

## 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	<ul style="list-style-type: none"> <li>Grammar: Present Simple of verbs (positive forms)</li> <li>Vocabulary: Verbs and adjectives for describing oneself</li> </ul>	<ul style="list-style-type: none"> <li>Clients describe themselves and introduce themselves to others</li> </ul>	<a href="#">Speaking about your job</a> Homework: Send a short voice note introducing yourself

Comments/ Suggestions for next lesson:

Date/teacher: march 10

Lesson 2: Daily and work routines	<ul style="list-style-type: none"> <li>Grammar: SVO /Present simple negatives/ verb TO LIKE</li> <li>Vocabulary: Verbs for work routines</li> </ul>	<ul style="list-style-type: none"> <li>Client describes their job and tasks, as well as daily routines</li> </ul>	<a href="#">Vocabulary daily routines</a> Homework: Send a short voice note describing your job and your tasks
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Comments/ Suggestions for next lesson:

Date/teacher: march 17

Lesson 3: Frequency of routines	<ul style="list-style-type: none"> <li>Grammar: Adverbs of frequency / Present simple questions / Prepositions of time (AT IN ON)</li> <li>Vocabulary: Expressions of time</li> </ul>	<ul style="list-style-type: none"> <li>Clients ask and answer questions about work and personal details</li> </ul>	<a href="#">Reading and grammar exercises for lower levels</a> FINAL TASK: Create your business card and introduce yourself in a professional setting
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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
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Date/teacher: March 23 maja

Lesson 4: Family members	<ul style="list-style-type: none"> <li>Grammar: Present Simple 3<sup>rd</sup> person</li> <li>Skills: Pronunciation of -s</li> <li>Vocabulary: family and relatives</li> </ul>	<ul style="list-style-type: none"> <li>Client describes own family and their routines</li> </ul>	<a href="#">Pronunciation -s</a> <a href="#">Vocabulary - Family</a> Homework: Send a voice note about one family member of your choice.
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Comments/ Suggestions for next lesson:

Date/teacher: March 31 Maja

Lesson 5: Work relationships	<ul style="list-style-type: none"> <li>Grammar: Present Simple 3<sup>rd</sup> person negatives /SOME and ANY</li> <li>Vocabulary: Jobs - positions in company</li> </ul>	<ul style="list-style-type: none"> <li>Client describes the people they work with</li> </ul>	<a href="#">Grammar - interactive exercises</a> Homework: Write a short profile for your boss/colleague/ client
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Comments/ Suggestions for next lesson:

Date/teacher: Ryan 4.9.26			
Lesson 6: Organizational Charts	<ul style="list-style-type: none"> <li>Vocabulary for company structure and processes</li> <li>Grammar: SOME and ANY and MUCH and MANY</li> </ul>	<ul style="list-style-type: none"> <li>Client details their company's structure and explain what their company does</li> </ul>	<a href="#">Vocabulary-describing companies</a> FINAL TASK: Prepare a short presentation on your company and your role in it
Comments/ Suggestions for next lesson:			
<b>Week 3 - Places</b> <b>Aims:</b> 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.			
<b>TOPIC &amp; CONTENT</b>	<b>LANGUAGE FOCUS</b>	<b>PRODUCTION</b>	<b>MATERIALS / SKILLS</b>
Date/teacher: Ryan 4.14.26			
Lesson 7: My city	<ul style="list-style-type: none"> <li>Grammar: There is and There are/plurals</li> <li>Skills: Pronunciation -s</li> <li>Vocabulary : buildings and places in a city</li> </ul>	<ul style="list-style-type: none"> <li>Client is able to describe their hometown</li> </ul>	<a href="#">Pronunciation -s</a> <a href="#">There is/are- places in a city</a> Homework: Send a voice note describing a city you know
Comments/ Suggestions for next lesson:			
Date/teacher:			
Lesson 8: In the neighborhood	<ul style="list-style-type: none"> <li>Grammar: There is /are questions/prepositions of place/ irregular plurals</li> <li>Skills: Intonation -questions</li> <li>Vocabulary : adjectives</li> </ul>	<ul style="list-style-type: none"> <li>Client is able to inquire about places in a city</li> </ul>	<a href="#">There is/are- places in a city</a> Homework: Send a voice note to a friend asking about their city
Comments/ Suggestions for next lesson:			
Date/teacher:			
Lesson 9: Describing places	<ul style="list-style-type: none"> <li>Grammar: There is/are negatives and questions/ irregular plurals/ adjectives</li> <li>Skills: Pronunciation plurals/ intonation in questions</li> </ul>	<ul style="list-style-type: none"> <li>Client is able to discuss and inquire about different places of interest</li> </ul>	<a href="#">Vocabulary reference list</a> <a href="#">Grammar - interactive exercises</a> FINAL TASK: Send a voice note describing your office building and the places you visit there. Ask the other

	<ul style="list-style-type: none"> <li>Vocabulary: Adjectives/ places of interest</li> </ul>		party about their office space.
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Comments/ Suggestions for next lesson:

### Week 4 - Directions

**Aims:** Understanding and providing specific directions using imperatives, discussing usual routes using target vocabulary, as well as comparing and contrasting preferences related to daily commute.

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

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

Date/teacher:

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

Date/teacher:

Lesson 12: Your work route	<ul style="list-style-type: none"> <li>Grammar: Present simple review/prepositions of place</li> <li>Vocabulary: Places in a city</li> </ul>	<ul style="list-style-type: none"> <li>Client is able to explain their daily commute, and of others</li> </ul>	<a href="#">Grammar - interactive exercises</a> FINAL TASK: Send a voice message with directions to your office for a colleague you are meeting
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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	<ul style="list-style-type: none"> <li>Grammar: VERB+ gerund or infinitive</li> <li>Vocabulary: Verbs for expressing likes and dislikes/food</li> </ul>	<ul style="list-style-type: none"> <li>Client discusses preferences regarding personal taste and work</li> </ul>	<a href="#">A menu example</a> <a href="#">Listening for beginners- many topics</a> Homework: Send a voice note talking about the food you like/dislike
Comments/ Suggestions for next lesson:			
Date/teacher:			
Lesson 14: Hobbies and free time	<ul style="list-style-type: none"> <li>Grammar: Present Continuous positive and negative forms</li> <li>Vocabulary: Hobbies and leisure activities</li> </ul>	<ul style="list-style-type: none"> <li>Client explains their hobbies and current events/projects</li> </ul>	<a href="#">News in English</a> Homework: Send a voice note talking about your hobbies and current projects
Comments/ Suggestions for next lesson:			
Date/teacher:			
Lesson 15: Making small talk	<ul style="list-style-type: none"> <li>Grammar: Present Simple and Continuous question forms</li> <li>Skills: Intonation</li> <li>Vocabulary: Small talk</li> </ul>	<ul style="list-style-type: none"> <li>Client is able to informally chat about current events</li> </ul>	<a href="#">Using Present tenses to talk about work</a> FINAL TASK: Create a list of questions to ask a new acquaintance you meet at a networking event.
Comments/ Suggestions for next lesson:			
<b>Week 6 - Evaluation - Informal</b> <b>Aims:</b> Review of the course content.			
Date/teacher:			
Lesson 16: Eval Prep	<ul style="list-style-type: none"> <li>Review</li> </ul>	<ul style="list-style-type: none"> <li>This week focuses on resolving client's doubts and perfecting previously learned content</li> </ul>	
Comments/ Suggestions for next lesson:			

Date/teacher:			
Lesson 17: Informal Evaluation:	<ul style="list-style-type: none"> <li>• Informal evaluation</li> </ul>	<ul style="list-style-type: none"> <li>• Voice notes</li> </ul>	Lesson 17: Informal Evaluation:
Comments/ Suggestions for next lesson:			
Date/teacher:			
Lesson 18: Feedback and follow-up	<ul style="list-style-type: none"> <li>• Feedback</li> </ul>	<ul style="list-style-type: none"> <li>• This week focuses on reviewing mistakes and clarifying previously learned content</li> </ul>	
Comments/ Suggestions for next lesson:			
<b>Week 7 - Skills</b>			
<b>Aims:</b> 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.			
<b>TOPIC &amp; CONTENT</b>	<b>LANGUAGE FOCUS</b>	<b>PRODUCTION</b>	<b>MATERIALS / SKILLS</b>
Date/teacher:			
Lesson 19: Skills and abilities	<ul style="list-style-type: none"> <li>• Grammar: CAN and TO BE ABLE TO</li> <li>• Vocabulary: Abilities and skills / adverbs</li> </ul>	<ul style="list-style-type: none"> <li>• Client describes their skills and abilities</li> </ul>	<a href="#">Grammar - interactive exercises</a> Homework: Send a voice message describing your skills
Comments/ Suggestions for next lesson:			
Date/teacher:			
Lesson 20: Hard and Soft Skills	<ul style="list-style-type: none"> <li>• Grammar: Present and Past ability</li> <li>• Vocabulary : Adjectives -ED and -ING/ hard and soft skills</li> </ul>	<ul style="list-style-type: none"> <li>• Client discusses the hard and soft skills needed for their job and how they learned them</li> </ul>	<a href="#">Listening for beginners- many topics</a> 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	<ul style="list-style-type: none"> <li>• Grammar: Conjunctions/ causal sentences</li> <li>• Vocabulary : Adjectives</li> </ul>	<ul style="list-style-type: none"> <li>• Client discusses the skills they lack and would like to learn</li> </ul>	FINAL TASK: Find a job profile that would match your skill set

	-ED and -ING		
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Comments/ Suggestions for next lesson:

### Week 8 - Work Experience

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

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

Lesson 22: Describing experiences	<ul style="list-style-type: none"> <li>Grammar: Past Simple verb TO BE / regular verbs</li> <li>Skill: Pronunciation /ED/</li> <li>Vocabulary: Adjectives</li> </ul>	<ul style="list-style-type: none"> <li>Client describes their past life experiences</li> </ul>	<a href="#">Jobs and work activities</a> Homework: Voice note about your last holiday/weekend
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Comments/ Suggestions for next lesson:

Date/teacher:

Lesson 23: Work experience	<ul style="list-style-type: none"> <li>Grammar: Past Simple irregular verbs</li> <li>Skill: Pronunciation</li> <li>Vocabulary: Discourse markers for talking about the past</li> </ul>	<ul style="list-style-type: none"> <li>Client discusses their past work experience and company history</li> </ul>	<a href="#">Conversation questions- Jobs and Occupations</a> Homework: Voice note about your last job / company history
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Comments/ Suggestions for next lesson:

Date/teacher:

Lesson 24: Job interviews	<ul style="list-style-type: none"> <li>Grammar: Past Simple questions</li> <li>Skill: Intonation in questions</li> <li>Vocabulary: Job interviews</li> </ul>	<ul style="list-style-type: none"> <li>Client identifies and answers questions about his previous work experience</li> </ul>	<a href="#">Job interview example</a> FINAL TASK: Prep answers to common questions in a job interview
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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
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Date/teacher:

Lesson 25: Travel wants and needs	<ul style="list-style-type: none"> <li>Grammar: 2 verb combinations / comparatives and superlatives</li> <li>Vocabulary: Verbs for expressing wants and needs, travel vocabulary</li> </ul>	<ul style="list-style-type: none"> <li>Client discusses their travel preferences</li> </ul>	<a href="#">Travel worksheets</a> Homework: Send a voice note about your travel preferences - holidays and business trips
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Comments/ Suggestions for next lesson:

Date/teacher:

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

Date/teacher:

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

Lesson 28: Informal emails	<ul style="list-style-type: none"> <li>Grammar: WH questions - present , past and future</li> <li>Vocabulary: Informal email vocabulary</li> </ul>	<ul style="list-style-type: none"> <li>Client interprets and writes informal emails</li> </ul>	Homework: Send an informal voice note to a colleague
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Comments/ Suggestions for next lesson:

Date/teacher:			
Lesson 29: Formal emails	<ul style="list-style-type: none"> <li>Grammar: WH questions</li> <li>Vocabulary: Formal email structure and vocabulary</li> </ul>	<ul style="list-style-type: none"> <li>Client interprets and writes formal emails</li> </ul>	<a href="#">Writing for beginners</a> Homework: Send a formal email to your client to request information
Comments/ Suggestions for next lesson:			
Date/teacher:			
Lesson 30: Email writing	<ul style="list-style-type: none"> <li>Grammar: Conjunctions</li> <li>Vocabulary: Emailing</li> </ul>	<ul style="list-style-type: none"> <li>Client is able to coherently unite their ideas using conjunctions</li> </ul>	<a href="#">Writing for beginners</a> 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:			
<b>Week 11 - Meetings</b> <b>Aims:</b> 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.			
<b>TOPIC &amp; CONTENT</b>	<b>LANGUAGE FOCUS</b>	<b>PRODUCTION</b>	<b>MATERIALS / SKILLS</b>
Date/teacher:			
Lesson 31: Preparing for a meeting	<ul style="list-style-type: none"> <li>Grammar: SHOULD and SHOULDN'T</li> <li>Vocabulary: Types of meetings on-line and off-line/tips for meetings</li> </ul>	<ul style="list-style-type: none"> <li>Client describes the types of meetings they participate in and give advice on how to prepare for a successful meeting</li> </ul>	<a href="#">Business meetings in English</a> Homework: Voice note with some advice about your next meeting
Comments/ Suggestions for next lesson:			
Date/teacher:			
Lesson 32: Conducting a meeting	<ul style="list-style-type: none"> <li>Grammar: CAN and COULD for polite request</li> <li>Skill: Intonation - requests</li> <li>Vocabulary: requests</li> </ul>	<ul style="list-style-type: none"> <li>Client is able to understand and produce polite requests</li> </ul>	<a href="#">Business meetings in English</a> 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	<ul style="list-style-type: none"> <li>• Grammar: WOULD in requests/ offers and requests with modals</li> <li>• Skills: Talking about time</li> <li>• Vocabulary: Time and dates</li> </ul>	<ul style="list-style-type: none"> <li>• Client is able to discuss availability and schedule a meeting with a party</li> </ul>	<a href="#">Business meetings in English</a> FINAL TASK: Send an voice note to your boss to check availability and schedule your next meeting
Comments/ Suggestions for next lesson:			
<b>Week 12 - Evaluation - Formal</b>			
<b>Aims:</b> Review of the course content.			
Date/teacher:			
Lesson 34: Eval Prep	<ul style="list-style-type: none"> <li>• Review weeks 6-8</li> </ul>	<ul style="list-style-type: none"> <li>• This week focuses on resolving client's doubts and perfecting previously learned content</li> </ul>	
Comments/ Suggestions for next lesson:			
Date/teacher:			
Lesson 35: Eval Prep	<ul style="list-style-type: none"> <li>• Review weeks 9-11</li> </ul>	<ul style="list-style-type: none"> <li>• This week focuses on resolving client's doubts and perfecting previously learned content</li> </ul>	
Comments/ Suggestions for next lesson:			
Date/teacher:			
Lesson 36: End of level Evaluation	<ul style="list-style-type: none"> <li>• Formal Evaluation</li> </ul>		
Observations:			
<b>Client's comments about evaluation/next curriculum:</b>			
<b>A1+ Beginner Business Course</b>			