

<h1>Lorena Cuevas 2024</h1> <ul style="list-style-type: none"> <li>B1 Project Management Curriculum - 1p summary</li> </ul>	<ul style="list-style-type: none"> <li>Remote document color code and components</li> <li>Remote doc template 2023</li> </ul>
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<p>Eval reports:</p> <ul style="list-style-type: none"> <li>Lorena Cuevas Eval Report Nov 2023.docx</li> </ul>	<p>Remotes:</p> <ul style="list-style-type: none"> <li>Lorena Cuevas Remote 2023</li> </ul>

**Date / Consultant:** Apr 25, 2024, Bernardo DNH

Lesson number/week: 6-2

Topic: Explain the relation with suppliers & clients

**Catch-up/Homework review:**

**Workspace:**

**Here's the link:** <https://meet.google.com/pnt-uphq-cbd>



Look at the following images on the board:

Image 1:



Image 2:



Brainstorm words associated with each image, one representing a supplier and the other representing a client.

Supplier	Client
<i>production</i>	<i>Importing</i>

Discussion:

Why is clear communication essential for building strong relationships with suppliers and clients?

## 1. Scenario Shuffle

Read the following scenarios about potential situations with suppliers and clients:

- Scenario 1: You're a client and the supplier might be late delivering your order.
- Scenario 2: You're a supplier and the client has requested a change to the product specifications.

Discuss what you might say to the supplier or client in each situation, considering possibilities and requests.

### Vocabulary Boost:

Possibilities: Expressing what might or could happen.

Requests: Asking for something politely.

Supplier: A company that provides goods or services to another company.

Client: A customer who pays a company for goods or services.

## 2. Modal Master

Focus: Reviewing modal verbs for expressing possibilities and requests.

Sentences:

- There's a chance the delivery **might** be delayed. (Possibility)
- We would appreciate it if you **could** deliver by next week. (Request)
- It's **possible** that we need to adjust the design slightly. (Possibility)
- **Could** you please confirm the new specifications? (Request)

Grammar Note:

We use "might," "could," "may," and "there's a chance" to express possibilities.

We use "could you please," "would you mind," "I would appreciate it if," etc. to make requests politely.

Practice:

Complete the sentences with appropriate modal verbs or phrases to express possibilities and requests:

1. The shipment \_\_\_\_\_ arrive this afternoon.
2. \_\_\_\_\_ you could send us a tracking number.
3. \_\_\_\_\_ that we need to change the order quantity.
4. \_\_\_\_\_ confirm the deadline for the project?

### 3. Client Collaboration

- Imagine you're a project manager working with a client on a new project launch.
- Write a short email to the client outlining a possible timeline for the project and requesting their feedback.

**Example:**

**Subject: Project Timeline for [Product Name] Launch**

**Dear [Client Name],**

**We're excited to be working with you on the launch of [Product Name]! Based on our initial discussions, here's a possible timeline for the project:**

**Phase 1: Design and Development (estimated completion: [Date])**

**Phase 2: Testing and Quality Assurance (estimated completion: [Date])**

**Phase 3: Launch and Marketing (estimated completion: [Date])**

**There's a chance that these timelines might need to be adjusted depending on various factors. We would appreciate it if you could review the proposed timeline and let us know if you have any questions or feedback.**

Thanks,  
[Your Name]

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

**Vocabulary/Phrases:**  
[Merriam-Webster](#)

**Homework:**

Think about a recent positive interaction you had with a supplier.  
Write a short email describing the situation and what you said using modal verbs to express possibilities or make requests.

**Example:**

**Subject: Great Service from [Supplier Name]!**

Hi Teacher,

I wanted to share a positive experience I had with our supplier, [Supplier Name]. We had a tight deadline for a recent order, and I mentioned (I mentioned) the possibility of a delay. However, the supplier assured me (assured me) they could deliver on time, and they did!

Thanks,

**Date: / Consultant: April 24th – Eka**

**Lesson number/week: Week 2 - Lesson 5**

**Topic: Connect actions inside the company**

**Aim: describes the organizational structure of their company and how it is connected**

**Catch up/Homework review:**    Workspace:

### Company roles

#### 1. Discuss the questions.

- What are three tasks you do at work?
- Which tasks do you like and dislike most? Why?

#### 2. Read the texts and complete the gaps with the phrases in the boxes.

help the company grow

in charge

make big decisions

manage

report to

responsible for

setting goals

solving tech problems

A. In my job, I'm \_\_\_\_\_ responsible for \_\_\_\_\_ ✓ answering questions that customers have about our products. Each day, I help people and make their lives easier. However, it can be stressful when customers are upset. ✓

B. I \_\_\_\_\_ manage \_\_\_\_\_ ✓ a team that finds new customers and sells them our products. My job is about \_\_\_\_\_ setting goals \_\_\_\_\_ ✓ and checking how well we're doing. I also work with other teams to make sure our customers are happy with our products.

C. I'm \_\_\_\_\_ in charge \_\_\_\_\_ ✓ of company communication with the public and media. This means I talk to journalists, organize events and share news on social media. My job is to build a positive image of our company.

D. My job is to find the best people to join our company. I look at CVs and interview candidates. I \_\_\_\_\_ report to \_\_\_\_\_ ✓ the HR (Human Resources) Manager who tells me what people they need for different teams.

E. I \_\_\_\_\_ make big decisions \_\_\_\_\_ ✓ about company goals. I also plan for the future, and work on new ideas to \_\_\_\_\_ help the company grow \_\_\_\_\_. ✓

F. I'm the company tech leader. I work with the development teams and decide what technology to use. I'm good at \_\_\_\_\_ solving tech problems \_\_\_\_\_ ✓ and I'm always helping our tech team to learn new things.

#### 3. Think of your current job, a dream job or a job you used to have and complete the sentences about it.

- I **often/sometimes/never** make big decisions for the company, so...



- I help my company grow because...
- I set goals for **myself/my team/my company**. For example,...
- The person I report to is...
- In the future I **would/would not** like to manage...
- The last problem I solved was...
- I'm not only responsible for... but I'm also in charge of...

**4. Match the roles with their descriptions in ex. 2.**

1. Customer Support Specialist ( a ) ✓
2. CEO (Chief Executive Officer) ( e ) ✓
3. PR (Public Relations) Manager ( c ) ✓
4. Recruitment Officer ( d ) ✓
5. CTO (Chief Technology Officer) ( f ) ✓
6. Head of Sales ( b ) ✓

**5. Look at the roles in ex. 4 again and say which ones you would and wouldn't like to have. Explain why.**

**6. Watch a video [ <https://youtu.be/rNSlwjmyYQ> ] and complete the sentences about the company.**

It is a tech company that offers services like \_\_\_\_\_ **car and scooter sharing and grocery delivery** \_\_\_\_\_. They are proud of how \_\_\_\_\_ **how fast they grow** \_\_\_\_\_.

**7. Watch the video again and match the numbers with the facts.**

A. 2,000 ( 3 ) ✓	1. the average number of years employees stay at the company
B. five ( 5 ) ✓	2. the number of cities where the company delivers food
C. 74 ( 2 ) ✓	3. the number of employees the company has
D. 4.5 ( 1 ) ✓	4. the number of employees the company added during lockdown

E. 500 ( 4 ) ✓

5. the number of years it took the company to get ten million customers

### 8. Discuss the questions.

- Have you heard of Bolt? Have you used their services? If yes, were you happy with them?
- Why might working in small teams help the company grow fast?
- Why did they decide to make a video showing so many employees with different jobs?
- Why is the company proud that their employees stay with them longer than with other companies?
- Would you like to work for Bolt? If yes, what role would you like to have?

**9. Imagine you are going to start one of the businesses in the boxes. Think about the first five employees you would hire. Consider the points below. Take two minutes to prepare and then present your ideas to the class**

gym

game development company

bakery

photo studio

pet grooming salon

- why they are important for your business
- what kind of people they should be (their character, experience, etc.)
- what they will be in charge of and what you will be responsible for
- how you will motivate the employees to stay at your company

#### Bakery

1. A baker
2. Accountant
3. Delivery guy 🛵
4. Cashier
5. Janitor

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

**Vocabulary/Phrases:**

Up to date → Al día

Speak your mind: decir lo que piensas

**Homework:**

- what you will do to help the company grow if the business is successful

Date: / Consultant: April 17th - Camille

Lesson number/week: Week 2 - Lesson 4

Topic: Describe the evolution of your company

**Aim: Past continuous vs past simple/ timelines**

I have **mixed feelings**

Catch up/Homework review:

**:send a voice note — use the new vocabulary to present yourself, your job and responsibilities**

Workspace:



## Time markers

### Past Simple

yesterday  
last  
night/week/month/year  
two days/weeks/months  
ago  
then  
when  
How long ago...?  
in 1992/1845

### Past Continuous

while  
when  
as  
all day/morning  
yesterday  
at noon yesterday  
the whole night  
yesterday  
from 5 to 6 yesterday

### Past Perfect

before  
after  
already  
till / until  
by the time  
never / ever  
for  
since  
just

Past simple Started and finished in the past	Past continuous Prolonged action	Past perfect
Yesterday I bought bread I talked - I demonstrated  I <b>went</b> to the office I <b>had</b> several meetings I went back to my house/home I <b>worked</b> I <b>cooked</b> and I <b>ate</b> dinner I took a coffee I <b>wrote</b> I <b>started</b> writing again  I <b>found</b>	While I was walking, someone called me  - When I <b>was looking</b> for my cat, I <b>heard</b> her meow. - While Andrea <b>was taking out</b> her boyfriend, the real Lola <b>appeared</b> . - Lola <b>was walking</b> on the roof, when the neighbour <b>saw</b> it. - While my roommate <b>was crying</b> , I <b>phoned</b> the vet. -	Before I <b>had finished</b> my dinner, the waiter <b>came</b> and <b>took</b> my plate  After I <b>had looked</b> at the cat, I <b>knew</b> it was Lola.  Until I came to Mexico, I <b>had never eaten</b> worms.

# Past Perfect

had + past participle

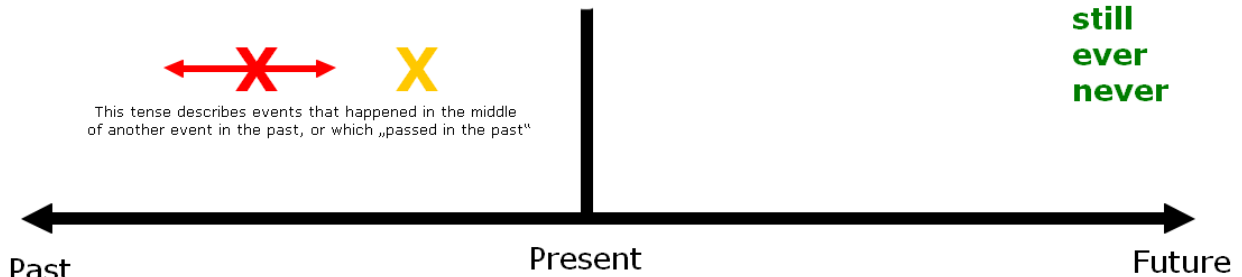
*I **had never seen** something like that.*

*I **had broken** up with her.*

*She **hadn't had** time to explain it.*

Often use adverbs:

**just**  
**already**  
**still**  
**ever**  
**never**



Affirmative sentences: Subject + had + past participle + object.

Negative sentences: Subject + had not/hadn't + verb in past participle + object.

Questions: Had + subject + verb in past participle + object?

A waiter gave my table

A waiter had given my table

After we ate, we went out

After we had eaten, we went out

# Pronunciation of ED



**/id/**

T wanted  
D needed

**\* Voiced Sound**  
= uses the vocal  
cords and they  
produce a vibration  
or humming sound  
in the throat.

(Touch your throat to feel it)

**/t/**

P helped  
K looked  
F sniffed  
GH laughed  
SH washed  
CH watched  
SS kissed  
C danced  
X fixed

**VOICELESS**

**/d/**

L called  
N cleaned  
R offered  
G damaged  
V loved  
S used  
Z amazed  
B rubbed  
M claimed

**VOICED \***

Words that end in a **vowel sound** use the **/d/** pronunciation for ED.  
e.g. -- followed -- enjoyed -- played -- tried -- continued

The pronunciation  
of words ending in  
ED depends on the  
**final consonant  
sound**. There are  
three ways to  
pronounce ED at  
the end of a word  
in English:

/id/ /t/ /d/

[www.grammar.cl](http://www.grammar.cl)

[www.woodwardenglish.com](http://www.woodwardenglish.com)

[www.vocabulary.cl](http://www.vocabulary.cl)

(usually) I go for a walk

## Jealous Guy

Song by John Lennon

I was dreaming of the past.  
And my heart was beating fast,  
I began to lose control,  
I began to lose control,  
I didn't mean to hurt you,  
I'm sorry that I mad you cry,  
I didn't want to hurt you,  
I'm just a jealous guy,  
I was feeling insecure,  
You night not love me any more,  
I was shivering inside,  
I was shivering inside,  
I was trying to catch your eyes,  
Thought that you were trying to hide,  
I was swallowing my pain,  
I was swallowing my pain.

Tell me about the time you decided to move from Spain to Mexico

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

I made a decision

**Vocabulary/Phrases:**

To knock on the door

**Internship** = practicas

**Homework: voice note - tell us about the beginning of Coppel Foundation (4-5 sentences)**

Date: / Consultant: 16/April Julio

Lesson 3: Introduce your team members

**Catch up/Homework review:**

FLABBERGASTED

How long would you stay?

Workspace:

Date/teacher: 16/April Julio			
Lesson 3: Introduce your team members	<ul style="list-style-type: none"><li>Grammar: Present Simple and Continuous</li><li>Vocabulary: adjectives</li></ul>	<ul style="list-style-type: none"><li>Clients are able to introduce others and describe their responsibilities</li></ul>	<ul style="list-style-type: none"><li></li></ul>
Comments/ Suggestions for next lesson:			

Hello Lorena, how are you today?

Warm up/Review: <https://www.baamboozle.com/game/2161525>

Tenses:

**Present Simple: Subject+Verb+Object= SVO (Es para algo que se hace regularmente)**

I play board games with my friends.  
I don't play board games with my friends.  
Do I play board games with my friends?

He works at night.  
He doesn't work at night.  
Does he work at night?

**Present Continuous: Subject+Aux to be+Verb ing+Object (Es algo que se está haciendo en el momento)**

She is cooking chicken.  
She isn't cooking chicken.  
Is she cooking chicken?

**Present Perfect: Subject+Aux have/has+Verb in past participle+Object (es algo que ya se hizo pero se menciona en el momento)**

## Pasado Simple

**I ate dinner.**  
**She visited London.**  
**They studied for the exam.**  
**We saw that movie before.**  
**He wrote a book.**  
**The team won the championship.**  
**I lived in this city for five years.**  
**She learned to play the guitar.**  
**They finished their project.**  
**We knew each other since childhood.**

## Presente Perfecto

**I have eaten dinner.**  
**She has visited London.**  
**They have studied for the exam.**  
**We have seen that movie before.**  
**He has written a book.**  
**The team has won the championship.**  
**I have lived in this city for five years.**  
**She has learned to play the guitar.**  
**They have finished their project.**  
**We have known each other since childhood.**

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<https://es.learniv.com/info/es/tiempos/presente-perfecto-y-pasado-simple/>



I have watched that movie.  
I have worked on this project.

**Go-Went-Gone**

**Eat-Ate-Eaten**

**Do-Did-Done**

**Write-Wrote-Written**

**Cut-Cut-Cut**

I have done my homework.  
I haven't done my homework.  
Have you done your homework?

**How to describe other people?**

Physical	Emotional
<ul style="list-style-type: none"><li>• <i>Tall</i></li><li>• <i>Small</i></li><li>• <i>Short</i></li><li>• <i>Blonde</i></li><li>• <i>Burnette</i></li><li>• <i>Slim</i></li></ul>	<ul style="list-style-type: none"><li>• <i>Funny</i></li><li>• <i>Intelligent</i></li><li>• <i>Charismatic</i></li><li>• <i>Innocent</i></li><li>• <i>Lazy</i></li><li>• <i>Optimistic</i></li></ul>
Fat; colossal; brown eyes; curly hair; bald; handsome; pretty; ugly;	Angry; selfish; generous; optimist;
(PERSON'S NAME): I work with Pepe. Pepe is a medium- age man. He's very tall and fat. He has brown curly hair and he always wears glasses because he does not see anything. He is an ugly man but it's the best coworker in the world. He is super generous, funny, he always makes jokes, but then he's very serious with her job. He's A very intelligent man.	

What is the difference between **ed** and **ing** adjectives?

He is bored  
He is boring

My weekend was very relaxing.

She is confused

She is confusing.

Can you talk about your team members?

**send a voice note — use the new vocabulary to present yourself, your job and responsibilities**

## How to describe work skills

### Describing your skills

I am ...  
I have / possess ...  
My greatest strengths are ...  
I would say I am....  
I'd describe myself as ....  
I consider myself to be ....  
I think I'm / I believe I ....



I am ....  
honest  
a good listener  
good at multitasking  
able to adapt to new situations  
flexible  
meticulous  
a strong team leader  
a team player

I possess / have ....  
strong communication skills.  
good managerial skills.  
strong analytical skills.  
superb command of x.  
problem solving skills.

I can ...  
stay focused.  
prioritize time.  
use x tools.  
perform a .... analysis.

### Useful words

to forecast  
to brainstorm  
to report  
to troubleshoot  
to reflect

to analyse  
to evaluate  
to identify  
to gather data  
to reach a conclusion

to lead  
to achieve  
to generate  
to assess  
to implement

[www.profenglish.center](http://www.profenglish.center)

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**Workspace:**

What about your team/coworkers/manager?

#### SPEAKING

Person	Facts/Personality	Job/responsibilities

#### Listen how they describe their team:

<https://learnenglish.britishcouncil.org/skills/listening/a2-listening/whos-who-office>

Luciana - she's wearing a purple dress, she has short hair

Ian- He's the marketing director, He's wearing a green shirt

Maria- She's works as an AT system

Sebastian-

What are they doing at the moment? Job and responsibilities?

Quick grammar review – Present **continuous** (ing)

[Describing activities you're doing at the moment.](#)

What is your team doing/working on now?

- Axel is reading notes
- Anni is speaking on the phone
- Luis is walking to the kitchen
- My director is having a meeting
- Victor is texting me

#### [Future plans..](#)

- My director is having a meeting **next week**...

Gerund (ing)

(is) Dealing with

Being(is,aream) responsible for  
Being in charge of  
Working on  
taking care of  
Being concerned with  
Be focused on

What about your friends or family ? Use new phrases to tell me about them

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

**Vocabulary/Phrases:**

**Homework:**

**Describe your team members both physically and emotionally. Talk about their dynamics and activities.**

What about your team/coworkers/manager?

**WRITING**

Person	Facts/Personality	Job/responsibilities

Date: / Consultant: April 10th – Eka (DNH) April 11 Julio - April 12th Camille

Lesson number/week: - - / - -

Topic: Decompress

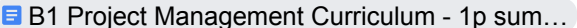
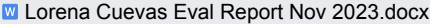
Aim: Setting objectives

**Catch up/Homework review:****Workspace:**

**Good to see you again Lorena! Let's catch up! What happened in your life since last year? How is work? What are your future projects?**

Pronunciation	Vocabulary	Grammar	Listening
Speaking	Reading	Writing	Other:

Decompress template

20 mn	Finished Curriculum	
	Comments on pertinence of curriculum: what was interesting? What was hard? What did not connect to your interests? What would you repeat?	
	Review of progress report	
	Grammar / language points raised in report - Exercises	
20 mn	Next curriculum proposed	<link> or <links>
	Review topics of proposed curriculum. How does it connect to your daily (work) life? Please share specific situations.  What changes would you make?	Topic 1: Topic 2: Topic 3: Topic 4: Topic 5: Topic 6: Topic 7:

10 mn	Additional needs analysis	
	Brainstorm personalized ways for client to practice outside of class	

Now let's have fun!

<https://www.britannica.com/quiz/rock-music-and-rock-n-roll>

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

My job is meaningful

Self-absorbed

**Vocabulary/Phrases:**

Smothering

To rest = descansar

Weight lifting = pesas

To pick up = recoger

**Homework:**

**Date: / Consultant: November 28th, Jaime (DNH)**

Lesson number/week: Lesson 2

Topic: Go over activities & responsibilities

Aim:

Catch up/Homework review:

Workspace:

gerund:

a verb that ends in *-ing* but  
functions as a noun in a sentence

Olivia loves running around her block.

verb

gerund

<https://www.ef.com/wwen/english-resources/english-grammar/gerund/>

What kinds of tasks or activities do you expect to encounter in a typical workplace?  
Can you name some common responsibilities people have in their jobs?

How important do you think it is to understand your role and responsibilities in the workplace? Why?

**Meetings:**

- Attend meetings
- Take minutes
- Contribute to discussions
- Present information

**Communication:**

- Email correspondence
- Phone calls
- Written reports
- Team communication

**Time Management:**

- Prioritize tasks
- Set deadlines
- Time tracking
- Project planning

**Teamwork:**

- Collaborate on projects
- Team building
- Support colleagues
- Share responsibilities

**Problem-solving:**

- Troubleshoot issues
- Find solutions
- Make decisions

**Organization:**

- File management
- Office organization
- Schedule coordination

**Customer Service:**

- Interact with clients
- Address customer inquiries
- Provide support

**Examples:**

I attend regular team meetings to discuss project updates and share ideas.  
Last week, I had the opportunity to present our department's achievements in the monthly meeting.  
Writing detailed reports helps communicate project progress to both team members and stakeholders.



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- What forms of communication do you use in your current or previous jobs?
- How do you prioritise your tasks at work?
- Can you describe a situation where taking minutes during a meeting might be important?

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

**Vocabulary/Phrases:**

**Homework:**