

**THEY CANNOT ENTER TO WHATSAPP FOR SECURITY REASONS, PLEASE PASTE THE LINK ON THE REMOTE AND SEND THEM A MESSAGE BEFORE THE CLASS TO REMIND THEM THE LINK IS ON THE REMOTE**

A1 LESSON PLANNING
<p>Student: English Group Coppel Planners</p> <p>Classes per week:</p> <p>Position:</p> <p>Level: A1</p> <p>Curriculum: <a href="#">W</a> A1 curriculum - general English.docx</p> <p>Current week: 10-12</p>

<b>Decompress:</b>
<b>Here's the template:</b> <a href="#">Needs analysis/Decompress template</a>
<b>Notes on Client (Changes on new curriculum, suggestions, needs another curriculum, etc.):</b>
<b>Remember to notify your leader when decompress is completed, or contact directly with Jaime via Slack</b>

<b>Week 1 - Facts and Routines</b> <b>Aims:</b> Describing yourself using the correct forms of the verb TO BE and other common verbs in English, talking about your every-day and work routines.			
TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
Date/teacher: March 14th, Edgar March 13th, Edgar <b>Off Curriculum</b> March 11th, Alejandro <b>DNH</b>			
Lesson 1: Talking about oneself	<ul style="list-style-type: none"> <li>Grammar: Present Simple of verbs (positive forms)</li> <li>Vocabulary: verbs and adjectives for describing oneself</li> </ul>	<ul style="list-style-type: none"> <li>Clients describe themselves and introduce themselves to others</li> </ul>	<ul style="list-style-type: none"> <li><a href="#">Speaking about your job</a></li> </ul> Homework: Send a short voice note introducing yourself
Comments/ Suggestions for next lesson:			
Date/teacher: March 18th, Edgar			
Lesson 2: Daily and work routines	<ul style="list-style-type: none"> <li>Grammar: SVO /Present simple negatives/ verb TO LIKE</li> <li>Vocabulary: verbs for work routines</li> </ul>	<ul style="list-style-type: none"> <li>Client describes their job and tasks, as well as daily routines</li> </ul>	<ul style="list-style-type: none"> <li><a href="#">Vocabulary daily routines</a></li> </ul> Homework: Send a short voice note describing your tasks

Comments/ Suggestions for next lesson:

Date/teacher: March 19th, Edgar

Lesson 3: Frequency of routines

- Grammar: Adverbs of frequency/Present simple questions/prepositions of time (AT IN ON)
- Vocabulary: expressions of time

- Clients ask and answer questions about work and personal details

- [Reading and grammar exercises for lower levels](#)
- FINAL TASK: Create your business card and introduce yourself

Comments/ Suggestions for next lesson:

## Week 2 - Relationships

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

### TOPIC & CONTENT

### LANGUAGE FOCUS

### PRODUCTION

### MATERIALS / SKILLS

Date/teacher: March 20th, Edgar

Lesson 4: Family members

- Grammar: Present Simple 3<sup>rd</sup> person
- Skills: pronunciation of -s
- Vocabulary: family and relatives

- Client describes own family and their routines

- [Pronunciation -s](#)
  - [Vocabulary - Family](#)
- Homework: Send a voice note about one family member of your choice.

Comments/ Suggestions for next lesson:

Date/teacher: March 21st, Edgar

Lesson 5: Friends

- Grammar: Present Simple 3<sup>rd</sup> person negatives /SOME and ANY
- Vocabulary: jobs - positions in company

- Client describes the people they are friends with

- [Quantifiers](#)
- Homework: Write a short profile for your best friend

Comments/ Suggestions for next lesson:

Date/teacher: March 26th, Alejandro  
March 24th, Alejandro (DNH)

Lesson 6: School/Work

- Vocabulary for company structure and processes
- Grammar: SOME and ANY and MUCH and MANY

- Client details their kids' school/ company and explain what it does

- [Vocabulary-describing companies](#)
- FINAL TASK: Prepare a short presentation on your kids' school/ company

Comments/ Suggestions for next lesson:

### Week 3 - Places

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

TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
Date/teacher: March 26th, Alejandro			
Lesson 7: My city	<ul style="list-style-type: none"><li>Grammar: There is and There are/plurals</li><li>Skills: pronunciation -s</li><li>Vocabulary : buildings and places in a city</li></ul>	<ul style="list-style-type: none"><li>Client is able to describe their hometown</li></ul>	<ul style="list-style-type: none"><li><a href="#">Pronunciation -s</a></li><li><a href="#">There is/are- places in a city</a></li></ul> <p>Homework: Send a voice note describing a city you know</p>

Comments/ Suggestions for next lesson:

Date/teacher: March 31st, Edgar  
March 28th, Alejandro (off curriculum)

Lesson 8: In the neighborhood	<ul style="list-style-type: none"><li>Grammar: There is /are questions/prepositions of place/ irregular plurals</li><li>Skills: intonation -questions</li><li>Vocabulary : adjectives</li></ul>	<ul style="list-style-type: none"><li>Client is able to inquire about places in a city</li></ul>	<ul style="list-style-type: none"><li><a href="#">There is/are- places in a city</a></li></ul> <p>Homework: Send a voice note to a friend asking about their city</p>
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Comments/ Suggestions for next lesson:

Date/teacher: April 1st, Edgar

Lesson 9: Describing places	<ul style="list-style-type: none"><li>Grammar: There is/are negatives and questions/ irregular plurals/ adjectives</li><li>Skills: pronunciation plurals/ intonation in questions</li><li>Vocabulary: adjective s/ places of interest</li></ul>	<ul style="list-style-type: none"><li>Client is able to discuss and inquire about different places of interest</li></ul>	<ul style="list-style-type: none"><li><a href="#">Vocabulary reference list</a></li><li><a href="#">Grammar - interactive exercises</a></li></ul> <p>FINAL TASK: Send a voice note describing your neighborhood and the places you visit there. Ask the other party about their neighborhood</p>
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Comments/ Suggestions for next lesson:

### Week 4 - Directions

**Aims:** Understanding and providing specific directions using imperatives, discussing usual routes using target vocabulary, as well as comparing and contrasting preferences related to daily commute.

TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
Date/teacher: April 3rd, Alejandro			

Lesson 10: Giving and following directions	<ul style="list-style-type: none"> <li>Grammar: Imperatives/prepositions of place</li> <li>Vocabulary: verbs and directions</li> </ul>	<ul style="list-style-type: none"> <li>Client gives and understands basic directions</li> </ul>	<ul style="list-style-type: none"> <li><a href="#">Video - AT IN ON</a></li> <li><a href="#">Grammar - imperatives</a></li> </ul> Homework: Send a voice note on how you get from home to your kids' school/parents' home
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Comments/ Suggestions for next lesson:

Date/teacher: April 7th, Edgar

Lesson 11: Transportation	<ul style="list-style-type: none"> <li>Grammar: Comparatives and superlatives</li> <li>Vocabulary: transport</li> </ul>	<ul style="list-style-type: none"> <li>Client is able to discuss different forms of commuting</li> </ul>	<ul style="list-style-type: none"> <li><a href="#">An interactive map</a></li> <li><a href="#">Directions - interactive</a></li> </ul> Homework: Send a voice message comparing two forms of transport you use to go around
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Comments/ Suggestions for next lesson:

Date/teacher: April 8th, Edgar

Lesson 12: Your daily route	<ul style="list-style-type: none"> <li>Grammar: Present simple review/prepositions of place</li> <li>Vocabulary: places in a city</li> </ul>	<ul style="list-style-type: none"> <li>Client is able to explain their daily commute, and of others</li> </ul>	<ul style="list-style-type: none"> <li><a href="#">Grammar - interactive exercises</a></li> </ul> FINAL TASK: Send a voice message with directions to your home for a friend you are meeting
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Comments/ Suggestions for next lesson:

### Week 5 - Small talk

**Aims:** Expressing likes and dislikes, discussing events and interests, and using present continuous forms to give details about current events, and personal and professional agendas.

TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
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Date/teacher: April 10th, Edgar  
April 9th, Edgar **Off Curriculum**

Lesson 13: Likes and dislikes	<ul style="list-style-type: none"> <li>Grammar: VERB+ gerund or infinitive</li> <li>Vocabulary: Verbs for expressing likes and dislikes/food</li> </ul>	<ul style="list-style-type: none"> <li>Client discusses preferences regarding personal taste and food</li> </ul>	<ul style="list-style-type: none"> <li><a href="#">A menu example</a></li> <li><a href="#">Listening for beginners- many topics</a></li> </ul> Homework: Send a voice note talking about the food you like/dislike
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Comments/ Suggestions for next lesson:

Date/teacher: April 11th, Edgar

Lesson 14: Hobbies and free time	<ul style="list-style-type: none"> <li>Grammar: Present Continuous positive and negative forms</li> <li>Vocabulary : hobbies and</li> </ul>	<ul style="list-style-type: none"> <li>Client explains their hobbies and current events/projects</li> </ul>	<ul style="list-style-type: none"> <li><a href="#">News in English</a></li> </ul> Homework: Send a voice note talking about your hobbies and current projects
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	leisure activities		
Comments/ Suggestions for next lesson:			
Date/teacher: April 21st, Edgar			
Lesson 15: Making small talk	<ul style="list-style-type: none"> <li>Grammar: Present Simple and Continuous question forms</li> <li>Skills: intonation</li> <li>Vocabulary: small talk</li> </ul>	<ul style="list-style-type: none"> <li>Client is able to informally chat about current events</li> </ul>	<ul style="list-style-type: none"> <li><a href="#">Using Present tenses to talk about work</a></li> </ul> <p>FINAL TASK: Create a list of questions to ask a new acquaintance you meet at an event.</p>
Comments/ Suggestions for next lesson:			
<b>Week 6 - Evaluation - Informal</b>			
Date/teacher: April 23rd, Edgar-Extra review April 22, Edgar			
Lesson 16: Eval Prep	<ul style="list-style-type: none"> <li>Review</li> </ul>	<ul style="list-style-type: none"> <li>This week focuses on resolving client's doubts and perfecting previously learned content</li> </ul>	
Comments/ Suggestions for next lesson: They asked for another review before the informal Eval.			
Date/teacher: April 29th, Erick Eval April 28th, Edgar EVAL REVIEW WITH ERICK April 24th, Edgar DNH			
Lesson 17: Informal Evaluation:	<ul style="list-style-type: none"> <li>Informal evaluation</li> </ul>		
Comments/ Suggestions for next lesson: Erick hasn't joined in almost a month. He came back on April 28th and he knew about the Evaluation so he wanted to review and do it the next session (April 29th). Neither Miguel or Luis were present in the previous sessions.			
Date/teacher: May 5th, Edgar			
Lesson 18: Feedback and follow-up	<ul style="list-style-type: none"> <li>Feedback</li> </ul>	<ul style="list-style-type: none"> <li>This week focuses on reviewing mistakes and clarifying previously learned content</li> </ul>	
Comments/ Suggestions for next lesson:			
<b>Week 7 - Skills</b> <b>Aims:</b> Using expressions of present and past ability and different ending adjectives to describe your own personal and professional skills, as well as discuss the ones of others.			
TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS

Date/teacher: May 6th, Edgar			
Lesson 19: Skills and abilities	<ul style="list-style-type: none"> <li>Grammar: CAN and TO BE ABLE TO</li> <li>Vocabulary: abilities and skills / adverbs</li> </ul>	<ul style="list-style-type: none"> <li>Client describes their skills and abilities</li> </ul>	<ul style="list-style-type: none"> <li><a href="#">Grammar - interactive exercises</a></li> </ul> Homework: Send a voice message describing your skills
Comments/ Suggestions for next lesson:			
Date/teacher: May 7th, Edgar			
Lesson 20: Talents	<ul style="list-style-type: none"> <li>Grammar: Present and Past ability</li> <li>Vocabulary : adjectives -ED and -ING/ hard and soft skills</li> </ul>	<ul style="list-style-type: none"> <li>Client discusses their talents and how they learned them</li> </ul>	<ul style="list-style-type: none"> <li><a href="#">Listening for beginners- many topics</a></li> </ul> Homework: Voice note on your talents and how you learned them
Comments/ Suggestions for next lesson:			
Date/teacher: May 8th, Edgar			
Lesson 21: Learning new skills	<ul style="list-style-type: none"> <li>Grammar: Conjunctions/ causal sentences</li> <li>Vocabulary : adjectives -ED and -ING</li> </ul>	<ul style="list-style-type: none"> <li>Client discusses the skills they lack and would like to learn</li> </ul>	<ul style="list-style-type: none"> <li>FINAL TASK: voice note on a skill you are planning to learn</li> </ul>
Comments/ Suggestions for next lesson:			
<b>Week 8 - Past Experience</b> <b>Aims:</b> Inquiring and providing information about past personal and professional experiences, using the past simple tense of regular and irregular verbs.			
TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
Date/teacher: May 13th, Edgar May 12th, Edgar <b>DNH</b>			
Lesson 22: Describing experiences	<ul style="list-style-type: none"> <li>Grammar: Past Simple verb TO BE / regular verbs</li> <li>Skill: Pronunciation /ED/</li> <li>Vocabulary: adjectives</li> </ul>	<ul style="list-style-type: none"> <li>Client describes their past life experiences</li> </ul>	<ul style="list-style-type: none"> <li><a href="#">Jobs and work activities</a></li> </ul> Homework: Voice note about your last holiday/weekend
Comments/ Suggestions for next lesson:			
Date/teacher: May 19th, Edgar			
Lesson 23: Past experience	<ul style="list-style-type: none"> <li>Grammar: Past Simple irregular verbs</li> <li>Skill: Pronunciation</li> <li>Vocabulary : discourse markers for talking</li> </ul>	<ul style="list-style-type: none"> <li>Client discusses their past experience and family/ company history</li> </ul>	<ul style="list-style-type: none"> <li><a href="#">Conversation questions- Jobs and Occupations</a></li> </ul> Homework: Voice note about your last job /family history

	about the past		
Comments/ Suggestions for next lesson:			
Date/teacher: May 26th, Edgar May 20th, Edgar <b>DNH</b>			
Lesson 24: Exchanging experiences	<ul style="list-style-type: none"> <li>Grammar: Past Simple questions</li> <li>Skill: intonation in questions</li> <li>Vocabulary : job interviews</li> </ul>	<ul style="list-style-type: none"> <li>Client identifies and answers questions about his previous work experience</li> </ul>	<ul style="list-style-type: none"> <li><a href="#">Job interview example</a></li> </ul> <p>FINAL TASK: role play a dialogue with a friend talking about last year's experiences</p>
Comments/ Suggestions for next lesson:			
<b>Week 9- Travel</b> <b>Aims:</b> Comparing and contrasting travel preferences when planning a trip, discussing wants and needs using verb combinations, and using future simple tense to discuss future arrangements.			
<b>TOPIC &amp; CONTENT</b>	<b>LANGUAGE FOCUS</b>	<b>PRODUCTION</b>	<b>MATERIALS / SKILLS</b>
Date/teacher: May 27th, Edgar			
Lesson 25: Travel wants and needs	<ul style="list-style-type: none"> <li>Grammar: 2 verb combinations/ comparatives and superlatives</li> <li>Vocabulary: Verbs for expressing wants and needs, travel vocabulary</li> </ul>	<ul style="list-style-type: none"> <li>Client discusses their travel preferences</li> </ul>	<ul style="list-style-type: none"> <li><a href="#">Travel worksheets</a></li> </ul> <p>Homework: Send a voice note about your travel preferences</p>
Comments/ Suggestions for next lesson:			
Date/teacher: May 28th, Edgar			
Lesson 26: Holidays	<ul style="list-style-type: none"> <li>Grammar: Future with WILL</li> <li>Vocabulary: dates and holidays</li> </ul>	<ul style="list-style-type: none"> <li>Client can discuss their holiday plans</li> </ul>	<ul style="list-style-type: none"> <li><a href="#">Travel activities</a></li> </ul> <p>Homework: Send a voice note about your next trip</p>
Comments/ Suggestions for next lesson:			
Date/teacher:			
Lesson 27: Planning a trip	<ul style="list-style-type: none"> <li>Grammar: Future with will/WOULD LIKE</li> <li>Vocabulary: time markers for future/trips</li> </ul>	<ul style="list-style-type: none"> <li>Client plans a trip to a chosen destination</li> </ul>	<ul style="list-style-type: none"> <li><a href="#">Writing for beginners</a></li> </ul> <p>FINAL TASK: Plan your next trip</p>
Comments/ Suggestions for next lesson:			
<b>Week 10 - Travel experiences</b>			

**Aims:** Organizing ideas, understanding and creating informal and formal emails using appropriate structure and relevant vocabulary, as well as asking and answering questions in present, past and future tenses.

TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
Date/teacher:			
Lesson 28: Travel experiences	<ul style="list-style-type: none"> <li>Grammar: WH questions - present , past</li> <li>Vocabulary: travel</li> </ul>	<ul style="list-style-type: none"> <li>Client ask and answers questions in the present and past</li> </ul>	<ul style="list-style-type: none"> <li></li> <li>Homework: Send an informal voice note to a colleague about your holiday</li> </ul>

Comments/ Suggestions for next lesson:

Date/teacher:			
Lesson 29: Bucket list	<ul style="list-style-type: none"> <li>Grammar: WH questions- future</li> <li>Vocabulary: bucket list, plans</li> </ul>	<ul style="list-style-type: none"> <li>Client ask and answers questions in the future</li> </ul>	<ul style="list-style-type: none"> <li><a href="#">Writing for beginners</a></li> <li>Homework: role play a dialogue talking about your bucket list</li> </ul>

Comments/ Suggestions for next lesson:

Date/teacher:			
Lesson 30: Postcard writing	<ul style="list-style-type: none"> <li>Grammar: Conjunctions</li> <li>Vocabulary: writing</li> </ul>	<ul style="list-style-type: none"> <li>Client is able to coherently unite their ideas using conjunctions</li> </ul>	<ul style="list-style-type: none"> <li><a href="#">Writing for beginners</a></li> <li>FINAL TASK: Send an email to a friend describing your holiday</li> </ul>

Comments/ Suggestions for next lesson:

### Week 11 - Travel information

**Aims:** Explaining different types of on-line and off-line meetings, using modal verbs for giving advice, making offers and requests, and using relevant vocabulary to arrange, prepare and conduct meetings.

TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
Date/teacher:			
Lesson 31: Planning a trip/ budget	<ul style="list-style-type: none"> <li>Grammar: SHOULD and SHOULDN'T</li> <li>Vocabulary: types of meetings on-line and off-line/tips for meetings</li> </ul>	<ul style="list-style-type: none"> <li>Client describes the types of trips they enjoy in and give advice on how to plan a trip and budget</li> </ul>	<ul style="list-style-type: none"> <li></li> <li>Homework: Voice note with some advice about your next holiday</li> </ul>

Comments/ Suggestions for next lesson:

Date/teacher:			
Lesson 32: Getting information together	<ul style="list-style-type: none"> <li>Grammar: CAN and COULD for polite request</li> <li>Skill: intonation - requests</li> </ul>	<ul style="list-style-type: none"> <li>Client is able to understand and produce polite requests</li> </ul>	<ul style="list-style-type: none"> <li></li> <li>Homework: Voice note about some things you need to ask</li> </ul>



	<ul style="list-style-type: none"> <li>Vocabulary: requests</li> </ul>		your travel agent
Comments/ Suggestions for next lesson:			
Date/teacher:			
Lesson 33: Presenting the trip	<ul style="list-style-type: none"> <li>Grammar: WOULD in requests/ offers and requests with modals</li> <li>Skills: talking about time</li> <li>Vocabulary: time and dates</li> </ul>	<ul style="list-style-type: none"> <li>Client is able to discuss availability and schedule a trip</li> </ul>	<ul style="list-style-type: none"> <li>FINAL TASK: Send a voice note to your spouse/friend/ partner to check availability and schedule your next holiday</li> </ul>
Comments/ Suggestions for next lesson:			
Week 12 - Evaluation - Formal			
Date/teacher:			
Lesson 34: Eval Prep	<ul style="list-style-type: none"> <li>Review weeks 6-8</li> </ul>	<ul style="list-style-type: none"> <li>This week focuses on resolving client's doubts and perfecting previously learned content</li> </ul>	
Comments/ Suggestions for next lesson:			
Date/teacher:			
Lesson 35: Eval Prep	<ul style="list-style-type: none"> <li>Review weeks 9-11</li> </ul>	<ul style="list-style-type: none"> <li>This week focuses on resolving client's doubts and perfecting previously learned content</li> </ul>	
Comments/ Suggestions for next lesson:			
Date/teacher:			
Lesson 36: End of level Evaluation	<ul style="list-style-type: none"> <li>Formal Evaluation</li> </ul>		
Client's comments about evaluation/next curriculum:			
A1+ Beginner Course			

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

## A1 LESSON PLANNING

Student: English Group Coppel Planners 1

Classes per week:

Position:

Level:

Curriculum: [W](#) A1 Professional Beginners Curriculum

Material for classes: [☰](#) A1 Professional Beginners Curriculum Material

**THEY CANNOT ENTER TO WHATSAPP FOR SECURITY REASONS, PLEASE PASTE THE LINK ON THE REMOTE AND SEND THEM A MESSAGE BEFORE THE CLASS TO REMIND THEM THE LINK IS ON THE REMOTE**

**Decompress:**

**Here's the template:** [☰](#) Needs analysis/Decompress template

**Notes on Client (Changes on new curriculum, suggestions, needs another curriculum, etc.):**

**Remember to notify your leader when decompress is completed, or contact directly with Jaime via Slack**

### Week 1 - Facts and Routines

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

TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
Date/teacher: Nov 11th - Edgar			
Lesson 1: Talking about oneself	<ul style="list-style-type: none"> <li>Grammar: Present Simple of verbs (positive forms)</li> <li>Vocabulary: Verbs and adjectives for describing oneself</li> </ul>	<ul style="list-style-type: none"> <li>Clients describe themselves and introduce themselves to others</li> </ul>	<a href="#">Speaking about your job</a> Homework: Send a short voice note introducing yourself
Comments/ Suggestions for next lesson:			
Date/teacher: Nov 13th - Camille			
Lesson 2: Daily and work routines	<ul style="list-style-type: none"> <li>Grammar: SVO /Present simple negatives/ verb</li> </ul>	<ul style="list-style-type: none"> <li>Client describes their job and tasks, as well as</li> </ul>	<a href="#">Vocabulary daily routines</a> Homework: Send a short

	TO LIKE <ul style="list-style-type: none"> <li>Vocabulary: Verbs for work routines</li> </ul>	daily routines	voice note describing your job and your tasks
Comments/ Suggestions for next lesson:			
Date/teacher: November 14th, Marisol			
Lesson 3: Frequency of routines	<ul style="list-style-type: none"> <li>Grammar: Adverbs of frequency / Present simple questions / Prepositions of time (AT IN ON)</li> <li>Vocabulary: Expressions of time</li> </ul>	<ul style="list-style-type: none"> <li>Clients ask and answer questions about work and personal details</li> </ul>	<a href="#">Reading and grammar exercises for lower levels</a> FINAL TASK: Create your business card and introduce yourself in a professional setting
Comments/ Suggestions for next lesson:			
<b>Week 2 - Relationships</b> <b>Aims:</b> Describing other individuals from personal and professional life, using the present tense to detail facts about individuals and enterprises.			
TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
Date/teacher: Nov 20th - Camille			
Lesson 4: Family members	<ul style="list-style-type: none"> <li>Grammar: Present Simple 3<sup>rd</sup> person</li> <li>Skills: Pronunciation of -s</li> <li>Vocabulary: family and relatives</li> </ul>	<ul style="list-style-type: none"> <li>Client describes own family and their routines</li> </ul>	<a href="#">Pronunciation -s</a> <a href="#">Vocabulary - Family</a> Homework: Send a voice note about one family member of your choice.
Comments/ Suggestions for next lesson:			
Date/teacher: November 20 - Miguel Zaccaro			
Lesson 5: Work relationships	<ul style="list-style-type: none"> <li>Grammar: Present Simple 3<sup>rd</sup> person negatives /SOME and ANY</li> <li>Vocabulary: Jobs - positions in company</li> </ul>	<ul style="list-style-type: none"> <li>Client describes the people they work with</li> </ul>	<a href="#">Grammar - interactive exercises</a>
Comments/ Suggestions for next lesson:			
Date/teacher: 11/21 Eka			
Lesson 6: Organizational Charts	<ul style="list-style-type: none"> <li>Vocabulary for company structure and processes</li> <li>Grammar: SOME and ANY and MUCH and MANY</li> </ul>	<ul style="list-style-type: none"> <li>Client details their company's structure and explain what their company does</li> </ul>	<a href="#">Vocabulary-describing companies</a> FINAL TASK: Prepare a short presentation on your company and your role in it
Comments/ Suggestions for next lesson:			

### Week 3 - Places

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

TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
Date/teacher: 11/22 Eka (DNH) 25/11 Miguel			
Lesson 7: My city	<ul style="list-style-type: none"><li>Grammar: There is and There are/plurals</li><li>Skills: Pronunciation -s</li><li>Vocabulary : buildings and places in a city</li></ul>	<ul style="list-style-type: none"><li>Client is able to describe their hometown</li></ul>	<a href="#">Pronunciation -s</a> <a href="#">There is/are- places in a city</a> Homework: Send a voice note describing a city you know

Comments/ Suggestions for next lesson:

Date/teacher: nov 27th Mildred

Lesson 8: In the neighborhood	<ul style="list-style-type: none"><li>Grammar: There is /are questions/prepositions of place/ irregular plurals</li><li>Skills: Intonation -questions</li><li>Vocabulary : adjectives</li></ul>	<ul style="list-style-type: none"><li>Client is able to inquire about places in a city</li></ul>	<a href="#">There is/are- places in a city</a> Homework: Send a voice note to a friend asking about their city
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Comments/ Suggestions for next lesson:

Date/teacher: Nov 28th, Edgar

Lesson 9: Describing places	<ul style="list-style-type: none"><li>Grammar: There is/are negatives and questions/ irregular plurals/ adjectives</li><li>Skills: Pronunciation plurals/ intonation in questions</li><li>Vocabulary: Adjectives/ places of interest</li></ul>	<ul style="list-style-type: none"><li>Client is able to discuss and inquire about different places of interest</li></ul>	<a href="#">Vocabulary reference list</a> <a href="#">Grammar - interactive exercises</a> FINAL TASK: Send a voice note describing your office building and the places you visit there. Ask the other party about their office space.
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Comments/ Suggestions for next lesson:

### Week 4 - Directions

**Aims:** Understanding and providing specific directions using imperatives, discussing usual routes using target vocabulary, as well as comparing and contrasting preferences related to daily commute.

TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
Date/teacher: November 2nd, Alejandro			
Lesson 10: Giving and following directions	<ul style="list-style-type: none"><li>Grammar: Imperatives / Prepositions of place</li><li>Vocabulary: Verbs and directions</li></ul>	<ul style="list-style-type: none"><li>Client gives and understands basic directions</li></ul>	<a href="#">Video - AT IN ON</a> <a href="#">Grammar - imperatives</a> Homework: Send a voice note on how you get from home to work

Comments/ Suggestions for next lesson:			
Date/teacher: November 4th, Alejandro			
Lesson 11: Transportation	<ul style="list-style-type: none"> <li>Grammar: Comparatives and superlatives</li> <li>Vocabulary: Transport</li> </ul>	<ul style="list-style-type: none"> <li>Client is able to discuss different forms of commuting</li> </ul>	<a href="#">An interactive map</a> <a href="#">Directions - interactive</a> Homework: Send a voice message comparing two forms of transport you use to go to work
Comments/ Suggestions for next lesson: <b>Please review the same lesson for the next session, the clients need more practice. It is suggested to focus only on comparative adjectives, they are low beginners.</b>			
Date/teacher: December 5, 2024 Dowse			
Lesson 12: Your work route	<ul style="list-style-type: none"> <li>Grammar: Present simple review/prepositions of place</li> <li>Vocabulary: Places in a city</li> </ul>	<ul style="list-style-type: none"> <li>Client is able to explain their daily commute, and of others</li> </ul>	<a href="#">Grammar - interactive exercises</a> FINAL TASK: Send a voice message with directions to your office for a colleague you are meeting
Comments/ Suggestions for next lesson:			
<b>Week 5 - Small talk</b> <b>Aims:</b> Expressing likes and dislikes, discussing events and interests, and using present continuous forms to give details about current events, and personal and professional agendas.			
TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
Date/teacher: December 16th, Alejandro December 9th, Alejandro (OFF CURRICULUM)			
Lesson 13: Likes and dislikes	<ul style="list-style-type: none"> <li>Grammar: VERB+ gerund or infinitive</li> <li>Vocabulary: Verbs for expressing likes and dislikes/food</li> </ul>	<ul style="list-style-type: none"> <li>Client discusses preferences regarding personal taste and work</li> </ul>	<a href="#">A menu example</a> <a href="#">Listening for beginners- many topics</a> Homework: Send a voice note talking about the food you like/dislike
Comments/ Suggestions for next lesson:			
Date/teacher: December 18th, Alejandro			
Lesson 14: Hobbies and free time	<ul style="list-style-type: none"> <li>Grammar: Present Continuous positive and negative forms</li> <li>Vocabulary: Hobbies and leisure activities</li> </ul>	<ul style="list-style-type: none"> <li>Client explains their hobbies and current events/projects</li> </ul>	<a href="#">News in English</a> Homework: Send a voice note talking about your hobbies and current projects
Comments/ Suggestions for next lesson:			
Date/teacher: Dec 19, 2024			

Lesson 15: Making small talk	<ul style="list-style-type: none"> <li>Grammar: Present Simple and Continuous question forms</li> <li>Skills: Intonation</li> <li>Vocabulary: Small talk</li> </ul>	<ul style="list-style-type: none"> <li>Client is able to informally chat about current events</li> </ul>	<a href="#">Using Present tenses to talk about work</a> FINAL TASK: Create a list of questions to ask a new acquaintance you meet at a networking event.
Comments/ Suggestions for next lesson:			
<b>Week 6 - Evaluation - Informal</b> <b>Aims:</b> Review of the course content.			
Date/teacher: January 6th, Alejandro			
Lesson 16: Eval Prep	<ul style="list-style-type: none"> <li>Review</li> </ul>	<ul style="list-style-type: none"> <li>This week focuses on resolving client's doubts and perfecting previously learned content</li> </ul>	
Comments/ Suggestions for next lesson: Only one of three clients connected to the session since the other two are on vacation. I suggest working on an additional review session (they have already been advised about the upcoming eval).			
Date/teacher: January 7, 2025 Dowse			
Lesson 17: Informal Evaluation:	<ul style="list-style-type: none"> <li>Informal evaluation</li> </ul>	<ul style="list-style-type: none"> <li>Voice notes</li> </ul>	Lesson 17: Informal Evaluation:
Comments/ Suggestions for next lesson:			
Date/teacher: January 9th, Edgar			
Lesson 18: Feedback and follow-up	<ul style="list-style-type: none"> <li>Feedback</li> </ul>	<ul style="list-style-type: none"> <li>This week focuses on reviewing mistakes and clarifying previously learned content</li> </ul>	
Comments/ Suggestions for next lesson: Please check with clients if they have any activities pending from the last lesson before starting your lesson with them.			
<b>Week 7 - Skills</b> <b>Aims:</b> Using expressions of present and past ability and different ending adjectives to describe your own personal and professional skills, as well as discuss the ones of others.			
TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
Date/teacher: January 13th, Alejandro			
Lesson 19: Skills and abilities	<ul style="list-style-type: none"> <li>Grammar: CAN and TO BE ABLE TO</li> <li>Vocabulary: Abilities and skills / adverbs</li> </ul>	<ul style="list-style-type: none"> <li>Client describes their skills and abilities</li> </ul>	<a href="#">Grammar - interactive exercises</a> Homework: Send a voice message describing your skills

Comments/ Suggestions for next lesson:			
Date/teacher: January 15th, Jaime			
Lesson 20: Hard and Soft Skills	<ul style="list-style-type: none"> <li>Grammar: Present and Past ability</li> <li>Vocabulary : Adjectives -ED and -ING/ hard and soft skills</li> </ul>	<ul style="list-style-type: none"> <li>Client discusses the hard and soft skills needed for their job and how they learned them</li> </ul>	<a href="#">Listening for beginners- many topics</a> Homework: Voice note on your hard and soft skills and how you learned them
Comments/ Suggestions for next lesson:			
Date/teacher: 01/16 Eka			
Lesson 21: Learning new skills	<ul style="list-style-type: none"> <li>Grammar: Conjunctions/ causal sentences</li> <li>Vocabulary : Adjectives -ED and -ING</li> </ul>	<ul style="list-style-type: none"> <li>Client discusses the skills they lack and would like to learn</li> </ul>	FINAL TASK: Find a job profile that would match your skill set
Comments/ Suggestions for next lesson:			
<b>Week 8 - Work Experience</b> <b>Aims:</b> Inquiring and providing information about past personal and professional experiences, using the past simple tense of regular and irregular verbs.			
TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
Date/teacher: January 22nd, Edgar January 21st, Edgar <b>DNH</b> January 20th, Edgar <b>OFF CURRICULUM</b>			
Lesson 22: Describing experiences	<ul style="list-style-type: none"> <li>Grammar: Past Simple verb TO BE / regular verbs</li> <li>Skill: Pronunciation /ED/</li> <li>Vocabulary: Adjectives</li> </ul>	<ul style="list-style-type: none"> <li>Client describes their past life experiences</li> </ul>	<a href="#">Jobs and work activities</a> Homework: Voice note about your last holiday/weekend
Comments/ Suggestions for next lesson: <b>Miguel and Erick who didn't join last class joined this one so we reviewed the previous lesson for all the members to be caught up with the topics. Luis (the only one who was present last session) was not in the class of January 20th.</b>			
Date/teacher: January 27th, Edgar January 23, 2025 Dowse <b>DNH</b>			
Lesson 23: Work experience	<ul style="list-style-type: none"> <li>Grammar: Past Simple irregular verbs</li> <li>Skill: Pronunciation</li> <li>Vocabulary: Discourse markers for talking about the past</li> </ul>	<ul style="list-style-type: none"> <li>Client discusses their past work experience and company history</li> </ul>	<a href="#">Conversation questions- Jobs and Occupations</a> Homework: Voice note about your last job / company history
Comments/ Suggestions for next lesson:			
Date/teacher: January 29th, miguel			

Lesson 24: Job interviews	<ul style="list-style-type: none"> <li>Grammar: Past Simple questions</li> <li>Skill: Intonation in questions</li> <li>Vocabulary: Job interviews</li> </ul>	<ul style="list-style-type: none"> <li>Client identifies and answers questions about his previous work experience</li> </ul>	<a href="#">Job interview example</a> FINAL TASK: Prep answers to common questions in a job interview
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Comments/ Suggestions for next lesson:

### Week 9 - Travel

**Aims:** Comparing and contrasting travel preferences when planning a trip, discussing wants and needs using verb combinations, and using future simple tense to discuss future arrangements.

TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
Date/teacher: January 30th, Edgar			
Lesson 25: Travel wants and needs	<ul style="list-style-type: none"> <li>Grammar: 2 verb combinations / comparatives and superlatives</li> <li>Vocabulary: Verbs for expressing wants and needs, travel vocabulary</li> </ul>	<ul style="list-style-type: none"> <li>Client discusses their travel preferences</li> </ul>	<a href="#">Travel worksheets</a> Homework: Send a voice note about your travel preferences - holidays and business trips

Comments/ Suggestions for next lesson:

Date/teacher: February 4th, Edgar

Lesson 26: Holidays	<ul style="list-style-type: none"> <li>Grammar: Future with WILL</li> <li>Vocabulary: Dates and holidays</li> </ul>	<ul style="list-style-type: none"> <li>Client can discuss their holiday plans</li> </ul>	<a href="#">Travel activities</a> Homework: Send a voice note about your next trip
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Comments/ Suggestions for next lesson:

Date/teacher: February 5th, Alejandro

Lesson 27: Planning a trip	<ul style="list-style-type: none"> <li>Grammar: Future with will/WOULD LIKE</li> <li>Vocabulary: Time markers for future/trips</li> </ul>	<ul style="list-style-type: none"> <li>Client plans a trip to a chosen destination</li> </ul>	<a href="#">Writing for beginners</a> FINAL TASK: Plan your next business trip
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Comments/ Suggestions for next lesson:

### Week 10 - Emails

**Aims:** Organizing ideas, understanding and creating informal and formal emails using appropriate structure and relevant vocabulary, as well as asking and answering questions in present, past and future tenses.

TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
Date/teacher: February 10th, Edgar <b>Off curriculum</b> February 06th, Edgar <b>DNH</b> Feb 11th, Karen			



Lesson 28: Informal emails	<ul style="list-style-type: none"> <li>Grammar: WH questions - present , past and future</li> <li>Vocabulary: Informal email vocabulary</li> </ul>	<ul style="list-style-type: none"> <li>Client interprets and writes informal emails</li> </ul>	Homework: Send an informal voice note to a colleague
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Comments/ Suggestions for next lesson: **Clients wanted to review future tense because they were a little confused by it. Feel free to use the materials on informal emails.**

Date/teacher: **FEB 24TH 2025, KAREN**  
Feb 12th, Karen dnh  
**FEB 17TH, KAREN DNH**

Lesson 29: Formal emails	<ul style="list-style-type: none"> <li>Grammar: WH questions</li> <li>Vocabulary: Formal email structure and vocabulary</li> </ul>	<ul style="list-style-type: none"> <li>Client interprets and writes formal emails</li> </ul>	<a href="#">Writing for beginners</a> Homework: Send a formal email to your client to request information
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Comments/ Suggestions for next lesson: this class was skipped please review it

Date/teacher: Feb 13th, 2025. Jared

Lesson 30: Email writing	<ul style="list-style-type: none"> <li>Grammar: Conjunctions</li> <li>Vocabulary: Emailing</li> </ul>	<ul style="list-style-type: none"> <li>Client is able to coherently unite their ideas using conjunctions</li> </ul>	<a href="#">Writing for beginners</a> FINAL TASK: Send an email to inquire about a position in a new company you'd like to apply for.
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Comments/ Suggestions for next lesson:

### Week 11 - Meetings

**Aims:** Explaining different types of on-line and off-line meetings, using modal verbs for giving advice, making offers and requests, and using relevant vocabulary to arrange, prepare and conduct meetings.

TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
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Date/teacher: Feb 25th 2025, Karen

Lesson 31: Preparing for a meeting	<ul style="list-style-type: none"> <li>Grammar: SHOULD and SHOULDN'T</li> <li>Vocabulary: Types of meetings on-line and off-line/tips for meetings</li> </ul>	<ul style="list-style-type: none"> <li>Client describes the types of meetings they participate in and give advice on how to prepare for a successful meeting</li> </ul>	<a href="#">Business meetings in English</a> Homework: Voice note with some advice about your next meeting
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Comments/ Suggestions for next lesson: They had to leave early (30 minutes class)because of a meeting, PLEASE REVIEW "SHOULD/SOULDN'T" NEXT CLASS

Date/teacher: Feb 26th 2025, Karen

Lesson 32: Conducting a meeting	<ul style="list-style-type: none"> <li>Grammar: CAN and COULD for polite request</li> <li>Skill: Intonation - requests</li> <li>Vocabulary: requests</li> </ul>	<ul style="list-style-type: none"> <li>Client is able to understand and produce polite requests</li> </ul>	<a href="#">Business meetings in English</a> Homework: Voice note about some things you need to ask your colleagues/boss/family members
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Comments/ Suggestions for next lesson:			
Date/teacher: Feb 27th 2025, Karen			
Lesson 33: Scheduling a meeting	<ul style="list-style-type: none"> <li>Grammar: WOULD in requests/ offers and requests with modals</li> <li>Skills: Talking about time</li> <li>Vocabulary: Time and dates</li> </ul>	<ul style="list-style-type: none"> <li>Client is able to discuss availability and schedule a meeting with a party</li> </ul>	<a href="#">Business meetings in English</a> FINAL TASK: Send an voice note to your boss to check availability and schedule your next meeting
Comments/ Suggestions for next lesson:			
<b>Week 12 - Evaluation - Formal</b> <b>Aims:</b> Review of the course content.			
Date/teacher: February 28th, Alejandro			
Lesson 34: Eval Prep	<ul style="list-style-type: none"> <li>Review weeks 6-8</li> </ul>	<ul style="list-style-type: none"> <li>This week focuses on resolving client's doubts and perfecting previously learned content</li> </ul>	
Comments/ Suggestions for next lesson:			
Date/teacher: March 3rd, Edgar			
Lesson 35: Eval Prep	<ul style="list-style-type: none"> <li>Review weeks 9-11</li> </ul>	<ul style="list-style-type: none"> <li>This week focuses on resolving client's doubts and perfecting previously learned content</li> </ul>	
Comments/ Suggestions for next lesson:			
Date/teacher: March 6th, Edgar EVAL DAY March 5th-Extra Review March 4th, Edgar 3rd review			
Lesson 36: End of level Evaluation	<ul style="list-style-type: none"> <li>Formal Evaluation</li> </ul>		
Observations:			
<b>Client's comments about evaluation/next curriculum:</b> <div>A1+ Beginner Business Course</div>			

## A1+ LESSON PLANNING

Student: English Group Coppel Planners 1

Classes per week:

Position:

Level: A1+

Curriculum: [A1+ Beginners Business Curriculum](#)

Current topic: 1-12

**Material for classes:**

[Material - A1+ Business Beginners](#)

**Decompress:**

**Here's the template:** [Needs analysis/Decompress template](#)

**Notes on Client (Changes on new curriculum, suggestions, needs another curriculum, etc.):**

**Remember to notify your leader when decompress is completed, or contact directly with Jaime via Slack**

### Topic 1 - Meeting people

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

TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
Date/teacher: November 11th			
Lesson 1: Talking about yourself	<ul style="list-style-type: none"> <li>Grammar: Present Simple of TO BE and common verbs (all forms) / contractions of verb TO BE</li> <li>Skills: word order / pronunciation</li> <li>Vocabulary: adjectives</li> </ul>	<ul style="list-style-type: none"> <li>Clients describe themselves and introduce themselves to others</li> </ul>	<ul style="list-style-type: none"> <li><a href="#">Video SVO</a></li> <li><a href="#">Speaking about your job</a></li> </ul> <p>Role Play: Imagine you and your client are meeting for the first time. Roleplay the introductions.</p>

Comments/ Suggestions for next lesson:

Date/teacher: 13/11 Camille

Lesson 2: Talking about others	<ul style="list-style-type: none"> <li>Grammar: SVO and word order /Present simple review/possessive adjectives</li> <li>Skills: pronunciation -s</li> <li>Vocabulary:Adjectives - describing people</li> </ul>	<ul style="list-style-type: none"> <li>Client describes and discusses other individuals</li> </ul>	<ul style="list-style-type: none"> <li><a href="#">Reading and grammar exercises for lower levels</a></li> </ul> <p>Role play: Imagine you and your client are at a party with many people, but you</p>
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			don't know all of them. Talk about them.
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Comments/ Suggestions for next lesson:

Date/teacher: November 14th, Marisol

Lesson 3: Describing people and things	<ul style="list-style-type: none"> <li>Grammar: Present simple questions/ WHO-WHICH -THAT in relative clauses/ possessive adjectives</li> <li>Vocabulary: Everyday objects</li> </ul>	<ul style="list-style-type: none"> <li>Clients ask and answer questions about people and objects</li> </ul>	<ul style="list-style-type: none"> <li>Office voc</li> <li>Reading and grammar exercises for lower levels</li> </ul> <p>FINAL TASK: Voicenote: You recently moved to a new office, but it is full of stuff from the people who worked there before. Talk about the stuff.</p>
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Comments/ Suggestions for next lesson:

## Topic 2 - Business Small talk

**Aims:** Describing your and other people's preferences using more complex verb structures, having further than initial interactions with people and discussing every day topics of family life, hobbies, leisure and dining.

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

Lesson 4: Getting to know your colleagues	<ul style="list-style-type: none"> <li>Grammar: Questions in simple present (Do/does versus Am/Is/Are) / possessives</li> <li>Skills: pronunciation of -s</li> <li>Vocabulary: family and basic info</li> </ul>	<ul style="list-style-type: none"> <li>Client describes own personal life and family</li> </ul>	<ul style="list-style-type: none"> <li>Pronunciation -s</li> <li>Vocabulary - Family</li> </ul> <p>Homework: Voice note: You are getting to know a new colleague at work. Ask about his/her life and family and tell them about yours.</p>
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Comments/ Suggestions for next lesson:

Date/teacher:

Lesson 5: Talking about free time	<ul style="list-style-type: none"> <li>Grammar: likes and dislikes/ two verb combinations (gerund and infinitive)</li> <li>Vocabulary: hobbies and free time</li> </ul>	<ul style="list-style-type: none"> <li>Client describes what they enjoy doing in their free time</li> </ul>	<ul style="list-style-type: none"> <li>Grammar - interactive exercises</li> </ul> <p>Role play You are getting to know a new coworker at a coffee break. Ask about his/her likes, hobbies and interests.</p>
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Comments/ Suggestions for next lesson:

Date/teacher:			
Lesson 6: Business lunch	<ul style="list-style-type: none"> <li>Grammar: SOME and ANY and MUCH and MANY/ countable and uncountable nouns</li> <li>Vocabulary: food and meals</li> </ul>	<ul style="list-style-type: none"> <li>Client discusses their eating preferences and habits</li> </ul>	<ul style="list-style-type: none"> <li> <ul style="list-style-type: none"> <li><a href="#">Grammar - interactive exercises</a></li> </ul> </li> </ul> <p>FINAL TASK: Role play: You are inviting a client to lunch, ask about their eating preferences and give some options of where to eat.</p>

Comments/ Suggestions for next lesson:

### Topic 3 - Around town

**Aims:** Introducing other people, describing places and giving suggestions using expressions with there and have, with correct forms of regular and irregular nouns and appropriate articles, adding adjectives to descriptions, as well as exchanging information about different points of interest.

TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
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Date/teacher:			
Lesson 7: My office	<ul style="list-style-type: none"> <li>Grammar: Using this is and forms of have in conversation/A and AN for jobs</li> <li>Skills: pronunciation</li> <li>Vocabulary : jobs and departments</li> </ul>	<ul style="list-style-type: none"> <li>Client is able to describe their office and introduce people</li> </ul>	<ul style="list-style-type: none"> <li> <ul style="list-style-type: none"> <li><a href="#">Job titles</a></li> </ul> </li> </ul> <p>Homework: A colleague from another branch of the company is visiting. Introduce him/her to people in the building and give him/her a tour.</p>

Comments/ Suggestions for next lesson:

Date/teacher:			
Lesson 8: Around the office	<ul style="list-style-type: none"> <li>Grammar: There is /are / prepositions of place/ articles</li> <li>Skills: intonation -questions</li> <li>Vocabulary : adjectives, places in the neighborhood</li> </ul>	<ul style="list-style-type: none"> <li>Client is able to inquire about places around the office</li> </ul>	<ul style="list-style-type: none"> <li> <ul style="list-style-type: none"> <li><a href="#">Prepositions of place</a></li> <li><a href="#">Grammar - interactive exercises</a></li> </ul> </li> </ul> <p>Homework: You are visiting a branch of the company - ask and answer questions about what is in the neighborhood.</p>

Comments/ Suggestions for next lesson:

Date/teacher:			
Lesson 9: Company visit	<ul style="list-style-type: none"> <li>Grammar: There is/are vs HAVE/HAS / prepositions and articles</li> <li>Skills: intonation in questions</li> <li>Vocabulary: adjectives/ places of interest</li> </ul>	<ul style="list-style-type: none"> <li>Client is able to discuss and inquire about different places of interest</li> </ul>	<ul style="list-style-type: none"> <li> <ul style="list-style-type: none"> <li><a href="#">There is/are- places in a city</a></li> </ul> </li> </ul> <p>FINAL TASK: Your foreign client is visiting your city for the first time. Ask and answer questions about your client's hometown and your</p>

			city.
Comments/ Suggestions for next lesson:			
<b>Topic 4 - Work Events</b> <b>Aims:</b> Understanding and providing specific directions using imperatives and modal should, discussing a variety of places and routes using target vocabulary, as well as comparing and contrasting preferences related to places and events.			
<b>TOPIC &amp; CONTENT</b>	<b>LANGUAGE FOCUS</b>	<b>PRODUCTION</b>	<b>MATERIALS / SKILLS</b>
Date/teacher:			
Lesson 10: Lost on a business trip	<ul style="list-style-type: none"> <li>Grammar: Imperatives/preposition s of place / there and have in questions</li> <li>Vocabulary: verbs and directions/ places in a city</li> </ul>	<ul style="list-style-type: none"> <li>Client gives and understands basic directions</li> </ul>	<ul style="list-style-type: none"> <li><a href="#">Video - AT IN ON</a></li> <li>Roleplay: You have gone on a business trip but have lost your phone. You still want to do many things but need directions. Ask for directions at the reception.</li> </ul>
Comments/ Suggestions for next lesson:			
Date/teacher:			
Lesson 11: Business Events	<ul style="list-style-type: none"> <li>Grammar: Comparatives and superlatives /Prepositions of place in questions /</li> <li>Vocabulary: events</li> </ul>	<ul style="list-style-type: none"> <li>Client is able to discuss different events and preferences on places of interest</li> </ul>	<ul style="list-style-type: none"> <li><a href="#">Comparatives &amp; superlatives</a></li> <li><a href="#">Convention map</a></li> <li>Homework: You are going to a convention and want to plan your time with your co-worker. Talk about when different events start and what you're going to attend.</li> </ul>
Comments/ Suggestions for next lesson:			
Date/teacher:			
Lesson 12: Your work route	<ul style="list-style-type: none"> <li>Grammar: Present simple review/SHOULD for advice/prepositions of place</li> <li>Skills: pronunciation TH</li> <li>Vocabulary: places in a city/events</li> </ul>	<ul style="list-style-type: none"> <li>Client is able to exchange opinions and give suggestions on places of interest and events</li> </ul>	<ul style="list-style-type: none"> <li><a href="#">Unvoiced TH - English Pronunciation</a></li> <li>FINAL TASK: You meet a new friend at the convention and ask for suggestions on things to visit while in town. Roleplay the dialogue asking and giving directions for things to visit.</li> </ul>
Comments/ Suggestions for next lesson:			
<b>Topic 5 - Projects</b> <b>Aims:</b> Giving details about current events and projects, and your personal and professional agenda, as well as reporting on other people's agenda, using forms of present simple and continuous and modal verbs.			
<b>TOPIC &amp; CONTENT</b>	<b>LANGUAGE FOCUS</b>	<b>PRODUCTION</b>	<b>MATERIALS / SKILLS</b>
Date/teacher:			

Lesson 13: My schedule	<ul style="list-style-type: none"> <li>Grammar: Modal verbs for obligation - MUST vs SHOULD/ prepositions of time</li> <li>Vocabulary: Verbs for expressing obligation and need/ work routines/time</li> </ul>	<ul style="list-style-type: none"> <li>Client discusses their personal and professional agenda</li> </ul>	<ul style="list-style-type: none"> <li><a href="#">Listening for beginners- many topics</a></li> </ul> <p>Homework: Role play: Imagine you and your client want to schedule a meeting and need to find a time you are both free. Ask about each other's routines</p>
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Comments/ Suggestions for next lesson:

Date/teacher:

Lesson 14: Current projects	<ul style="list-style-type: none"> <li>Grammar: Present Continuous</li> <li>Vocabulary : hobbies and leisure activities/work tasks</li> </ul>	<ul style="list-style-type: none"> <li>Client explains their current engagements and projects</li> </ul>	<ul style="list-style-type: none"> <li><a href="#">Grammar - interactive exercises</a></li> </ul> <p>Homework: Role play: An overly enthusiastic new colleague calls when you are busy doing a number of other activities at work and home</p>
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Comments/ Suggestions for next lesson:

Date/teacher:

Lesson 15: Reporting work	<ul style="list-style-type: none"> <li>Grammar: Present Simple and Continuous/reporting verbs</li> <li>Skills: reports</li> <li>Vocabulary: reporting verbs</li> </ul>	<ul style="list-style-type: none"> <li>Client is able to report on their and other people's agenda</li> </ul>	<ul style="list-style-type: none"> <li><a href="#">Using Present tenses to talk about work</a></li> </ul> <p>FINAL TASK: Create a report for your boss on your and your team's agendas and current activities.</p>
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Comments/ Suggestions for next lesson:

## Topic 6 - Evaluation - Informal

Date/teacher:

Lesson 16: Eval Prep	<ul style="list-style-type: none"> <li>Review</li> </ul>	<ul style="list-style-type: none"> <li>This week focuses on resolving client's doubts and perfecting previously learned content</li> </ul>	
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Comments/ Suggestions for next lesson:

Date/teacher:

Lesson 17: Informal Evaluation:	<ul style="list-style-type: none"> <li>Informal evaluation</li> </ul>		
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Comments/ Suggestions for next lesson:

Date/teacher:			
Lesson 18: Feedback and follow-up	<ul style="list-style-type: none"> <li>Feedback</li> </ul>	<ul style="list-style-type: none"> <li>This week focuses on reviewing mistakes and clarifying previously learned content</li> </ul>	
Comments/ Suggestions for next lesson:			
<b>Topic 7 - Business Trip</b> <b>Aims:</b> Using expressions to describe preferences, discuss prices and inquire about a variety of products and stores, as well as ordering in restaurants.			
TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
Date/teacher:			
Lesson 19: Going out	<ul style="list-style-type: none"> <li>Grammar: WH questions/ questions with HOW much/many</li> <li>Vocabulary: entertainment/going out</li> </ul>	<ul style="list-style-type: none"> <li>Client describes their preferences when it comes to entertainment and inquires about other people's preferences</li> </ul>	<ul style="list-style-type: none"> <li><a href="#">Grammar - interactive exercises</a></li> </ul> Homework: You and your colleague are on a business trip, discuss options on what to do this weekend
Comments/ Suggestions for next lesson:			
Date/teacher:			
Lesson 20: Your free time	<ul style="list-style-type: none"> <li>Grammar:Wh question/ can and could for polite requests</li> <li>Vocabulary : shopping and prices</li> </ul>	<ul style="list-style-type: none"> <li>Client inquires about products of interest in a variety of shops and asks for assistance from salespeople</li> </ul>	<ul style="list-style-type: none"> <li><a href="https://breakingnewsenglish.com/">https://breakingnewsenglish.com/</a> (Use Level 0-1)</li> </ul> Role play: You need to buy new clothes for your business meeting. Role play the dialogue between a customer and salesperson.
Comments/ Suggestions for next lesson:			
Date/teacher:			
Lesson 21: Restaurants	<ul style="list-style-type: none"> <li>Grammar: modal verbs for requests and offers/ adjectives</li> <li>Vocabulary :food and restaurants</li> </ul>	<ul style="list-style-type: none"> <li>Client inquires about food and orders in a restaurant</li> </ul>	<ul style="list-style-type: none"> <li><a href="#">Listening - restaurants</a></li> </ul> FINAL TASK: You are having lunch with your business partner. Role play the dialogue between a waiter and a customer in a restaurant
Comments/ Suggestions for next lesson:			
<b>Topic 8 - Appointments</b> <b>Aims:</b> Comparing agendas and scheduling personal and professional appointments using modals and present tenses to express opinions, using expressions of time, as well as organizing ideas using ordinal numbers and sequencers, and checking for understanding with tag questions.			



TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
Date/teacher:			
Lesson 22: Comparing agendas	<ul style="list-style-type: none"> <li>Grammar: Present Simple and Continuous/ talking about time</li> <li>Vocabulary: time expressions/ agendas</li> </ul>	<ul style="list-style-type: none"> <li>Client describes their and other people's agenda, and inquires about them</li> </ul>	<ul style="list-style-type: none"> <li><a href="#">Jobs and work activities</a></li> </ul> <p>Homework: Send a voice note to your team checking their agendas and confirming yours</p>
Comments/ Suggestions for next lesson:			
Date/teacher:			
Lesson 23: Priorities	<ul style="list-style-type: none"> <li>Grammar: modal verbs MUST and HAVE TO/ talking about important tasks</li> <li>Vocabulary: ordinal numbers and sequencers / apologizing</li> <li></li> </ul>	<ul style="list-style-type: none"> <li>Client discusses important tasks and organizes them in orders of priority</li> </ul>	<ul style="list-style-type: none"> <li><a href="#">Conversation questions- Jobs and Occupations</a></li> </ul> <p>Homework: Your PA accidentally set up two appointments on the same day, you need to apologize to one of them and explain your priorities</p>
Comments/ Suggestions for next lesson:			
Date/teacher:			
Lesson 24: Setting appointments	<ul style="list-style-type: none"> <li>Grammar: tag questions</li> <li>Skill: intonation in questions</li> <li>Vocabulary : setting appointments / accepting and rejecting</li> </ul>	<ul style="list-style-type: none"> <li>Client compares agendas, sets appointment, accepts or rejects meetings</li> </ul>	<ul style="list-style-type: none"> <li><a href="#">Business meetings in English</a></li> <li></li> </ul> <p>FINAL TASK: Role play a conversation with a colleague to compare your agendas and set an appointment for next week</p>
Comments/ Suggestions for next lesson:			
<b>Topic 9 - Problem solving</b>  <b>Aims:</b> Discussing and comparing issues using modal verbs in present and past forms, as well as the present and past forms of be and do, using a variety of sequencers to indicate causality, requesting help and favors politely and offering your assistance to other individuals.			
TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
Date/teacher:			
Lesson 25: Complaining	<ul style="list-style-type: none"> <li>Grammar: prefix UN- and variants/ past simple BE and DO</li> <li>Vocabulary: personal and professional issues/ because and because of</li> </ul>	<ul style="list-style-type: none"> <li>Client discusses their personal professional issues, in the present and past</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul> <p>Homework: Send a voice note to your boss complaining about an issue</p>
Comments/ Suggestions for next lesson:			

Date/teacher:			
Lesson 26: Problem solving	<ul style="list-style-type: none"> <li>Grammar: Expressing your opinion/ giving advice SHOULD and MUST/ FOR vs TO</li> <li>Vocabulary: problems and solutions</li> </ul>	<ul style="list-style-type: none"> <li>Client discusses issues from personal and professional life and possible solutions</li> </ul>	<ul style="list-style-type: none"> <li>Homework: Role play a dialogue with your colleague discussing an issue at work and proposing possible solutions</li> </ul>

Comments/ Suggestions for next lesson:

Date/teacher:			
Lesson 27: Requesting assistance	<ul style="list-style-type: none"> <li>Grammar: offers and requests - modal WOULD/ FOR vs TO/ past simple review</li> <li>Vocabulary: problems and solutions/ adjectives</li> </ul>	<ul style="list-style-type: none"> <li>Client discusses important issues and requests assistance from others</li> </ul>	<ul style="list-style-type: none"> <li>Homework: Send an email to your boss requesting assistance with the issue at work</li> </ul>

Comments/ Suggestions for next lesson:

### Topic 10 - Careers

**Aims:** Inquiring and providing information about past personal and professional experiences, using the past simple tense of regular and irregular verbs, as well as describing timelines and histories of a variety of individuals and companies.

TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
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Date/teacher:			
Lesson 28: Timelines	<ul style="list-style-type: none"> <li>Grammar: Past Simple regular verbs</li> <li>Skill: Pronunciation /ED/</li> <li>Vocabulary: adjectives /occupations/ years</li> </ul>	<ul style="list-style-type: none"> <li>Client describes their past life experiences</li> </ul>	<ul style="list-style-type: none"> <li>Homework: Role play a conversation with your colleague about last week at work</li> </ul>

Comments/ Suggestions for next lesson:

Date/teacher:			
Lesson 29: Work experience	<ul style="list-style-type: none"> <li>Grammar: Past Simple irregular verbs</li> <li>Skill: Pronunciation</li> <li>Vocabulary : discourse markers for talking about the past / duties</li> </ul>	<ul style="list-style-type: none"> <li>Client discusses their past work experience</li> </ul>	<ul style="list-style-type: none"> <li>Homework: Voice note to a headhunter about your work experience</li> </ul>

Comments/ Suggestions for next lesson:

Date/teacher:			
Lesson 30: Company history	<ul style="list-style-type: none"> <li>Grammar: Past Simple questions</li> <li>Skill: intonation in questions</li> <li>Vocabulary : company</li> </ul>	<ul style="list-style-type: none"> <li>Client discusses their company history</li> </ul>	<ul style="list-style-type: none"> <li>FINAL TASK: Role play a dialogue with a new partner discussing your companies'</li> </ul>

	history		histories
Comments/ Suggestions for next lesson:			
<b>Topic 11 - Goals</b> <u>Aims:</u> Describing goals and objectives, present and future projects related to your personal and professional life using a variety of tenses and sequencers to organize ideas coherently, as well as discussing future plans and engagements.			
<b>TOPIC &amp; CONTENT</b>	<b>LANGUAGE FOCUS</b>	<b>PRODUCTION</b>	<b>MATERIALS / SKILLS</b>
Date/teacher:			
Lesson 31: Personal and professional goals	Grammar: expressing past and present wants and needs/ future with will and going to <ul style="list-style-type: none"> <li>Vocabulary: Verbs for expressing wants and needs/ goals and ambitions</li> </ul>	<ul style="list-style-type: none"> <li>Client describes personal and professional goals and compares them with others</li> </ul>	<ul style="list-style-type: none"> <li>Homework: Voice note to your boss on your goals for this year</li> </ul>
Comments/ Suggestions for next lesson:			
Date/teacher:			
Lesson 32: Setting goals	<ul style="list-style-type: none"> <li>Grammar: future with WILL and GOING TO and Present Continuous</li> <li>Vocabulary: goals and ambitions</li> </ul>	<ul style="list-style-type: none"> <li>Client describes their future goals and plans on how to achieve them</li> </ul>	<ul style="list-style-type: none"> <li>Homework: Write a list of your goals for next year and how you plan to achieve this</li> </ul>
Comments/ Suggestions for next lesson:			
Date/teacher:			
Lesson 33: Future projects	<ul style="list-style-type: none"> <li>Grammar: future/ future in the past</li> <li>Vocabulary: reporting verbs</li> </ul>	<ul style="list-style-type: none"> <li>Client discusses their and other people's future projects and reports other people's opinions</li> </ul>	<ul style="list-style-type: none"> <li>FINAL TASK: You just had a meeting with your biggest partner about their plans for next year. Report this information to your boss.</li> </ul>
Comments/ Suggestions for next lesson:			
<b>Topic 12 - Evaluation - Formal</b>			
Date/teacher:			
Lesson 34: Eval Prep	<ul style="list-style-type: none"> <li>Review Topics 6-8</li> </ul>	<ul style="list-style-type: none"> <li>This week focuses on resolving client's doubts and perfecting previously learned content</li> </ul>	
Comments/ Suggestions for next lesson:			
Date/teacher:			
Lesson 35: Eval Prep	<ul style="list-style-type: none"> <li>Review Topics 9-11</li> </ul>	<ul style="list-style-type: none"> <li>This week focuses on</li> </ul>	

		resolving client's doubts and perfecting previously learned content	
Comments/ Suggestions for next lesson:			
Date/teacher:			
Lesson 36: End of level Evaluation	<ul style="list-style-type: none"> <li>Formal Evaluation</li> </ul>		
<b>Observations:</b> <b>Next curriculum (learner's path):</b>			
<b>Client's comments about evaluation/next curriculum:</b>			

**A2 Introduction to professional life**