-style-type: none"> This week focuses on resolving client's doubts and perfecting previously learned content 	
Comments/ Suggestions for next lesson:			
Date/teacher :November 6th, María Luisa dnh October 31, 2024 Dowse November 1, 2024 DNH			
Lesson 17: Informal Evaluation:	<ul style="list-style-type: none"> Informal evaluation 	<ul style="list-style-type: none"> Voice notes 	Lesson 17: Informal Evaluation:
Comments/ Suggestions for next lesson:			
Date/teacher: 7 / November Miguel			
Lesson 18: Feedback and follow-up	<ul style="list-style-type: none"> Feedback 	<ul style="list-style-type: none"> This week focuses on reviewing mistakes and clarifying previously learned content 	
Comments/ Suggestions for next lesson:			
Week 7 - Skills			

Aims: Using expressions of present and past ability and different ending adjectives to describe your own personal and professional skills, as well as discuss the ones of others.

TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
Date/teacher: November 8th, Alejandro			
Lesson 19: Skills and abilities	<ul style="list-style-type: none"> Grammar: CAN and TO BE ABLE TO Vocabulary: Abilities and skills / adverbs 	<ul style="list-style-type: none"> Client describes their skills and abilities 	Grammar - interactive exercises Homework: Send a voice message describing your skills

Comments/ Suggestions for next lesson:

Date/teacher: Nov 13, 2024 Bernardo

Lesson 20: Hard and Soft Skills	<ul style="list-style-type: none"> Grammar: Present and Past ability Vocabulary : Adjectives -ED and -ING/ hard and soft skills 	<ul style="list-style-type: none"> Client discusses the hard and soft skills needed for their job and how they learned them 	Listening for beginners- many topics Homework: Voice note on your hard and soft skills and how you learned them
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Comments/ Suggestions for next lesson:

Date/teacher: Nov 14, 2024 Bernardo

Lesson 21: Learning new skills	<ul style="list-style-type: none"> Grammar: Conjunctions/ causal sentences Vocabulary : Adjectives -ED and -ING 	<ul style="list-style-type: none"> Client discusses the skills they lack and would like to learn 	FINAL TASK: Find a job profile that would match your skill set
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Comments/ Suggestions for next lesson:

Week 8 - Work Experience

Aims: Inquiring and providing information about past personal and professional experiences, using the past simple tense of regular and irregular verbs.

TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
Date/teacher: Nov 20, 2024 Bernardo			
Lesson 22: Describing experiences	<ul style="list-style-type: none"> Grammar: Past Simple verb TO BE / regular verbs Skill: Pronunciation /ED/ Vocabulary: Adjectives 	<ul style="list-style-type: none"> Client describes their past life experiences 	Jobs and work activities Homework: Voice note about your last holiday/weekend

Comments/ Suggestions for next lesson:			
Date/teacher: Nov 21, 2024 Bernardo			
Lesson 23: Work experience	<ul style="list-style-type: none"> Grammar: Past Simple irregular verbs Skill: Pronunciation Vocabulary: Discourse markers for talking about the past 	<ul style="list-style-type: none"> Client discusses their past work experience and company history 	Conversation questions- Jobs and Occupations Homework: Voice note about your last job / company history
Comments/ Suggestions for next lesson:			
Date/teacher: Nov 27, 2024 Bernardo			
Lesson 24: Job interviews	<ul style="list-style-type: none"> Grammar: Past Simple questions Skill: Intonation in questions Vocabulary: Job interviews 	<ul style="list-style-type: none"> Client identifies and answers questions about his previous work experience 	Job interview example FINAL TASK: Prep answers to common questions in a job interview
Comments/ Suggestions for next lesson:			
Week 9 - Travel Aims: Comparing and contrasting travel preferences when planning a trip, discussing wants and needs using verb combinations, and using future simple tense to discuss future arrangements.			
TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
Date/teacher: November 28, 2024 Dowse			
Lesson 25: Travel wants and needs	<ul style="list-style-type: none"> Grammar: 2 verb combinations / comparatives and superlatives Vocabulary: Verbs for expressing wants and needs, travel vocabulary 	<ul style="list-style-type: none"> Client discusses their travel preferences 	Travel worksheets Homework: Send a voice note about your travel preferences - holidays and business trips
Comments/ Suggestions for next lesson:			
Date/teacher: Dec 4, 2024 Bernardo			
Lesson 26: Holidays	<ul style="list-style-type: none"> Grammar: Future with WILL 	<ul style="list-style-type: none"> Client can discuss their holiday plans 	Travel activities Homework: Send a voice

	<ul style="list-style-type: none"> Vocabulary: Dates and holidays 		note about your next trip
Comments/ Suggestions for next lesson:			
Date/teacher: Dec 5th, 2024 Marisol			
Lesson 27: Planning a trip	<ul style="list-style-type: none"> Grammar: Future with will/WOULD LIKE Vocabulary: Time markers for future/trips 	<ul style="list-style-type: none"> Client plans a trip to a chosen destination 	Writing for beginners FINAL TASK: Plan your next business trip
Comments/ Suggestions for next lesson:			
Week 10 - Emails Aims: Organizing ideas, understanding and creating informal and formal emails using appropriate structure and relevant vocabulary, as well as asking and answering questions in present, past and future tenses.			
TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
Date/teacher: 12/12/2024 Dowse Dec 11, 2024 Bernardo dnh			
Lesson 28: Informal emails	<ul style="list-style-type: none"> Grammar: WH questions - present , past and future Vocabulary: Informal email vocabulary 	<ul style="list-style-type: none"> Client interprets and writes informal emails 	Homework: Send an informal voice note to a colleague
Comments/ Suggestions for next lesson:			
Date/teacher: Dec 18, 2024 Bernardo			
Lesson 29: Formal emails	<ul style="list-style-type: none"> Grammar: WH questions Vocabulary: Formal email structure and vocabulary 	<ul style="list-style-type: none"> Client interprets and writes formal emails 	Writing for beginners Homework: Send a formal email to your client to request information
Comments/ Suggestions for next lesson:			
Date/teacher: Jan 8, 2025 Bernardo December 26th, Alejandro dnh Dec 19, Edgar DNH - Dec 27, 2024 /Tere DNH			
Lesson 30: Email writing	<ul style="list-style-type: none"> Grammar: Conjunctions Vocabulary: Emailing 	<ul style="list-style-type: none"> Client is able to coherently unite their 	Writing for beginners FINAL TASK: Send an email to

		ideas using conjunctions	inquire about a position in a new company you'd like to apply for.
Comments/ Suggestions for next lesson:			
Week 11 - Meetings Aims: Explaining different types of on-line and off-line meetings, using modal verbs for giving advice, making offers and requests, and using relevant vocabulary to arrange, prepare and conduct meetings.			
TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
Date/teacher: Jan 9, 2025 Bernardo			
Lesson 31: Preparing for a meeting	<ul style="list-style-type: none"> Grammar: SHOULD and SHOULDN'T Vocabulary: Types of meetings on-line and off-line/tips for meetings 	<ul style="list-style-type: none"> Client describes the types of meetings they participate in and give advice on how to prepare for a successful meeting 	Business meetings in English Homework: Voice note with some advice about your next meeting
Comments/ Suggestions for next lesson:			
Date/teacher: January 15th, Jaime			
Lesson 32: Conducting a meeting	<ul style="list-style-type: none"> Grammar: CAN and COULD for polite request Skill: Intonation - requests Vocabulary: requests 	<ul style="list-style-type: none"> Client is able to understand and produce polite requests 	Business meetings in English Homework: Voice note about some things you need to ask your colleagues/boss/family members
Comments/ Suggestions for next lesson:			
Date/teacher: Miguel 16/01			
Lesson 33: Scheduling a meeting	<ul style="list-style-type: none"> Grammar: WOULD in requests/ offers and requests with modals Skills: Talking about time Vocabulary: Time and dates 	<ul style="list-style-type: none"> Client is able to discuss availability and schedule a meeting with a party 	Business meetings in English FINAL TASK: Send an voice note to your boss to check availability and schedule your next meeting
Comments/ Suggestions for next lesson:			
Week 12 - Evaluation - Formal Aims: Review of the course content.			

Date/teacher: January 22nd, Edgar			
Lesson 34: Eval Prep	<ul style="list-style-type: none"> Review weeks 6-8 	<ul style="list-style-type: none"> This week focuses on resolving client's doubts and perfecting previously learned content 	
Comments/ Suggestions for next lesson:			
Date/teacher: January 23rd, Edgar			
Lesson 35: Eval Day	<ul style="list-style-type: none"> 	<ul style="list-style-type: none"> 	
Comments/ Suggestions for next lesson: Eval was moved for today. Made an unofficial Eval because we have 2 new students and it is unfair to evaluate them just now.			
Date/Teacher:			
Extra Review Lesson:	<ul style="list-style-type: none"> 		
Comments/ Suggestions for next lesson: Please take advantage of this lesson to review some topics and doubts that the clients may have before starting the next curriculum.			
Client's comments about evaluation/next curriculum: <div style="text-align: right; color: blue; font-weight: bold;">A1+ Beginner Business Course</div>			