A1 LESSON PLANNING

Student: Claudia Ortiz
Classes per week: 2
Position: Coppel
Level:
Curriculum: A1 Professional Beginners Curriculum
Current week:

Material for classes: A1 Professional Beginners Curriculum Material

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

Week 1 - Facts and Routines

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

TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
Date/teacher: march 4			
Lesson 1: Talking about oneself	• Grammar: Present Simple of verbs (positive forms) • Vocabulary: Verbs and adjectives for describing oneself	• Clients describe themselves and introduce themselves to others	Speaking about your job Homework: Send a short voice note introducing yourself
Comments/ Suggestions for next lesson:			
Date/teacher: march 10			

Lesson 2: Daily and work routines	• Grammar: SVO /Present simple negatives/ verb TO LIKE • Vocabulary: Verbs for work routines	• Client describes their job and tasks, as well as daily routines	Vocabulary daily routines Homework: Send a short voice note describing your job and your tasks
Comments/ Suggestions for next lesson:			
Date/teacher: march 17			
Lesson 3: Frequency of routines	• Grammar: Adverbs of frequency / Present simple questions / Prepositions of time (AT IN ON) • Vocabulary: Expressions of time	• Clients ask and answer questions about work and personal details •	Reading and grammar exercises for lower levels FINAL TASK: Create your business card and introduce yourself in a professional setting
Comments/ Suggestions for next lesson:			
Week 2 - Relationships **Aims:** Describing other individuals from personal and professional life, using the present tense to detail facts about individuals and enterprises.			
TOPIC & CONTENT	**LANGUAGE FOCUS**	**PRODUCTION**	**MATERIALS / SKILLS**
Date/teacher: March 23 maja			
Lesson 4: Family members	• Grammar: Present Simple 3rd person • Skills: Pronunciation of -s • Vocabulary: family and relatives	• Client describes own family and their routines	Pronunciation -s Vocabulary - Family Homework: Send a voice note about one family member of your choice.
Comments/ Suggestions for next lesson:			
Date/teacher: March 31 Maja			
Lesson 5: Work relationships	• Grammar: Present Simple 3rd person negatives /SOME and ANY • Vocabulary: Jobs - positions in company	• Client describes the people they work with	Grammar - interactive exercises Homework: Write a short profile for your boss/colleague/ client
Comments/ Suggestions for next lesson:			

Date/teacher: Ryan 4.9.26			
Lesson 6: Organizational Charts	• Vocabulary for company structure and processes • Grammar: SOME and ANY and MUCH and MANY	• Client details their company's structure and explain what their company does •	Vocabulary-describing companies FINAL TASK:Prepare a short presentation on your company and your role in it
Comments/ Suggestions for next lesson:			
Week 3 - Places **Aims:** Describing places using expressions with there is and are and correct forms of regular and irregular nouns, adding adjectives to descriptions, and discussing and inquiring about different points of interest.			
TOPIC & CONTENT	**LANGUAGE FOCUS**	**PRODUCTION**	**MATERIALS / SKILLS**
Date/teacher: Ryan 4.14.26			
Lesson 7: My city	• Grammar: There is and There are/plurals • Skills: Pronunciation -s • Vocabulary : buildings and places in a city	• Client is able to describe their hometown	Pronunciation -s There is/are- places in a city Homework: Send a voice note describing a city you know
Comments/ Suggestions for next lesson:			
Date/teacher:			
Lesson 8: In the neighborhood	• Grammar: There is /are questions/prepositions of place/ irregular plurals • Skills: Intonation -questions • Vocabulary : adjectives	• Client is able to inquire about places in a city	There is/are- places in a city Homework: Send a voice note to a friend asking about their city
Comments/ Suggestions for next lesson:			
Date/teacher:			
Lesson 9: Describing places	• Grammar: There is/are negatives and questions/ irregular plurals/ adjectives • Skills: Pronunciation plurals/ intonation in questions	• Client is able to discuss and inquire about different places of interest	Vocabulary reference list Grammar - interactive exercises FINAL TASK: Send a voice note describing your office building and the places you visit there. Ask the other

	• Vocabulary: Adjectives/ places of interest		party about their office space.
Comments/ Suggestions for next lesson:			
Week 4 - Directions **Aims:** Understanding and providing specific directions using imperatives, discussing usual routes using target vocabulary, as well as comparing and contrasting preferences related to daily commute.			
TOPIC & CONTENT	**LANGUAGE FOCUS**	**PRODUCTION**	**MATERIALS / SKILLS**
Date/teacher:			
Lesson 10: Giving and following directions	• Grammar: Imperatives / Prepositions of place • Vocabulary: Verbs and directions	• Client gives and understands basic directions	Video - AT IN ON Grammar - imperatives Homework: Send a voice note on how you get from home to work
Comments/ Suggestions for next lesson:			
Date/teacher:			
Lesson 11: Transportation	• Grammar: Comparatives and superlatives • Vocabulary: Transport	• Client is able to discuss different forms of commuting	An interactive map Directions - interactive Homework: Send a voice message comparing two forms of transport you use to go to work
Comments/ Suggestions for next lesson:			
Date/teacher:			
Lesson 12: Your work route	• Grammar: Present simple review/prepositions of place • Vocabulary: Places in a city	• Client is able to explain their daily commute, and of others	Grammar - interactive exercises FINAL TASK: Send a voice message with directions to your office for a colleague you are meeting
Comments/ Suggestions for next lesson:			
Week 5 - Small talk **Aims:** Expressing likes and dislikes, discussing events and interests, and using present continuous forms to give details about current events, and personal and professional agendas.			

TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
Date/teacher:			
Lesson 13: Likes and dislikes	• Grammar: VERB+ gerund or infinitive • Vocabulary: Verbs for expressing likes and dislikes/food	• Client discusses preferences regarding personal taste and work	A menu example Listening for beginners- many topics Homework: Send a voice note talking about the food you like/dislike
Comments/ Suggestions for next lesson:			
Date/teacher:			
Lesson 14: Hobbies and free time	• Grammar: Present Continuous positive and negative forms • Vocabulary: Hobbies and leisure activities	• Client explains their hobbies and current events/projects	News in English Homework: Send a voice note talking about your hobbies and current projects
Comments/ Suggestions for next lesson:			
Date/teacher:			
Lesson 15: Making small talk	• Grammar: Present Simple and Continuous question forms • Skills: Intonation • Vocabulary: Small talk	• Client is able to informally chat about current events	Using Present tenses to talk about work FINAL TASK: Create a list of questions to ask a new acquaintance you meet at a networking event.
Comments/ Suggestions for next lesson:			
Week 6 - Evaluation - Informal **Aims:** Review of the course content.			
Date/teacher:			
Lesson 16: Eval Prep	• Review	• This week focuses on resolving client's doubts and perfecting previously learned content	
Comments/ Suggestions for next lesson:			

Date/teacher:			
Lesson 17: Informal Evaluation:	• Informal evaluation	• Voice notes	Lesson 17: Informal Evaluation:
Comments/ Suggestions for next lesson:			
Date/teacher:			
Lesson 18: Feedback and follow-up	• Feedback	• This week focuses on reviewing mistakes and clarifying previously learned content	
Comments/ Suggestions for next lesson:			

Week 7 - Skills

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

TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
Date/teacher:			
Lesson 19: Skills and abilities	• Grammar: CAN and TO BE ABLE TO • Vocabulary: Abilities and skills / adverbs	• Client describes their skills and abilities	Grammar - interactive exercises Homework: Send a voice message describing your skills
Comments/ Suggestions for next lesson:			
Date/teacher:			
Lesson 20: Hard and Soft Skills	• Grammar: Present and Past ability • Vocabulary : Adjectives -ED and -ING/ hard and soft skills	• Client discusses the hard and soft skills needed for their job and how they learned them	Listening for beginners- many topics Homework: Voice note on your hard and soft skills and how you learned them
Comments/ Suggestions for next lesson:			
Date/teacher:			
Lesson 21: Learning new skills	• Grammar: Conjunctions/ causal sentences • Vocabulary : Adjectives	• Client discusses the skills they lack and would like to learn	FINAL TASK: Find a job profile that would match your skill set

	-ED and -ING		
Comments/ Suggestions for next lesson:			
Week 8 - Work Experience **Aims:** Inquiring and providing information about past personal and professional experiences, using the past simple tense of regular and irregular verbs.			
TOPIC & CONTENT	**LANGUAGE FOCUS**	**PRODUCTION**	**MATERIALS / SKILLS**
Date/teacher:			
Lesson 22: Describing experiences	• Grammar: Past Simple verb TO BE / regular verbs • Skill: Pronunciation /ED/ • Vocabulary: Adjectives	• Client describes their past life experiences	Jobs and work activities Homework: Voice note about your last holiday/weekend
Comments/ Suggestions for next lesson:			
Date/teacher:			
Lesson 23: Work experience	• Grammar: Past Simple irregular verbs • Skill: Pronunciation • Vocabulary: Discourse markers for talking about the past	• Client discusses their past work experience and company history	Conversation questions- Jobs and Occupations Homework: Voice note about your last job / company history
Comments/ Suggestions for next lesson:			
Date/teacher:			
Lesson 24: Job interviews	• Grammar: Past Simple questions • Skill: Intonation in questions • Vocabulary: Job interviews	• Client identifies and answers questions about his previous work experience	Job interview example FINAL TASK: Prep answers to common questions in a job interview
Comments/ Suggestions for next lesson:			
Week 9 - Travel **Aims:** Comparing and contrasting travel preferences when planning a trip, discussing wants and needs using verb combinations, and using future simple tense to discuss future arrangements.			

TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
Date/teacher:			
Lesson 25: Travel wants and needs	• Grammar: 2 verb combinations / comparatives and superlatives • Vocabulary: Verbs for expressing wants and needs, travel vocabulary	• Client discusses their travel preferences	Travel worksheets Homework: Send a voice note about your travel preferences - holidays and business trips
Comments/ Suggestions for next lesson:			
Date/teacher:			
Lesson 26: Holidays	• Grammar: Future with WILL • Vocabulary: Dates and holidays	• Client can discuss their holiday plans	Travel activities Homework: Send a voice note about your next trip
Comments/ Suggestions for next lesson:			
Date/teacher:			
Lesson 27: Planning a trip	• Grammar: Future with will/WOULD LIKE • Vocabulary: Time markers for future/trips	• Client plans a trip to a chosen destination	Writing for beginners FINAL TASK: Plan your next business trip
Comments/ Suggestions for next lesson:			
Week 10 - Emails **Aims:** Organizing ideas, understanding and creating informal and formal emails using appropriate structure and relevant vocabulary, as well as asking and answering questions in present, past and future tenses.			
TOPIC & CONTENT	**LANGUAGE FOCUS**	**PRODUCTION**	**MATERIALS / SKILLS**
Date/teacher:			
Lesson 28: Informal emails	• Grammar: WH questions - present , past and future • Vocabulary: Informal email vocabulary	• Client interprets and writes informal emails	Homework: Send an informal voice note to a colleague
Comments/ Suggestions for next lesson:			

Date/teacher:			
Lesson 29: Formal emails	• Grammar: WH questions • Vocabulary: Formal email structure and vocabulary	• Client interprets and writes formal emails	Writing for beginners Homework: Send a formal email to your client to request information
Comments/ Suggestions for next lesson:			
Date/teacher:			
Lesson 30: Email writing	• Grammar: Conjunctions • Vocabulary: Emailing	• Client is able to coherently unite their ideas using conjunctions	Writing for beginners FINAL TASK: Send an email to inquire about a position in a new company you'd like to apply for.
Comments/ Suggestions for next lesson:			
Week 11 - Meetings **Aims:** Explaining different types of on-line and off-line meetings, using modal verbs for giving advice, making offers and requests, and using relevant vocabulary to arrange, prepare and conduct meetings.			
TOPIC & CONTENT	**LANGUAGE FOCUS**	**PRODUCTION**	**MATERIALS / SKILLS**
Date/teacher:			
Lesson 31: Preparing for a meeting	• Grammar: SHOULD and SHOULDN'T • Vocabulary: Types of meetings on-line and off-line/tips for meetings	• Client describes the types of meetings they participate in and give advice on how to prepare for a successful meeting	Business meetings in English Homework: Voice note with some advice about your next meeting
Comments/ Suggestions for next lesson:			
Date/teacher:			
Lesson 32: Conducting a meeting	• Grammar: CAN and COULD for polite request • Skill: Intonation - requests • Vocabulary: requests	• Client is able to understand and produce polite requests	Business meetings in English Homework: Voice note about some things you need to ask your colleagues/boss/family members
Comments/ Suggestions for next lesson:			

Date/teacher:			
Lesson 33: Scheduling a meeting	• Grammar: WOULD in requests/ offers and requests with modals • Skills: Talking about time • Vocabulary: Time and dates	• Client is able to discuss availability and schedule a meeting with a party	Business meetings in English FINAL TASK: Send an voice note to your boss to check availability and schedule your next meeting
Comments/ Suggestions for next lesson:			
Week 12 - Evaluation - Formal **Aims:** Review of the course content.			
Date/teacher:			
Lesson 34: Eval Prep	• Review weeks 6-8	• This week focuses on resolving client's doubts and perfecting previously learned content	
Comments/ Suggestions for next lesson:			
Date/teacher:			
Lesson 35: Eval Prep	• Review weeks 9-11	• This week focuses on resolving client's doubts and perfecting previously learned content	
Comments/ Suggestions for next lesson:			
Date/teacher:			
Lesson 36: End of level Evaluation	• Formal Evaluation		
Observations:			
Client's comments about evaluation/next curriculum:			