# Aaron Ramos **Curriculum:** **Business Communication Curriculum - 1p summary**	Remote document color code and components Remote doc template 2023
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Date: / Consultant: March 13th Jared

Lesson number/week:**Lesson 2** DNH

Topic: Give the company foundation information

Aim: Clients talk about the foundation and timeline of their company

Catch up/Homework review:

WORKSPACE:

1. Warm-up & Introduction

- **Ask the student about their company's history.**
- **Prompt with questions:**
  - **When was your company founded?**
  - **Has it gone through any major changes?**
  - **What was an important milestone in its development?**
- **Introduce key timeline vocabulary naturally during the conversation.**

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2. Grammar Review: Past Tenses in Business Contexts

Quick Concept Check

- **Past Simple: Used for completed actions with a clear time reference (e.g., "The company was founded in 1995.")**
- **Past Continuous: Used for background actions or ongoing events in the past (e.g., "While we were expanding, we faced financial challenges.")**
- **Past Perfect: Used for events that happened before another past event (e.g., "By 2005, the company had already launched its first international office.")**

Practice Exercise:

- **Provide a company timeline with missing verbs. The student must choose the correct past tense. Example:**
  - **In 1998, the company ___ (establish).**
  - **By 2005, it ___ (expand) into three new markets.**
  - **While the company ___ (merge) with another firm, it ___ (face) legal issues.**

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3. Vocabulary Expansion: Timeline Language in Business

Introduce and discuss key vocabulary:

- **Established, founded, expanded, acquired, merged, rebranded, launched, divested, went public**
- **Discuss real-world examples (e.g., “Amazon acquired Whole Foods in 2017”).**

Practice:

- **Give the student a list of company events out of order. They must arrange them in chronological order using timeline vocabulary.**

4. Speaking Task: Presenting a Company's History

- **The student prepares a 2-3 minute presentation on their company's foundation and key milestones.**
- **Encourage use of past tenses and timeline vocabulary.**
- **Provide feedback on grammar and pronunciation.**

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5. Writing Homework Assignment

- **The student writes a 150-200 word summary about their company's foundation and key events.**

Errors/Opportunity for growth/Pronunciation/Feedback:	**Vocabulary/Phrases:**

Homework:

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Date / Consultant: Mar. 11th, 2025 Karen DNH

Lesson number/week:2/1

Topic: Give the company foundation information

- Grammar: Past tenses review-all
- Vocabulary:
- timelines

Aim: Clients talk about the foundation and timeline of their company

Join Zoom Meeting

Catch-up/Homework review:

Workspace:

1. Warm-Up

Discussion Questions:

1. Can you give me a brief history of your company?
2. When and how was it founded?
3. What were some major changes or milestones in the company's history?

Quick Activity:

- Show a timeline of a well-known company's history (e.g., Apple, Microsoft, Amazon).
- Ask the student to describe the events using past tenses.

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2. Grammar Review

Quick explanation:

1. **Past Simple** → For completed actions in the past.
    - *The company was founded in 1995.*
2. **Past Continuous** → For actions in progress in the past.
    - *While they were expanding internationally, they faced financial challenges.*
3. **Past Perfect** → For actions that happened before another past action.
    - *By 2010, they had already acquired two other companies.*
4. **Past Perfect Continuous** → For ongoing actions before another event in the past.
    - *They had been negotiating for months before they signed the deal.*

Practice Exercise:

Rewrite these sentences using the correct past tense:

1. The company (start) _____ its operations in 1990. *(Past simple)*
2. While they (expand) _____, they faced several difficulties. *(Past continuous)*
3. By 2005, they (merge) _____ with another corporation. *(Past perfect)*
4. The marketing team (work) _____ on the campaign for months before the launch. *(Past perfect continuous)*

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3. Vocabulary Expansion

Key Business Timeline Terms:

- Founded, established, launched, expanded, merged, acquired, milestone, headquarters, restructuring, IPO, etc.

Matching Exercise:

Match the words with their definitions or examples.

1. **Founded** →
   a) The company was _____ in 1987 by a group of engineers.
2. **Acquired** →
   b) In 2015, the company _____ a smaller competitor to strengthen its market position.
3. **Milestone** →
   c) The launch of the new product was a major _____ in the company's history.

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4. Reading Activity

📖 **"The Growth of Global Enterprises"**

Read the passage below and answer the questions:

📌 In 1976, two university students founded a small technology company in a garage. While they were developing their first product, they struggled to find investors. However, by the time they had launched their first computer, the market had already started shifting toward personal computing. Over the next few decades, the company expanded globally and acquired several

competitors. By 2010, they had been investing in mobile technology for years, which helped them dominate the industry.

Comprehension Questions:

1. When was the company founded?
2. What challenge did they face while developing their product?
3. Why was their launch well-timed?
4. What helped them dominate the industry?

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5. Speaking Task (15-20 min)

Task:

1. Prepare a short timeline (5-7 key events) about your company's history.
2. Present it using past tenses and business vocabulary.

Example:

- *Our company was founded in 2001 in Madrid.*
- *By 2005, we had already expanded into Latin America.*
- *While we were growing our digital services, we faced new market challenges.*

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6. Wrap-Up & Feedback (5 min)

1. What past tense did you find most useful?
2. Do you feel more confident discussing your company's history?
3. What vocabulary would you like to reinforce in the next session?

Errors/Opportunity for growth/Pronunciation/Feedback:	**Vocabulary/Phrases:**

Homework:

7. Homework Activity

📌 **Task:** Write a short company history using past tenses and timeline vocabulary.

Instructions:

- Choose a real or fictional company.
- Use **past simple, past continuous, past perfect, and past perfect continuous**.
- Try to include **business timeline words** (founded, expanded, acquired, merged, etc.).

Date / Consultant: Mar. 8, 2025 Brian

Lesson number/week:

Topic: Explain the purpose, mission and vision

Aim: Describe the company's purpose, mission and vision

You are invited to learn, practice and improve your English skills with me today.
You are most welcome to join!

Join Zoom Meeting
https://us06web.zoom.us/j/3621744770

Meeting ID: 362 174 4770

Catch-up/Homework review:

Workspace:

Purpose: Why do you think companies need a clear purpose? Can you give an example of a company with a strong purpose?

Mission: How would you define a company's mission? Can you describe the mission of the company you work for or one you admire?

Vision: What is the difference between a company's mission and vision? How does a strong vision help a company grow?

Warm up

Think about the companies you have worked for. Write down five things about them that you really enjoyed.

1. I enjoy working with my current company because they care about people
2. I enjoy working with different clients on new projects
3. I like that the company offers a competitive salry and good benifits
4. I like that the company is always creating innovative products
5. I like that my boss empowers me to make all the important decisions

Discussing meaning

In pairs, answer the following questions about meaning.

1. What examples can you give of **jargon** that you use in your job?
2. Do you have any **acronyms** in your line of work? What are they? Can you give examples of any famous acronyms? FYI ASAP TIA EOD POV
3. What are thought of as "**best practices**" in your company or your job?
   The rules are very relaxed and the environment is calm and chill
4. What **guidelines** do you have to follow at work? Do you find them useful or restrictive?
   You have be effective with the project that you are working on
5. What **metrics** do you use to measure your success in your job? Are they the same metrics that your line manager uses? KPI's Profitability
6. What are the **values** of your company? What can you do to uphold these values?
   My boss appreciates honesty from the team
7. If you have an idea for doing something in your work, and a colleague "**pooh-poohs**" it, what do they do? My colleagues are pretty open minded about new ideas craps
8. If someone says, "**beware of the smoke of nostalgia**," what do you think they mean? Is this something you are ever guilty of?

Understanding vocabulary

Part A: Match the words to the definitions.

1. evolve	a. introducing a new idea or a way of doing something
2. obligation	b. the ability to move quickly and easily
3. assumption	c. the belief that something is true or will occur, but with no proof
4. innovative	d. the need to do something because it is the law or your duty
5. agility	e. the person who will act or speak on your behalf
6. collaborative	f. the state of having the same rights and status as others
7. equality	g. to develop from one form into a more complicated form over a period of time
8. representation	h. two or more people working together to create something



Errors/Opportunity for growth/Pronunciation/Feedback:

Vocabulary/Phrases:

Homework: Review the vocabulary and expressions we talked about in our lesson and talk about what your company purpose mission and vision in your next scheduled lesson.

Date: / Consultant: February 27th, Edgar
KAREN 2.26.25 DNH Miguel MARCH 03
Lesson number/week:
Topic: :Final review practice
Aim:

Catch up/Homework review:

Past tense reviews

Simple past
Past continuous
Present perfect (continuous)
Past perfect

1. Warm-Up Discussion

- "Can you tell me about a recent experience you found exciting or challenging?"
- "What cultural differences have you noticed when interacting with people from different backgrounds?"
- "What's the best negotiation strategy you've learned so far?"

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2. Thematic Speaking Review

Topics & Sample Questions:

1. **General Conversation**

- "Tell me a story about a memorable trip or experience. Use past tenses correctly."

Past Perfect Tense

	Positive	Negative	Question
Structure	I – You – He – She – It – We – They + had + verb (past participle)	I – You – He – She – It – We – They + had not / hadn't + verb (past participle)	Had + I – You – He – She – It – We – They + + verb (past participle)

	Positive	Negative	Question	Negative question
I	I had gone out	I had not / hadn't gone out	Had I gone out?	Had I not / hadn't I gone out?
You	You had gone out	You had not / hadn't gone out	Had you gone out?	Had you not / hadn't lyou gone out?
He	He had gone out	He had not / hadn't gone out	Had he gone out?	Had he not / hadn't he gone out?
She	She had gone out	She had not / hadn't gone out	Had she gone out?	Had she not / hadn't she gone out?
It	It had gone out	It had not / hadn't gone out	Had it gone out?	Had it not / hadn't it gone out?
We	We had gone out	We had not / hadn't gone out	Had we gone out?	Had we not / hadn't we gone out?
They	They had gone out	They had not / hadn't gone out	Had they gone out?	Had they not / hadn't they gone out?



Past Perfect Tense

Affirmative Form	**S + had + V3/ed + O** He had never seen snow until he moved to Canada.
Negative Form	**S + had + not + V3/ed + O** He hadn't seen snow until he moved to Canada.
Interrogative Form	**Had + S + V3/ed + O?** Had he seen snow before he moved to Canada?

I had never taken a prenatal course until last month. My wife and I subscribed to a course because we were preparing for our first kid birth. We saw a video where a

young woman was giving birth in a hot tub. Also, we were asked to do some yoga exercises using a big ball. I had never done yoga using a ball.

- "Describe a cultural difference that surprised you. How did you react?"

2. **Executive Conversation**
   - "Imagine you're introducing yourself at a networking event. How would you start the conversation?"
   - "Describe a project you worked on and its different stages."
   - "Give your opinion on a project strategy that didn't work as expected."
3. **High-Level Networking**
   - "Give me your best elevator pitch for a business idea or personal brand."
   - "What are some good conversation starters in a professional setting?"
4. **Anglo-Saxon Culture**
   - "Tell me about a famous entrepreneur and why they are successful."
   - "Describe a cult film from an English-speaking country and why it became so popular."
5. **Technology**
   - "Explain the impact of technology on modern businesses."
   - "How has AI changed the way people work?"

Errors/Opportunity for growth/Pronunciation/Feedback:	**Vocabulary/Phrases:**
Homework:	

Date: / Consultant: Ryan 2.24.25
Lesson number/week:
Topic:
Aim:

Catch up/Homework review:

Bike route- path
~~Near to~~…. Near
To crash vs to hit… they hit bike and pedestrians
The conversation flows better or more naturally when we are closer in age. Or peers.

Past tense reviews
Simple past
Past continuous
Present perfect (continuous)
Past perfect

Errors/Opportunity for growth/Pronunciation/Feedback:	**Vocabulary/Phrases:**
Homework:	

Date / Consultant: **Feb 20, 2025** **Jared**

Lesson number/week: 24-8

Topic: Evaluation prep

aim: Content from week 6-7

Catch-up/Homework review:

Workspace:

Here's the link:

Look at the sentences below. Each one has a grammar mistake.
Find and correct the mistake.
Explain why the correction is necessary.
📢 Sentences:

This financial model is more accurate than the old one.
We are going to analyze the reports tomorrow.
The company where we work with is expanding internationally.
Our new system is slightly more effective than the previous version.
The auditor will present the report next week.

1. Future Audit Plans

- Audit Department Plans for 2025

"Our audit department is going to implement a new risk assessment process next quarter. The team, which specializes in financial audits, will introduce updated guidelines. By the end of the year, we will have completed a comprehensive training program. We believe the new system will be far more efficient than the current one. In addition, the new guidelines, which we developed last year, will ensure greater accuracy in reports."

Underline all examples of:
Future tenses (is going to, will, will have completed)
Relative clauses (which specializes in financial audits, which we developed last year)
Advanced comparisons (far more efficient than)

📢 Follow-up Discussion:

What differences do you see between is going to and will?
Why do we use instead of will complete?

2. Future Tenses, Comparisons, and Relative Clauses

📢 1️⃣ Advanced Comparisons:

Structure:

- Far/considerably/slightly + comparative adjective + than (far better than, slightly more accurate than, considerably stronger than)

🔹 Not as + adjective + as (not as efficient as, not as reliable as)
Example Sentences:
This system is far more reliable than the previous version.
The new process is not as complicated as the old one.
📢 2️⃣ Future Tenses Review:

Will (decisions made now): We will start the audit next week.
Going to (planned actions): We are going to review the findings tomorrow.
Present Continuous for fixed arrangements: The auditor is meeting with the finance team at 3 PM.
Future Perfect (will have + past participle): By next quarter, we will have completed all evaluations.
📢 3️⃣ Relative Clauses:

Go-went-gone
Eat ate eaten
Read-read-read
Find-Found-Found

Who/which/that/whose/where
The consultant who works with us is very experienced.
The new policy, which/that we introduced last year, is now effective.
This is the department where we conduct internal audits.

📢 Mini-Task:

Rewrite the sentences with more advanced comparisons, future tenses, or relative clauses.

- Our system is more effective than the previous one. → Our system is far more effective than the previous one. Our system, which is more effective than the previous one..
- We will start the project next year. → By next year, we will have started the project. We are going to start the project next year.

🔹 The auditor works with us. → The auditor who works with us is very experienced. The auditor who works with us is far more experienced than the previous one.

3. Audit Report Discussion

Look at the audit report key points:

The new financial system is 50% faster than the old one.
A compliance review is planned for Q3.
The fraud detection algorithm was tested last year and is now live.
The new audit guidelines are not as strict as the previous ones.
Role-play a conversation with the teacher where:

You present the audit findings using comparisons and future tenses.
You respond to the Consultant's questions using relative clauses.
📢 Example Dialogue:
👤 You: The new financial system is considerably faster than the previous one, improving efficiency by 50%.
👤 Consultant: When will the compliance review take place?
👤 You: It is going to be conducted in Q3.
👤 Consultant: What can you tell me about the fraud detection algorithm?
👤 You: The algorithm, which was tested last year, is now fully operational.

Errors/Opportunity for growth/Pronunciation/Feedback:	**Vocabulary/Phrases:** Merriam-Webster

Homework:

Write a 5-7 sentence business report on future audit trends.
Include:
One comparison (e.g., The new process is far more accurate than before.)
One future tense (e.g., By 2026, we will have implemented new technology.)
One relative clause (e.g., The new guidelines, which were introduced last quarter, will improve compliance.)
📢 Example Answer:
"Audit automation is becoming more common. New software is far more efficient than manual methods. In the coming years, we will see an increase in AI-based audits. By 2025, companies will have implemented real-time monitoring. The new regulations, which were introduced this year, will ensure greater transparency in financial reporting."

Date: / Consultant: Feb 19th / Karen

Lesson number/week: lesson 22/ week 8

Topic:Evaluation prep

Content from week 1-3

Catch up/Homework review:

WORKSPACE:

1. Warm-Up: Sharing Experiences

💬 **Discussion Questions:**

1. Can you tell me about a memorable experience from last year?
2. Have you ever had an unexpected situation at work? What happened?
3. What's the best trip you've ever taken?

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2. Vocabulary Focus: Describing Experiences with Adjectives

📖 **Adjective Examples:**

- **Memorable:** An experience you will never forget.
- **Hectic:** Very busy or chaotic.
- **Relaxing:** Calm and restful.
- **Challenging:** Difficult but rewarding.
- **Exciting:** Full of energy and thrill.
- **Nerve-wracking:** Stressful or causing anxiety.
- **Unexpected:** Something you did not plan for.

Intensifying our descriptions….adverb + adjective

- Very, really, extremely, probably, somewhat, a little, definitely, certainly, absolutely

It was extremely nerve wracking to see my cousins almost hit the table.

Challenging to write… it was really challenging to write that essay…

It was extremely hard to run a marathon. It was not relaxing to run a marathon.

It is definitely really relaxing to drink a cup of coffee in the morning.

Comparative intense descriptions….

- Far/considerably/slightly + comparative adjective, much more

It was much more difficult to run a marathon this year. It is much more memorable to run in my city.

Much more X….

It is far more fun to ride a mountain bike than to ride a road bike.

Activity: Provide a short description and ask the student to choose the best adjective:

- "The trip was full of surprises, and I had no idea what would happen next!" (Answer: Unexpected)

Discuss how the adjectives could apply to the student's work and life.

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3. Grammar Focus: Tense Review

📖 **Past Simple:** Actions completed at a specific time in the past.

AUX— DID/DIN'T

- Example: "I visited Paris last summer."
- I did **buy a purse in** Paris last summer…

RIDE- WRITE- DRIVE

RODE-WROTE-DROVE

RIDDEN-WRITTEN-DRIVEN

KNOW- BLOW- GROW

KNEW-BLEW-GREW

Known…….

📖 **Past Continuous:** Ongoing actions interrupted by another event.

- Example: "I was walking home when it started raining."
- WAS/WERE

PRESENT PERFECT—- an action that started in the past and still continues in the present…

—- **HAVE/HAS…. Past participle**

—> I have studied English FOR(period of time**) /SINCE(**specific time**)**

—> She has…

📖 **Past Perfect:** Actions completed before another past action.

- Example: "I **had** already **eaten** by the time he arrived."

🔍 **Fill-in-the-Blank Practice Sentences:**

1. I _had finished__ (finish) my shift before the meeting started.
2. While I __was_examining___ (examine) the patient, the phone rang.
3. They __traveled____ (travel) to Italy last summer.
4. By the time we arrived, they __had left___ (leave) already.
5. She _was reading___ (read) a book when the lights went out.
6. I _hadn't tried___ (never/try) sushi until last year.
7. He ___fell___ (fall) asleep during the lecture.
8. We ___were planning___ (plan) a trip when the weather changed.

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4. Activity: Retelling Experiences

Scenario: Share a story about a challenging day at work, a trip, or an unexpected event. Use all three tenses (past simple, past continuous, past perfect).

Example:

- "Last month, I was treating a patient when the power went out. Luckily, I had prepared emergency equipment earlier, so we continued without issues."
- Last year, we were at a party with my co-workers, we were singing karaoke when one of my co-workers started to feel sick, and he threw up and spit all over the karaoke. Everybody laugh about it, but we didn't mind and continued the party.

Encourage the student to tell a story and help correct any tense errors.

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5. Role-Play: Sharing Experiences

📌 **Scenario:** Imagine you are talking to a colleague about a recent experience. Take turns sharing and asking follow-up questions using past tenses.

- **Student:** "Last weekend, I went hiking, and it started raining suddenly."
- **Teacher:** "Oh no! What did you do?"

Encourage follow-up questions to keep the conversation going.

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6. Writing Practice: Reflect on an Experience

Task: Write a short paragraph about a memorable experience. Include examples of past simple, past continuous, and past perfect. Use at least three descriptive adjectives.

Example: "Two years ago, I went on a challenging hike. While we were climbing, a storm started suddenly. Fortunately, I had packed extra clothes, so we stayed dry and safe. It was an exhausting but memorable experience."

Homework: Writing a Short Story

Task: Write a short story about a past experience (150 words). Include examples of past simple, past continuous, and past perfect. Use at least three descriptive adjectives.

Errors/Opportunity for growth/Pronunciation/Feedback:	**Vocabulary/Phrases:** Give – gave us gift

Homework:

Date: / Consultant: Feb 13 / Miguel

Lesson number/week: lesson 22/ week 0

Topic: Lesson 22: Evaluation prep

Catch up/Homework review:

WORKSPACE:
Lets watch a quick video first:
https://www.youtube.com/watch?v=syxe7Ri68ZQ&ab_channel=GrammarRevolution

Exercise 1:
Match the Phrasal Verb with Its Meaning
Match the phrasal verbs related to technology with their correct definitions.

Set up
Log in
Back up
Turn off
Plug in
Shut down
Go offline
Look up
Run out of
Break down
A. To enter a system by using a username and password Log in
B. To connect a device to a power source Plug in
C. To create an account or install a program Set up
D. To copy files to another location for safety Back up
E. To stop a device from working Turn off
F. To turn off a computer completely Shut down
G. To disconnect from the internet Go offline
H. To search for information online look up
I. To have no more battery, ink, or storage Run out of
J. To stop functioning due to a problem Break down

Exercise 2:
Fill in the Blanks with the Correct Phrasal Verb
Use the correct form of the phrasal verbs from the box to complete the sentences.

(set up, log in, back up, turn off, plug in, shut down, go offline, look up, run out of, break down)

Before you start working, don't forget to ___log in___ to your company's system.
My laptop battery is low; I need to _plug in__ the charger.
We should __back up____ our files to the cloud to avoid losing important data.
The IT department will __set up____ the new software for all employees.
If your internet connection is slow, try to __go offline____ and reconnect.
I couldn't work because my computer __broke down__ yesterday.
Always _turn off_ your computer before leaving the office.
I need to __look up__ a definition of this term on Google.
My printer isn't working because it has _run out of_____ ink.
Please ___shut down___ the projector when the presentation is over.

Exercise 3:
Multiple Choice (Common Technology Phrases)
Choose the correct phrase to complete each sentence.

When you send an email, you can attach a file by clicking on the _c_ button.
a) Upload
b) Download
c) Attach

To access a webpage, you need to type the website's __URL__ in the browser.
a) URL
b) CPU
c) Wi-Fi

If your computer stops responding, you can try __rebooting__ it.
a) Rebooting
b) Printing
c) Installing

Before making changes to an important document, always create a __backup__.
a) Firewall
b) Backup
c) Cloud

If you need to print a document, send it to the __printer__.
a) Monitor
b) Printer
c) Scanner

A __firewall__ helps protect your computer from viruses.
a) Firewall
b) Software
c) URL

If you want to save an online file to your computer, you must __download__ it.
a) Upload
b) Download
c) Forward

A __mouse__ is used to move the cursor on a computer screen.
a) Keyboard
b) Monitor
c) Mouse

To make a video call, you need a working _webcam___.
a) Webcam
b) Printer
c) Speaker

When your Wi-Fi is not working, you can try restarting the _router___.
a) Screen
b) Router
c) Hard drive

Exercise 4:
We will write the daily routine you usually do at your work using phrasal verbs, you will explain it to me like i'm an outsider to the company.

I could have a breakdown, mostly on due dates. Every day I set up the coffee maker.

Errors/Opportunity for growth/Pronunciation/Feedback:	**Vocabulary/Phrases:**

Homework:

Date: / Consultant: Feb 10/ Miguel DNH

Feb 12th, Karen

Lesson number/week: lesson 20 / week 7

Topic: Technology and innovation

Aim:

Grammar: Debate skills.

Vocabulary: Adverbs to describe new technology.

Catch up/Homework review:

WORKSPACE:
https://www.youtube.com/watch?v=Nfus7qZLu_Y&ab_channel=NotSoWimpyTeacher

Exercise 1:
Technology Debate Statements
Instructions: Below are controversial statements about technology. Respond to each statement using at least one adverb related to new technology (e.g., efficiently, innovatively, seamlessly, rapidly) and apply debate skills (such as agreeing/disagreeing, providing evidence, and using counterarguments).

Example:
"Artificial Intelligence will completely replace human jobs in the future."
I strongly disagree because AI can efficiently assist humans, but it cannot seamlessly replace human creativity and emotional intelligence.

1. Social media is drastically changing the way people communicate.
2. Online education will undoubtedly replace traditional classrooms.
3. Smartphones have significantly improved productivity.
4. AI-powered assistants like Siri and Alexa are remarkably helpful for daily tasks.
5. Virtual reality will entirely replace physical travel.
6. Blockchain technology is rapidly transforming the financial industry.
7. Automation will eventually make most manual jobs obsolete.
8. Self-driving cars are undeniably safer than human drivers.
9. The internet has immensely influenced people's attention spans.
10. Cybersecurity threats are increasingly becoming more sophisticated.
11. Smart home devices are exceptionally convenient but raise privacy concerns.
12. Augmented reality will revolutionize shopping experiences.
13. Drones will effectively improve disaster relief efforts.
14. 5G networks will greatly enhance connectivity worldwide.
15. AI-generated content is surprisingly hard to distinguish from human-created work.
16. The rise of automation will inevitably increase unemployment.
17. Video games positively impact problem-solving skills.
18. Digital payments are rapidly replacing cash transactions.
19. Biometric security systems are highly effective in preventing fraud.

20. New technology is constantly shaping the way we interact with the world.

Adverbs for Technology
Efficiently – Technology allows us to complete tasks more efficiently.
Seamlessly – Devices can seamlessly connect with each other.
Rapidly – AI is rapidly transforming industries.
Innovatively – Scientists are innovatively solving complex problems.
Drastically – Social media has drastically changed communication.
Significantly – Automation has significantly improved productivity.
Undoubtedly – 5G will undoubtedly enhance global connectivity.
Remarkably – Smart assistants have become remarkably intelligent.
Entirely – Some industries may become entirely automated.
Inevitably – AI will inevitably influence job markets.
Surprisingly – AI-generated art is surprisingly realistic.
Constantly – Technology is constantly evolving.
Exponentially – Data storage capacity is growing exponentially.
Greatly – Virtual reality will greatly impact education.
Increasingly – Cybersecurity threats are becoming increasingly complex.
Exceptionally – Self-driving cars are exceptionally advanced.
Highly – Blockchain is highly secure for financial transactions.
Clearly – Technology has clearly improved healthcare.
Immensely – Cloud computing has immensely helped businesses.
Effectively – AI can effectively analyze big data.

Exercise 2:
Debate about technology
We will watch a short video about how to debate, after that we will see a web page with topics, after we choose a topic we will make a small debate about it that should last around 10 minutes.

https://www.youtube.com/watch?v=1TSkkxu8on0&ab_channel=HUBScuola
https://www.sciencefocus.com/future-technology/future-technology-22-ideas-about-to-change-our-world

Choose a side :)

Exercise 3:
Adverbs in Persuasive Speech
Instructions: Read the debate prompt below. Then, write a short persuasive response using at least three adverbs related to new technology and applying debate techniques (such as making a strong claim, providing evidence, and refuting counter arguments).

Debate Prompt: "Are emerging technologies making life better or worse?"

Example Answer:
Emerging technologies have undoubtedly made life better by improving communication, healthcare, and productivity. For instance, AI is remarkably advancing medical diagnoses, and smart devices allow people to

connect seamlessly across the globe. While some argue that technology is making people more dependent, it is clearly increasing efficiency in various fields.

Write your answer about this topic:

1. Warm-Up

💬 **Discussion Questions (related to their work in technology):**

1. What types of software do you use daily at work?
2. How do you stay updated with new trends in social media or technology?
3. Can you describe a recent situation where technology helped you solve a work-related problem?
4. How do you manage data securely at work?

---

2. Vocabulary – Adverbs to Describe Technology

VALERIA IS SLOW
VALERIA DRIVES SLOWLY

Adverb	Example Sentence
Seamlessly	"The devices connect seamlessly without any interruptions."
Exponentially	"The processing power of computers is increasing exponentially."
Continuously	"The software is continuously updated to fix bugs and add features."
Autonomously	"The robot operates autonomously without human input."
Intuitively	"This app works intuitively, making it easy for new users."
Adaptively	"The AI system adaptively changes its responses to user behavior."
Interconnectedly	"All smart home devices function interconnectedly for better control."
Effortlessly	"The search engine effortlessly provides relevant results."
Precisely	"The GPS precisely tracks your location to avoid navigation errors."
Securely	"Your data is securely stored using advanced encryption."

Scalably	"The platform scalably handles millions of users at the same time."
Instantly	"Messages are sent instantly without any lag."

Activity 1: Match the Adverbs to the Context

📝 **Match each adverb to its correct sentence about a technology-related work situation:**

1. The social media analytics tool updates **___Effortlessly_____** to reflect real-time data changes.
2. Our cloud system is designed to store all client data **____securely____** using the latest encryption.
3. The AI-based chatbot now answers customer queries **___exponencially/continuosly_____**, reducing wait times.
4. The software adapts **___intuitively_____** to user preferences, improving the overall experience.
5. My data management platform handles large data sets **___instantly_____** without slowing down.

---

3. Grammar Focus: Debate Skills (Agreeing & Disagreeing)

📌 **Useful Phrases:**

- **Agreeing:**
  - "I completely agree with you."
  - "That's a good point."
  - "I couldn't agree more."
- **Partially Agreeing:**
  - "I agree to some extent, but..."
  - "You have a point, but..."
  - "I see what you mean, however..."
- **Disagreeing:**
  - "I don't think that's true."
  - "I'm not sure about that."
  - "I see it differently."
- **Expressing Opinions:**
  - "In my opinion..."
  - "I believe that..."
  - "From my perspective..."

Activity 2: Sentence Completion Practice

Complete the following sentences using the debate phrases:

1. **In my opinion,** data management should always focus on _____.
2. **You have a point, but** relying too much on automation can _____.
3. **I completely agree that** social media algorithms are effective because _____.

4. **I'm not sure about that.** I think data should be handled differently when _____.
5. **I see what you mean, but** some software solutions are still not _____.

---

4. Activity 3: Read & Understand a Technology Debate

📖 **Debate Text:**

Person A: I believe social media will continue to dominate digital marketing in the future. The platforms are adapting seamlessly to user preferences.
Person B: I'm not so sure. In my opinion, data privacy concerns could limit social media's influence.
Person A: You have a point, but companies are now storing data securely to build user trust.
Person B: That's true to some extent. However, users may still be cautious. I think there's room for innovation in direct communication channels.

🔍 **Activities:**

1. Underline all the debate phrases used in the conversation.
2. **Answer the questions:**
    - What is Person A's main argument?
    - How does Person B disagree?
    - What compromise or solution do they suggest?

---

5. Speaking Activity: Technology Debate Role-Play

🗣️ **Task:** Debate about the following statement:

"Automation will replace more jobs than it creates."

- **Student A:** Argue in favor of automation replacing jobs.
- **Student B:** Argue against it.
- Use at least **two adverbs from the vocabulary list** and **three debate phrases** during the discussion.

---

6. Writing Activity: Predicting Future Technological Trends

✏ **Task:** Write a short paragraph predicting future technological trends in data management, software, or social media. Use at least **three adverbs from the list** and **two debate phrases.**

📌 **Example:**
"I believe that cloud-based systems will be continuously updated to meet changing data security demands. These systems will adaptively adjust to user needs. In my opinion, automation will play a major role in

software development. However, I agree to some extent that human input will still be essential for creativity and problem-solving."

---

7. Homework: Record a Voice Debate

🎤 **Task:** Record a 1-2 minute voice message debating the following topic:
"Technology will make social media more personalized but less secure."

- Use at least **two adverbs** and **two debate phrases** to support your argument.

---

8. Wrap-Up

👏 **Review:**

- What adverbs are useful to describe technological changes?
- How can we agree and disagree effectively in a debate?
- Can you describe a future trend in your work using today's vocabulary?

😊 **See you next class!**

Errors/Opportunity for growth/Pronunciation/Feedback:	**Vocabulary/Phrases:**
Homework:	

Date: / Consultant: Feb 07 / Miguel

Lesson number/week: lesson 19 / week 7

Topic: Technology and apps

Aim:

Grammar: Relative clauses.

Vocabulary: Technology words.

Catch up/Homework review:

Workspace:
We will watch a video together:
https://www.youtube.com/watch?v=eFmfoeTkhH0&ab_channel=EasyTeaching

After watching these we will do 3 exercises:

Exercise 1

Fill in the blanks with the correct relative pronoun (who, which, that, whose, where, or whom).

The programmer ___who___ developed this AI software won an award.
This is the company __whose____ headquarters are in Silicon Valley.
The smartphone, ___which___ was released last year, has an advanced AI assistant.
The engineer to __whom____ I sent the email hasn't replied yet.
Cloud computing, _which__ allows users to store data remotely, is becoming more popular.
The university whereI studied computer science offers online coding courses.
That's the developer __whose___ code helped improve the system's security.
The laptop __that____ I bought last month is already outdated.
My friend, __who____ is a cybersecurity expert, warned me about phishing scams.
The conference __where____ they announced the new VR headset was live-streamed worldwide.
The software update __that__ I downloaded fixed many security vulnerabilities.
This is the smartwatch ___whose___ features include heart rate monitoring and GPS tracking.
The online platform __that____ allows people to collaborate on coding projects is gaining popularity.
The IT specialist __who___ helped me recover my lost data was very knowledgeable.
That is the startup __that___ developed a revolutionary quantum computing algorithm.
The hackers, __whose__ identities remain unknown, stole millions of users' personal data.
The 3D printer, __which__ can create complex objects layer by layer, is a breakthrough in technology.
The app __that___ you installed yesterday has an AI-driven recommendation system.
This is the cloud service provider ___whose__ data centers are spread across multiple continents.
The technician __whom__ I spoke to on the phone guided me through the troubleshooting steps.

Exercise 2 (who, which, that, whose, where, or whom)

Combine the sentences using relative clauses.

Date: / Consultant: Feb 07 / Miguel

Lesson number/week: lesson 19 / week 7

Topic: Technology and apps

Aim:

Grammar: Relative clauses.

Vocabulary: Technology words.

The smartphone has a foldable screen. It was designed by a top tech company.
The smartphone, which has a foldable screen, was designed by a top tech company.

I met a developer. She specializes in artificial intelligence.
I met a developer who specializes in AI.

We visited the lab. They test the latest cybersecurity software there.
We visited the lab where they test the latest cybersecurity software.

This is the robot. Its sensors can detect human emotions.
This is the robot whose sensors can detect human emotions.

The app is very popular. It helps people learn programming.
The app, which is very popular, helps people learn programming.
The man is a software engineer. You were talking to him.
The man whom you were talking to is a software engineer.

The VR headset has amazing features. It was launched last week.
The VR headset which was launched last week has amazing features.

I bought a new tablet. It has a powerful processor.
I bought a new tablet which has a powerful processor.

The tech expert gave a talk. His YouTube channel has millions of subscribers.
The tech expert who gave a talk owns a YouTube channel millions of subscribers.
The tech whose YouTo , gave a talk.

The smartwatch tracks fitness activities. I bought it online.
The smartwatch which I bought online tracks fitness activities.

I work for a company. It specializes in cloud computing solutions.
I work for a company that specializes in cloud computing solutions.

The software has an AI assistant. It can schedule meetings automatically.
The software has an AI assistant which can schedule meetings automatically.

The game developer created a new virtual reality game. It has received excellent reviews.
The game developer who created a new virtual reality game, has received excellent reviews.

Date: / Consultant: Feb 07 / Miguel

Lesson number/week: lesson 19 / week 7

Topic: Technology and apps

Aim:

Grammar: Relative clauses.

Vocabulary: Technology words.

That is the scientist. Her research led to the development of self-driving cars.
That is the scientist whose research led to the development of self-driving cars.

The new electric car is eco-friendly. It was recently unveiled at a technology expo.
The new electric car, which is eco-friendly, was recently unveiled at a technology expo.

The engineer created an innovative microchip. It improves processing speed significantly.
The engineer created an innovative microchip which improves processing speed significantly.

The social media platform collects user data. Some people are concerned about privacy issues.
The social media platform collects user data THAT some people are concerned…

The university offers a cybersecurity course. It is one of the best in the country.
I bought a laptop. Its battery life lasts more than 12 hours.
The conference was about blockchain technology. Many industry experts attended it.

Exercise 3

Identify and correct the mistakes in the following sentences.

The computer who I bought last week is very fast.
I visited the company which its CEO is a famous entrepreneur.
The software what you installed is not compatible with my system.
The developer to who I sent a message hasn't replied.
My brother, which works in IT, recommended this coding course.
The website when I downloaded the software from is not secure.
The new gaming console, that was released yesterday, is already sold out.
The person whom designed this website is very talented.
The smartphone, whose I bought on sale, has an amazing camera.
This is the app in where you can edit photos with AI filters.
The programmer which invented this code is my colleague.
I read an article about cybersecurity who was very informative.
This is the laptop whose I told you about last week.
The AI assistant, which voice recognition system is impressive, can understand multiple languages.
The smartwatch that I saw it on the website is out of stock.
The data analyst whom job involves processing big data works for a tech giant.
The website from who I downloaded the antivirus software was not secure.

Date: / Consultant: Feb 07 / Miguel

Lesson number/week: lesson 19 / week 7

Topic: Technology and apps

Aim:

Grammar: Relative clauses.

Vocabulary: Technology words.

The self-driving car, which sensors detect obstacles, can navigate through traffic.
I need an app that it helps me track my expenses.
The company who develops this technology is based in Japan.

After finishing all of this we will talk about how technology affects your work.

Errors/Opportunity for growth/Pronunciation/Feedback:	**Vocabulary/Phrases:**

Homework:

Date: / Consultant: Feb 6th, 2025, Marisol

Feb 05 / Miguel DNH

Lesson number/week: lesson 18, week 6

Topic: Health & science

Aim: to identify health and science consequences derived from human behaviour..

- Grammar: Explaining causes and consequences.
- Vocabulary: Common scientific terms.

Catch up/Homework review:

WORKSPACE:

https://www.youtube.com/watch?v=UxEcVljnMD0&ab_channel=EdutinAcademy

CAUSE-AND-EFFECT

- **What are your thoughts on the cause-and-effect theory? Do you believe absolutely everything has a consequence?**
- **What are some words or expressions you know to show a consequence?**

Because, as a consequence, as a result, AS, resulting in, *in order to (objective)

BECAUSE / AS / SINCE

The most important conjunctions are **because**, **as, since, and so**. "**Because**", "**as**", and "**since**" introduce a **cause**; "**so**" introduces an **effect**.

➡ First sentence conjunction second sentence.

For example:

I stayed at home **because** it was raining.
(conjunction)

Or:

It was raining, **so** I stayed at home. (use a comma before "so")
(conjunction)

You can also reverse the order of the sentences with **because**, **as**, and **since**.

For example:

Because it was raining, I stayed at home. (use a comma between the first and second sentences)
(conjunction)

Note that this is **not** possible with "so".

Here are some common cause and effect connectors words:

- Because
- Since
- As a result
- Therefore
- Consequently
- Hence
- Thus
- So
- This led to
- This caused
- This made
- This resulted in

I was really tired on the weekend, so I went home early

THEREFORE / CONSEQUENTLY / AS A RESULT

All of these introduce an **effect**.

➡ First sentence; transition, second sentence.

➡ First sentence. transition, second sentence.

For example:

It was raining; **therefore,** I stayed home.
(transition)

Or:

It was raining. **Consequently,** I stayed at home.
(transition)

DUE TO / BECAUSE OF

Both of these introduce a **cause** in the form of a **noun phrase**.

Because it was raining, I stayed at home

Because of the rain, I stayed at home

➡ Sentence due to noun phrase.

➡ Because of noun phrase, sentence.

For example:

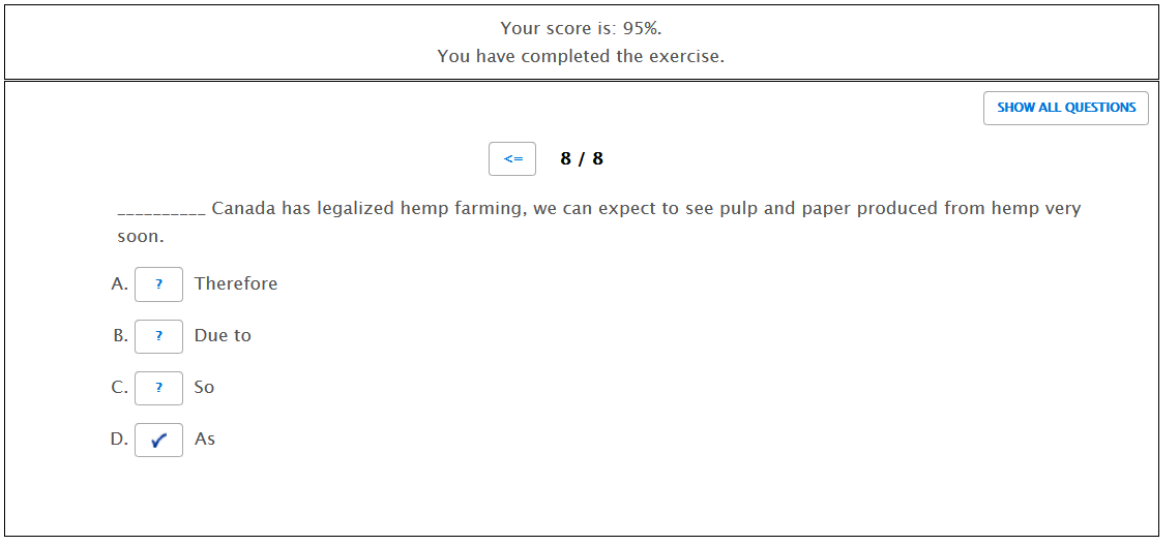
I stayed at home **due to** the rain.
(preposition)

Or:

Because of the rain, I stayed at home.
(preposition)

Let's practice online!: Pulp Friction: Conjunctions and Transitions Exercise | Continuing Studies at UVic

the sentence with the best conjunction or transition.



→ EXERCISE: Rewrite the following sentences using appropriate cause-and-consequence connectors (e.g., due to, as a result of, consequently, therefore, since, thus, because of, leading to, which is why, hence, for this reason).
Thus, hence -> effect

1. **Many bacteria have developed resistance. Overuse of antibiotics is responsible for this.**
   Many bacteria have developed resistance because of/ due to antibiotics overuse.
2. **The lack of sleep affects brain function. It leads to poor memory and concentration**.
   The lack of sleep affects brain function, thus the poor memory and concentration.
3. **Air pollution is increasing. Respiratory diseases have become more common.**
   Air pollution is increasing, hence respiratory diseases have become more common.
4. **Some viruses mutate rapidly. This makes vaccines less effective.**
   Some viruses mutate rapidly, as a consequence vaccines are less effective.
5. **Malnutrition weakens the immune system. It increases vulnerability to infections.**
   Malnutrition weakens the immune system leading to increased vulnerability to infection
6. **Excessive sugar consumption raises insulin levels. This contributes to diabetes.**
   Excessive sugar consumption raises insulin levels, which is why this contributes to diabetes.
7. **Smoking reduces lung capacity. It leads to breathing difficulties.**
   Smoking reduces lung capacity, thus the breathing difficulties.
8. Rising global temperatures alter ecosystems. Some species struggle to survive.

9. Chronic stress raises cortisol levels. It increases the risk of cardiovascular diseases.

10. Poor sanitation allows harmful bacteria to spread. It causes outbreaks of waterborne diseases.

11. Lack of physical activity weakens the cardiovascular system. It can contribute to obesity and high blood pressure.

12. High cholesterol levels cause plaque buildup in arteries. This increases the risk of heart attacks.

13. Allergic reactions occur when the immune system overreacts to harmless substances. This leads to inflammation.

14. Deforestation disrupts biodiversity. It forces many species into extinction.

Cause-and-Effect Writing Prompt

- **Think of common public health issues or environmental problems in our country or the rest of the world, what do you think is the reason these are still going strong? What will be consequences to the future? Write some of your ideas using cause-and-effect linking words.**

Malnutrition- Diabetes

Example: *The abuse of antibiotics is a difficult health issue to control,* ***leading to*** *antibiotic resistance,* ***causing*** *easy-to-treat infections to be harder and harder to eradicate and even pandemics in the future.*

- Mexico has a serious health problem related to diabetes. 8 out of 10 people in Mexico have diabetes, **because of** inappropriate eating habits.

Errors/Opportunity for growth/Pronunciation/Feedback:	**Vocabulary/Phrases:**
Homework: **Complete any unfinished exercises.**	

Date: / Consultant: January 30, 2025 Dowse

Lesson number/week: Lesson #17 Module #6

Topic: **Analysing and discussing current events**- *"Talking about trends and the future"*

Aim: To forecast possible consequences arising from human activities and misdeeds.

Grammar : Future tenses review.

Vocabulary / Speaking : AI prompts. Advanced adjective/noun collocation with AI in mind.

Listening / Games: In context

Reading / Writing: In context

Skills: Client can forecast technology trends in the future

Catch up/Homework review:

Done! **Thank you!**

Workspace:

Let's Warm Up with Some Advanced Adjective/Noun Games

15 minutes

Adjective Noun Collocation Game 8.1 | EnglishClub

Score: 100,100,100,100 **8.6 done**

Score:

Next, We'll do an Advanced Review of the Future Tenses

30 minutes

Complete the following sentences choosing the correct future tense form for the verb in brackets, and practice lessons learned in *The English Tenses Practical Grammar Guide*. There are many possible future tense forms to choose from, including:

- **simple present**
- **present continuous**

- **will-future**
- **going to-future**
- **will+present perfect**
- **will+present perfect continuous**

---

1. **The train __will arrive/arrives/_____ (to arrive) at 12:30.**
2. **We _are having_____ (to have) dinner at a seaside restaurant on Sunday.**
3. **It‘s going to snow_____(to snow) in Brighton tomorrow evening.**
4. **On Friday at 8 o’clock I _’m meeting_____ (to meet) my friend.**
5. **Paul _is flying_____ (to fly) to London on Monday morning.**
6. **Wait! I _will_____ (to drive) you to the station.**
7. **The English lesson ___starts_____ (to start) at 8:45.**
8. **Are you still writing your essay? If you __finish_____ (to finish) by 4pm, we can go for a walk.**
9. **I ‘m going to see_____ (to see) my mother in April.**
10. **Look at the clouds – it’s going to rain _____ (to rain) in a few minutes.**
11. **When they ___get_____ (to get) married in March, they _will have been_____ (to be) together for six years.**
12. **You’re carrying too much. I __will open_____ (to open) the door for you.**
13. **Do you think the teacher __will have marked_____ (to mark) our homework by Monday morning?**
14. **When I __see_____ (to see) you tomorrow, I _will show_____ (show) you my new book.**
15. **After you ___take_____ (to take) a nap, you __will feel_____ (to feel) a lot better**
16. **I’m sorry but you need to stay in the office until you __have finished/finish_____ (to finish) your work.**
17. **I __will buy_____ (to buy) the cigarettes from the corner shop when it __opens_____ (to open).**
18. **I ___will let_____ (to let) you know the second the builders _finish_____ (to finish) decorating.**

19. Before we _start_____ (to start) our lesson, we _are going to have_____ (to have) a review.
20. We __will wait_____ (to wait) in the shelter until the bus __comes_____ (to come).
21. I'm very sorry, Dr. Jones _____ (not be) back in the clinic until 2pm.
22. This summer, I _____ (to live) in Brighton for four years.
23. I don't think you _____ (to have) any problems when you land in Boston.
24. The baby should be due soon, next week she _____ (to be) pregnant for nine months.
25. By the time we get home, they _____ (to play) football for 30 minutes.
26. In three years I _____ (to live) in a different country.
27. When you _____ (to get) off the train, I _____ (to wait) for you by the ticket machine.
28. _____ (to take) your children with you to France?
29. This time next week I _____ (ski) in Switzerland!
30. Now I _____ (to check) my answers.

Future tenses exercise: mixed future tenses

Finally, Let's Write a few AI Prompts for the Future and See What we Get

15 minutes

1. Will the Earth be invaded by space aliens by 2125?
2.
3. **HW**
4.
5.

Errors/Opportunity for growth/Pronunciation/Feedback:	Vocabulary/Phrases:

Homework
Complete any unfinished exercises and practice writing longer, more sophisticated AI questions.

Date: / Consultant: January 29, 2025 Dowse

Lesson number/week: Lesson #16 Module #6

Topic: **Analysing and discussing current events**- *"Politics in the US/Mexico"*

Aim: To forecast possible consequences arising from human activities and misdeeds.

Grammar : Expressing your opinion.

Vocabulary / Speaking : Political activities

Listening: In context

Reading: In context

Skills: Client is able to describe the differences between American and Mexican politics

Catch up/Homework review:

Catch Up With some Work on Contrasting Ideas

20 minutes

Contrasting ideas: 'although', 'despite' and others | LearnEnglish

SCORE:

Now, We'll do Some Exercises to Solidify Your knowledge Of Comparatives and Superlatives

15 minutes

Find the mistakes and write the correct word

1 Horror stories are more scary than thrillers. ___are scarier than_____

2 Action movies are amusing than romantic ones. __are more amusing than_____

3 The park is farthest than the school. ___is farest than_____

4 They like science class most than literature class. __more than_____

5 She creates more pretty watercolors than pencil drawings. ___prettier _____

Rewrite the sentences to make a comparison

1 Susan is 15 years old. Karla is 10 years old.
EX: Susan is older than Karla.

2 Juan swims a lap in 10 seconds. Diego swims a lap in 13 seconds.
Juan is faster than Diego

3 Lore reads 20 books a year. Andrés reads 12 books a year.

Lore reads more books than Diego in a year.

4 Javier's dog is always nice to people. Thomas' dog always barks at people.
Thoma's dog is more rude than Javier's dog.

5 I don't understand biology. I understand grammar
Grammar is easier to learn than biology.

6 Leo is 1.80 cm tall. Jimena is 1.65 cm tall.
Leo is taller than Jimena.

7 My bicycle is old. Susana's bicycle is new.
My bicycle is older than Susana's bicycle.

Workspace:

Finally, Let's do Some Reading and Discussion on Politics, Etc.

25 minutes

United States vs. Mexico - government comparison

Errors/Opportunity for growth/Pronunciation/Feedback:	**Vocabulary/Phrases:**

Homework:
Complete any unfinished exercises. **DONE! Gracias!**

Date: / Consultant: January 28, 2025 Dowse

Lesson number/week: Lesson #15 Module #5

Topic: Must-haves of Anglo-Saxon culture - *"England vs the US"*

Aim: To identify the cultural and business differences among English-speaking countries.

Grammar : Advanced comparisons.

Vocabulary / Speaking : Sports in the Commonwealth.

Listening: In context

Reading: In context

Skills : Client can understand the cultural and sports differences between two countries.

Catch up/Homework review:

Discussion: *"England vs the US"* **5 minutes**

Soccer versus American football

Workspace:

We'll Begin with a Look at British and American English

10 minutes

British English and American English | LearnEnglish

Got - in the present perfect, not gotten. "I have got a new car."

8 out of 8 (100%), 8 out of 8 (100%)

Next, Let's Practice some Advanced Comparisons

15 minutes

Using 'as' and 'like' | LearnEnglish

Now, some Work on Contrasting Ideas

15 minutes

Contrasting ideas: 'although', 'despite' and others | LearnEnglish

---

Finally, We'll do Some Exercises to Solidify Your knowledge Of Comparatives and Superlatives

15 minutes

Find the mistakes and write the correct word

1 Horror stories are more scary than thrillers. _____

2 Action movies are amusing than romantic ones. _____

3 The park is farthest than the school. _____

4 They like science class most than literature class. _____

5 She creates more pretty watercolors than pencil drawings. _____

Rewrite the sentences to make a comparison

1 Susan is 15 years old. Karla is 10 years old.
EX: Susan is older than Karla.

2 Juan swims a lap in 10 seconds. Diego swims a lap in 13 seconds.

3 Lore reads 20 books a year. Andrés reads 12 books a year.

4 Javier's dog is always nice to people. Thomas' dog always barks at people.

5 I don't understand biology. I understand grammar

6 Leo is 1.80 cm tall. Jimena is 1.65 cm tall.

7 My bicycle is old. Susana's bicycle is new

Errors/Opportunity for growth/Pronunciation/Feedback:	**Vocabulary/Phrases:**

Homework:
Complete any unfinished exercises. Reflect on the discussion re: cultural differences.

Date: / Consultant: January 20, 2025 Dowse **DNH**

January 25th, Marisol (2 lessons)

Lesson number/week: Lesson #13, #14 Module #5

Topic: *"Famous American businessmen" and "*Cult films of the English-speaking world"

Aim: To identify the cultural and business differences among English-speaking countries..

- Grammar: Present perfect and present continuous review. Emphasising skills.
- Vocabulary:Adjectives to qualify achievements. Film summary words.

Catch up/Homework review:

Discussion: *"Famous American Businessmen and Why"*

Workspace:

Let's Start by Watching These Rags-to-Riches Stories

10 minutes

10 Famous Entrepreneurs Who Were Poor

- **Have you heard of any similar stories before?** Yes, but I'm not so familiar with them
- **Which one has impressed you the most?** *Oprah's, The guy from Forever 21 and Coco Chanel's story as well*

- **What have they been through to get to where they are right now?** Oprah's been through everything, she gave birth very young, I think she was abused too

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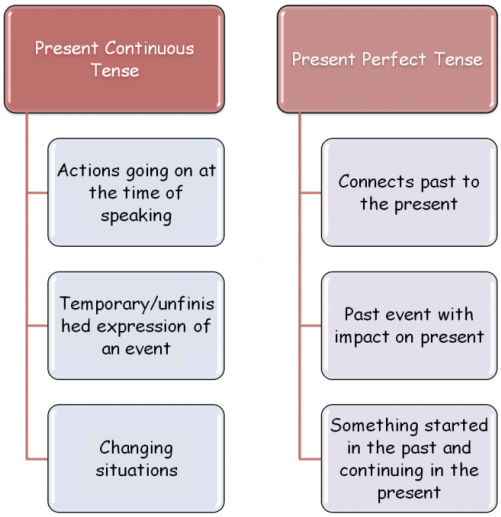
Next, We'll do a Review of Present Perfect and Present Continuous

30 minutes





Subject + to be + gerund + complement or object.

As you can see in the pattern above, we use the present simple of the verb 'to be' followed by the present participle of the main verb.

Subject	verb to be	Present Participle
I	am	studying
You/We/They	are	talking
He/She/It	is	working

subject + have/has + past participle

As you can see in this pattern, present perfect is made of the present tense of 'have,' followed by the past participle of the main verb.

Subject	Have	Past Participle
I/You/We/They	have	walked
He/She/It	has	slept

Donald Trump has said …

→ **ONLINE PRACTICE:** [Simple Present, Present Continuous, and Present Perfect – Effective English for Teachers]

Finally, Write 5 Sentences. Each Sentence Must use both Present Perfect and Present Continuous

20 minutes

1. J.k Rowling has been extremely successful and now she's enjoying life.
2. The Chinese guy from forever 21 has had 3 jobs simultaneously; now, his efforts are paying off.

3. Oprah W. has suffered a lot through life; today she is enjoying her wealth.
4. JK Rowling has struggled with her finances but nowadays she is enjoying being a bestseller author.
5. Coco Chanel has had problems with her bank account, she couldn't have one, now she is laughing with her 12 digit account .

Let's take a 5 minute break!

Do you like movies?

→ **Let's start with a debate (speaking practice): Movie Debate | Baamboozle**

What are some of your favorite films?

- **Think about one of your favorite films, what's it about? Can you summarize the story?**

MOVIES SUMMARIES

Summaries are usually written in present tense. Simple present is the most important tense in summaries. But other tenses are important,too. Decide whether to use simple present, simple past, present perfect, conjunctive or passive voice. Use the long forms.

HELPFUL EXPRESSIONS WHEN SUMMARIZING:

Phrases for writing a film review

Introduction

(Title) is a film by (director).

(Title) is based on a novel by (author).

The story is about (topic).

(Title) tells the story of (hero/topic).

(Title) is the story of (hero/action/...).

(Title) is set in the period of (event).

(Title) tells of (hero), who ...

Content

As the story begins, ...

During ...

While ...

As/When ...

Since/As ...

Just then ...

After ...

Before ...

Before long ...

Soon ...

Soon afterwards ...

As soon as ...

One day/evening ...

The following day ...

Some time later ...

Hours/Months/Years later, ...

By morning/the next day/the time ...

Meanwhile ...

However, ...

Again/Once again ...

At this point ...

To his surprise ...

This incident is/was followed by ...

To make matters even worse ...

Eventually, .../Finally, ...

Errors/Opportunity for growth/Pronunciation/Feedback:	**Vocabulary/Phrases:**

Homework:
→ **Choose a film and write a summary/ review about it using the previous content.**

Date: / Consultant: January 18th, 2025 Marisol

Lesson number/week: Lesson #12 Module #4

Topic: Useful vocabulary and expressions for negotiating

Aim: To issue requests and offers to correctly negotiate.

- Grammar: Phrasal verbs.
- Vocabulary: Requests.

Catch up/Homework review:

WORKSPACE:

PHRASAL VERBS

Point out- separate
Point something out- IT

→ Identify the phrasal verbs in the following questions and share your answers:

- **What projects have your company taken on in the last year? Will you be taking on any new staff soon?** We're developing a new software in order to make our work less time consuming
- **Tell me about a big takeover in your industry.** The judiciary power is being **taken over** by the executive power.
- **Give me an example of a roll out of a new product or infrastructure in your industry.** The software we're developing will be a roll out for my company
- **If your colleague said *something* that was factually wrong during a meeting, how would you point it out without embarrassing them?** I'd say something like "What fulanito means to say is …"
- **What was the last issue that you had to deal with/ sort out?**
- **Have you ever turned down a project or an idea from a colleague? Why?** Yes, sometimes it's because the idea doesn't fit a short time period
- **Have you ever backed out from a deal or a project? Why?** Yes, I backed out from getting married

→ Here's a more detailed explanation to each of the previous phrasal verbs used in the past exercise:

To take on – to hire a new employee, or, to attach more work or responsibility to an individual.

'He is taking on more clients at the moment.'

'I can't take on any more work. I have too much already.'

To take over (noun: 'A takeover') – an outside force takes control of something.

'Our company is being taken over by a multinational corporation.'

To roll out – to make a new product, service, or system available for the first time.

'FedEx will roll out its new logistics service next spring.'

release

To point out – say something to make someone aware of a fact or circumstance.

'Can I just point out; we need a bigger budget to make this possible.'

To deal with *– to 'treat' problems or situations.*

'I will deal with the structural problem. Can you deal with the budget?'

To sort out *– to arrange, organise or repair.*

'I need to sort out the party.' 'Have you sorted out the files yet?'

Sort it out ASAP

To turn down *– to reject something (this is often more polite than 'to reject').*

'He turned down the job offer.'

To back out – *not to complete a deal because one party retreats from the deal.*

'We can't back out now. Everything is signed.'

Source: https://tutorblog.fluentify.com/phrasal-verbs-for-business/

→ **Let's practice a bit more!: Topic: Phrasal verbs in Business English 1**

→ **Listening: https://www.esl-lounge.com/student/listening/b3L1-office-life-2.php**

Errors/Opportunity for growth/Pronunciation/Feedback:	**Vocabulary/Phrases:**
Homework:	

Date: / Consultant: January 16, 2025 Dowse

Lesson number/week: Lesson #11 Module #4

Topic: **Business Negotiation** - *"Identifying your counterpart's needs"*

Aim: To identify the best strategy to detect needs/wants and to be able to offer solutions.

Grammar : Conditionals review.

Vocabulary / Speaking : Needs and wants.

Listening: In context

Reading: In context

Skills : **Client can identify the needs of counterparts by analysing their speech.**

Catch up/Homework review:

Workspace:

Let's Start by Warming up With the Talking Wheel

10 minutes

Speaking Wheel - Rueda aleatoria

Next, we'll do a Review of the Zero, First and Second Conditionals

20 minutes

Conditionals: zero, first and second | LearnEnglish

SCORE:

Next, Let's do a Complete, Mixed Tense Review

2.5 points per question x 40 = 100 possible points

27 minutes

Fill in the correct form of the verb

1. I ___saw_____ a great film yesterday. (see) (past simple)

2. __Have you ever bought_____ a new car? (you ever buy) (present perfect)

3. I __met_____ him last Monday. (meet) (pst)

4. The band __was playing_____ while I ___was writing_____ . (play, write)

5. She __bought_____ the new car in 2005. (buy)

6. Her mother __has been living_____ in Victoria for the past five years. (live) p(p.c)

7. They __were already_____ in Germany when we arrived a few days ago. (already be)

8. _When are you planning_____ to get married? (you plan) (present continuous with future arrangements) EX: What are you cooking for dinner tonight?

9. I ___haven't had_____ so much fun since I was a kid. (not have) (pr. Perf. neg)

10. When I got up I ___looked_____ out of the window and ___saw_____ that it ____was raining_____ . (look, see, rain)

11. Janet __worked_____ for Smith and Brothers before she came to work for us. (work) was working

12. I __have seen_____ three movies so far this week. (see) (pr.perf.)

13. How long _____ for me? (you wait)

14. I _____ over Loch Ness last week. - _____ the Loch Ness monster? (fly, you see)

15. I'm afraid I'm not hungry. I _____ . (already eat)

16. Peter _____ football in the afternoon when he got the call. (play)

17. "What _____ between 9 and 12 yesterday morning", the detective said. (you do)

18. He kept looking at her, wondering where he _____ her before. (see)

19. The doctor's waiting room was full of people. Some _____ a magazine, a woman _____ and a child _____ with a doll. Suddenly the door _____ and a nurse _____ out. (read, knit, play, open, come)

20. Travelling _____ much easier and more comfortable in the past hundred years. (become)

21. I _____ cake. That's why my hands are full of flour. (bake)

22. When I first came to this house it _____ quite a noisy area. (be)

23. He twisted his ankle while he _____ . (ski)

24. _____ the doors before you leave the house? (you ever lock)

25. My best friend and I _____ each other for 15 years. (know)

26. Jack usually _____ but he _____ when his father comes. (smoke, not smoke)

27. _____ breakfast yet? – Yes I had it together with Sue at 7. (you have)

28. I _____ this kind of work when I was a small boy. (do)

29. He _____ the paper when his wife came home. (read)

30. I _____ for an hour now. I'll be finished soon. (speak)

31. How long _____ John and Maria?- We met the couple over thirteen years ago. (you know)

32. He _____ in Oxford for two years and when his mother died he moved to London. (live) 33. After Harry _____ his work he _____ Jude from the office. (finish, call)

34. You _____ your homework for two hours. Haven't you finished yet? (do)

35. He always _____ to the supermarket alone, but today he _____ his son with him. (go, take)

36. He never _____ in the evening, only on Sundays. (work)

37. I _____ to South America but I have been to New York several times. (never, be)

38. _____ Jean? – No, she probably went to her friend's place. (anyone, see)

39. I _____ to the bank yesterday but when I got there it was closed. (go)

40. She _____ in school all day. (be)

SCORE:

CLOSE / HW / Questions **3 minutes**

Errors/Opportunity for growth/Pronunciation/Feedback:	**Vocabulary/Phrases:**
When I got back to Culiacan, my colleague hadn't done the work he was supposed to and so, he lied to me.	

Homework:
Complete any unfinished exercises / HW.

Date: January 13th/ Consultant: Edgar

Lesson number: #10 /week: #4

Topic: Analyse different negotiation strategies

Aim: Client is able to distinguish and explain several negotiation strategies.

Catch up/Homework review:

Hello Aaron, how are you today?

Warm up/Review:

Workspace: Small Talk Wheel

Do you know some negotiation strategies?

1. Compromise Strategy

- **What it means:** Both sides **give up** a little to reach an agreement.
- **Example:** "I want $100, but you can pay $80. Let's agree on $90."
- **Key Phrase:** "Let's meet in the middle."

---

2. Win-Win Strategy

- **What it means:** Both sides try to get something good out of the deal.
- **Example:** "If you help me finish this project, I will help you with your task next week."
- **Key Phrase:** "How can we both get what we need?"

---

3. Trade-Off Strategy

- **What it means:** You offer something the other person wants in exchange for what you want.
- **Example:** "I will give you extra time if you lower the price."
- **Key Phrase:** "If I do this, can you do that?"

---

4. Walk-Away Strategy

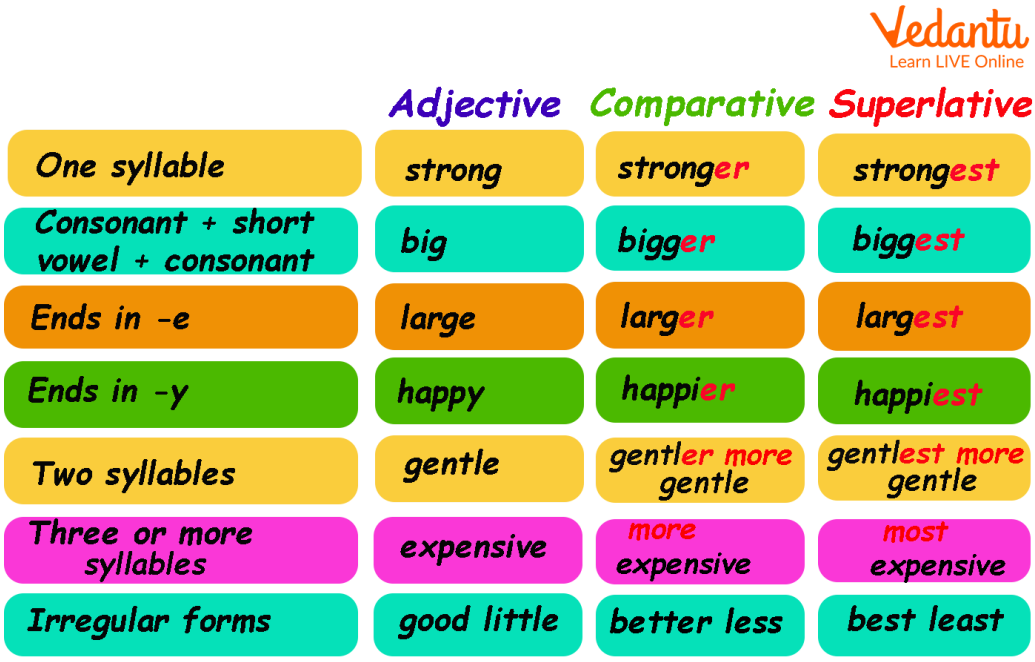
- **What it means:** If the offer is not good, you say no and leave the negotiation.
- **Example:** "This price is too high for me, so I can't agree."
- **Key Phrase:** "I'm sorry, I can't accept this."

---

5. Problem-Solving Strategy

- **What it means:** Focus on solving the problem, not fighting.
- **Example:** "You want this done fast, but I need more help. Can we ask for extra support?"

- **Key Phrase:** "How can we fix this?"



Thin-Thinner-Thinnest

Hot-Hotter-Hottest

Sad-Sadder-Saddest

Fat-Fatter-Fattest

Honest-more/the most

Famous-More/the most

Peaceful-More/the most

Simple-Simpler-simplest

Handsome-More/the most

Note: “Baddest”

What would you say are bad negotiation examples?

Negotiation skills

1. Discuss what the below negotiation skills mean in your opinion.
• rapport-building
• active listening
• mirroring
• emotional objectivity
• ability to walk away
• creativity

1) Rapport-building

If you form a human connection with the other party, they're less likely to view you as the enemy. You'll have an easier time reaching an agreement that makes you both satisfied. They'll also be more receptive to your initial offer.

Quick tips:

- Show up with coffee and/or snacks to share.
- Spend a few minutes beforehand on lighter topics.
- Sit on the same side of the table as the other negotiator(s).

2) Active listening

The quickest way to lose a deal? Monopolize the conversation and ignore the other person every time they do get a spare word in. Even the most eager-to-sign prospects will be turned off by your aggressive behavior. In contrast, listening closely will show respect and give you valuable insight into their priorities.

Quick tips:

- Listen just as much -- if not more than -- you speak.
- Pause before responding. You might think the person has finished their thought, but they may just be taking a breath.

3) Mirroring

Imitating the words, gestures, and expressions the other person is using will make you appear more trustworthy. It takes some skill to pull this off without them noticing.

Quick tips:

- Pay attention to the phrases they repeatedly use and use them, too.
- After they change position, wait 5 to 10 seconds and then match them.

4) Emotional objectivity

As soon as you demonstrate emotion during a negotiation -- whether it's excitement, frustration, anxiety, or impatience -- you reveal your vulnerabilities. Also, getting flustered hinders your decision-making skills. Strive to stay calm and unemotional.

Quick tips:

- If you can sense you're losing your grip, request a five-minute break to get something to drink or visit the bathroom.
- Take a few deep breaths.
- Pause before speaking so you don't accidentally say anything rash.

5) Ability to walk away

Any agreement isn't always better than no agreement. In other words, you need to recognize when you're compromising so much the deal is no longer worth it. Come knowing your minimum acceptable offer -- and be prepared to walk away if the other party won't meet that.

Quick tips:

- Make sure you don't succumb to the pressure of the moment by writing down the lowest price or deal you'll accept on a piece of paper.
- Practice politely saying, *"Unfortunately, I can't go below X. Let me know if that's not feasible for you."*

6) Creativity

Successfully crafting a win-win agreement usually requires getting creative. Try to think outside-the-box so you're not limited to standard price haggling.

Quick tips:

- Ask the other party, *"What's important to you besides cost?"*

Brainstorm non-monetary concessions, like extended support, early access to new features, tickets to exclusive events, free consultations, check-ins with a member of your executive team, and so on.

Errors/Opportunity for growth/Pronunciation/Feedback:

Vocabulary/Phrases:

Dribble-Regatear
Nibbling

Homework: Write some contrast between the negotiation strategies using comparative sand superlatives.

1
2
3

1
2
3

Date: / Consultant: January 9, 2025 Dowse **DNH**

Lesson number/week: Lesson #10 Module #4

Topic: **Business Negotiation** - *"Analyzing different negotiation strategies"*

Aim: To identify the best strategy to detect needs/wants and to be able to offer solutions.

Grammar : Best strategies to convince someone

Vocabulary : Negotiation phrases

Listening: In context

Reading: In context

Skills : Client is able to distinguish and explain several negotiation strategies.

Catch up/Homework review:

Correct this Email by Spotting the Errors

17 minutes

Dear mister Jones

I am writing for reference to your recentest email to our audit department.
I am be happy to further discussed the matter at your displeasure.

Please contact during business regular hours (monterrey time) to my secretary, Glenda and she will is happy to help you. The number is… 555-1212

Thanks a bunch

Dave

Write Here:

Next, Let's Find out How to Avoid Repetition in a Text

Avoiding repetition in a text | LearnEnglish

15 minutes

SECOND INTERACTIVE EXERCISE ONLY

SCORE: 7 out of 8 = 88%
SCORE:

Workspace:

Let's Read a Portion of this Article, Discuss it and Isolate Vocabulary

25 minutes

Negotiation Strategies: Top Strategies for Negotiation | Vistage

VOCABULARY:

1.
2.
3.
4.
5.
6.
7.
8.
9.
10.

Close / HW / Questions **2 minutes**

Errors/Opportunity for growth/Pronunciation/Feedback:	Vocabulary/Phrases:
Homework:	

Date: / Consultant: January 8, 2025 Dowse

Lesson number/week: Lesson #9 Module #3

Topic: High-Level Networking - *"Asking exceptional questions"*

Aim: To manage business-oriented conversations in a professional form.

Grammar : Sending a follow-up email.

Vocabulary : Uncommon business questions.

Listening: In context

Reading: In context

Skills : Client is able to start/continue a high-level business conversation. Client is able to pronounce difficult terms fluently.

Catch up/Homework review:

Workspace:

Let's Begin by Looking at How to Organize Emails

Unit 7: Organising your writing | LearnEnglish

20 minutes

SCORE: 7/7 = 100%
SCORE: 6 out of 6 (100%)
SCORE: 8 out of 8 (100%)
SCORE: 5 out of 5 (100%)

Next, Let's Find out How to Avoid Repetition in a Text

Avoiding repetition in a text | LearnEnglish

20 minutes

SCORE: 7 out of 8 = 88%
SCORE:

Finally, Correct this Email by Spotting the Errors

17 minutes

Dear mister Jones

I am writing for reference to your recentest email to our audit department.
I am be happy to further discussed the matter at your displeasure.

Please contact during business regular hours (monterrey time) to my secretary, Glenda and she will is happy to help you. The number is… 555-1212

Thanks a bunch

Dave

Write Here:

Close / HW / Questions **3 minutes**

Errors/Opportunity for growth/Pronunciation/Feedback:	**Vocabulary/Phrases:**

Homework:
Complete any unfinished exercises. Review everything in this lesson.

Date: / Consultant: January 6, 2025 Dowse

Lesson number/week: Lesson #8 Module #3

Topic: High-Level Networking - *"Conversation starters"*

Aim: To manage business-oriented conversations in a professional form.

Grammar : Active listening. Adjective/Noun Collocation review.

Vocabulary : Useful vocabulary in context- Conversation starters.

Listening: "A university degree". "A tour of Kyoto".

Reading: Conversation starters at executive level. Reading an article on conversation starters:

Conversation Starters - Business English Resources

Skills : Client is able to start a high-level business conversation. Client is able to pronounce difficult terms fluently.

https://meet.google.com/udz-sziy-dhq

Catch up/Homework review:

Reconnect with Client: **5 minutes**

(how were your classes?)

Workspace:

Let's Start by Practicing Active Listening

20 minutes

A University Degree - Randall's ESL Cyber Listening Lab

SCORE: 3 out of 5 = 60%,

Tour of Kyoto, Japan - Randall's ESL Cyber Listening Lab

SCORE: 4 out of 5 = 80%

Next, Let's Practice Saying / Answering These 10 Conversation Starters

20 minutes

Conversation Starters - Business English Resources

If you had to start your own business right now, what type of business would you start? Why?
Something product related. Using Mercado Libre. Because it would be investing in inventory.

What was the worst piece of professional advice you've ever received? How did it hurt you?
One time, I had just finished university and my boss asked me to do something and I finished really quick - like in an hour, and he advised me to not finish quickly because the boss would give me more work.

What is the worst piece of advice you've ever received? Did you take the person's advice?

Are people more stressed out than they were 30 years ago? Why or why not?

Have you ever purchased anything from an infomercial? What was it? Was it a good purchase? Did you get ripped off?

Is your career the career you thought you'd have when you were in high school?

Have you ever had to give a speech in front of a large group of people? How did it go?

Have you ever made an embarrassing mistake in English? What was it?

Agree or disagree: It's not what you know, it's who you know.

Have you ever worked for a company that offered unusual perks to its employees? Explain.

Finally, We'll Look at Collocating Nouns / Adjectives *(advanced)*

12 minutes

Adjective Noun Collocation Game 8.1 | EnglishClub

SCORE: 100%, 100%, 100%, 65%, 58%,

Close / HW / Questions **3 minutes**

Errors/Opportunity for growth/Pronunciation/Feedback:	**Vocabulary/Phrases:** daunting

Homework:
Complete any unfinished exercises. Practice new and difficult vocabulary/phrases/conversation starters.

Date: / Consultant: Jan. 3, 24/Tere

Lesson number/week: 2/6

Topic: Offer an opinion on a project strategy

Aim:

Catch up/Homework review:

Workspace:

Errors/Opportunity for growth/Pronunciation/Feedback:	**Vocabulary/Phrases:**

Homework:

Date: January 2nd/ Consultant: Eka

Lesson number: #5 /week: #3

Topic: Explain current projects you are working on

Aim: Stages of a project

Catch up/Homework review: Workspace:

Match the sentences on the left with the sentences on the right which have a similar meaning:

1. We still have a lot of things to do. (d) ✔ 2. Everybody works together really well. (g) ✔ 3. We had a few delays. (c) ✔ 4. We successfully completed the first stage earlier than we had expected. (e) ✔ 5. Things often take longer than expected.(b) ✔ 6. We don't have much money to complete the project. (f) ✔ 7. It looks like we are going to complete the project by the deadline.(a) ✔	a. I think we are on schedule. b. It's rare that a project goes exactly as planned. c. The project is behind schedule. d. There are many action items left. e. We are ahead of schedule. f. We are on a very tight budget. g. We have very good team dynamics.

Discuss:

1. Do your projects always go as planned?
2. What do you do if a project is behind schedule?
3. Are you usually on a tight budget?
4. How important are good team dynamics?
5. What kind of action items are typical in your company projects?

Match the terms on the left to their definitions

1. a kickoff meeting (c) ✔
2. a deliverable (b) ✔
3. timeline (a) ✔
4. life cycle (d) ✔
5. corrective action (e) ✔

a. a schedule of activities
b. a tangible, measurable output of a task, for example a document or a product
c. the first meeting with the project team and the client of the project
d. the period from the start of the project to the final version of the product (and its decline if applicable)
e. the steps that need to be taken to fix a problem

Now complete the sentences.

1. Something went wrong in the development stage. We need to take ____**corrective actions**____. ✔
2. We held a ___**kick off**___ to discuss the project goals. ✔
3. The ___**deliverable**___ for the completed project consists of a special computer application. ✔
4. A ___**timeline**___ allows project managers to track the progress of a project. ✔
5. The ___**life cycle**____ of temporary fashion items is typically very short. ✔

Match the terms on the left to their definitions

1. conception (c) ✔
2. green light (e) ✔
3. milestone (a) ✔
4. a quality gate (b) ✔
5. sign-off (f) ✔
6. deployment (d) ✔

a. a significant date in the development of a project
b. checking and reviewing criteria before the project can proceed to the next stage
c. developing the idea for the project

d. introducing the results of the project to all areas of an organization or company
e. official permission to go ahead with a project
f. the official end of a project

Think about a project you are involved in and discuss.
Pay attention to grammar, especially the following tenses: present perfect simple (have/has + past participle) - used for talking about completed events that took place during a period from the past until now (without saying when they happened) present continuous (am/is/are + -ing) - used for talking about a present activity in progress simple past - used for talking about a completed event in the past

1. What are the objectives and deadline of the project? Have they changed since you started?
2. What have you achieved so far?
3. What is happening at the moment? When is the next milestone?
4. What problems have there been? What corrective action have you taken?
5. What hasn't been done yet?

Errors/Opportunity for growth/Pronunciation/Feedback:	**Vocabulary/Phrases:**

Homework:

Date: December 30th / Consultant: Eka

Lesson number: #7 /week: #3

Topic: Elevator pitch

Aim: giving your own elevator pitch

Catch up/Homework review: Workspace:

Tell me about yourself – A job interview elevator pitch

1. Read the text and answer the questions below.

What is an elevator pitch?

This speech is all about you: who you are, what you do, and what you want to do (if you're job hunting). Your elevator pitch is a way to share your expertise and credentials quickly and effectively with people who don't

know you. Your elevator pitch can be used during job interviews, especially when you're asked about yourself. Interviewers often begin with the question, "Tell me about yourself" — think of your elevator pitch as a super condensed version of your response to that request. It's named for the time it takes to ride an elevator from bottom to top of a building (roughly 30 seconds or 75 words).

• In your opinion, in what situations other than a job interview might you use an elevator pitch?
• Have you ever prepared an elevator pitch?

2. Complete these elevator pitches with correct prepositions.

From – Under – By – Below – At

As a Digital Marketing Manager at XYZ, I coordinate all stages of creating audiovisual marketing materials: …**from**….. ✔ the concept, through execution, to promotion. …**At**….. ✔ the beginning of last year, I got a list of 15 campaigns and a set budget for all of them. Together with our Technology Department, we came up with a strategy of cross-departmental communications calibrating the tech solutions with all team's talents to cut redundant costs and increase efficiency. …**Under**….. ✔ my leadership, we completed all 15 projects on time and over 10% …**below**….. ✔ budget. By the end of the year, sales from all campaigns contributed to increasing revenue …**by**….. ✔ 48%.
source: https://zety.com/blog/elevator-pitch

As – For – In – About – About

Hi, my name is Mark. Thanks so much …for….. ✔ sitting down with me today. After graduating with my Bachelor's degree …in….. ✔ Business Administration, I've spent the last three years building professional experience …as….. ✔ an Executive Assistant. I've successfully managed end-to-end event coordination and have generated a strong professional network for my colleagues. I was excited to learn …about….. ✔ this opportunity in the sports management space—I've always been passionate …about….. ✔ the way sport brings cultures together and would love the opportunity to bring my project management and leadership abilities to this position.
source: https://www.indeed.com/career-advice/interviewing/how-to-give-an-elevator-pitch-examples

Among – Across/in – For – At – With

I'm a Senior Project Manager …with….. ✔ a creative attitude to problem solving. In my current position as Chief of Project Management …at….. ✔ Seton Hospital, my recent challenge has been the reduction of stockroom waste. I introduced a new kanban system and designed Lean training programs to be carried out …in/across….. ✔ all departments. We managed to cut stockroom waste by 65% which, ultimately, slashed monthly costs by a quarter. I know cost-saving solutions …**for**….. ✔ the infant ward are …among….. ✔ your key priorities. I'm sure I can use my expertise to achieve great results with this initiative.

source: https://zety.com/blog/elevator-pitch

Errors/Opportunity for growth/Pronunciation/Feedback:	**Vocabulary/Phrases:**

Homework:

I work as an auditing director in the Sinaloa Government. I have 15 years of experience in the field, I've worked in all three levels of Public administration. I also work as a Project Manager in a consulting company, *in 2017 I was in charge of opening a new branch in Sinaloa*. I had to recruit the team members and coach them.

Write your own job interview elevator pitch. Remember to tell them all about you: who you are, what you do, and what you want to do.

Date / Consultant: Dec 21, 2024 Bernardo dnh

Lesson number/week: 7-3

Topic: Giving your "elevator pitch"

aim: can give their own elevator pitch with correct cue words and intonation.

Catch-up/Homework review:

Workspace:

Here's the link: https://meet.google.com/xzc-iack-xgj

Imagine you are in an elevator with a senior executive. You have 30 seconds to introduce yourself and explain what you do. What would you say?

For example:

My name is Alex, and I work as an Audit Director. I specialize in improving internal processes.

Let's brainstorm: What's important to include?

1. Discovering

Read the two elevator pitch examples below and answer the questions:

Example 1:
Hi, I'm Sarah. I am an Audit Director with 10 years of experience. I have successfully improved compliance by 25% in my current role and streamlined financial reporting processes.

Example 2:
Hello, my name is John. As an Audit Director, I specialize in accurately identifying risks and efficiently implementing solutions. Last year, I led a project that significantly reduced audit time by 30%.

Questions:

Which pitch is more impactful? Why?
What achievements or key qualities do they mention?
What adverbs make the pitch more dynamic?

2. Grammar

When we want to be concise and impactful, we can use adverbs to qualify our achievements. Here's how:

Examples:

I have successfully improved compliance by 25%.

I have significantly reduced audit time by 30%.
I efficiently implemented new reporting standards.

Structure:

Subject +

Successfully
Efficiently
Significantly
Effectively
Accurately
Consistently
Productively
Seamlessly

Write 3 achievements you had the last year using the previous adverbs:

3. Practicing

Write your own elevator pitch. Include your name, role, and two key achievements using adverbs.
Example:

Hi, my name is Jane. I am an Audit Director with 8 years of experience. I specialize in efficiently identifying risks. I have successfully improved compliance by 20% and significantly streamlined financial audits.
Once you've written your pitch, practice saying it aloud with intonation.

Use the type voice tool to register your elevator pitch:

Errors/Opportunity for growth/Pronunciation/Feedback:	**Vocabulary/Phrases:** Merriam-Webster

Homework:

Write a 150-word paragraph about your professional role and achievements, expanding on your elevator pitch. Include:

Your name and role
A brief description of your key skills
Three achievements using adverbs

Example:
Hi, I'm Alex, an Audit Director with 12 years of experience. I specialize in analyzing financial processes and improving operational efficiency. I have successfully implemented compliance programs that reduced errors by 30%, efficiently streamlined reporting processes, and significantly enhanced team performance by introducing new tools.

Date / Consultant: Dec 19, 2024 Edgar Miguel

Topic: Offer your opinion on a project strategy

aim: Client can issue opinions, both negative and positive, about a project strategy.

Catch-up/Homework review:

Warm up/Review:
https://www.liveworksheets.com/w/en/english-second-language-esl/90861

Workspace:

Here's the link:

Hello Aroon, how have you been?

What did you do last class?

https://www.englishclub.com/speaking/agreeing-disagreeing-expressions.php

Expressing agreement

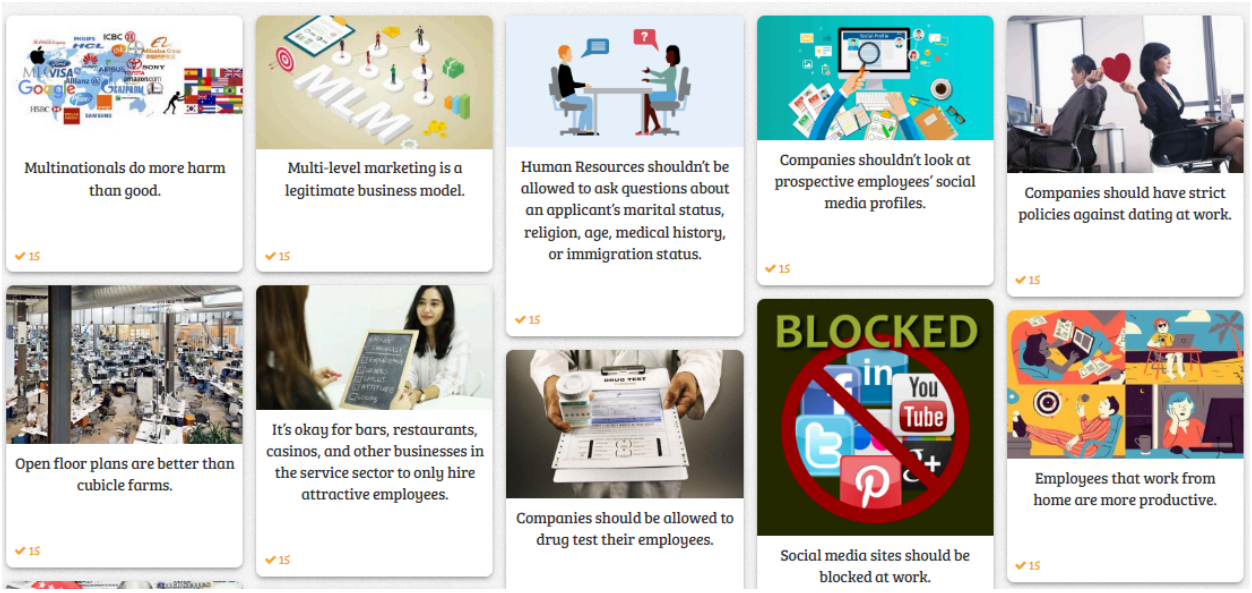
- I agree with you 100 percent.
- I couldn't agree with you more.
- That's so true.
- That's for sure.
- (slang) Tell me about it!
- You're absolutely right.
- Absolutely.
- That's exactly how I feel.
- Exactly.
- I'm afraid I agree with James.
- I have to side with Dad on this one.
- No doubt about it.
- (agree with negative statement) Me neither.
- (weak) I suppose so./I guess so.
- You have a point there.

- I was just going to say that.

Expressing disagreement

- I don't think so.
- (strong) No way.
- I'm afraid I disagree.
- (strong) I totally disagree.
- I beg to differ.
- (strong) I'd say the exact opposite.
- Not necessarily.
- That's not always true.
- That's not always the case.
- No, I'm not so sure about that.

What do you think of the next statement? **A college degree is essential for getting a good job.**



What do you think is the best approach to share your opinions at work on different issues?

1. Discussing a New Policy

- **Positive: "I think the new flexible work hours are great because they help with work-life balance."**
- **Negative: "I feel the new policy on breaks is too restrictive and affects productivity."**

2. Evaluating a Team Member's Idea

- **Positive: "I really like your idea to automate some processes; it will save a lot of time."**
- **Negative: "I'm not sure if this idea will work for the entire team because not everyone is tech-savvy."**

3. Feedback on a Presentation

- **Positive: "I thought your presentation was very clear and engaging."**
- **Negative: "I think the slides were a bit crowded, so it was hard to follow the key points."**

4. Sharing Thoughts on a New Project

- **Positive: "This project sounds exciting and aligns with our goals."**
- **Negative: "I'm concerned this project might be too ambitious given our current workload."**

5. Giving Input on a Training Program

- **Positive: "I find the training very helpful for improving my skills."**
- **Negative: "I think the training sessions are too long, and it's hard to stay focused."**

Errors/Opportunity for growth/Pronunciation/Feedback:	Vocabulary/Phrases:

Homework:	

Date: / Consultant: December 12th, Jaime **DNH**

Lesson number/week: Lesson 5, week 2

Topic: Explain what projects you're currently working on

Aim: Client is able to describe projects and their stages.

Catch up/Homework review:

Workspace:

Can you describe a typical project you manage in your role?
What are the key steps in an audit process?

Explaining a project

Budget – The allocated amount of money for the project.
Deadlines – Specific dates by which tasks must be completed.
Findings – Results or conclusions drawn from an audit.
Compliance – Adhering to rules, laws, or regulations.
Stakeholders – People or groups involved in or affected by the project.
Audit Scope – The range or focus of the audit.
Report – The document summarizing the audit results.
Deliverables – Tangible or measurable outcomes of a project.

Which of these words do you use most often in your projects?

Correlative conjunctions:

Both…and: Highlights inclusion of two elements.
Not only…but also: Emphasizes an additional point.
Either…or: Offers a choice.
Neither…nor: Excludes two options.
Whether…or: Indicates uncertainty or alternatives.

- Both internal and external auditors review the company's compliance.
- Not only do we focus on financial audits, but we also assess operational risks.

Try to write 3 ideas mixing both grammar points

Linking words:

- Addition: Moreover, in addition, furthermore.
- Contrast: However, on the other hand, nevertheless.
- Cause/Effect: Therefore, as a result, consequently.

Gap-fill exercise:

- The project was delayed. _____, the team managed to finish the audit report on time.
- We focused on financial records; _____, we reviewed operational risks.

Errors/Opportunity for growth/Pronunciation/Feedback:	**Vocabulary/Phrases:**
Homework:	

Date: / Consultant: December 11, 2024 Dowse

Lesson number/week: Lesson #4 Week #2

Topic: Executive Conversation - *"The Art of Small Talk"*

Aim: To be able to engage in Executive small talk

Grammar : Asking questions

Vocabulary : Advanced adverb. Small talk phrases. Talking about recent experiences **(recent vacation)**

Videos/Games: Small talk wheel. Video on remembering names.

Writing: Answers in small talk

Skills : Client is able to carry out small talk with business acquaintances.

Catch up/Homework review:

Workspace:

Let's warm up with the small talk wheel

10 minutes

[Small Talk Topic Wheel - Spin the wheel]

The Art of Business Small Talk - How to Remember and Use People's Names

10 minutes

The Art of Small Talk: Using The Customer's Name

Next, let's practice answering small talk questions by writing them

25 minutes

1. **Where do you come from, Aaron, originally?**
2. **How do you spend your free time when you're not at work?**
3. **Have you ever thought of being a consultant?**
4. **If you won 100 million dollars in the lottery, what is the first thing you would buy, once you got your hands on the money?**
5. **Where do you plan to retire?**

Tell me about your recent vacation to Oaxaca (?)

15 minutes

1. **Center south Mexico. On Pacific Ocean. I had to take the highway to get to "Hidden Port".**
2. **I went with my wife. We went to Oaxaca for a wedding. It was my wife's friend. The wedding was pretty awesome. Actually it was 3 days.**
3. **Icebreaker. Religious ceremony. A calenda. Parade. Traffic just stops. Mezcal. Music. 40 minutes. At the end, arrive at a bar with msic - mariachi, more drinks, regional food. Antojitos.**
4. **After that, we went to another bar to dance that only plays salsa with live music.**
5. **Then on Saturday was the wedding.**

Errors/Opportunity for growth/Pronunciation/Feedback:	Vocabulary/Phrases:

Homework:
small talk questions by writing them

Date: / Consultant: December 9, 2024 Dowse

Lesson number/week: Lesson #3 Week #1

Topic: General Conversation - *"Explain cultural differences"*

Aim: To be able to effectively communicate past events as well as compare experiences.

Grammar : Comparing and contrasting

Vocabulary : Advanced adverbs

Charts/Games: In context

Skills : Client is able to compare cultural differences between two countries.

Catch up/Homework review:

Reconnect w/client after 3 weeks: **5 minutes**

Workspace:

Let's, we'll look at this chart and review it

15 minutes

Three-Column Table Concept Map-2.png (1024×768)

Next, let's quiz you on this knowledge

15 minutes

Example: It's better __than_____ I thought.

as
then
than
like

1. Brazil is _bigger thanbigger than____ England.

biger than
bigger as
bigger than
biger as

2. She is _the bestthe best____ in the class

the best
best
better than
as good as

3. I'm not as successful _asas__ she is.
as
like
than
Then

4. It was _the most_the most____ expensive restaurant I've ever been to.
more
the more
most
the most

5. I'd like some _further_further__ information.
farther
further

6. It's _the finest_the finest__ art collection in Europe.
finer
finest
the finer
the finest

7. It was _cheaper___ than I was expecting.
cheaper
cheapest

8. This is the _dirtiest_____ kitchen I've ever seen.
dirtyest
Dirtiest

9. Which is the _most difficult___ of the two?
more difficulter
most difficult

10. She finished _more quickly___ than everyone else.
more quickly
quickest

11. The underground is _more expensive than___ buses.
more expensive
most expensive
the most expensive
more expensive than

12. The plane would be _quicker____ than the car.
more quickly
quicker

13. It was _the hardest___ test I have ever done.
the most hard
the hardest

14. There were _more___ people at the game than expected.
most
more
many

16. The _most____ difficult thing was communication.
mostly
most

Now , we'll do some advanced adverb work as a game

20 minutes

Adverbs Gapfill Game 3 | EnglishClub

Adverbs Gapfill Game 5 | EnglishClub

SCORES: 100%, 100%

To end, a 5 minute discussion on 5 differences between Mexico and the USA

5 minutes

1. **At the age of 18, young people in the USA must leave their home, whereas young Mexicans leave the "nest" at 25 (average). . Rather, young Mexicans…**
2. **Mexicans are more friendly and warm than Americans, generally speaking.**
3. **Mexicans workers are often required to work extra hours without compensation, unlike Americans workers who are paid overtime BY LAW.**
4. **Mexican students from public schools don't have a sports program that compares to American public schools' sports program.**
5. **Mexican food is much more varied than traditional American cuisine. simit.**

Errors/Opportunity for growth/Pronunciation/Feedback:	**Vocabulary/Phrases:**

Homework:
Practice any difficult, new vocabulary by recording yourself.

Date: / Consultant: November 21, 2024 Dowse

Lesson number/week: Lesson #2 Week #1

Topic: General Conversation - *"Travel Interactions"*

Aim: Describing travel situations where help is needed.

Grammar : Asking for and offering help

Vocabulary : WH Questions

Writing/Games: In context

Skills : Client is able to describe travel situations in which help and directions were needed.

Catch up/Homework review:

Workspace:

How do we ask for help in English?

Can you…?

Would you….?

Would you mind….?

Could you…?

First, we'll watch a short interactive video on asking for help, then answer some questions

15 minutes

Asking a favor | LearnEnglish

SCORE: 100, 88, 100

Next, let's do some exercises with "Wh" questions

20 minutes

Give a "wh" type structure to complete each question. The first is done for you.

(who, what, where, when, why, which, how, how long, etc,)

1. _What/who_____ did you do that for?

2. __Which_____ dress do you want to wear, the red one or the blue one?

3. __*Who*_____ opened the door?

4. _Whose_____ keys are these? – I think they're dad's.

Date: / Consultant: November 21, 2024 Dowse

Lesson number/week: Lesson #2 Week #1

Topic: General Conversation - *"Travel Interactions"*

Aim: Describing travel situations where help is needed.

Grammar : Asking for and offering help

Vocabulary : WH Questions

Writing/Games: In context

Skills : Client is able to describe travel situations in which help and directions were needed.

5. __How_____ does this CD player work?

6. _What_____ is bothering you?

7. _Where_____ is the car?

8. How much money do you have in your bank account?

9. _When_____ are the sisters going to leave?

10. __Who_____ is your favorite actress?

11. How long did the party last? – Almost two hours.

12. _What_____ did you do in Australia?

13. Whose_____ jacket is this? - I think it's mine.

14. __When_____ do they normally do their homework?

15. __Why_____ don't you get up earlier? It's so sunny outside.

16. __What_____ do you do on weekends?

17. __Who_____ is your favorite singer?

18. __How_____ was the flight? – Oh, it was great.

19. _Where_____ are you from?

20. _Which_____ textbook did you use last summer?

21. _How_____ do you normally get to school?

22. __When_____ did you find her? – Yesterday evening. She was in the park

Date: / Consultant: November 21, 2024 Dowse

Lesson number/week: Lesson #2 Week #1

Topic: General Conversation - *"Travel Interactions"*

Aim: Describing travel situations where help is needed.

Grammar : Asking for and offering help

Vocabulary : WH Questions

Writing/Games: In context

Skills : Client is able to describe travel situations in which help and directions were needed.

23. __What/Where_____ does she teach?

24. ___Where____ have you been all the time? – At the playground.

25. __Who_____ can John ask if he wants to go to the university?

26. __How_____ was the play? – It was great.

27. ___What____ do you want to eat? Pasta and cheese.

28. _Where_____ did you leave your keys?

29. __Which_____ one do you prefer? – The red one.

30. __Where/When_____ do you go to the gym?

Now, we'll write about a recent travel experience that you had

100 words about a trip when you had to ask for help

15 minutes

Here:

HW

Let's finish with a quiz to test your travel vocabulary

10 minutes

Collocations/Quizzes/Travel | Vocabulary | EnglishClub

Date: / Consultant: November 21, 2024 Dowse

Lesson number/week: Lesson #2 Week #1

Topic: General Conversation - *"Travel Interactions"*

Aim: Describing travel situations where help is needed.

Grammar : Asking for and offering help

Vocabulary : WH Questions

Writing/Games: In context

Skills : Client is able to describe travel situations in which help and directions were needed.

SCORE: **HW**