

A1 LESSON PLANNING

Student: Irlanda Pereda

Classes per week: 3

Position:

Level: A1

Curriculum: W A1 Professional Beginners Curriculum

Current week:

Material for classes: A1 Professional Beginners Curriculum Material

Decompress:

Here's the template: Needs analysis/Decompress template

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

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

Week 1 - 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: March 11, 25/Tere			
Lesson 1: Talking about oneself	<ul style="list-style-type: none"> Grammar: Present Simple of verbs (positive forms) Vocabulary: Verbs and adjectives for describing oneself 	<ul style="list-style-type: none"> Clients describe themselves and introduce themselves to others 	Speaking about your job Homework: Send a short voice note introducing yourself
Comments/ Suggestions for next lesson:			
Date/teacher: Mar 12, 2025 Bernardo			
Lesson 2: Daily and work routines	<ul style="list-style-type: none"> Grammar: SVO /Present simple negatives/ verb TO LIKE Vocabulary: Verbs for work routines 	<ul style="list-style-type: none"> Client describes their job and tasks, as well as daily routines 	Vocabulary daily routines Homework: Send a short voice note describing your job and your tasks

Comments/ Suggestions for next lesson:

Date/teacher: 03/13 Eka

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

Comments/ Suggestions for next lesson:

Week 2 - Relationships

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

TOPIC & CONTENT

LANGUAGE FOCUS

PRODUCTION

MATERIALS / SKILLS

Date/teacher: 03/19 Eka

Lesson 4: Family members

- Grammar: Present Simple 3rd 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: Mar. 20th Brian

Lesson 5: Work relationships

- Grammar: Present Simple 3rd person negatives /SOME and ANY
- Vocabulary: Jobs - positions in company

- Client describes the people they work with

[Grammar - interactive exercises](#)
Homework: Write a short profile for your boss/colleague/ client

Comments/ Suggestions for next lesson:

Date/teacher: 03/21 Eka

Lesson 6: Organizational Charts

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

- Client details their company's structure and explain what their company does
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[Vocabulary-describing companies](#)
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
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Date/teacher: Mar 26, 2025 Bernardo

Lesson 7: My city	<ul style="list-style-type: none"> Grammar: There is and There are/plurals Skills: Pronunciation -s Vocabulary : buildings and places in a city 	<ul style="list-style-type: none"> Client is able to describe their hometown 	Pronunciation -s There is/are- places in a city Homework: Send a voice note describing a city you know
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Comments/ Suggestions for next lesson:

Date/teacher: March 27, 25/Tere

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

Date/teacher:

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

Lesson 10: Giving and following directions	<ul style="list-style-type: none"> Grammar: Imperatives / Prepositions of place Vocabulary: Verbs and directions 	<ul style="list-style-type: none"> Client gives and understands basic directions 	Video - AT IN ON Grammar - imperatives Homework: Send a voice note on how you get from home to work
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Comments/ Suggestions for next lesson:

Date/teacher:			
Lesson 11: Transportation	<ul style="list-style-type: none"> Grammar: Comparatives and superlatives Vocabulary: Transport 	<ul style="list-style-type: none"> Client is able to discuss different forms of commuting 	An interactive map Directions - interactive Homework: Send a voice message comparing two forms of transport you use to go to work

Comments/ Suggestions for next lesson:

Date/teacher:			
Lesson 12: Your work route	<ul style="list-style-type: none"> Grammar: Present simple review/prepositions of place Vocabulary: Places in a city 	<ul style="list-style-type: none"> Client is able to explain their daily commute, and of others 	Grammar - interactive exercises FINAL TASK: Send a voice message with directions to your office for a colleague you are meeting

Comments/ Suggestions for next lesson:

Week 5 - Small talk

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

TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
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Date/teacher:			
Lesson 13: Likes and dislikes	<ul style="list-style-type: none"> Grammar: VERB+ gerund or infinitive Vocabulary: Verbs for expressing likes and dislikes/food 	<ul style="list-style-type: none"> Client discusses preferences regarding personal taste and work 	A menu example Listening for beginners- many topics Homework: Send a voice note talking about the food you like/dislike

Comments/ Suggestions for next lesson:

Date/teacher:			
Lesson 14: Hobbies and free time	<ul style="list-style-type: none"> Grammar: Present Continuous positive and negative forms Vocabulary: Hobbies and leisure activities 	<ul style="list-style-type: none"> Client explains their hobbies and current events/projects 	News in English Homework: Send a voice note talking about your hobbies and current projects

Comments/ Suggestions for next lesson:

Date/teacher:			
Lesson 15: Making small talk	<ul style="list-style-type: none"> Grammar: Present Simple and Continuous question forms Skills: Intonation Vocabulary: Small talk 	<ul style="list-style-type: none"> Client is able to informally chat about current events 	Using Present tenses to talk about work FINAL TASK: Create a list of questions to ask a new acquaintance you meet at a

			networking event.
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Comments/ Suggestions for next lesson:

Week 6 - Evaluation - Informal

Aims: Review of the course content.

Date/teacher:

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

Date/teacher:

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

Date/teacher:

Lesson 18: Feedback and follow-up	<ul style="list-style-type: none"> Feedback 	<ul style="list-style-type: none"> This week focuses on reviewing mistakes and clarifying previously learned content 	
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Comments/ Suggestions for next lesson:

Week 7 - Skills

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

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

Lesson 19: Skills and abilities	<ul style="list-style-type: none"> Grammar: CAN and TO BE ABLE TO Vocabulary: Abilities and skills / adverbs 	<ul style="list-style-type: none"> Client describes their skills and abilities 	Grammar - interactive exercises Homework: Send a voice message describing your skills
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Comments/ Suggestions for next lesson:

Date/teacher:

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

Date/teacher:

Lesson 21: Learning new skills

- Grammar: Conjunctions/ causal sentences
- Vocabulary : Adjectives -ED and -ING

- Client discusses the skills they lack and would like to learn

FINAL TASK: Find a job profile that would match your skill set

Comments/ Suggestions for next lesson:

Week 8 - Work Experience

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

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

Lesson 22: Describing experiences

- Grammar: Past Simple verb TO BE / regular verbs
- Skill: Pronunciation /ED/
- Vocabulary: Adjectives

- Client describes their past life experiences

[Jobs and work activities](#)
Homework: Voice note about your last holiday/weekend

Comments/ Suggestions for next lesson:

Date/teacher:

Lesson 23: Work experience

- Grammar: Past Simple irregular verbs
- Skill: Pronunciation
- Vocabulary: Discourse markers for talking about the past

- Client discusses their past work experience and company history

[Conversation questions- Jobs and Occupations](#)
Homework: Voice note about your last job / company history

Comments/ Suggestions for next lesson:

Date/teacher:

Lesson 24: Job interviews

- Grammar: Past Simple questions
- Skill: Intonation in questions
- Vocabulary: Job interviews

- Client identifies and answers questions about his previous work experience

[Job interview example](#)
FINAL TASK: Prep answers to common questions in a job interview

Comments/ Suggestions for next lesson:

Week 9 - Travel

Aims: Comparing and contrasting travel preferences when planning a trip, discussing wants and needs using verb

combinations, and using future simple tense to discuss future arrangements.

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

Comments/ Suggestions for next lesson:

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

Comments/ Suggestions for next lesson:

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

Comments/ Suggestions for next lesson:

Week 10 - Emails

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

TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
Date/teacher:			
Lesson 28: Informal emails	<ul style="list-style-type: none"> Grammar: WH questions - present , past and future Vocabulary: Informal email vocabulary 	<ul style="list-style-type: none"> Client interprets and writes informal emails 	Homework: Send an informal voice note to a colleague
Comments/ Suggestions for next lesson:			
Date/teacher:			
Lesson 29: Formal emails	<ul style="list-style-type: none"> Grammar: WH questions Vocabulary: Formal 	<ul style="list-style-type: none"> Client interprets and writes formal emails 	Writing for beginners Homework: Send a formal email to your client to

	email structure and vocabulary		request information
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Comments/ Suggestions for next lesson:

Date/teacher:

Lesson 30: Email writing	<ul style="list-style-type: none"> Grammar: Conjunctions Vocabulary: Emailing 	<ul style="list-style-type: none"> Client is able to coherently unite their ideas using conjunctions 	Writing for beginners 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:

Lesson 31: Preparing for a meeting	<ul style="list-style-type: none"> Grammar: SHOULD and SHOULDN'T Vocabulary: Types of meetings on-line and off-line/tips for meetings 	<ul style="list-style-type: none"> Client describes the types of meetings they participate in and give advice on how to prepare for a successful meeting 	Business meetings in English Homework: Voice note with some advice about your next meeting
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Comments/ Suggestions for next lesson:

Date/teacher:

Lesson 32: Conducting a meeting	<ul style="list-style-type: none"> Grammar: CAN and COULD for polite request Skill: Intonation - requests Vocabulary: requests 	<ul style="list-style-type: none"> Client is able to understand and produce polite requests 	Business meetings in English Homework: Voice note about some things you need to ask your colleagues/boss/family members
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Comments/ Suggestions for next lesson:

Date/teacher:

Lesson 33: Scheduling a meeting	<ul style="list-style-type: none"> Grammar: WOULD in requests/ offers and requests with modals Skills: Talking about time Vocabulary: Time and dates 	<ul style="list-style-type: none"> Client is able to discuss availability and schedule a meeting with a party 	Business meetings in English FINAL TASK: Send an voice note to your boss to check availability and schedule your next meeting
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Comments/ Suggestions for next lesson:

Week 12 - Evaluation - Formal

Aims: Review of the course content.

Date/teacher:

Lesson 34: Eval Prep

- Review weeks 6-8

- This week focuses on resolving client's doubts and perfecting previously learned content

Comments/ Suggestions for next lesson:

Date/teacher:

Lesson 35: Eval Prep

- Review weeks 9-11

- This week focuses on resolving client's doubts and perfecting previously learned content

Comments/ Suggestions for next lesson:

Date/teacher:

Lesson 36: End of level Evaluation

- Formal Evaluation

Observations:

Client's comments about evaluation/next curriculum:

A1+ Beginner Business Course

Business Interactions 1 - LESSON PLANNING

Student: Irlanda Pereda

Classes per week: 3

Position:

Level: A1+/A2

Curriculum:  A2 Business Interactions 1 Curriculum

Material for classes:

 Business Interactions Material

Decompress: March 6 Ryan

Here's the template:  Needs analysis/Decompress template

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

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

Week 1 - First day

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

TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
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Date/teacher: Nov. 21, 24/Tere

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

Date/teacher: November 22, 2024 Dowse

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

Date/teacher: Nov 27th. Jared

Lesson 3: Discuss cultural differences between Mexico and the US	<ul style="list-style-type: none">Grammar: ComparativesVocabulary: Work cultures, adjectives	<ul style="list-style-type: none">Client is able to describe the differences/similarities and compare different work cultures	https://blog.lingoda.com/en/cultural-differences-us-mexico/
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Comments/ Suggestions for next lesson:

Week 2 - Current Projects

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

TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
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Date/teacher: Nov 28th, 2024. Jared

Lesson 4: Explain what projects you're currently working on	<ul style="list-style-type: none"> Grammar: Connecting words for cause and effect Vocabulary: Projects, cause and effect 	<ul style="list-style-type: none"> Client is able to describe their current projects 	https://www.indeed.com/career-advice/interviewing/project-manager-interview-questions
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Comments/ Suggestions for next lesson:

Date/teacher: Dec. 9, 24/Tere

Lesson 5: Offer your opinion on a project strategy	<ul style="list-style-type: none"> Grammar: Expressions for personal opinion Vocabulary: Opinions 	<ul style="list-style-type: none"> Client can give positive and negative opinions on project strategies 	http://www.myenglishonline.ca/wp-content/uploads/2014/08/100-Phrases.pdf
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Comments/ Suggestions for next lesson:

Date/teacher: Dec 10, 2024 Bernardo

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

Week 3 - Proposing a project

Aims: To create a project proposal with identifiable solid arguments.

TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
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Date/teacher: Dec 11, 2024 Bernardo

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

Date/teacher: Dec 17th Edgar

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

Date/teacher: 12/18 Eka

Lesson 9: Give feedback on a coworker's presentation

- Grammar: Giving feedback
- Vocabulary: Positive and negative feedback

- Client gives positive and negative feedback to others

<https://uwaterloo.ca/centre-for-teaching-excellence/teaching-resources/teaching-tips/assessing-student-work/grading-and-feedback/receiving-and-giving-effective-feedback>

Comments/ Suggestions for next lesson:

Week 4 - Negotiation

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

TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
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Date/teacher: January 6th, Edgar
Dec. 19, 24/Tere (DNH)

Lesson 10: Analyze different negotiation strategies

- Grammar: Cause and effect
- Vocabulary: Negotiation steps

- Clients discuss and detail different negotiation strategies

<https://www.vistage.com/research-center/business-growth-strategy/six-successful-strategies-for-negotiation/>

Comments/ Suggestions for next lesson:

Date/teacher: 01/07 Eka

Lesson 11: Debate which strategy works best for a vendor/client/boss

- Grammar: Superlatives
- Vocabulary: Adjectives

- Client is able to identify the best negotiation strategy for different situations

Comments/ Suggestions for next lesson:

Date/teacher: January 14, 24/Tere

Lesson 12: Useful vocabulary and expressions for negotiating

- Grammar: Phrasal verbs / prepositions
- Vocabulary: Useful expressions

- Client is able to conduct a successful negotiation

Role play

Comments/ Suggestions for next lesson:

Week 5 - Presentation strategies

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

TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
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Date/teacher: January 16th, Edgar

January 15, 24/Tere **DNH**

Lesson 13: Start a presentation efficiently	<ul style="list-style-type: none">Grammar: Intonation, tone and paceSkills: Intonation and pronunciationVocabulary: Presentations - starting	<ul style="list-style-type: none">Client is able to start a presentation and give an overview of the topics covered	https://in.indeed.com/career-advice/career-development/how-to-start-presentation
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Comments/ Suggestions for next lesson: **Client wanted to review some expressions and vocabulary from last class which took sometime. We focused on intonation and different types of scenarios. You can focus more specifically on the presentation for the next class.**

Date/teacher: January 22nd, Edgar

Lesson 14: Transmit ideas	<ul style="list-style-type: none">Grammar: Word choiceVocabulary: Strong verbs, adjectives and nouns	<ul style="list-style-type: none">Client is able to successfully transmit ideas using powerful vocabulary	
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Comments/ Suggestions for next lesson:

Date/teacher: 01/24 Eka

Lesson 15: Asking and answering questions	<ul style="list-style-type: none">Grammar: Questions formsVocabulary: Questions	<ul style="list-style-type: none">Client is able to ask and answer questions related to a presentation	https://www.vevox.com/blog/6-questioning-tactics-to-use-in-your-next-presentation-that-maximise-audience-engagement
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Comments/ Suggestions for next lesson:

Week 6 - Risks

Aims: To identify the essential elements of a business pitch and create your company's pitch while reframing your company's challenges as positives.

TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
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Date/teacher: **01/30 JARED**

January 29th, Edgar **OFF CURRICULUM**

January 27th, Edgar **DNH**

Lesson 16: Evaluate risks and qualify vendors

- Grammar: Adverbs
- Vocabulary : Risks

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

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

Comments/ Suggestions for next lesson: **Client wanted to review question structure because it was a topic she really enjoyed from the previous class and wanted to practice more with different types of questions with different tenses.**

Date/teacher: Feb. 5, 2025 Edgar

Lesson 17: Compare and manage risks

- Grammar: Discourse markers
- Vocabulary: Adjectives

- Client compares and manages risks related to their projects

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

Comments/ Suggestions for next lesson:

Date/teacher: Feb. 6, 2025 Dowse

Lesson 18: Declining a project because of risk

- Grammar: Conditionals
- Vocabulary: Polite declining

- Client is able to politely decline a risky project and give arguments to support the decision

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

Comments/ Suggestions for next lesson:

Week 7 - Problem-solving

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

TOPIC & CONTENT

LANGUAGE FOCUS

PRODUCTION

MATERIALS / SKILLS

Date/teacher: February 12, 25/Tere

Lesson 19: Solving a conflict between two co-workers

- Grammar: Phrasal verbs
- Vocabulary: Conflicts

- Client is able to mediate in a conflict between other parties

<https://asq.org/quality-resources/problem-solving>

Comments/ Suggestions for next lesson:

Date/teacher: February 13, 25/Tere

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

Date/teacher: February 14, 25/Tere

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

Week 8 - REVIEW WEEK - Project review

Aims: Review of the course and final evaluation

TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
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Date/teacher: 02/19 Eka

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

Date/teacher: February 20, 25/Tere (DNH) - February 21, 25/Tere

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

Date/teacher: 02/27 Eka - February 28, 25/Tere **DNH**

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

Lesson 25: Final speaking evaluation - Karen March 4

Date/consultant:

Observations:

Next curriculum (learner's path):

A1+ LESSON PLANNING

Student: Irlanda Pereda

Classes per week: 3

Position:

Level: A1+

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

Current topic:12-12

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: Trial 06/28 Edgar

Lesson 1: Talking about yourself

- Grammar: Present Simple of TO BE and common verbs (all forms) / contractions of verb TO BE
- Skills: word order / pronunciation
- Vocabulary: adjectives

- Clients describe themselves and introduce themselves to others

- [Video SVO](#)
 - [Speaking about your job](#)
- Role Play: Imagine you and your client are meeting for the first time. Roleplay the introductions.

Comments/ Suggestions for next lesson:

Date/teacher: 07/03 Edgar

Lesson 2: Talking about others

- Grammar: SVO and word order /Present simple review/possessive adjectives
- Skills: pronunciation -s
- Vocabulary:Adjectives - describing people

- Client describes and discusses other individuals

- - [Reading and grammar exercises for lower levels](#)
- Role play: Imagine you and your client are at a party with many people, but you don't know all of them. Talk about them.

Comments/ Suggestions for next lesson:

Date/teacher: 07/10 Edgar

Lesson 3: Describing people and things

- Grammar: Present simple questions/ WHO-WHICH -THAT in relative clauses/ possessive adjectives
- Vocabulary: Everyday objects

- Clients ask and answer questions about people and objects

- -
 - [Office voc](#)
 - [Reading and grammar exercises for lower levels](#)
- FINAL TASK: Voicenote: You recently moved to a new office, but it is full of stuff from the people who worked there before. Talk about the stuff.

Comments/ Suggestions for next lesson:

Topic 2 - Business Small talk

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

TOPIC & CONTENT

LANGUAGE FOCUS

PRODUCTION

MATERIALS / SKILLS

Date/teacher: 07/11 Edgar

Lesson 4: Getting to know your colleagues

- Grammar: Questions in simple present (Do/does versus Am/Is/Are) / possessives
- Skills: pronunciation of -s
- Vocabulary: family and basic info

- Client describes own personal life and family

- - [Pronunciation -s](#)
 - [Vocabulary - Family](#)
- Homework: Voice note: You are getting to know a new colleague at work. Ask about his/her life and family and tell them about yours.

Comments/ Suggestions for next lesson:

Date/teacher: 07/16 Eka

Lesson 5: Talking about free

- Grammar: likes and

- Client describes what

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

Date/teacher: 07/18 Eka

Lesson 6: Business lunch	<ul style="list-style-type: none"> Grammar: SOME and ANY and MUCH and MANY/ countable and uncountable nouns Vocabulary: food and meals 	<ul style="list-style-type: none"> Client discusses their eating preferences and habits 	<ul style="list-style-type: none"> Grammar - interactive exercises FINAL TASK: Role play: You are inviting a client to lunch, ask about their eating preferences and give some options of where to eat.
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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: 07/30 Eka

Lesson 7: My office	<ul style="list-style-type: none"> Grammar: Using this is and forms of have in conversation/A and AN for jobs Skills: pronunciation Vocabulary : jobs and departments 	<ul style="list-style-type: none"> Client is able to describe their office and introduce people 	<ul style="list-style-type: none"> Job titles 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.
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Comments/ Suggestions for next lesson:

Date/teacher: 07/31 Edgar

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

Date/teacher: 08/02 Eka

Lesson 9: Company visit

- Grammar: There is/are vs HAVE/HAS / prepositions and articles
- Skills: intonation in questions
- Vocabulary: adjectives/ places of interest

- Client is able to discuss and inquire about different places of interest

- [There is/are- places in a city](#)
- FINAL TASK: Your foreign client is visiting your city for the first time. Ask and answer questions about your client's hometown and your city.

Comments/ Suggestions for next lesson:

Topic 4 - Work Events

Aims: Understanding and providing specific directions using imperatives and modal should, discussing a variety of places and routes using target vocabulary, as well as comparing and contrasting preferences related to places and events.

TOPIC & CONTENT

LANGUAGE FOCUS

PRODUCTION

MATERIALS / SKILLS

Date/teacher: 6/August Maja

Lesson 10: Lost on a business trip

- Grammar: Imperatives/prepositions of place / there and have in questions
- Vocabulary: verbs and directions/ places in a city

- Client gives and understands basic directions

- [Video - AT IN ON](#)
- 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.

Comments/ Suggestions for next lesson:

Date/teacher: 8 August Julio **CLASS WAS NOT FINISHED, FINISH THE CLASS, MATERIAL AVAILABLE**

Lesson 11: Business Events

- Grammar: Comparatives and superlatives /Prepositions of place in questions /
- Vocabulary: events

- Client is able to discuss different events and preferences on places of interest

- [Comparatives & superlatives](#)
 - [Convention map](#)
- Homework: You are going to a convention and want to plan your time with your co-worker. Talk about when different events start and what you're going to attend.

Comments/ Suggestions for next lesson:

Date/teacher: 08/12 Edgar

Lesson 12: Your work route

- Grammar: Present simple review/SHOULD for advice/prepositions of place
- Skills: pronunciation TH
- Vocabulary: places in a city/events

- Client is able to exchange opinions and give suggestions on places of interest and events

- [Unvoiced TH - English Pronunciation](#)
- 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.
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Comments/ Suggestions for next lesson:

Topic 5 - Projects

Aims: Giving details about current events and projects, and your personal and professional agenda, as well as reporting on other people's agenda, using forms of present simple and continuous and modal verbs.

TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
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Date/teacher: 14/August Julio

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

Date/teacher: 16 August Julio

Lesson 14: Current projects	<ul style="list-style-type: none"> Grammar: Present Continuous Vocabulary : hobbies and leisure activities/work tasks 	<ul style="list-style-type: none"> Client explains their current engagements and projects 	<ul style="list-style-type: none"> Grammar - interactive exercises <p>Homework: Role play: An 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: Aug 21, 24 (DNH) Aug 23, 24

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

Topic 6 - Evaluation - Informal

Date/teacher: 28 August - Camille (DNH) - 29 Aug Camille

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

Date/teacher: Sep. 4, 24/Tere

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

Date/teacher: 09/05 Edgar

Lesson 18: Feedback and follow-up	<ul style="list-style-type: none"> • Feedback 	<ul style="list-style-type: none"> • This week focuses on reviewing mistakes and clarifying previously learned content 	
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Comments/ Suggestions for next lesson:

Topic 7 - Business Trip

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

TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
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Date/teacher: 09/18 Edgar

Lesson 19: Going out	<ul style="list-style-type: none"> • Grammar: WH questions/ questions with HOW much/many • Vocabulary: entertainment/going out 	<ul style="list-style-type: none"> • Client describes their preferences when it comes to entertainment and inquires about other people's preferences 	<ul style="list-style-type: none"> • Grammar - interactive exercises <p>Homework: You and your colleague are on a business trip, discuss options on what to do this weekend</p>
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Comments/ Suggestions for next lesson:

Date/teacher: 09/26th, Edgar

09/20 Edgar **DNH**

Lesson 20: Your free time	<ul style="list-style-type: none"> • Grammar:Wh question/ can and could for polite requests • Vocabulary : shopping and prices 	<ul style="list-style-type: none"> • Client inquires about products of interest in a variety of shops and asks for assistance from salespeople 	<ul style="list-style-type: none"> • https://breakingnewsenglish.com/ (Use Level 0-1) • Role play: You need to buy new clothes for your business meeting. Role play the dialogue between a customer and salesperson.
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Comments/ Suggestions for next lesson:

Date/teacher: Sep. 27, 24/Tere

Lesson 21: Restaurants	<ul style="list-style-type: none"> • Grammar: modal verbs for requests and offers/ 	<ul style="list-style-type: none"> • Client inquires about food and orders in a 	<ul style="list-style-type: none"> • Listening - restaurants <p>FINAL TASK: You are having</p>
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	<ul style="list-style-type: none"> adjectives Vocabulary :food and restaurants 	restaurant	lunch with your business partner. Role play the dialogue between a waiter and a customer in a restaurant
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Comments/ Suggestions for next lesson:

Topic 8 - Appointments

Aims: Comparing agendas and scheduling personal and professional appointments using modals and present tenses to express opinions, using expressions of time, as well as organizing ideas using ordinal numbers and sequencers, and checking for understanding with tag questions.

TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
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Date/teacher: Oct. 3, 24/Tere

Lesson 22: Comparing agendas	<ul style="list-style-type: none"> Grammar: Present Simple and Continuous/ talking about time Vocabulary: time expressions/ agendas 	<ul style="list-style-type: none"> Client describes their and other people's agenda, and inquires about them 	<ul style="list-style-type: none"> Jobs and work activities <p>Homework: Send a voice note to your team checking their agendas and confirming yours</p>
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Comments/ Suggestions for next lesson:

Date/teacher: 10/04 Eka

Lesson 23: Priorities	<ul style="list-style-type: none"> Grammar: modal verbs MUST and HAVE TO/ talking about important tasks Vocabulary: ordinal numbers and sequencers / apologizing 	<ul style="list-style-type: none"> Client discusses important tasks and organizes them in orders of priority 	<ul style="list-style-type: none"> Conversation questions- Jobs and Occupations <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>
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Comments/ Suggestions for next lesson:

Date/teacher: 10/08 Eka (DNH)

Lesson 24: Setting appointments	<ul style="list-style-type: none"> Grammar: tag questions Skill: intonation in questions Vocabulary : setting appointments / accepting and rejecting 	<ul style="list-style-type: none"> Client compares agendas, sets appointment, accepts or rejects meetings 	<ul style="list-style-type: none"> Business meetings in English <p>FINAL TASK: Role play a conversation with a colleague to compare your agendas and set an appointment for next week</p>
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Comments/ Suggestions for next lesson:

Topic 9 - Problem solving

Aims: Discussing and comparing issues using modal verbs in present and past forms, as well as the present and past forms of

be and do, using a variety of sequencers to indicate causality, requesting help and favors politely and offering your assistance to other individuals.

TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
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Date/teacher: Oct. 8, 24/Tere

Lesson 25: Complaining	<ul style="list-style-type: none"> Grammar: prefix UN- and variants/ past simple BE and DO Vocabulary: personal and professional issues/ because and because of 	<ul style="list-style-type: none"> Client discusses their personal professional issues, in the present and past 	<ul style="list-style-type: none"> Homework: Send a voice note to your boss complaining about an issue
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Comments/ Suggestions for next lesson:

Date/teacher: Oct. 10, 24/Tere

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

Date/teacher: Oct.15/Ruth

Lesson 27: Requesting assistance	<ul style="list-style-type: none"> Grammar: offers and requests - modal WOULD/ FOR vs TO/ past simple review Vocabulary: problems and solutions/ adjectives 	<ul style="list-style-type: none"> Client discusses important issues and requests assistance from others 	<ul style="list-style-type: none"> Homework: Send an email to your boss requesting assistance with the issue at work
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Comments/ Suggestions for next lesson: didn't have time to check For vs. to

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: Oct.16/Ruth DNH - Oct. 21, 24/Tere

Lesson 28: Timelines	<ul style="list-style-type: none"> Grammar: Past Simple regular verbs Skill: Pronunciation /ED/ Vocabulary: adjectives /occupations/ years 	<ul style="list-style-type: none"> Client describes their past life experiences 	<ul style="list-style-type: none"> Homework: Role play a conversation with your colleague about last week at work
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Comments/ Suggestions for next lesson:

Date/teacher: Oct. 23, 24/Tere

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

Date/teacher: Oct, 24/ Ruth

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

Topic 11 - Goals

Aims: Describing goals and objectives, present and future projects related to your personal and professional life using a variety of tenses and sequencers to organize ideas coherently, as well as discussing future plans and engagements.

TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
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Date/teacher: Oct. 28, 24/Tere

Lesson 31: Personal and professional goals	<p>Grammar: expressing past and present wants and needs/ future with will and going to</p> <ul style="list-style-type: none"> Vocabulary: Verbs for expressing wants and needs/ goals and ambitions 	<ul style="list-style-type: none"> Client describes personal and professional goals and compares them with others 	<ul style="list-style-type: none"> Homework: Voice note to your boss on your goals for this year
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Comments/ Suggestions for next lesson:

Date/teacher: Oct. 30, 24/Tere

Lesson 32: Setting goals	<ul style="list-style-type: none"> Grammar: future with WILL and GOING TO and Present Continuous Vocabulary: goals and ambitions 	<ul style="list-style-type: none"> Client describes their future goals and plans on how to achieve them 	<ul style="list-style-type: none"> Homework: Write a list of your goals for next year and how you plan to achieve this
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Comments/ Suggestions for next lesson:

Date/teacher: 11/01 Eka

Lesson 33: Future projects	<ul style="list-style-type: none"> Grammar: future/ future in the past Vocabulary: reporting verbs 	<ul style="list-style-type: none"> Client discusses their and other people's future projects and reports other people's opinions 	<ul style="list-style-type: none"> FINAL TASK: You just had a meeting with your biggest partner about their plans for next year. Report this information to your boss.
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Comments/ Suggestions for next lesson:

Topic 12 - Evaluation - Formal

Date/teacher: 11/6 Eka

Lesson 34: Eval Prep

- Review Topics 6-8
- This week focuses on resolving client's doubts and perfecting previously learned content

Comments/ Suggestions for next lesson:

Date/teacher: 11/07 Eka

Lesson 35: Eval Prep

- Review Topics 9-11
- This week focuses on resolving client's doubts and perfecting previously learned content

Comments/ Suggestions for next lesson:

Date/teacher: 11/12 Eka

Lesson 36: End of level Evaluation

- Formal Evaluation

Observations:
Next curriculum (learner's path):**Client's comments about evaluation/next curriculum:****A2 Introduction to professional life**