

<h1>Mike Berrones</h1> <p>Curriculum : Business Interactions 1 Curriculum - 1p summary</p>	<ul style="list-style-type: none"> 📄 Remote document color code and compone... 📄 Remote doc template 2023
<p>Schedule your next lesson: Schedule - Alcanza Consultants Pay for your lessons: https://www.alcanzaconsultants.mx/client/payment-options/</p>	<p>Feedback form: https://forms.gle/NpuFTuD1eqTCdFvV6</p>
<p>Eval reports:</p>	<p>Remotes:</p>

<p>Date / Consultant: Ryan 9.12.25 Lesson number/week:</p>	<p>Aim: Topic: Lesson type: Intuitive method</p>
<p style="text-align: center;">Warm Up</p> <p>When is your workload the lightest?</p> <ul style="list-style-type: none"> - Carga de trabajo-- workload.... <p>Garment... clothes... apparel</p> <ul style="list-style-type: none"> - They can choose... <p>Verbs to discuss topics</p> <p>To produce.... To manufacture... to sell... to export... to import... to purchase...</p> <p>To negotiate... To choose... to select... to compete... to finish... to wait.. To decide</p> <p>Transform words...</p> <p>To compete-- verb: Competition-- noun: competitor-- noun+person: competitive-- adj.</p> <hr/> <p style="text-align: center;">Parts of Speech... Roles of words x 7</p> <p>Nouns... person, place or thing</p>	

Verbs

Adjectives.. Describes things

Conjunctions... connectors

Adverbs...

Prepositions...

Articles.. A, the, an

Every idea... thought... phrase... sentence...

Noun... verb.... Adj? Noun? Infinitive? (components of the idea)

I am tired.

Subject verb object. (your plan for the idea-- structure)

We negotiated the planning.

The new and dynamic **company introduced** an effective fabric processing **system**.

We sell t-shirts.

My company buys ties because we sell them.

Verb tenses...

Present tense... not time! Routine! Normal action. It's a fact.

Present continuous... I am boxing... NOW!

Future... will... is going to... Ryan will teach you English.... Ryan is going to teach English.

Simple past... ed -- negotiated vs taught-- irregular... or DID...

- Negatives and questions... did not = didn't

Vocabulary/Phrases:

Practice:

Date: September 10th / Consultant: Eka

Lesson number: #8/week: #3

Topic: Back up your proposal with substantial arguments

Aim: Argue in favor of your proposal

Catch-up/Homework review:

Workspace:

Giving arguments

1. Discuss these questions

Discussing vs. Arguing:

a discussion is a cooperative exchange of ideas aimed at mutual understanding and growth, while an argument is a competitive clash of opposing views often driven by emotion and the desire to "win" by making the other person wrong

Argue (verb): exchange or express diverging or opposite views, typically in a heated or angry way.

Argument (noun): a reason or set of reasons given with the aim of persuading others that an action or idea is right or wrong.

What is the difference between discussing something and arguing about something?

What is the difference between a discussion and an argument?

What did you last discuss at work?

What did you last argue about?

How can someone make a convincing argument?

2. *The structure of an argument*

Look at the advice for formulating an argument. Which pieces of advice do you think are appropriate? Which are inappropriate?

1. Have a clear standpoint – make sure that your audience knows what your opinion is.
2. Don't make your argument clear until just before you conclude.

3. Present a logical sequence of reasons for your argument so that it is easy to follow.
4. Provide supporting arguments and evidence to strengthen your view.
5. Give many different examples of why your opinion is valid.
6. If you refer to other people's opinions, you can contrast them with your own.
7. Always agree with other people's opinions.
8. Use insults to make your partner's argument weaker.
9. Make sure to reformulate your argument so the audience hears it one more time.
10. Summarize your main point at the end of your argument.

3. Pre-reading

Do you have a flexi-time system in your organization?

In general, is it a good or bad policy?

If you don't have flexi-time, would you like it to be introduced in your workplace? Why? Why not?

What are the benefits of flexi-time for employees?

What are the benefits for the company of offering a flexi-time system to staff?

What are the drawbacks of flexi-time?

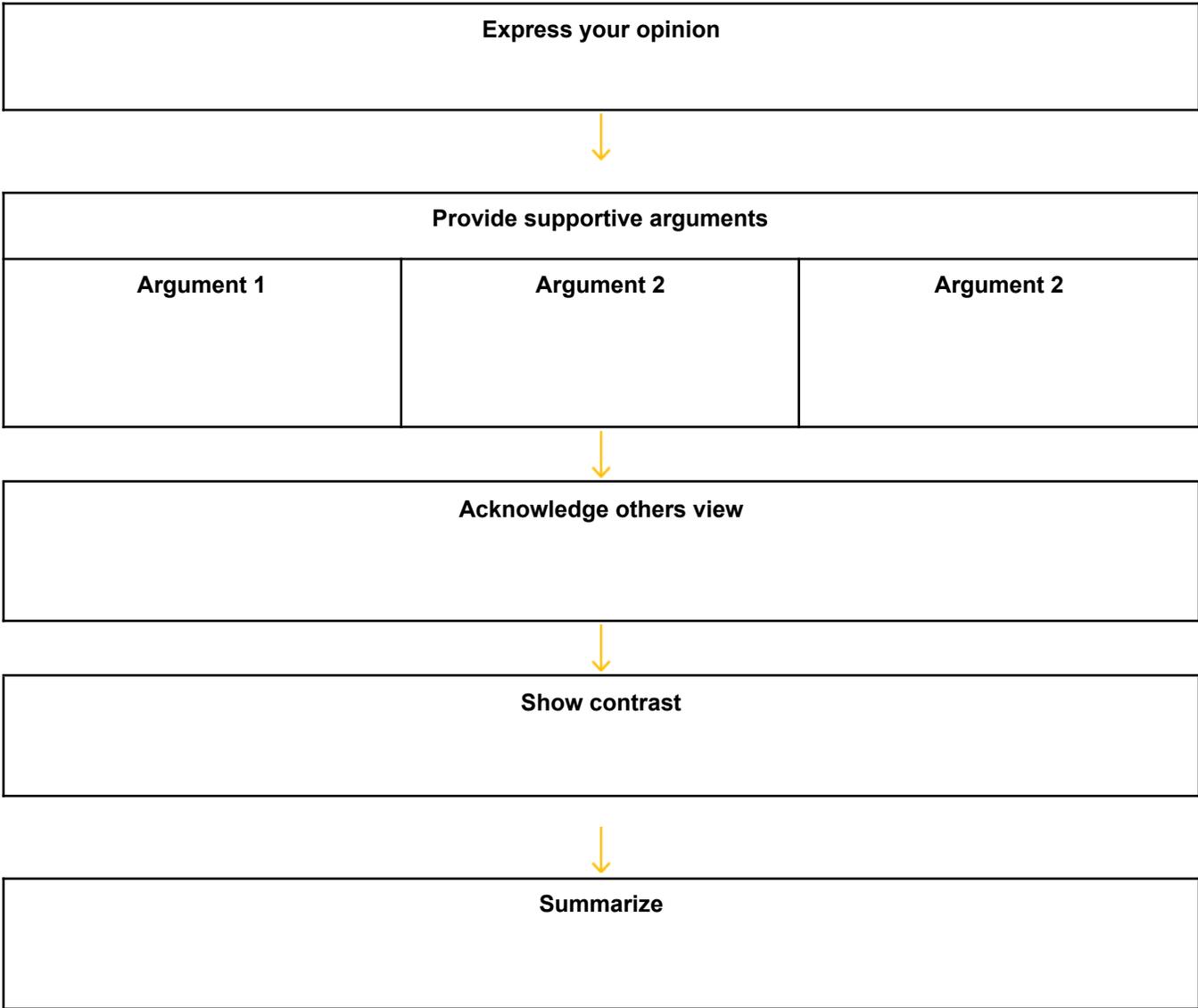
4. Reading Look at the following comment presented at a discussion on introducing flexi-time. What language is used to structure the speaker's argument?

'I strongly believe that introducing a flexi-time system would be beneficial. Firstly, it would facilitate a better work-life balance. What is more, it would allow employees to attend language classes. Finally, not only would it increase job satisfaction but it would also boost productivity. I am aware that you are in two minds about introducing this system; however, I am convinced that flexi-time will create a happier workplace and result in higher staff retention levels. All things considered, it seems a productive step for us to take.'

5. Language use Write one example from the Reading text above next to each category.

Expressing your opinion	<i>I am convinced, I strongly believe, I think, In my opinion...</i>
Sequencing	<i>Firstly, secondly, thirdly, finally</i>
Providing supportive argument	<i>What is more... In addition...</i>
Acknowledge other views	<i>I am aware that... I understand that...</i>
Showing contrast	<i>However... On the other hand</i>
Reformulating	<i>In other words..., to put it in different words...</i>
Summarizing	<i>All things considered... To summarize...</i>

6. You are going to formulate an argument against flexi-time. Prepare your arguments using the diagram below, and remember to use the vocabulary from the previous activity.

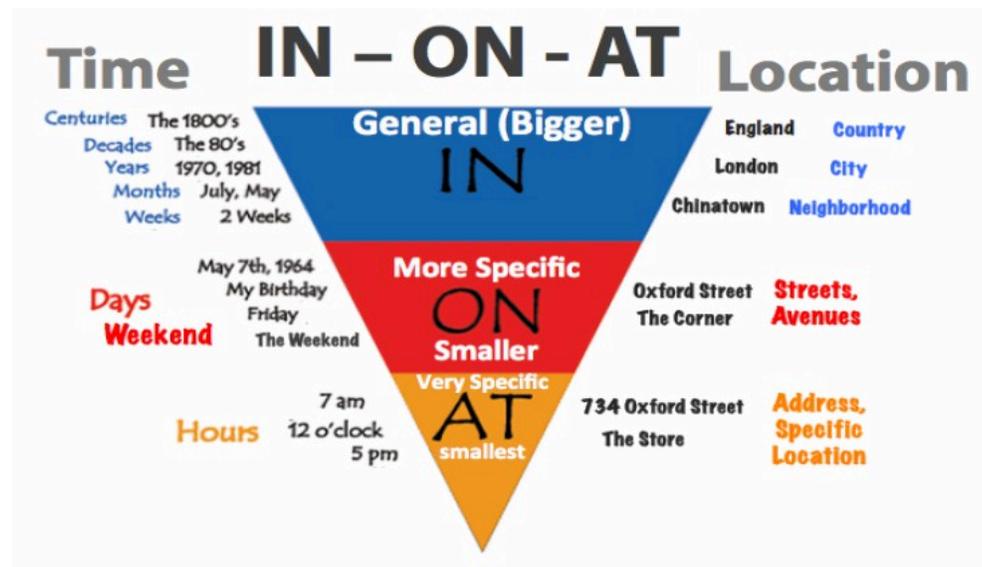


Errors/Opportunity for growth/Pronunciation/Feedback:	Vocabulary/Phrases:
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In-Long periods of time (Years, months, seasons of the year, decades, centuries, etc). Three parts of the day (Morning, Afternoon and Evening).

On- Specific Days (Monday, Tuesday, etc.), Birthday, Mother's day, Independence day, etc. Specific Dates. Holidays (AmE)

At-Hours of the day. Night, Midnight, Noon. Meals (Breakfast, Lunch and Dinner),



We start the meeting early in the morning.
So, they will complete the purchase tomorrow.
They completed the purchase yesterday.

Homework:

Date / Consultant: Sep 8, 2025 Edgar

Lesson number/week: 7-3

Topic: Describe your strategy for creating a project proposal

aim: Client is able to detail the strategy of a project

Catch-up/Homework review:

Practice the modal verbs and use them in sentences.

Workspace:

Here's the link: <https://meet.google.com/kjb-yfec-xy?authuser=0>

Hello Mike, how are you today?

Warm up/Review: <https://test-english.com/grammar-points/b1/modal-verbs-of-deduction/>

Can and Could

I can ride a bike-Present ability

I could ride a bike-Possibility/Past ability

Can you help me?-Informal

Could you help me?-Formal

Will and Would

Will you give me a glass of water-Informal

Would you give me a glass of water?-Formal

Must and Should

modal
verbs

MUST & SHOULD

Obligation & Recommendation

MUST

- official, written rule
You must be 18 or older to vote in the U.S.
- duty/strong moral obligation
You must respect your parents.
- very strong recommendation
You must visit DC when you're in the U.S.

SHOULD

- personal obligation / moral obligation
(weaker than "must")
I should save more money each month.
I should call my brother more often.
- recommendation
She should wear a suit to the interview.

HAVE TO

NOT a modal verb

- changes form
I **HAVE TO** finish this report by 5:00.
She **HAS TO** finish this report by 5:00.
- often used in place of **MUST** when speaking
- necessity I **have to** wear glasses to see.

American English at State **A E**

May and Might

It may rain tomorrow-More possibility 60%

It might rain tomorrow-Less possibility 40%

May the new year bring you happiness

May you have a happy birthday

May the force be with you

May I go to the restroom?-Yes, you may/No, you may not

May I have another cookie?-yes, you may

Prepositions of time:

In-Long periods of time (Years, months, seasons of the year, decades, centuries, etc). Three parts of the day (Morning, Afternoon and Evening).

On- Specific Days (Monday, Tuesday, etc.), Birthday, Mother's day, Independence day, etc. Specific Dates. Holidays (AmE)

At-Hours of the day. Night, Midnight, Noon. Meals (Breakfast, Lunch and Dinner),

Christmas

I usually visit my family ON Christmas

When must you usually report your progress to your manager?

How often can deadlines change in your projects?

What meetings should be scheduled at the beginning of a project?

When could you ask for help if a deadline is too close?

Where might you face delays, and how can you avoid them in time?

What should you prepare before the final review of a project?

Errors/Opportunity for growth/Pronunciation/Feedback:

Vocabulary/Phrases:

[Merriam-Webster](#)

Weak-Debil
Behave-Comportarse
Kick off meeting-Reunion
de inicio
Follow up
meeting-Reunión de
seguimiento

Homework: Review the prepositions of time.

Date / Consultant: Sep 4, 2025 Edgar

Lesson number/week: 6-2

Topic: Identify areas of growth in a results presentation

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

Catch-up/Homework review:

Share your opinion on this statement "Human Resources shouldn't be allowed to ask questions about an applicant's marital status, religion, age, medical history, or immigration status."

Workspace:

Here's the link: <https://meet.google.com/kjb-yfec-xyt?authuser=0>

Hello Mike, how are you today?

Warm up/Review: <https://www.baamboozle.com/game/623908>

 <p>Multinationals do more harm than good.</p> <p>✓ 15</p>	 <p>Multi-level marketing is a legitimate business model.</p> <p>✓ 15</p>	 <p>Human Resources shouldn't be allowed to ask questions about an applicant's marital status, religion, age, medical history, or immigration status.</p> <p>✓ 15</p>	 <p>Companies shouldn't look at prospective employees' social media profiles.</p> <p>✓ 15</p>
 <p>Companies should have strict policies against dating at work.</p> <p>✓ 15</p>	 <p>Open floor plans are better than cubicle farms.</p> <p>✓ 15</p>	 <p>Social media sites should be blocked at work.</p> <p>✓ 15</p>	 <p>It's okay for bars, restaurants, casinos, and other businesses in the service sector to only hire attractive employees.</p> <p>✓ 15</p>
			

What are **modal Verbs**? We can express: Ability, possibility, obligation, recommendation, request, permission, etc.

I can speak french.

I might arrive late today.

You must finish the report by 5pm

Can and Could

I can ride a bike-Present ability

I could ride a bike-Possibility/Past ability

Can you help me?-Informal

Could you help me?-Formal

Will and Would

Will you give me a glass of water-Informal

Would you give me a glass of water?-Formal

Must and Should

May and Might

Errors/Opportunity for growth/Pronunciation/Feedback:

Vocabulary/Phrases:

[Merriam-Webster](#)

Conflict of
interest-Conflicto de
intereses

Homework: Practice the modal verbs and use them in sentences.

Date / Consultant: Sep 3, 2025 Edgar

Lesson number/week: 5-2

Topic: Offer your opinion on a project strategy

aim: Client is able to describe their current projects

Catch-up/Homework review:

Week (Monday-Friday)	Weekend (Saturday-Sunday)
1.- I always have meetings in the afternoon. 2.-I see my note book every morning . 3.- I read the news at the end of the day . 4.- I walk my dogs after dinner . 5.- I review the sales and complete the book information for my boss.	1.- I go to the theater 2.- I look for new activities with my friends . 3.- I send my car to the mechanic to check it . 4.- I clean my garage and wash my cars on Sundays . 5.- I rest at the end of the week .

Workspace:

Here's the link: <https://meet.google.com/kjb-yfec-xyt?authuser=0>

Hello Mike, how are you today?

Warm up/Review: <https://www.baamboozle.com/game/1518219>

What would you say is the line between debating and arguing?

Expressions for...

Agreement	Disagreement
I agree... I feel comfortable with that I'm ok with that That's fair	I disagree/I don't agree I am not comfortable with that That's terrible That's disappointed

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

Expressing agreement

- I agree with you 100 percent.

- I couldn't agree with you more.
- That's so true.
- That's for sure.
- (slang) Tell me about it!
- You're absolutely right.
- Absolutely.
- That's exactly how I feel.
- Exactly.

Expressing disagreement

- I don't think so.
- (strong) No way.
- I'm afraid I disagree.
- (strong) I totally disagree.
- I beg to differ.
- (strong) I'd say the exact opposite.
- Not necessarily.

Link: <https://www.baamboozle.com/game/623908>

 <p>Multinationals do more harm than good.</p> <p>✓ 15</p>	 <p>Multi-level marketing is a legitimate business model.</p> <p>✓ 15</p>	 <p>Human Resources shouldn't be allowed to ask questions about an applicant's marital status, religion, age, medical history, or immigration status.</p> <p>✓ 15</p>	 <p>Companies shouldn't look at prospective employees' social media profiles.</p> <p>✓ 15</p>
 <p>Companies should have strict policies against dating at work.</p> <p>✓ 15</p>	 <p>Open floor plans are better than cubicle farms.</p> <p>✓ 15</p>	 <p>Social media sites should be blocked at work.</p>	 <p>It's okay for bars, restaurants, casinos, and other businesses in the service sector to only hire attractive employees.</p> <p>✓ 15</p>
			

Errors/Opportunity for growth/Pronunciation/Feedback:

Check phrase "I agree" not "I'm agree"

Vocabulary/Phrases:

[Merriam-Webster](#)
Feedback
Slang-Modismo

Homework: Share your opinion on this statement "Human Resources shouldn't be allowed to ask questions about an applicant's marital status, religion, age, medical history, or immigration status."

Date / Consultant: Sep 1, 2025 Edgar

Lesson number/week: 4-2

Topic: Explain what projects you're currently working on
aim: Client is able to describe their current projects

Catch-up/Homework review:

Answer the question below:

Why is it important to understand cultural differences at work?

Workspace:

Here's the link:

Hello Mike, nice to meet you!

How are you today?

Warm up/Icebreaker: [Small Talk Wheel](#)

1. Work Ethics

- **Mexico:** Work culture values personal relationships and trust. Employees often expect a warm, friendly environment where loyalty to the company is highly valued.
- **U.S.:** Work culture is typically more individualistic and performance-driven. Productivity, efficiency, and results are prioritized over personal relationships.

2. Workplace Traditions

- **Mexico:** Hierarchical structures are common, meaning decisions are often made at the top. Respect for seniority and authority is crucial. Meetings may start with casual conversation before business discussions.
- **U.S.:** Flatter organizational structures are more common, allowing for more open discussions between employees and management. Meetings are typically direct and to the point.

3. Time Management & Work Hours

- **Mexico:** Punctuality is important but often flexible, especially in informal settings. Long working hours are common, sometimes exceeding the legal limit. Lunch breaks can be extended.
- **U.S.:** Punctuality is strictly enforced. Work hours are generally more structured, with an emphasis on work-life balance in some industries.

Today's topic is about your current Projects

Projects

- Present Continuous: Subject+Verb to be+Verb -ing+Object
- Coordinating Conjunctions: And, But, Because, So, Yet, Or, Nor, etc.

What project are you working on now?

Are you making any changes to the project this week?

Are you meeting anyone about the project?

Is it necessary to ask for help with the project?

Must you follow any rules/procedures in this project?

Tell me about your routine:

- Present Simple: Subject+Verb+Object

Week (Monday-Friday)	Weekend (Saturday-Sunday)
1	1
2	2
3	3
4	4
5	5

Errors/Opportunity for growth/Pronunciation/Feedback:

Vocabulary/Phrases:

Homework:

Week (Monday-Friday)	Weekend (Saturday-Sunday)
1.- I always have meetings in the afternoon. 2 3 4 5	1.- I go to the theater 2 3 4 5

Date: August 28th / Consultant: Eka

Lesson number: #3 /week: #1

Topic: Discuss cultural differences between Mexico and the US

Aim: Describe the differences/similarities and compare different work cultures

Catch-up/Homework review: Workspace:

Link to class: <https://meet.google.com/rvu-gpkf-pkf>

When in Rome...

1. Complete the sentences with your own ideas. Compare and discuss.

E.g. a) British people are very polite/drink tea at four o'clock.

- b) American people are *very patriotic*
- c) Chinese people are *very traditional*
- d) Italian people are *famous for their cuisine*
- e) Russian people are *competitive*

2. Talk about what people usually do/don't do in the following situations in your country.



3. Watch four short videos and decide if the statements below are true or false.

▶ HSBC - Chinese Eels (Advert Jury)

▶ HSBC Wedding Present

▶ HSBC's ad --Smashed car

▶ HSBC - "Sleeping on Shoulders"

- a) In China, it's polite to leave some food on your plate. – **T**
- b) Most French people take good care of their cars. – **F**
- c) If you go to a wedding in Malta, you should give the bride and groom a gift. – **F**
- d) In Japan, it's not unusual to fall asleep on someone while on public transport. – **T**

4. Complete the table below comparing different cultures. Brainstorm different factors that define "Culture" first.

- Food
- Religion
- Traditions
- The weather
- How they dress

→ Art

Mexico	US	Japan
<ul style="list-style-type: none">• In Mexico food is tacos• In Mexico c religion is Catholic	<ul style="list-style-type: none">• In the US food is hamburgers• In the US religion is protestants	<ul style="list-style-type: none">• In Japan food is fish• In Japan the religion is Buddhism

Errors/Opportunity for growth/Pronunciation/Feedback:

Vocabulary/Phrases:

Homework:

Answer the question below:

Why is it important to understand cultural differences at work?

Date / Consultant: Aug 27, 2025 Bernardo

Lesson number/week: 2-1

Topic: Explain your professional experience

aim: to describe their past professional experience

Catch-up/Homework review:

We are commitment (noun)

Commitment (noun) - our commitment is with quality

Commit (verb) - I am **committed** to look for new business opportunities.

The company is committed

I ate

They ate

Challenger - person (noun) - the challenger of this policy:

Challenge - action (verb) - we **challenge** conventional purchase

Next month I will challenge to win the game

Workspace:

Here's the link: <https://meet.google.com/vnm-tmcn-exv>

Tell me about your previous position:

I was a salesman in the international company last 20 years ago.

I did a lot of things, for example, sales administration, make inventories and supervise the promontory in the department stores.

First I'm looking for a new clients that they interesting in our brand

We shared the room samples and new collection

To compare the competition price and competition qualities for fight.

Now, let's refine that focus on:

*I **did** a lot of things, for example, sales administration, **make** inventories and **supervise** the promontory in the department stores.*

***First I'm looking** for a new clients that they interesting in our brand*

We shared the room samples and new collection

*To **compare** the competition price and competition qualities for fight*

Sequencer, establishing an order: *first, next, then, after that, finally.*

Consistency of the past tense:

Made inventories

Supervised /d/

Looked /t/

Compared /d/

Needed- /ed/
Constructed /ed/

*I was a salesman in an international company for the last 20 years.
I did a lot of things, for example, sales administration, made inventories and supervised the promontory in the department stores.
First, looked for new clients that they interesting in our brand
Next, we shared the room samples and new collection
Finally, we compared the competition price and competition qualities to get the sale.*

*I didn't make the payment for the office
I didn't **make** the packing in the warehouse
I didn't go to the route for deliveries.*

We **didn't** work with the merchandise department

Did- to do in past-

Were - was + noun/ adjective

*I was surprised
We were happy*

I was a salesman

Let's try it again with a different position:

*then I was a sales supervisor in a coffee manufacturer factory:
I **leaned** a lot of steps from the coffee born until coffee drink
It was very interesting because we visited the coffee plants and the crops with the farmers
They **explained** /d/ all the details and how needs to care the grain and how many mounts need to wait for get the good grain
All experience will be past to the customers replay to the retails*

He. it. she. I Was interesting

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

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

Homework:

(1-2 min) explain a different role you played in the company (EUROCOTON), focus on highlighting your professional expertise gained during that time.

Date / Consultant: Aug 25 Maja

Lesson number/week: 1/1

Topic: **Presenting yourself professionally**

aim: elevator pitch, vocabulary

Catch-up/Homework review:

Usually we check your homework or resolve any questions in this section

Workspace:

I am a foreign business person/ supplier / vendor -

Prepare a brief "**elevator pitch**" introducing yourself and your skills/expertise in a concise and impactful manner.

Profile: I am Mike I am from Eurocotton, this is an international company from HK. We are specialized in winter garments, and heavy jackets. **We are absolutely committed**....to make well and finish well.

I am responsible for suppliers in outwear and heavy garments. I have around 20 years of **international and national** experience. I also have experience in design and the new **TRENDS**. I also have experience in the manufacturing industry.

Responsibilities: **My priority/ My most important responsibility / goal** is to finish the next season and prepare all developments for the new

brands. I prepare all the quotes, qualities and quantities to offer the customers.

So we can make....

I AM IN CHARGE OF + ING (making clients, preparing , managing)

Elevator pitch examples

To work for/at a company

Daniel works for a car dealer.

To work in a department or a team

I currently work **in** the accounts department.

To be responsible or accountable to their manager/boss

As part of the sales team, you'll be accountable **to** the Head of Sales.

To work as (position)

I've been working as a secretary in this company **for** ten years.

To manage a team of people.

Now that I've been promoted, I will manage a team **of** 20 telemarketers.

To work on a project

We'll be working all hours while we work **on** this project.

To be part of a team

Andrew seems to enjoy being part **of** the marketing team.

To work in an industry.

Both James and Sarah work **in** fashion.

To be responsible for other staff/for doing their work.

I'm responsible **for** assessing workers' performance.

To be in charge of something/doing something.

Who is **in** charge **of** contacting prospective clients?

To report to your manager/boss...

If there's an incidence, report **to** your supervisor.

To negotiate with people

My duties include negotiating **with** suppliers.

To be committed to something

I'm totally committed **to** my job.

To deal with clients/problems...

The Customer Service team deals **with** our clients' claims.

Networking pitch example

Value

Hook

Evidence

Differentiator

Call to action

I'm a marketing professional at DLT Solutions, and I've worked on brand stories that exceeded every expectation I had.

Over the past seven years, I've had the privilege of working with diverse industries, from tech startups to fashion brands, and what truly excites me is how powerful collaboration can be.

I'm here to connect with other professionals who share my enthusiasm for creative and innovative marketing ideas. I really want to explore new marketing avenues, share ideas, and see what everyone in my field is doing differently.

Let's connect on LinkedIn. I have quite a few compelling marketing resources to share and talk through.

Potential supplier - scenario 1

We are a big company specialized in...

And I am in charge of...

We are responsible for...We work in the fashion industry ...

We would be very interested in collaborating with you.

Could we connect and talk more about working together?

Scenario 2 - looking for a new job

Errors/Opportunity for growth/Pronunciation/Feedback:

Vocabulary/Phrases:

Homework:

How would you adapt your pitch to different situations? - do the 3 situations

- Supplier
- New job
- Situation 3

Record a voice note

Date / Consultant: Aug 18 Maja

Lesson number/week: 00-00

Topic: **WELCOME TO YOUR TRIAL LESSON!**

aim: To show you how our classes work.

Catch-up/Homework review:

Hello, nice to meet you!

Horse racing

Horse track

The pedigree

Jockeys

The next week

Job

Responsibility

- I do negotiations , or fix complaints
- I go to Asia twice a year and have clients there

Usually we check your homework or resolve any questions in this section

Workspace:

Prepare a brief "elevator pitch" introducing yourself and your skills/expertise in a concise and impactful manner.

[Elevator pitch examples](#)

[Business Interactions 1 Curriculum - 1p summary](#)

Errors/Opportunity for growth/Pronunciation/Feedback:

Vocabulary/Phrases:
Merriam-Webster

Homework:

How would you adapt your pitch to different situations? - 3 situations

-
-
-

Thank you!

Your Lesson Plan (adaptable):

THANK YOU FOR YOUR TIME!