




High level interactions-LP
Student: Cuautemoc Niebla Classes per week: 3 Position: MANAGER Level: B1/B1+ Curriculum:  High level interactions curriculum Current week: 4-8 Materials for classes:

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

Module 1 - General Conversation			
Aims: To be able to effectively communicate past events as well as compare experiences.			
TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS

Date/teacher july 23rd, Ryan July 16th, Alejandro (off curriculum)			
Lesson 1: Storytelling – experiences	<ul style="list-style-type: none"> Grammar: Tenses review: past simple, past continuous, past perfect Vocabulary: Adjectives 	<ul style="list-style-type: none"> Client is able to retell past life experiences. 	 Describing Experience...
Comments/ Suggestions for next lesson:			

Date/teacher: Aug 20, 2025 Bernardo

Aug 18, 2025 Bernardo dnh

Aug 12, 2025 Bernardo dnh

Lesson 2: Travel interactions

- Grammar: Asking for and offering help
- Vocabulary: WH Questions

- Client is able to describe travel situations in which help and directions are needed.

<https://englishlive.ef.com/en/blog/language-lab/five-key-phrases-for-asking-for-directions/>

Comments/ Suggestions for next lesson:

Date/teacher: **Ryan 8.22.25**

Lesson 3: Explain cultural differences

- Grammar: Comparing and contrasting
- Vocabulary: Advanced adverbs

- Client is able to compare cultural differences between two countries.

<https://www.juicyenglish.com/blog/adjectives-to-describe-cultural-aspects>

Comments/ Suggestions for next lesson:

Module 2 - Executive Conversation

Aims: To be able to accurately describe current projects as well as issue opinions related to project strategies.

TOPIC & CONTENT

LANGUAGE FOCUS

PRODUCTION


MATERIALS / SKILLS

Date/teacher: **Ryan 8.27.25**

Lesson 4: The Art of Small Talk

- Grammar: Asking questions
- Vocabulary: Small talk phrases

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

 The Art of Small Talk: ...


Comments/ Suggestions for next lesson:

Date/teacher: Sep 3, 2025 Bernardo

Lesson 5: Explain what projects you're currently working on	<ul style="list-style-type: none"> Grammar: Linking words Vocabulary: Correlative conjunctions 	<ul style="list-style-type: none"> Client is able to describe projects and their stages. 	https://www.smartsheet.com/content/project-description
Comments/ Suggestions for next lesson:			

Date/teacher: Ryan 9.10.25			
Lesson 6: Offer your opinion on a project strategy	<ul style="list-style-type: none"> Grammar: How to prepare for an unplanned conversation Vocabulary: Business projects stages 	<ul style="list-style-type: none"> Client can issue opinions, both negative and positive, about a project strategy. 	https://supercopyeditors.com/blog/writing/opinions-in-business-writing/
Comments/ Suggestions for next lesson:			

Module 3 - High-Level Networking Aims: To manage business-oriented conversations in a professional form.			
TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS

Date/teacher: Sep 17, 2025 Bernardo			
Lesson 7: Giving your "elevator pitch"	<ul style="list-style-type: none"> Grammar: Being concise. Vocabulary: Adverbs to qualify achievements. 	<ul style="list-style-type: none"> Client can give their own elevator pitch with correct cue words and intonation. 	 How to write an Elevat...
Comments/ Suggestions for next lesson:			

Date/teacher: Sep 19, 2025 Bernardo			
Lesson 8: Conversation starters	<ul style="list-style-type: none"> Grammar: Active listening, useful vocabulary. 	<ul style="list-style-type: none"> Client is able to start a high-level business conversation. 	https://www.businessenglishresources.com/conversation-starters/

Comments/ Suggestions for next lesson:

Date/teacher: Sep 26, 2025 Bernardo

Lesson 9: Asking exceptional questions

- Grammar: Sending a follow-up email.
- Vocabulary: Uncommon business questions.

- Client can obtain any information by asking the right questions within a business environment.

<https://www.fluentu.com/blog/educator-english/business-english-conversation-topics/>

Comments/ Suggestions for next lesson:

Module 4 - Business Negotiation

Aims: To identify the best strategy to detect needs and be able to offer solutions.

TOPIC & CONTENT

LANGUAGE FOCUS

PRODUCTION

MATERIALS / SKILLS

Date/teacher:

Lesson 10: Analyse different negotiation strategies

- Grammar: Best strategies to convince someone
- Vocabulary: Negotiation phrases

- Client is able to distinguish and explain several negotiation strategies.

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

Comments/ Suggestions for next lesson:

Date/teacher:


Lesson 11: Identify your counterpart's needs

- Grammar: Conditionals review.
- Vocabulary: Need and want.


- Client can identify the needs of counterpart by analysing their speech.

<https://www.mural.co/blog/client-needs>

Comments/ Suggestions for next lesson:

Date/teacher:			
Lesson 12: Useful vocabulary and expressions for negotiating	<ul style="list-style-type: none"> Grammar: Phrasal verbs. Vocabulary: Requests. 	<ul style="list-style-type: none"> Client can issue requests and offers to correctly negotiate. 	 Business English Conv...
Comments/ Suggestions for next lesson:			

Module 5 - Must-haves of Anglo-Saxon culture Aims: To identify the cultural and business differences among English-speaking countries.			
TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS

Date/teacher:			
Lesson 13: Famous American businessmen	<ul style="list-style-type: none"> Grammar: Present perfect and present continuous review. Vocabulary: Adjectives to qualify achievements. 	<ul style="list-style-type: none"> Client can describe the life and achievements of successful businessmen. 	 10 Famous Entreprene...
Comments/ Suggestions for next lesson:			

Date/teacher:			
Lesson 14: Cult films of the English-speaking world	<ul style="list-style-type: none"> Grammar: Emphasising skills. Vocabulary: Film summary words. 	<ul style="list-style-type: none"> Client is able to talk about the most popular English- language films. 	https://www.theringer.com/movies/2021/1/25/22244344/cult-movies-ranking-top-50
Comments/ Suggestions for next lesson:			

Date/teacher:			
Lesson 15: England vs the US	<ul style="list-style-type: none"> Grammar: Advanced comparisons. Vocabulary: Sports in the Commonwealth. 	<ul style="list-style-type: none"> Client can understand the cultural and sports differences between two countries. 	https://www.jagranjosh.com/general-knowledge/differences-between-us-and-uk-1693845143-1
Comments/ Suggestions for next lesson:			

Module 6 - Analysing and discussing current events Aims: To forecast possible consequences arising from human activities and misdeeds.			
TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
Date/teacher:			
Lesson 16: Politics in the US/Mexico	<ul style="list-style-type: none"> Grammar: Expressing your opinion. Vocabulary: Political activities. 	<ul style="list-style-type: none"> Client is able to describe the differences between American and Mexican politics. 	https://www.indexmundi.com/factbook/compare/united-states.mexico/government
Comments/ Suggestions for next lesson:			

Date/teacher:			
Lesson 17: Talking about trends and the future	<ul style="list-style-type: none"> Grammar: Future tenses review. Vocabulary: AI prompts. 	<ul style="list-style-type: none"> Client can forecast technology trends in the future. 	https://www.meltwater.com/en/blog/trend-forecasting-pr ediction
Comments/ Suggestions for next lesson:			

Date/teacher:			
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Lesson 18: Health & science	<ul style="list-style-type: none"> Grammar: Explaining causes and consequences. Vocabulary: Common scientific terms. 	<ul style="list-style-type: none"> Client is able to identify health and science consequences derived from human behaviour.. 	https://teachingutopians.com/2019/06/05/expressing-effects-results-and-consequences-in-english-efl-esl-english-speaking-lessons-2/
Comments/ Suggestions for next lesson:			

Module 7 - Technology

Aims: To concisely identify technology trends and their implementation in the work environment.

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

Lesson 19: Technology and Apps	<ul style="list-style-type: none"> Grammar: Relative clauses. Vocabulary: Technology words. 	<ul style="list-style-type: none"> Client can describe modern technology functions. 	https://promova.com/english-vocabulary/technology-vocabulary
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Comments/ Suggestions for next lesson:

Date/teacher:

Lesson 20: Technology and Innovation	<ul style="list-style-type: none"> Grammar: Debate skills. Vocabulary: Adverbs to describe new technology. 	<ul style="list-style-type: none"> Client is able to debate about future technological trends. 	https://www.sciencefocus.com/future-technology/future-technology-22-ideas-about-to-change-our-world
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Comments/ Suggestions for next lesson:

Date/teacher:

Lesson 21: Technology at Work	<ul style="list-style-type: none"> Grammar: Phrasal verbs. Vocabulary: Common technology phrases. 	<ul style="list-style-type: none"> Client can express complex ideas related to technology at work. 	https://it-content.pearson.com/products/b1e6a087-bda8-4c49-9024-2dff2e9dcb6c/9788883394461_words_for_work
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Comments/ Suggestions for next lesson:			

Week 8 - Evaluation preparation

Aims: To review course content.

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

Lesson 22: Evaluation prep

- Content from week 1-3

Comments/ Suggestions for next lesson:

Date/teacher:

Lesson 23: Evaluation prep

- Content from week 4-5

Comments/ Suggestions for next lesson:

Date/teacher:

Lesson 24: Evaluation prep

- Content from week 6-7

Client's comments about evaluation/next curriculum:

Lesson 25: Final speaking evaluation.

Date/consultant:

Observations:

Next curriculum (learner's path):

SPECIALIZED CURRICULUM - LESSON PLANNING

Student: Cuautemoc Niebla

Classes per week: 3

Position: MANAGER

Level: B1+

Curriculum: SPECIALIZED : [Conversation Program - all levels- 1 p](#) - from week 7 onwards

Week:8-8

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 -

Aims:

TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
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Date/teacher: Jan 7 Ryan Jan 8 Maja

Lesson 1: Discussing sustainable travel and trends

- Grammar: conditionals

- Client is able to

Comments/ Suggestions for next lesson:

Date/teacher: Jan 10 Maja

Lesson 2: Trends of the new generation

- Grammar: linking devices

- Client is able to

Comments/ Suggestions for next lesson:

Date/teacher: Jan 13 Maja

Lesson 3:

- Grammar:

- Client is able to

Comments/ Suggestions for next lesson:

Week 2 -

Aims:

TOPIC & CONTENT

LANGUAGE FOCUS

PRODUCTION

MATERIALS / SKILLS

Date/teacher: Jan 15 Maja

Lesson 4: Entertainment trends

- Grammar: ed and ing adjectives

- Client is able to

Comments/ Suggestions for next lesson:

Date/teacher: Jan 16/Maja

Lesson 5:	• Grammar:	• Client is able to	
Comments/ Suggestions for next lesson:			

Date/teacher: Jan 17/Maja			
Lesson 6:	• Grammar:	• Client is able to	
Comments/ Suggestions for next lesson:			

Week 3 - Aims:			
TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS

Date/teacher: Jan 20 Maja			
Lesson 7: Management and leadership	• Grammar:	• Client is able to	
Comments/ Suggestions for next lesson:			

Date/teacher: Jan 21 Maja			
Lesson 8: feedback / thinking	• Grammar:	• Client is able to	
Comments/ Suggestions for next lesson:			

Date/teacher: Jan 22 Maja			
Lesson 9: chunking. Management styles	• Grammar:	• Client is able to	
Comments/ Suggestions for next lesson:			

Week 4 - Aims:			
TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS

Date/teacher: Jan 23 Maja			
Lesson 10: intonation, flow, chunking	• Grammar:	• Client is able to	
Comments/ Suggestions for next lesson:			

Date/teacher: Jan 24 Maja DNH Feb 5 RYan			
Lesson 11:	• Grammar:	• Client is able to	
Comments/ Suggestions for next lesson:			

Date/teacher: feb 6 RYan			
Lesson 12:	• Grammar:	• Client is able to	

Comments/ Suggestions for next lesson:

Week 5 -

Aims:

TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
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Date/teacher: feb 11 Maja

Lesson 13:

- Grammar:

- Client is able to

Comments/ Suggestions for next lesson:

Date/teacher: Jan 18 Maja Jan 21 Maja

Lesson 14:

- Grammar:

- Client is able to

Comments/ Suggestions for next lesson:

Date/teacher: Jan 22 Maja Jan 23 Maja

Lesson 15:

- Grammar:

- Client is able to

Comments/ Suggestions for next lesson:

Topic 6 -**Aims:**

TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
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Date/teacher: Feb 5 and 6 Ryan

Lesson 16:	• Grammar:	• Client is able to	
Comments/ Suggestions for next lesson:			

Date/teacher: Feb 11 Maja

Lesson 17:	• Grammar:	• Client is able to	
Comments/ Suggestions for next lesson:			

Date/teacher: Feb 18 Maja

Lesson 18:	• Grammar:	• Client is able to	
Comments/ Suggestions for next lesson:			

Topic 7 -**Aims:**

TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
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Date/teacher: Feb 20 Maja DNH Feb 25 Maja

Lesson 19:

- Grammar:

- Client is able to

Comments/ Suggestions for next lesson:

Date/teacher: May 5 May 12 Maja

Lesson 20:

- Grammar:

- Client is able to

Comments/ Suggestions for next lesson:

Date/teacher: May 15/ Ryan May 16 Maja May 23 Maja

Lesson 21:

- Grammar:

- Client is able to

Comments/ Suggestions for next lesson:

Week 8 - Review

Aims: Review previous lessons

TOPIC & CONTENT

LANGUAGE FOCUS

PRODUCTION

MATERIALS / SKILLS

Date/teacher: May 27 - Camille

Lesson 22:

- Review

Comments/ Suggestions for next lesson:

Date/teacher: May 28 Ryan, June 10/Ryan

Lesson 23:

- Review

Comments/ Suggestions for next lesson:

Date/teacher: July 17th/Ryan, June 20th/Ryan

Lesson 24:

- Review

Comments/ Suggestions for next lesson:

Date/teacher: June 26th/Ryan, June 27th/Maja

Lesson 25:

- Review

Comments/ Suggestions for next lesson:

Date/teacher: July 2nd/Ryan

Lesson 26:

- Review

Comments/ Suggestions for next lesson:

Date/teacher: Jul 3, 2025 Bernardo			
Lesson 27:	<ul style="list-style-type: none"> Review 		
Client's comments about evaluation/next curriculum:			

Lesson 28: Final speaking evaluation -
Date/consultant:
Observations:
Next curriculum (learner's path):

Decompress: 8/28 Maja DNH 8/30 Ryan
Here's the template: Needs analysis/Decompress template
Notes on Client (Changes on new curriculum, suggestions, needs another curriculum, etc.):
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Week 1 -			
Aims:			
TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS

Date/teacher: Sept 2 and 3 Ryan			
Lesson 1:	• Grammar:	• Client is able to	
Comments/ Suggestions for next lesson:			

Date/teacher: Sept 4 Ryan			
Lesson 2:	• Grammar:	• Client is able to	
Comments/ Suggestions for next lesson:			

Date/teacher: Sept 5 Maja			
Lesson 3:	• Grammar:	• Client is able to	
Comments/ Suggestions for next lesson:			

Week 2 -			
Aims:			
TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS

Date/teacher: sept 6 Camille

Lesson 4:	• Grammar:	• Client is able to	
Comments/ Suggestions for next lesson:			

Date/teacher: Sept 13 Maja DNH			
Lesson 5:	• Grammar:	• Client is able to	
Comments/ Suggestions for next lesson:			

Date/teacher: September 17th Ryan			
Lesson 6:	• Grammar:	• Client is able to	
Comments/ Suggestions for next lesson:			

Week 3 - Aims:			
TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS

Date/teacher: September 19th Ryan			
Lesson 7:	• Grammar:	• Client is able to	
Comments/ Suggestions for next lesson:			

Date/teacher: September 23/Ryan			
Lesson 8:	• Grammar:	• Client is able to	
Comments/ Suggestionsfor next lesson:			

Date/teacher: September 25/Ryan			
Lesson 9:	• Grammar:	• Client is able to	
Comments/ Suggestions for next lesson:			

Week 4 - Aims:			
TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS

Date/teacher: September 27/Ryan			
Lesson 10:	• Grammar:	• Client is able to	
Comments/ Suggestions for next lesson:			

Date/teacher: 7/10 Maja			
Lesson 11:	• Grammar:	• Client is able to	

Comments/ Suggestions for next lesson:

Date/teacher: 9/10 Ryan

Lesson 12:

- Grammar:

- Client is able to

Comments/ Suggestions for next lesson:

Week 5 -

Aims:

TOPIC & CONTENT

LANGUAGE FOCUS

PRODUCTION

MATERIALS / SKILLS

Date/teacher: 10/10 Maja

Lesson 13:

- Grammar:

- Client is able to

Comments/ Suggestions for next lesson:

Date/teacher: 10/11 Ryan

Lesson 14:

- Grammar:

- Client is able to

Comments/ Suggestions for next lesson:

Date/teacher: 10/15 Maja

Lesson 15:

- Grammar:

- Client is able to

Comments/ Suggestions for next lesson:

Topic 6 -

Aims:

TOPIC & CONTENT

LANGUAGE FOCUS

PRODUCTION

MATERIALS / SKILLS

Date/teacher: 10/16 Maja DNH 10/17 Maja

Lesson 16:

- Grammar:

- Client is able to

Comments/ Suggestions for next lesson:

Date/teacher: October 9/Ryan

Lesson 17:

- Grammar:

- Client is able to

Comments/ Suggestions for next lesson:

Date/teacher: October 11/Ryan

Lesson 18:	• Grammar:	• Client is able to	
Comments/ Suggestions for next lesson:			

Topic 7 -

Aims:

TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
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Date/teacher: October 14/Ryan

Lesson 19:	• Grammar:	• Client is able to	
Comments/ Suggestions for next lesson:			

Date/teacher: Oct 15/Maja

Lesson 20:	• Grammar:	• Client is able to	
Comments/ Suggestions for next lesson:			

Date/teacher: Oct 21 Maja Oct 25 Ryan

Lesson 21:	• Grammar:	• Client is able to	
Comments/ Suggestions for next lesson:			

Week 8 - Review**Aims:** Review previous lessons

TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
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Date/teacher: 10/ 29 Maja

Lesson 22:

- Review

Comments/ Suggestions for next lesson:

Date/teacher: 11/05 Maja 11/11 Maja

Lesson 23:

- Review

Comments/ Suggestions for next lesson:

Date/teacher: 11/15 Maja

Lesson 24:

- Review

Client's comments about evaluation/next curriculum:

Date/teacher: 11/19 Maja DNH 11/19 RYan

Lesson 24:

- Review

Client's comments about evaluation/next curriculum:

Date/teacher: 11/24 Maja 11/25 Ryan

Lesson 24:

- Review

Client's comments about evaluation/next curriculum:

Lesson 25: Final speaking evaluation

Date/consultant: 11/26 Maja

Observations:

Next curriculum (learner's path):


SPECIALIZED CURRICULUM - LESSON PLANNING

Student: Cuautemoc Niebla

Classes per week: 3

Position: MANAGER

Level: B1

Curriculum: SPECIALIZED :  Current events 2 - Videos News - 1page summary but do topics in different order: health and science, ecology, business,tech, politics, geography, analogies, week:8-8

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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 - Health and science			
Aims:			
TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS

Date/teacher: 06/03 Maja			
Lesson 1: Science and health	<ul style="list-style-type: none">Grammar: conditionals review	<ul style="list-style-type: none">Client is able to	
Comments/ Suggestions for next lesson:			

Date/teacher: 06/04 Maja			
Lesson 2: History of science and health	<ul style="list-style-type: none">Grammar: 3rd conditional	<ul style="list-style-type: none">Client is able to	
Comments/ Suggestions for next lesson:			

Date/teacher: 06/05 Maja 06/07 Maja - more debating practice
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Lesson 3: Debating health and science topics	• Grammar:	• Client is able to	
Comments/ Suggestions for next lesson:			

Week 2 -			
Aims:			
TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS

Date/teacher: june 10 - Camille			
Lesson 4: Business news	• Grammar:	• Client is able to	
Comments/ Suggestions for next lesson:			

Date/teacher: June 11th - Camille DNH June 12 Maja			
Lesson 5:	• Grammar:	• Client is able to	
Comments/ Suggestions for next lesson:			

Date/teacher: June 13 Maja DNG June 17 Maja			
Lesson 6: Advanced comparisons	• Grammar:	• Client is able to	

Comments/ Suggestions for next lesson:

Week 3 - ECOLOGY

Aims:

TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
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Date/teacher: June 19 Maja

Lesson 7: The current climate crisis and our participation

- Grammar: comparisons

- Client is able to

Comments/ Suggestions for next lesson:

Date/teacher: June 21 Maja

Lesson 8: How to battle climate change

- Grammar: conditionals review

- Client is able to

Comments/ Suggestions for next lesson:

Date/teacher: 6/24 Maja

Lesson 9: Which is the best solution?

- Grammar: comparing and contrasting

- Client is able to

Comments/ Suggestions for next lesson:

Week 4 - TECH**Aims:**

TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
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Date/teacher: 07/01 Maja

Lesson 10:

- Grammar:

- Client is able to

Comments/ Suggestions for next lesson:

Date/teacher: 07/2 Ryan

Lesson 11:

- Grammar:

- Client is able to

Comments/ Suggestions for next lesson:

Date/teacher: 07/03 Ryan

Lesson 12:

- Grammar:

- Client is able to

Comments/ Suggestions for next lesson:

Week 5 - POLITICS**Aims:**

TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
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Date/teacher: 07/4 Maja

Lesson 13:

- Grammar:

- Client is able to

Comments/ Suggestions for next lesson:

Date/teacher: July 05/Ryan

Lesson 14:

- Grammar:

- Client is able to

Comments/ Suggestions for next lesson:

Date/teacher: July 8 Ryan

Lesson 15:

- Grammar:

- Client is able to

Comments/ Suggestions for next lesson:

Topic 6 - GEOGRAPHY

Aims:

TOPIC & CONTENT

LANGUAGE FOCUS

PRODUCTION

MATERIALS / SKILLS

Date/teacher: July 9 Maja

Lesson 16:

- Grammar:

- Client is able to

Comments/ Suggestions for next lesson:

Date/teacher: July 11 Ryan

Lesson 17:

- Grammar:

- Client is able to

Comments/ Suggestions for next lesson:

Date/teacher: July 12 Ryan

Lesson 18:

- Grammar:

- Client is able to

Comments/ Suggestions for next lesson:

Topic 7 - ANALOGIES

Aims:

TOPIC & CONTENT

LANGUAGE FOCUS

PRODUCTION

MATERIALS / SKILLS

Date/teacher: July 15 Ryan

Lesson 19:

- Grammar:

- Client is able to

Comments/ Suggestions for next lesson:

Date/teacher: July 17 Ryan

Lesson 20:

- Grammar:

- Client is able to

Comments/ Suggestions for next lesson:

Date/teacher: July 18 Ryan

Lesson 21:

- Grammar:

- Client is able to

Comments/ Suggestions for next lesson:

Week 8 - Review

Aims: Review previous lessons

TOPIC & CONTENT

LANGUAGE FOCUS

PRODUCTION

MATERIALS / SKILLS

Date/teacher: August 5th/Ryan

Lesson 22:

- Review

Comments/ Suggestions for next lesson:

Date/teacher: Aug 12 Ryan

Lesson 23:

- Review

Comments/ Suggestions for next lesson:

Date/teacher: Aug 13 Maja

Lesson 24: review

- Review

Client's comments about evaluation/next curriculum:

Date/teacher: Aug 22 Ryan Aug Aug 27 Maja

Lesson 24: Extra review

- Review

Client's comments about evaluation/next curriculum:

Lesson 25: Final speaking evaluation -

Date/consultant: AUg 27 Maja

Observations: off curriculum eval

Next curriculum (learner's path): specialized


SPECIALIZED CURRICULUM - LESSON PLANNING

Student: Cuauhtémoc Niebla

Classes per week: 3

Position: Manager

Level: -B1/B1

Curriculum: SPECIALIZED :  Current events 2 - Videos News - 1page summary but do topics in different order: health and science, ecology, business,tech, politics, geography, analogies, Current topic: 8-8

Decompress: 5/30 Maja
Here's the template: Needs analysis/Decompress template
Notes on Client (Changes on new curriculum, suggestions, needs another curriculum, etc.):

Week 1 -			
Aims:			
TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS

Date/teacher: 3/11 Ryan			
Lesson 1: talking about future	<ul style="list-style-type: none"> Grammar: hypothetical future, modals 	<ul style="list-style-type: none"> Client is able to 	
Comments/ Suggestions for next lesson:			

Date/teacher: 3/13 Maja			
Lesson 2: nearshoring and impact on economy	<ul style="list-style-type: none"> Grammar: modals and conditionals 	<ul style="list-style-type: none"> Client is able to 	
Comments/ Suggestions for next lesson:			

Date/teacher: 3/15 Maja DNH 3/19 Ryan			
Lesson 3:	<ul style="list-style-type: none"> Grammar: 	<ul style="list-style-type: none"> Client is able to 	

Comments/ Suggestions for next lesson:

Week 2 -

Aims:

TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
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Date/teacher: 3 /20 Maja

Lesson 4:	• Grammar:	• Client is able to	
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Comments/ Suggestions for next lesson:

Date/teacher: March 21st/Ryan DNH 3/22 Maja

Lesson 5:	• Grammar:	• Client is able to	
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Comments/ Suggestions for next lesson:

Date/teacher: 3/25 Maja

Lesson 6: Economics	• Grammar:	• Client is able to	
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Comments/ Suggestions for next lesson:

Week 3 -**Aims:**

TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
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Date/teacher: 04/8 Ryan

Lesson 7: Economics / super peso

- Grammar: conditionals

- Client is able to

Comments/ Suggestions for next lesson:

Date/teacher: 4/9 Maja

Lesson 8: managing changes

- Grammar: pres perfect review

- Client is able to

Comments/ Suggestions for next lesson:

Date/teacher: 4/10 Maja DNH 4/11 Maja

Lesson 9: CHANGE MANAGEMENT

- Grammar: vocabulary - change management

- Client is able to

Comments/ Suggestions for next lesson:

Week 4 -**Aims:**

TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
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Date/teacher: 04/12 Ryan DNH 4/16 Maja

Lesson 10: change management and change leadership

- Grammar:

- Client is able to

Comments/ Suggestions for next lesson:

Date/teacher: 4/17 Ryan

Lesson 11:

- Grammar: cause and effect

- Client is able to

Comments/ Suggestions for next lesson:

Date/teacher: 4/18 Maja

Lesson 12: discussing change

- Grammar: Fluency and pronunciation - linking words

- Client is able to

Comments/ Suggestions for next lesson:

Week 5 -

Aims:

TOPIC & CONTENT

LANGUAGE FOCUS

PRODUCTION

MATERIALS / SKILLS

Date/teacher: 4/19 Ryan

Lesson 13:	<ul style="list-style-type: none"> Grammar: 	<ul style="list-style-type: none"> Client is able to 	
Comments/ Suggestions for next lesson:			

Date/teacher: 4/22 Ryan			
Lesson 14:	<ul style="list-style-type: none"> Grammar: 	<ul style="list-style-type: none"> Client is able to 	
Comments/ Suggestions for next lesson:			

Date/teacher: 4/23 Maja			
Lesson 15: War and economics	<ul style="list-style-type: none"> Grammar: fluency and pronunciation 	<ul style="list-style-type: none"> Client is able to 	
Comments/ Suggestions for next lesson:			

Topic 6 - Aims:			
TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS

Date/teacher: 4/25 Ryan			
Lesson 16:	<ul style="list-style-type: none"> Grammar: 	<ul style="list-style-type: none"> Client is able to 	
Comments/ Suggestions for next lesson:			

Date/teacher: 5/06 RYAN			
Lesson 17: Cryptocurrencies	<ul style="list-style-type: none"> Grammar: 	<ul style="list-style-type: none"> Client is able to 	
Comments/ Suggestions for next lesson:			

Date/teacher: 5/09 RYAN			
Lesson 18: crypto - timelines	<ul style="list-style-type: none"> Grammar: narrative tenses 	<ul style="list-style-type: none"> Client is able to 	
Comments/ Suggestions for next lesson:			

Topic 7 - Aims:			
TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS

Date/teacher: 5/10 Maja			
Lesson 19: Crypto + real estate	<ul style="list-style-type: none"> Grammar: 	<ul style="list-style-type: none"> Client is able to 	
Comments/ Suggestions for next lesson:			

Date/teacher: 5/13 Maja			
Lesson 20:	<ul style="list-style-type: none"> Grammar: 	<ul style="list-style-type: none"> Client is able to 	

Comments/ Suggestions for next lesson:

Date/teacher: 5/14 RYan

Lesson 21:

- Grammar:

- Client is able to

Comments/ Suggestions for next lesson:

Week 8 - Review

Aims: Review previous lessons

TOPIC & CONTENT

LANGUAGE FOCUS

PRODUCTION

MATERIALS / SKILLS

Date/teacher: 5/15 Maja

Lesson 22: REVIEW WEEK 1
and 2

- Review

Comments/ Suggestions for next lesson:

Date/teacher: 5/20 Maja

Lesson 23:





- Review

Comments/ Suggestions for next lesson:

Date/teacher: 5/21 Maja

Lesson 24:	<ul style="list-style-type: none"> Review 		
Client's comments about evaluation/next curriculum:			

Lesson 25: Final speaking evaluation -
Date/consultant: 5/27 Maja
Observations:
Next curriculum (learner's path):

PROJECT MANAGEMENT LESSON PLANNING																			
Student: Cuauhtémoc Niebla Classes per week: 3 Position: Manager Level: -B1/B1 Curriculum:  B1 Project Management Curriculum Current topic: 1-8																			
<table border="1"> <tr> <td colspan="4">Decompress:</td> </tr> <tr> <td colspan="4">Here's the template:  Needs analysis/Decompress template</td> </tr> <tr> <td colspan="4">Notes on Client (Changes on new curriculum, suggestions, needs another curriculum, etc.):</td> </tr> <tr> <td colspan="4">Remember to notify your leader when decompress is completed, or contact directly with Jaime via Slack</td> </tr> </table>				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			
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 - Professional profile																			
TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS																
Date/teacher:																			

Lesson 1: Introduce yourself & describe your position	<ul style="list-style-type: none"> Grammar: Present tense/ Sentence structure with conjunctions Vocabulary: Action verbs necessary for the position 	<ul style="list-style-type: none"> Clients introduce themselves and describe their job 	<ul style="list-style-type: none"> What is project management? (video)
Comments/ Suggestions for next lesson:			
Date/teacher:			
Lesson 2: Go over activities & responsibilities	<ul style="list-style-type: none"> Grammar: Gerunds (for activities & verbs that take gerunds) Vocabulary: work activities and responsibilities 	<ul style="list-style-type: none"> Clients talk about work activities and responsibilities 	<ul style="list-style-type: none"> Linkedin profiles
Comments/ Suggestions for next lesson:			
Date/teacher:			
Lesson 3: Introduce your team members	<ul style="list-style-type: none"> Grammar: Present Simple and Continuous Vocabulary: adjectives 	<ul style="list-style-type: none"> Clients are able to introduce others and describe their responsibilities 	<ul style="list-style-type: none">
Comments/ Suggestions for next lesson:			
Week 2 - Your company			
TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
Date/teacher:			
Lesson 4: Describe the evolution of your company	<ul style="list-style-type: none"> Grammar: Past continuous vs past simple/ timelines Vocabulary: company history, time markers for the past 	<ul style="list-style-type: none"> Client presents the timeline of their company 	

Comments/ Suggestions for next lesson:			
Date/teacher:			
Lesson 5: Connect actions inside the company	<ul style="list-style-type: none"> Grammar: Connectors (emphasize, addition, contrast, ...) Vocabulary: organizational structure 	<ul style="list-style-type: none"> Client describes the organizational structure of their company and how it is connected 	<ul style="list-style-type: none"> Connectors
Comments/ Suggestions for next lesson:			
Date/teacher:			
Lesson 6: Explain the relation with suppliers & clients	<ul style="list-style-type: none"> Grammar: Modal verbs (possibilities & requests) Vocabulary: work relationships 	<ul style="list-style-type: none"> 	<ul style="list-style-type: none"> Modal verbs exercises
Comments/ Suggestions for next lesson:			
Week 3 - Current projects			
TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
Date/teacher:			
Lesson 7: Explain the process when you start a project	<ul style="list-style-type: none"> Grammar: Modals/Connections words (cause & effects) Vocabulary: projects 	<ul style="list-style-type: none"> Client discussed and describes a process of starting a project 	<ul style="list-style-type: none"> Six questions to ask before starting a big project.
Comments/ Suggestions for next lesson:			
Date/teacher:			
Lesson 8: Describe your current project	<ul style="list-style-type: none"> Grammar: Sequencers, Present Perfect Vocabulary: adjectives, projects 	<ul style="list-style-type: none"> Client describes and details current projects 	<ul style="list-style-type: none"> Good project managers vs bad managers
Comments/ Suggestions for next lesson:			
Date/teacher:			
Lesson 9: Describe past &	<ul style="list-style-type: none"> Grammar: Past 	<ul style="list-style-type: none"> 	<ul style="list-style-type: none">

future projects	Simple vs Present Perfect/ Future tense • Vocabulary: adjectives, projects		
Comments/ Suggestions for next lesson:			
Week 4 - Organizational chart			
TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
Date/teacher:			
Lesson 10: Explain the hierarchy of your company - Who works where?	<ul style="list-style-type: none"> Conditionals (0 & 1st) Vocabulary: jobs and tasks 	<ul style="list-style-type: none"> .Client details the hierarchy and structure of their company 	<ul style="list-style-type: none"> Create organizational chart
Comments/ Suggestions for next lesson:			
Date/teacher:			
Lesson 11: Explain who is responsible for what or in charge of	<ul style="list-style-type: none"> Grammar: verb + Prepositions/ gerunds and infinitives Vocabulary: departments 	<ul style="list-style-type: none"> Client details the departments in their company and their duties 	<ul style="list-style-type: none"> Draw the setup of your company
Comments/ Suggestions for next lesson:			
Date/teacher:			
Lesson 12: Compare different company structures	<ul style="list-style-type: none"> Grammar: Comparatives & superlatives Vocabulary: company structure 	<ul style="list-style-type: none"> Client Compares Different company structures (alcanza vs coppel) - what are the pros and cons? 	
Comments/ Suggestions for next lesson:			
Week 5 - Meetings			
TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
Date/teacher:			

Lesson 13: Scheduling & rescheduling meetings	<ul style="list-style-type: none"> Grammar: Polite language (request & phrases)/ Preposition of time Skill: More complex question formation Vocabulary: meetings 	<ul style="list-style-type: none"> Client is able to schedule and reschedule appointments, discuss availability 	<ul style="list-style-type: none"> Meeting vocabulary Quiz meeting vocabulary
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Comments/ Suggestions for next lesson:

Date/teacher:

Lesson 14: Preparing a meeting	<ul style="list-style-type: none"> Grammar: : Phrasal verbs Vocabulary: wants and needs 	<ul style="list-style-type: none"> Client explains how they set up their meetings (wants & needs) 	<ul style="list-style-type: none"> Article your meetings stink & what to do about it.
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Comments/ Suggestions for next lesson:

Date/teacher:

Lesson 15: Having a meeting	<ul style="list-style-type: none"> Grammar: Discourse markers / WH question forms Skill: participating in a meeting Vocabulary: meetings 	<ul style="list-style-type: none"> Client role plays participating in a meeting 	<ul style="list-style-type: none"> The most critical types of project management
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Comments/ Suggestions for next lesson:

Week 6 - Let's hire someone!

Date/teacher:

Lesson 16: Minimum vs preferred qualities (write a vacancy)	<ul style="list-style-type: none"> Grammar: passive voice, Royal order of adjectives Skills: writing Vocabulary: skills hard and soft 	<ul style="list-style-type: none"> Client details and describes a job vacancy 	<ul style="list-style-type: none"> Job Description Vocabulary Job Description Template
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Comments/ Suggestions for next lesson:


Date/teacher:

Lesson 17: Job interview	<ul style="list-style-type: none"> Grammar: questions in passive Vocabulary: job vacancy 	<ul style="list-style-type: none"> Client asks and answers questions for a job interview 	<ul style="list-style-type: none"> Inclusive Language (extension activity)
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Comments/ Suggestions for next lesson:			
Date/teacher:			
Lesson 18: Evaluate candidates	<ul style="list-style-type: none"> Grammar: reported speech Vocabulary: skills 	<ul style="list-style-type: none"> Client evaluates potential candidates for a vacancy 	
Comments/ Suggestions for next lesson:			
Week 7 Projects 2.0 - into the deep			
TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
Date/teacher:			
Lesson 19: Managing time	<ul style="list-style-type: none"> Grammar: Second Conditional / prepositions of time Vocabulary: time management 	<ul style="list-style-type: none"> Clients discusses their time management and deadlines 	<ul style="list-style-type: none"> Quiz vocab time management
Comments/ Suggestions for next lesson:			
Date/teacher:			
Lesson 20: Scopes and capabilities	<ul style="list-style-type: none"> Grammar: Tenses review (all) Vocabulary: intensifiers 	<ul style="list-style-type: none"> Client reflects on their scope and capabilities 	<ul style="list-style-type: none"> Avoid this time management mistakes
Comments/ Suggestions for next lesson:			
Date/teacher:			
Lesson 21: Risk and Result	<ul style="list-style-type: none"> Grammar: will vs would/ conditionals review Vocabulary; predictions 	<ul style="list-style-type: none"> Client is able to discuss how to calculate cost, outcome and manage risks and results 	<ul style="list-style-type: none"> How to prioritize your company's projects
Comments/ Suggestions for next lesson:			
Topic 8 - Evaluation - Formal			
Date/teacher:			
Lesson 22: Evaluation prep	<ul style="list-style-type: none"> Content from week 1-3 	<ul style="list-style-type: none"> Explain who is involved in your current 	

		project	
Comments/ Suggestions for next lesson:			
Date/teacher:			
Lesson 23: Evaluation prep	<ul style="list-style-type: none"> Content from week 4-5 	<ul style="list-style-type: none"> Explain the problems & solutions from your previous projects 	
Comments/ Suggestions for next lesson:			
Date/teacher:			
Lesson 24: Evaluation prep	<ul style="list-style-type: none"> Content from week 6-7 	<ul style="list-style-type: none"> Explain the KPIs of your project 	Lesson 24: Evaluation prep
Comments/ Suggestions for next lesson:			
Lesson 25: Final eval			
<p align="center">Client's comments about evaluation/next curriculum:</p> <p align="right">B1+ Intermediate Business</p>			

Note: this is a video-based curriculum. Each consultant is free to choose his/her own videos and adapt the topics to the clients' interests

A2/A2+ LESSON PLANNING
Student: Cuauhtémoc Niebla Classes per week: 3 Position: Manager Level: B1 Curriculum:  A2/A2+ Current events 1 Curriculum Current week: 8-8

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 - CURRENT EVENTS

Aims: Discussing your life and current events not only in your personal and professional life but also related to the wider picture including your environment, country, city and the world

TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
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Date/teacher: december 13th, Ryan (2 hours)

Lesson 1: Personal and professional life

- Grammar: Present simple continuous review
- Vocabulary: work routines and hobbies

- Client is able to talk about his work and personal life and give news on what is currently happening to them

Comments/ Suggestions for next lesson:

Date/teacher: jan 8 RYan

Lesson 2: Environment - my city/country: discuss a current event

- Grammar: Adjectives
- Vocabulary: environment, adjectives

- Client is able to discuss current events related to their environment - country, city

Comments/ Suggestions for next lesson:

Date/teacher: Jan 9 Ryan

Lesson 3: Discussing current events - small talk

- Grammar: Demonstrative pronouns and review of there is/are
- Vocabulary: current events, small talk

- Client is able to have a small talk and discuss current events

Comments/ Suggestions for next lesson:

Topic 2 - LOCAL AND INTERNATIONAL NEWS

Aims: Discussing news from around the world, current events and trends, as well as talking about present facts and temporary occurrences

TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
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Date/teacher: Jan 10 Maja

Lesson 4: Local news - reading and discussing an article	<ul style="list-style-type: none">Grammar: present tenses reviewVocabulary: news . local events	<ul style="list-style-type: none">Analyzing and discussing local news and events	
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Comments/ Suggestions for next lesson:

Date/teacher: jan 12th, Ryan

Lesson 5: International news - watching and discussing a video	<ul style="list-style-type: none">Grammar: countable and uncountable nounsVocabulary: news, international events	<ul style="list-style-type: none">Analyzing and discussing international news and events	
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Comments/ Suggestions for next lesson:

Date/teacher: 1/15 Maja

Lesson 6: Comparing Mexican and international News Sciences-- Science/ Tech news	<ul style="list-style-type: none">Grammar: comparatives and superlativesVocabulary: science news	<ul style="list-style-type: none">Client compares local and international news and events	
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Topic 3 - CULTURES

Aims: Discussing, comparing and contrasting different cultures

TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
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Date/teacher: Jan 16th/Ryan

Lesson 7: Mexican Ancient Cultures

- Grammar: Past Simple
- Vocabulary: timelines, mexican cultures

- Client describes ancient Mexican cultures

Comments/ Suggestions for next lesson:

Date/teacher: Jan 17th/Ryan

Lesson 8: American ancient cultures

- Grammar: Present Perfect and Past Simple
- Vocabulary: American cultures

- Client describes ancient American cultures

Comments/ Suggestions for next lesson:

Date/teacher: Jan 19th/Ryan

Lesson 9: Discussing modern cultures

- Grammar: prepositions of time
- Vocabulary: modern cultures

- Client discusses and describes a variety of modern cultures

Comments/ Suggestions for next lesson:

Topic 4 - GASTRONOMY

Aims: Discussing, comparing and contrasting different cuisines and dishes, talking about preference in gastronomy

TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
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Date/teacher: Jan 23rd/Ryan

Lesson 10: Mexican gastronomy

- Grammar: likes and dislikes
- Vocabulary: verbs with TO and ING

- Clients discuss their preferences regarding Mexican food

Comments/ Suggestions for next lesson:

Date/teacher: Jan 26th/Ryan

Lesson 11: Dining culture around the world

- Grammar: comparatives and superlatives
- Vocabulary: international cuisine, dining

- Client discusses and compares international foods

Comments/ Suggestions for next lesson:

Date/teacher: 1/29 Maja

Lesson 12: Dining and restaurants

- Grammar: prepositions of place
- Vocabulary: restaurants

- Client discusses dining and restaurants

Comments/ Suggestions for next lesson:

Topic 5 - TECHNOLOGY

Aims: Discussing technology and its effects in the past, present and future

TOPIC & CONTENT

LANGUAGE FOCUS

PRODUCTION

MATERIALS / SKILLS

Date/teacher: 02/06 RYan

Lesson 13: The history of Internet

- Grammar: past simple and continuous
- Vocabulary: Internet

- Client discusses the history and impacts of the Internet

Comments/ Suggestions for next lesson:

Date/teacher: 02/08 RYan

Lesson 14: Technology today

- Grammar: articles
- Vocabulary: technology

- Client discusses technology and its impact today .

Comments/ Suggestions for next lesson:

Date/teacher: 02/09 Maja

Lesson 15: Possibilities of technology

- Grammar: future tenses
- Vocabulary: future technology

- Client discusses the future possibilities and impacts of technology

Comments/ Suggestions for next lesson:

Topic 6 - ENTERTAINMENT

Aims: Describing and discussing different areas of entertainment and their impact on our lives

TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
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Date/teacher: 02/13 Ryan 02/15 Maja - reviewing gerunds and inf

Lesson 16: Modern Entertainment

- Grammar: Gerund and infinitive verbs
- Vocabulary : modern entertainment

- Client defines and describes modern entertainment

Comments/ Suggestions for next lesson:

Date/teacher: 2/16 Maja

Lesson 17: Live TV and Streaming Services

- Grammar: Modal verbs - CAN/COULD/ WILL/ MIGHT /MAY
- Vocabulary: TV

- Client discusses TV and its impact on our lives

Comments/ Suggestions for next lesson:

Date/teacher: 2/19 Maja

Lesson 18: Virtual Reality

- Grammar: Adverbs and gradation of adverbs
- Vocabulary: VR

- Client discusses VR and its impact on our lives

Comments/ Suggestions for next lesson:

Topic 7 - TRENDS

Aims: Comparative analysis of different trends in the past, present and future and their impact on our lifestyle

TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
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Date/teacher: Feb 20th/Ryan

Lesson 19: Discussing trends (fashion, tech, music, films, stock market, etc)

- Grammar: zero conditional
- Vocabulary: trends of interest

- Client discusses and compares different trends (then and now)

Comments/ Suggestions for next lesson:

Date/teacher: Feb 22th/Ryan

Lesson 20: Trends of the new generation

- Grammar : first conditional
- Vocabulary: new and modern trends

- Client debates how modern trends differ

Comments/ Suggestions for next lesson:

Date/teacher: Feb 23th/Ryan Feb 29th/ Maja - repeating topic

Lesson 21: Dangers of following trends

- Grammar: advice - SHOULD
- Vocabulary: dangers of trends, advice

- Client discusses the dangers of trends

Comments/ Suggestions for next lesson:

8. REVIEW WEEK

Aims: general review

TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
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Date/teacher: 03/04 Ryan
03/05 Maja

Lesson 22: Review

Comments/ Suggestions for next lesson:

Date/teacher:03/06 Maja

Lesson 23: Review II

Comments/ Suggestions for next lesson:

Date/teacher: 03/07 Ryan

Lesson 24: Review part III

Comments/ Suggestions for next lesson:

Lesson 25: Final speaking evaluation - 03/08 Maja

Date/consultant:

Observations:

Next curriculum (learner's path):

Client's comments about evaluation/next curriculum:


A2 COMPANY OVERVIEW AND DESCRIPTION CURRICULUM - LESSON PLANNING

Student: Cuauhtémoc Niebla

Classes per week: 3


Position: Manager

Level: A2+

Curriculum:  A2+ Business Interactions 2 - 1p summary

Current week: 8/8

Decompress: 12/14 Maja

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 - COMMUNICATION

Aims: Explaining the history, mission and values of the company as well as the different locations, offices and facilities and describing the management team.

TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
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Date/teacher: 9/25, Maja

- Lesson 1 : analyzing communication

-

Comments/ Suggestions for next lesson:

Date/teacher: 9/26, Maja

Lesson 2:

-

-

Comments/ Suggestions for next lesson:

Date/teacher: 10/06 Camille

10/2 Maja DNH

Lesson 3: Agreeing and disagreeing

Grammar:
-Present simple and progressive

- Client is able to agree or disagree with co-workers.

[Useful phrases for discussions](#)

Comments/ Suggestions for next lesson:

Week 2 - Constructive feedback


TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
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Date/teacher: October 13th, Ryan

Lesson 4: Praising coworkers	Grammar: - Coordinating conjunctions	<ul style="list-style-type: none"> The client is able to give constructive feedback to co workers and speak up about his/her own opinions. 	The Importance of Praising Your Employees - MIBluesPerspectives
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Comments/ Suggestions for next lesson:

Date/teacher: October 16th, Ryan

Lesson 5: Giving and managing compliments	Grammar - Raising and falling intonation in statements / Would have v3	<ul style="list-style-type: none"> Client is able to pay compliments and respond to them at work. 	 Best Compliment
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Comments/ Suggestions for next lesson:

Date/teacher: October 24th, Ryan

Lesson 6: Using rising and falling intonation	Grammar: - Characteristics of a pep talk	<ul style="list-style-type: none"> Client is able to give correct intonation lectures. 	 Learn the English term ... 11 Best Inspirational Pep Talks In Movies ScreenRant https://www.johnmillen.com/blog/how-to-give-a-winning-pep-talk
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Comments/ Suggestions for next lesson:

Week 3 - Conflict Resolution

TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
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Date/teacher: October 27th, Ryan

Lesson 7: Mediating and reaching compromises

Grammar:

-Comparatives and Superlatives

- Client is able to express goals and deliverables of a project.

[Conflict Resolution: Definition, Process, Skills, Examples](#)

Comments/ Suggestions for next lesson:

Date/teacher: October 31st/Ryan

Lesson 8: Solving a conflict

Grammar:

-Modals
-Linking words
Reported speech

- Client is able to
- Give opinions
- Agree and Disagree

[Section 6. Training for Conflict Resolution.](#)

Comments/ Suggestions for next lesson:

Date/teacher: Nov 6 RYan

Lesson 9: Giving full details

Grammar:

-Modals review and reported speech

- Client is able to give full details and report what others say

[Joey doesn't share food, Friends 1080p](#)

Comments/ Suggestions for next lesson:

Week 4 - Cultivating Empathy

TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
Date/teacher: Nov 7 Ryan			
Lesson 10: Identifying emotions, complex feelings and tendencies in others	Grammar: -ed and -ing adjectives	<ul style="list-style-type: none">Client is able to identify and name different emotions and describe complex feelings.	Emotions and Types of Emotional Responses
Comments/ Suggestions for next lesson:			

Date/teacher: Nov 9 Maja
Nov 8 Maja dnh

Lesson 11: Introvert vs. Extrovert spectrum	Grammar: -Vocabulary to describe emotions	<ul style="list-style-type: none">Client is able to place themselves into the spectrum and describe what an introvert or extrovert is like.	Explanation: Introvert vs. Extrovert by Simon Sinek Educational Speech BillionaireBehaviour
Comments/ Suggestions for next lesson:			


Date/teacher: November 14th/Ryan
Nov 10 Maja DNH

Lesson 12: Using tone to express intentions in a real life situation	Grammar: -Intonation in formal and informal contexts	<ul style="list-style-type: none">Client is able to differentiate between one tone and another and also notice which one works for what situation.	Tone Is Hard to Grasp Online. Can Tone Indicators Help?
Comments/ Suggestions for next lesson:			

Week 5 - Strengthening Relationships

TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS

Date/teacher: November 15th/Ryan

Lesson 13: Workplace relationships	Grammar: -Present perfect: life experiences	<ul style="list-style-type: none"> Client is able to describe work relationships. 	10 Types of Workplace Relationships and How To Improve Them Indeed.com  Improving Workplac...
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Comments/ Suggestions for next lesson:

Date/teacher: November 16th/Ryan

Lesson 14: Polite statements and intonation	Grammar: -Conditionals	<ul style="list-style-type: none"> Client is able to give an educated point of view with the right intonation. 	Pronunciation: Want to be Polite? Learn English Intonation – Guest Post English with a Twist
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Comments/ Suggestions for next lesson:

Date/teacher: November 21st/Ryan

Lesson 15: Identifying and activating mutual team member interests.	Grammar: -Vocabulary for Persuasive expression	<ul style="list-style-type: none"> Client is able to communicate with coworkers to work as a team. 	Successful teamwork: A case study
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Comments/ Suggestions for next lesson:

Topic 6 - Apology Process

TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
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Date/teacher: November 22nd/Ryan

Lesson 16: Apologizing - formal.

Grammar:
-Modals

- Client is able to apologize formally with co-workers or owner of the company.

[How to say sorry at work](#)

Comments/ Suggestions for next lesson:

Date/teacher: November 23rd/Ryan

Lesson 17: Apologizing to a client for not meeting expectations.

Grammar:
-Expressing result: therefore, thus, so, as a result, due to, etc.

- Client is able to apologize to a client and manage conflict conversations.

[How to Apologize Like a Professional](#)

[How to apologize to a customer: A 3-step plan | RingCentral](#)

Comments/ Suggestions for next lesson:

Date/teacher: November 24th/Ryan

Lesson 18: Writing an apology email.

Grammar:
- Writing: emails

- Client is able to write an email apologizing for a mistake in customer service.

[How to Apologize to a Client \(With Email Template!\) | The Muse](#)

[6 excellent apology emails to send to your customers | Front](#)

Comments/ Suggestions for next lesson:

Topic 7 - Asking for help

TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
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Date/teacher: November 29th/Ryan

Lesson 19: Requesting help politely to coworkers.

Grammar:
- Making polite requests

- Client is able to ask for help around the office.

<https://www.themuse.com/advice/the-right-way-to-ask-for-help-at-work>

Comments/ Suggestions for next lesson:

Date/teacher: dec 5 Maja – 2 h lesson

Lesson 20: Offering help.

Grammar:
-Conditionals

- Client is able to offer advice and support to other co-workers.

[10 Ways To Help and Support Colleagues at Work | Indeed.com](https://www.indeed.com/career-advice/10-ways-to-help-and-support-colleagues-at-work)

Comments/ Suggestions for next lesson:

Date/teacher: dec 5 – 2nd hour Maja

Lesson 21: Accepting or rejecting help.

Grammar:
-Passive voice: simple past and simple present

- Client is able to say yes or no depending on the situation.

[How to Make, Accept and Reject Offers in English-Bespeaking Blog](https://www.bespeaking.com/2018/05/how-to-make-accept-and-reject-offers-in-english/)

Comments/ Suggestions for next lesson:

Week 8 - Review

Aims: Review previous lessons

TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
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Date/teacher: dec 6th, Ryan 2 hrs lesson

Lesson 22: Review week
1,2&3

- Review

Comments/ Suggestions for next lesson:

Date/teacher: dec 8th, Ryan 2 hrs lesson

Lesson 23: Review week
4,5&6

- Review

Comments/ Suggestions for next lesson:

Date/teacher: dec 11th Ryan

Lesson 24: Review week 7&8

- Review

Client's comments about evaluation/next curriculum:

Lesson 25: Final speaking evaluation - dec 12th, Ryan 2 hours

Date/consultant:

Observations:

Next curriculum (learner's path):

December 13th, Ryan, 2 hours class

A2 Business Interactions 1 - LESSON PLANNING

Student: Cuauhtémoc Niebla
Classes per week: 3
Position: Manager
Level: A2
Curriculum: [A2 Business Interactions 1 Curriculum](#)
Current week:

Decompress:

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

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

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

Week 1 - First Day

Aims:

TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
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Date/teacher: 11/4 Ryan

Lesson 1: Present your educational background

- Grammar: Present tenses review
- Vocabulary: educational background

- Client is able to talk about their educational background

Comments/ Suggestions for next lesson:

Date/teacher: 5/2 RYan

Lesson 2: Explain your professional experience

- Grammar: sequencers , past review
- Vocabulary: work experience

- Client is able to describe their past professional experience

Comments/ Suggestions for next lesson:

Date/teacher: 5/3 RYan

Lesson 3: Discuss cultural differences between Mexico and the US

- Grammar: comparatives
- Vocabulary: work cultures, adjectives

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

Comments/ Suggestions for next lesson:

Week 2 - Current Projects

Aims:

TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
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Date/teacher: 5/4 Ryan

Lesson 4: Explain what projects you're currently working on

- Grammar: Connecting words for cause and effect
- Vocabulary: projects, cause and effect

- Client is able to describe their current projects

Comments/ Suggestions for next lesson:

Date/teacher: 5/10 RYan

Lesson 5: Offer your opinion on a project strategy

- Grammar: Expressions for personal opinion
- Vocabulary: opinions

- Client can give positive and negative opinions on project strategies

Comments/ Suggestions for next lesson:

Date/teacher: May 15th, Ryan

Lesson 6: Identify areas of growth in a results presentation

- Grammar: modals
- Vocabulary: being polite

- Client can politely point out areas of growth and suggest next steps

Comments/ Suggestions for next lesson:

Week 3 - Proposing a project**Aims:**

TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
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Date/teacher: May 16th, Ryan

Lesson 7: Describe your strategy for creating a project proposal

- Grammar: Prepositions of time
- Vocabulary: time expressions

- Client is able to detail the strategy of a project

Comments/ Suggestions for next lesson:

expressions for negotiating

Date/teacher: May 17th, Ryan

Lesson 8: Back up your proposal with substantial arguments

- Grammar: Argumentation
- Vocabulary: useful expressions

- Client is able to argue in favor of their proposal

Comments/ Suggestions for next lesson:

Date/teacher: May 18th, Ryan

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

Comments/ Suggestions for next lesson:

Week 4 - Negotiation

Aims:			
TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
Date/teacher: May 22nd, Ryan			
Lesson 10: Analyze different negotiation strategies	<ul style="list-style-type: none"> Grammar: cause and effect Vocabulary: negotiation steps 	<ul style="list-style-type: none"> Clients discuss and detail different negotiation strategies 	
Comments/ Suggestions for next lesson:			

Date/teacher: May 24th, Ryan			
Lesson 11: Debate which strategy works best for a vendor/client/boss	<ul style="list-style-type: none"> Grammar: superlatives Vocabulary: adjectives 	<ul style="list-style-type: none"> Client is able to identify the best negotiation strategy for different situations 	
Comments/ Suggestions for next lesson:			

Date/teacher: May 30th, Ryan			
Lesson 12: Useful vocabulary and	<ul style="list-style-type: none"> Grammar: phrasal verbs / prepositions Vocabulary: useful expressions 	<ul style="list-style-type: none"> Client is able to conduct a successful negotiation 	Role play
Comments/ Suggestions for next lesson:			

Week 5 - Presentation strategies

Aims:

TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
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Date/teacher: June 6th, Ryan

Lesson 13: Start a presentation efficiently

- Grammar: Intonation, tone and pace
- Skills: intonation and pronunciation
- Vocabulary: presentations - starting

- Client is able to start a presentation and give an overview of the topics covered

Comments/ Suggestions for next lesson:

Date/teacher: June 7th, Ryan

Lesson 14: Transmit ideas

- Grammar: Word choice
- Vocabulary: strong verbs, adjectives and nouns

- Client is able to successfully transmit ideas using powerful vocabulary

Comments/ Suggestions for next lesson:

Date/teacher: June 8th, Ryan

Lesson 15: Asking and answering questions

- Grammar: questions forms
- Vocabulary: questions

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

Comments/ Suggestions for next lesson:			

Topic 6 - Risks Aims: Identifying the essential elements of a business pitch and creating your company's pitch while reframing your company's challenges as positives			
TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS

Date/teacher: June 12th, Ryan			
Lesson 16: Evaluate risks and qualify vendors	<ul style="list-style-type: none"> Grammar: adverbs Vocabulary : risks 	<ul style="list-style-type: none"> Client is able to assess and evaluate risks associated with their projects 	
Comments/ Suggestions for next lesson:			

Date/teacher: June 13th, Ryan			
Lesson 17: Compare and manage risks	<ul style="list-style-type: none"> Grammar: discourse markers Vocabulary: adjectives 	<ul style="list-style-type: none"> Client compares and manages risks related to their projects 	
Comments/ Suggestions for next lesson:			

Date/teacher: June 15th, Ryan

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

Comments/ Suggestions for next lesson:

Topic 7 - Problem-solving

Aims:

TOPIC & CONTENT

LANGUAGE FOCUS

PRODUCTION

MATERIALS / SKILLS

Date/teacher: June 21st, Ryan

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

Comments/ Suggestions for next lesson:

Date/teacher: June 22nd, Ryan

Lesson 20: Expressing disagreement to your boss

- Grammar : polite disagreement
- Vocabulary: useful expressions

- Client is able to disagree politely

Comments/ Suggestions for next lesson:

Date/teacher: June 23rd, Ryan

Lesson 21: Giving motivation back to your team

- Grammar: pitching
- Vocabulary: useful expressions

- Client is able to motivate again a team after a conflict

Comments/ Suggestions for next lesson:

Week 8 - Review

Aims: Review previous lessons

TOPIC & CONTENT

LANGUAGE FOCUS

PRODUCTION

MATERIALS / SKILLS

Date/teacher: June 26th, Ryan

Lesson 22:

- **Presenting a project in a meeting**

Comments/ Suggestions for next lesson:

Date/teacher: June 27th, Ryan

Lesson 23:

- **Negotiating the terms of the project**

Comments/ Suggestions for next lesson:

Date/teacher: July 3rd, Ryan

Lesson 24:

- Dealing with risks and conflicts regarding the project

Comments/ Suggestions for next lesson:

Lesson 25: Final speaking evaluation- July 4th, Ryan

July 11th, Ryan
July 14th, Ryan
July 19th, Ryan
July 24th, Ryan
July 25th, Ryan
July 26th, Ryan
July 28th, Ryan
August 1st, Ryan
August 2nd, Ryan
August 7th, Ryan
August 8th, Ryan
August 10th, Ryan
August 15th, Ryan
August 16th, Ryan
August 21st, Ryan
September 5th, Ryan
September 6th, Ryan
September 18th, Ryan
September 19th, Ryan
September 20th, Ryan
September 22nd, Ryan