Business Interactions 1 - LESSON PLANNING
Student: Executive Corporate Group Classes per week: 3 Position: Level: A2 Curriculum: A2 Business Interactions 1 Curriculum Current week: 1-8 Material for classes: Business Interactions 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 - First day
Aims: To be able to thoroughly describe your achievements and experience as well as to understand the business culture in English.

TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
Date/teacher: January 12th, Alejandro (off curriculum) Jan 14, 2026, Andreé December 26th, Alejandro (DNH)			
Lesson 1: Present your educational background	• Grammar: Present tenses review • Vocabulary: Educational background	• Client is able to talk about their educational background	Tell me about your ed…
Comments/ Suggestions for next lesson:			
Date/teacher: January 19th, Alejandro			
Lesson 2: Explain your professional experience	• Grammar: Sequencers, past review • Vocabulary: Work experience	• Client is able to describe their past professional experience	https://www.indeed.com/career-advice/interviewing/interview-question-tell-me-about-your-work-experience
Comments/ Suggestions for next lesson:			
Date/teacher: Jan 20, 2026, Andreé Jan 22, 2026, Andreé (continuation)			

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	https://blog.lingoda.com/en/cultural-differences-us-mexico/
Comments/ Suggestions for next lesson:			

Week 2 - Current Projects **Aims:** To properly describe a project strategy and issue an opinion related to its quality.			
TOPIC & CONTENT	**LANGUAGE FOCUS**	**PRODUCTION**	**MATERIALS / SKILLS**

Date/teacher: Jan 28, 2026, Andreé			
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	https://www.indeed.com/career-advice/interviewing/project-manager-interview-questions
Comments/ Suggestions for next lesson:			

Date/teacher: February 4th, Alejandro			
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	http://www.myenglishonline.ca/wp-content/uploads/2014/08/100-Phrases.pdf
Comments/ Suggestions for next lesson:			

Date/teacher: February 5th, Alejandro			
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	https://www.indeed.com/career-advice/career-development/areas-of-improvement-for-employees
Comments/ Suggestions for next lesson:			

Week 3 - Proposing a project **Aims:** To create a project proposal with identifiable solid arguments.			
TOPIC & CONTENT	**LANGUAGE FOCUS**	**PRODUCTION**	**MATERIALS / SKILLS**

Date/teacher: February 6th, Alejandro			
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	https://www.passionned.com/strategy/describing-the-strategy/
Comments/ Suggestions for next lesson:			

Date/teacher: February 11th, Alejandro February 9th, Alejandro			
Lesson 8: Back up your proposal with substantial arguments	• Grammar: Argumentation • Vocabulary: Useful expressions	• Client is able to argue in favor of their proposal	https://k12.thoughtfullearning.com/blogpost/6-strategies-writing-arguments
Comments/ Suggestions for next lesson:			

Date/teacher: February 13th, Alejandro (off curriculum)			
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	https://uwaterloo.ca/centre-for-teaching-excellence/teaching-resources/teaching-tips/assessing-student-work/grading-and-feedback/receiving-and-giving-effective-feedback
Comments/ Suggestions for next lesson:			

Week 4 - Negotiation
Aims: To clearly express the desired objective within a business negotiation.

TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS

Date/teacher: Feb 18, 2026, Andreé			
Lesson 10: Analyze different negotiation strategies	• Grammar: Cause and effect • Vocabulary: Negotiation steps	• Clients discuss and detail different negotiation strategies	https://www.vistage.com/research-center/business-growth-strategy/six-successful-strategies-for-negotiation/
Comments/ Suggestions for next lesson:			

Date/teacher: Feb 20, 2026 Alejandro

Lesson 11: Debate which strategy works best for a vendor/client/boss	• Grammar: Superlatives • Vocabulary: Adjectives	• Client is able to identify the best negotiation strategy for different situations	
Comments/ Suggestions for next lesson: We focused on modal verbs that are useful			

Date/teacher: Feb 23, 2026 Alejandro			
Lesson 12: Useful vocabulary and expressions for negotiating	• Grammar: Phrasal verbs / prepositions • Vocabulary: Useful expressions	• Client is able to conduct a successful negotiation	Role play
Comments/ Suggestions for next lesson:			

Week 5 - Presentation strategies
Aims: To be able to transmit in a precise and efficient form the fundamental aspects of a business presentation.

TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
Date/teacher: Mar 2, 2026 Alejandro			
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	https://in.indeed.com/career-advice/career-development/how-to-start-presentation
Comments/ Suggestions for next lesson:			

Date/teacher: Mar 4, 2026 Alejandro Mar 6, 2026 , Andreé (review)			
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: Mar 9, 2026 Alejandro			

Lesson 15: Asking and answering questions	• Grammar: Questions forms • Vocabulary: Questions	• Client is able to ask and answer questions related to a presentation	https://www.vevox.com/blog/6-questioning-tactics-to-use-in-your-next-presentation-that-maximise-audience-engagement
Comments/ Suggestions for next lesson:			

Week 6 - Risks
Aims: To identify the essential elements of a business pitch and create your company's pitch while reframing your company's challenges as positives**.**

TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
Date/teacher: Mar 13, 2026 , Andreé			
Lesson 16: Evaluate risks and qualify vendors	• Grammar: Adverbs • Vocabulary : Risks	• Client is able to assess and evaluate risks associated with their projects	https://www.forbes.com/sites/forbesbusinesscouncil/2021/12/02/the-importance-of-taking-risks-in-business/?sh=16e7ce49555d
Comments/ Suggestions for next lesson:			
Date/teacher: Mar 17, 2026 , Andreé			
Lesson 17: Compare and manage risks	• Grammar: Discourse markers • Vocabulary: Adjectives	• Client compares and manages risks related to their projects	https://www.forbes.com/sites/chriscarosa/2020/08/07/why-successful-entrepreneurs-need-to-be-calculated-risk-takers/?sh=5f885f9d2f5b
Comments/ Suggestions for next lesson:			
Date/teacher: Mar 18, 2026 , Andreé Mar 19, 2026 , Andreé (review)			
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	https://millo.co/when-and-how-you-should-turn-down-a-project-thats-not-for-you
Comments/ Suggestions for next lesson:			

Week 7 - Problem-solving

Aims: To be able to effectively solve a conflict by using the precise expressions to express opinions and motivate your team.			
TOPIC & CONTENT	**LANGUAGE FOCUS**	**PRODUCTION**	**MATERIALS / SKILLS**
Date/teacher: Mar 23, 2026 Alejandro			
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	https://asq.org/quality-resources/problem-solving
Comments/ Suggestions for next lesson:			
Date/teacher: Mar 25, 2026 Alejandro (off curriculum - review)			
Lesson 20: Expressing disagreement to your boss	• Grammar: Polite disagreement • Vocabulary: Useful expressions	• Client is able to disagree politely	https://www.englishclub.com/speaking/agreeing-disagreeing-expressions.htm
Comments/ Suggestions for next lesson:			
Date/teacher:			
Lesson 21: Giving motivation back to your team	• Grammar: Pitching • Vocabulary: Useful expressions	• Client is able to motivate again a team after a conflict	https://www.inc.com/peter-economy/9-super-effective-ways-to-motivate-your-team.html
Comments/ Suggestions for next lesson:			

Week 8 - REVIEW WEEK - Project review **Aims:** Review of the course and final evaluation			
TOPIC & CONTENT	**LANGUAGE FOCUS**	**PRODUCTION**	**MATERIALS / SKILLS**
Date/teacher:			
Lesson 22: Review	• Presenting a project in a meeting		
Comments/ Suggestions for next lesson:			

Date/teacher:			
Lesson 23: Review	• Negotiating the terms of the project		
Comments/ Suggestions for next lesson:			

Date/teacher:			
Lesson 24: Review	• Dealing with risks and conflicts regarding the project		
Client's comments about evaluation/next curriculum:			

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

A1+ LESSON PLANNING
Student: Executive Corporate Group Classes per week: 3 Position: Level: A1+ Curriculum: A1+ Beginners Business Curriculum Current topic: 5-12 Material for classes: Material - A1+ Business Beginners

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Topic 1 - Meeting people

Aims: Describing individuals and objects using a variety of adjectives, the correct forms of the verb TO BE and other common verbs in English, and introducing yourself to other individuals.			
TOPIC & CONTENT	**LANGUAGE FOCUS**	**PRODUCTION**	**MATERIALS / SKILLS**
Date/teacher: September 1st, Alejandro			
Lesson 1: Talking about yourself	• Grammar: Present Simple of TO BE and common verbs (all forms) / contractions of verb TO BE • Skills: word order / pronunciation • Vocabulary: adjectives	• Clients describe themselves and introduce themselves to others	• • Video SVO • Speaking about your job Role Play: Imagine you and your client are meeting for the first time. Roleplay the introductions.
Comments/ Suggestions for next lesson:			
Date/teacher: September 3rd, Alejandro			
Lesson 2: Talking about others	• Grammar: SVO and word order /Present simple review/possessive adjectives • Skills: pronunciation -s • Vocabulary:Adjectives - describing people	• Client describes and discusses other individuals.	• • • Reading and grammar exercises for lower levels Role play: Imagine you and your client are at a party with many people, but you don't know all of them. Talk about them.
Comments/ Suggestions for next lesson:			
Date/teacher: September 5th, Alejandro			
Lesson 3: Describing people and things	• Grammar: Present simple questions/ WHO-WHICH -THAT in relative clauses/ possessive adjectives • Vocabulary: Everyday objects	• Clients ask and answer questions about people and objects	• • • Office voc • Reading and grammar exercises for lower levels FINAL TASK: Voicenote: You recently moved to a new office, but it is full of stuff from the people who worked there before. Talk about the stuff.

Comments/ Suggestions for next lesson:			
Topic 2 - Business Small talk **Aims:** Describing your and other people's preferences using more complex verb structures, having further than initial interactions with people and discussing every day topics of family life, hobbies, leisure and dining.			
TOPIC & CONTENT	**LANGUAGE FOCUS**	**PRODUCTION**	**MATERIALS / SKILLS**
Date/teacher: Sep 8th, Alejandro			
Lesson 4: Getting to know your colleagues	• Grammar: Questions in simple present (Do/does versus Am/Is/Are) / possessives • Skills: pronunciation of -s • Vocabulary: family and basic info	• w	• • Pronunciation -s • Vocabulary - Family Homework: Voice note: You are getting to know a new colleague at work. Ask about his/her life and family and tell them about yours.
Comments/ Suggestions for next lesson:			
Date/teacher: Sep 10th, Alejandro			
Lesson 5: Talking about free time	• Grammar: likes and dislikes/ two verb combinations (gerund and infinitive) • Vocabulary: hobbies and free time	• Client describes what they enjoy doing in their free time	• • • Grammar - interactive exercises Role play You are getting to know a new coworker at a coffee break. Ask about his/her likes, hobbies and interests.
Comments/ Suggestions for next lesson:			
Date/teacher: Sep 11th, Alejandro			
Lesson 6: Business lunch	• Grammar: SOME and ANY and MUCH and MANY/ countable and uncountable nouns • Vocabulary: food and meals	• Client discusses their eating preferences and habits	• • • • Grammar - interactive exercises FINAL TASK: Role play: You are inviting a client to lunch, ask about their eating preferences and give some options of where to eat.
Comments/ Suggestions for next lesson:			
Topic 3 - Around town **Aims:** Introducing other people, describing places and giving suggestions using expressions with there and have, with correct forms of regular and irregular nouns and appropriate articles, adding adjectives to descriptions, as well as exchanging information about different points of interest.			
TOPIC & CONTENT	**LANGUAGE FOCUS**	**PRODUCTION**	**MATERIALS / SKILLS**
Date/teacher: Sep 15th, Alejandro			

Lesson 7: My office	• Grammar: Using this is and forms of have in conversation/A and AN for jobs • Skills: pronunciation • Vocabulary : jobs and departments	• Client is able to describe their office and introduce people	• • • Job titles Homework: A colleague from another branch of the company is visiting. Introduce him/her to people in the building and give him/her a tour.
Comments/ Suggestions for next lesson:			
Date/teacher: September 17th, Alejandro			
Lesson 8: Around the office	• Grammar: There is /are / prepositions of place/ articles • Skills: intonation -questions • Vocabulary : adjectives, places in the neighborhood	• Client is able to inquire about places around the office	• • Prepositions of place • Grammar - interactive exercises Homework: You are visiting a branch of the company - ask and answer questions about what is in the neighborhood.
Comments/ Suggestions for next lesson:			
Date/teacher: September 19th, Alejandro			
Lesson 9: Company visit	• Grammar: There is/are vs HAVE/HAS / prepositions and articles • Skills: intonation in questions • Vocabulary:adjectives/ places of interest	• Client is able to discuss and inquire about different places of interest	• • • There is/are- places in a city FINAL TASK: Your foreign client is visiting your city for the first time. Ask and answer questions about your client's hometown and your city.
Comments/ Suggestions for next lesson:			
Topic 4 - Work Events **Aims:** Understanding and providing specific directions using imperatives and modal should, discussing a variety of places and routes using target vocabulary, as well as comparing and contrasting preferences related to places and events.			
TOPIC & CONTENT	**LANGUAGE FOCUS**	**PRODUCTION**	**MATERIALS / SKILLS**
Date/teacher: September 22st, Alejandro			
Lesson 10: Lost on a business trip	• Grammar: Imperatives/prepositions of place / there and have in questions • Vocabulary: verbs and directions/ places in a city	• Client gives and understands basic directions	• Video - AT IN ON • Roleplay: You have gone on a business trip but have lost your phone. You still want to do many things but need directions. Ask for directions at the reception.
Comments/ Suggestions for next lesson:			

Date/teacher: Sep 24, 2025, Andreé			
Lesson 11: Business Events	• Grammar: Comparatives and superlatives /Prepositions of place in questions / • Vocabulary: events	• Client is able to discuss different events and preferences on places of interest	• Comparatives & superlatives • Convention map Homework: You are going to a convention and want to plan your time with your co-worker. Talk about when different events start and what you're going to attend.
Comments/ Suggestions for next lesson:			
Date/teacher: October 6th, Alejandro Sep 26, 2025, Andreé **(Off Curriculum)**			
Lesson 12: Your work route	• Grammar: Present simple review/SHOULD for advice/prepositions of place • Skills: pronunciation TH • Vocabulary: places in a city/events	• Client is able to exchange opinions and give suggestions on places of interest and events	• • Unvoiced TH - English Pronunciation FINAL TASK: You meet a new friend at the convention and ask for suggestions on things to visit while in town. Roleplay the dialogue asking and giving directions for things to visit.
Comments/ Suggestions for next lesson: **Janethzy was the only one available to take this class. We went over the topics and practiced comparatives and superlatives. She mentioned that she would prefer to dive deeper into this class when her classmates are available.**			
Topic 5 - Projects **Aims**: Giving details about current events and projects, and your personal and professional agenda, as well as reporting on other people's agenda, using forms of present simple and continuous and modal verbs.			
TOPIC & CONTENT	**LANGUAGE FOCUS**	**PRODUCTION**	**MATERIALS / SKILLS**
Date/teacher: October 8th, Andreé			
Lesson 13: My schedule	• Grammar: Modal verbs for obligation - MUST vs SHOULD/ prepositions of time • Vocabulary: Verbs for expressing obligation and need/ work routines/time	• Client discusses their personal and professional agenda	• • Listening for beginners- many topics Homework: Role play: Imagine you and your client want to schedule a meeting and need to find a time you are both free. Ask about each other's routines
Comments/ Suggestions for next lesson:			
Date/teacher: Oct 10, 2025, Andreé			
Lesson 14: Current projects	• Grammar: Present Continuous • Vocabulary : hobbies and leisure	• Client explains their current engagements and projects	• • Grammar - interactive exercises Homework: Role play: An overly enthusiastic new

	activities/work tasks		colleague calls when you are busy doing a number of other activities at work and home
Comments/ Suggestions for next lesson:			
Date/teacher: Oct 13, 2025, Andreé			
Lesson 15: Reporting work	• Grammar: Present Simple and Continuous/reporting verbs • Skills: reports • Vocabulary: reporting verbs	• Client is able to report on their and other people's agenda	• • Using Present tenses to talk about work FINAL TASK: Create a report for your boss on your and your team's agendas and current activities.
Comments/ Suggestions for next lesson:			
Topic 6 - Evaluation - Informal			
Date/teacher: Oct 14, 2025, Andreé			
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: Oct 15, 2025, Andreé			
Lesson 17: Informal Evaluation:	• Informal evaluation		
Comments/ Suggestions for next lesson:			
Date/teacher: Oct 20, 2025, Andreé			
Lesson 18: Feedback and follow-up	• Feedback	• This week focuses on reviewing mistakes and clarifying previously learned content	
Comments/ Suggestions for next lesson:			
Topic 7 - Business Trip **Aims:** Using expressions to describe preferences, discuss prices and inquire about a variety of products and stores, as well as ordering in restaurants.			
TOPIC & CONTENT	**LANGUAGE FOCUS**	**PRODUCTION**	**MATERIALS / SKILLS**
Date/teacher: Oct 22, 2025, Andreé			
Lesson 19: Going out	• Grammar: WH questions/ questions	• Client describes their	• • Grammar - interactive

	with HOW much/many • Vocabulary: entertainment/going out	preferences when it comes to entertainment and inquires about other people's preferences	exercises Homework: You and your colleague are on a business trip, discuss options on what to do this weekend
Comments/ Suggestions for next lesson:			
Date/teacher: Oct 24, 2025 , Andreé			
Lesson 20: Your free time	• Grammar:Wh question/ can and could for polite requests • Vocabulary : shopping and prices	• Client inquires about products of interest in a variety of shops and asks for assistance from salespeople	• • https://breakingnewsenglish.com/ (Use Level 0-1) Role play: You need to buy new clothes for your business meeting. Role play the dialogue between a customer and salesperson.
Comments/ Suggestions for next lesson:			
Date/teacher: October 27th, Alejandro Oct 29, 2025 , Andreé (Review)			
Lesson 21: Restaurants	• Grammar: modal verbs for requests and offers/ adjectives • Vocabulary :food and restaurants	• Client inquires about food and orders in a restaurant	• Listening - restaurants FINAL TASK: You are having lunch with your business partner. Role play the dialogue between a waiter and a customer in a restaurant
Comments/ Suggestions for next lesson:			
Topic 8 - Appointments **Aims**: Comparing agendas and scheduling personal and professional appointments using modals and present tenses to express opinions, using expressions of time, as well as organizing ideas using ordinal numbers and sequencers, and checking for understanding with tag questions.			
TOPIC & CONTENT	**LANGUAGE FOCUS**	**PRODUCTION**	**MATERIALS / SKILLS**
Date/teacher: November 5th, Alejandro Oct 31, 2025 , Andreé (DNH)			
Lesson 22: Comparing agendas	• Grammar: Present Simple and Continuous/ talking about time • Vocabulary: time expressions/ agendas	• Client describes their and other people's agenda, and inquires about them	• • Jobs and work activities Homework: Send a voice note to your team checking their agendas and confirming yours
Comments/ Suggestions for next lesson:			
Date/teacher: November 3rd, Alejandro			
Lesson 23: Priorities	• Grammar: modal verbs MUST and HAVE TO/ talking about important	• Client discusses important tasks and organizes them in orders	• • Conversation questions- Jobs and Occupations

	tasks • Vocabulary: ordinal numbers and sequencers / apologizing •	of priority	Homework: Your PA accidentally set up two appointments on the same day, you need to apologize to one of them and explain your priorities
Comments/ Suggestions for next lesson: **Please teach lesson 22 before continuing to the next lesson.**			
Date/teacher: November 7th, Alejandro			
Lesson 24: Setting appointments	• Grammar: tag questions • Skill: intonation in questions • Vocabulary : setting appointments / accepting and rejecting	• Client compares agendas, sets appointment, accepts or rejects meetings	• Business meetings in English • FINAL TASK: Role play a conversation with a colleague to compare your agendas and set an appointment for next week
Comments/ Suggestions for next lesson:			
Topic 9 - Problem solving **Aims**: Discussing and comparing issues using modal verbs in present and past forms, as well as the present and past forms of be and do, using a variety of sequencers to indicate causality, requesting help and favors politely and offering your assistance to other individuals.			
TOPIC & CONTENT	**LANGUAGE FOCUS**	**PRODUCTION**	**MATERIALS / SKILLS**
Date/teacher: Nov 10, 2025 , Andreé			
Lesson 25: Complaining	• Grammar: prefix UN- and variants/ past simple BE and DO • Vocabulary: personal and professional issues/ because and because of	• Client discusses their personal professional issues, in the present and past	• • Homework: Send a voice note to your boss complaining about an issue
Comments/ Suggestions for next lesson:			
Date/teacher: November 18th, Alejandro			
Lesson 26: Problem solving	• Grammar:Expressing your opinion/ giving advice SHOULD and MUST/ FOR vs TO • Vocabulary: problems and solutions	• Client discusses issues from personal and professional life and possible solutions	• • Homework: Role play a dialogue with your colleague discussing an issue at work and proposing possible solutions
Comments/ Suggestions for next lesson:			
Date/teacher: November 19th, Alejandro			
Lesson 27: Requesting assistance	• Grammar: offers and requests - modal WOULD/ FOR vs TO/	• Client discusses important issues and requests assistance from	• • Homework: Send an email to

	past simple review • Vocabulary: problems and solutions/ adjectives	others	your boss requesting assistance with the issue at work
Comments/ Suggestions for next lesson:			
Topic 10 - Careers **Aims:** Inquiring and providing information about past personal and professional experiences, using the past simple tense of regular and irregular verbs, as well as describing timelines and histories of a variety or individuals and companies.			
TOPIC & CONTENT	**LANGUAGE FOCUS**	**PRODUCTION**	**MATERIALS / SKILLS**
Date/teacher: November 21st, Alejandro November 24th, Alejandro			
Lesson 28: Timelines	• Grammar: Past Simple regular verbs • Skill: Pronunciation /ED/ • Vocabulary: adjectives /occupations/ years	• Client describes their past life experiences	• • Homework: Role play a conversation with your colleague about last week at work
Comments/ Suggestions for next lesson:			
Date/teacher: November 26th, Alejandro			
Lesson 29: Work experience	• Grammar: Past Simple irregular verbs • Skill: Pronunciation • Vocabulary : discourse markers for talking about the past / duties	• Client discusses their past work experience	• • Homework: Voice note to a headhunter about your work experience
Comments/ Suggestions for next lesson:			
Date/teacher: Dec 3, 2025 , Alejandro			
Lesson 30: Company history	• Grammar: Past Simple questions • Skill: intonation in questions • Vocabulary : company history	• Client discusses their company history	• • FINAL TASK: Role play a dialogue with a new partner discussing your companies' histories
Comments/ Suggestions for next lesson:			
Topic 11 - Goals Aims: Describing goals and objectives, present and future projects related to your personal and professional life using a variety of tenses and sequencers to organize ideas coherently, as well as discussing future plans and engagements.			
TOPIC & CONTENT	**LANGUAGE FOCUS**	**PRODUCTION**	**MATERIALS / SKILLS**
Date/teacher: Dec 3, 2025 , Andreé			
	Grammar: expressing past and present wants and needs/	• Client describes	• Homework: Voice note to

Lesson 31: Personal and professional goals	future with will and going to • Vocabulary: Verbs for expressing wants and needs/ goals and ambitions	personal and professional goals and compares them with others	your boss on your goals for this year
Comments/ Suggestions for next lesson:			
Date/teacher: December 8th, Alejandro			
Lesson 32: Setting goals	• Grammar: future with WILL and GOING TO and Present Continuous • Vocabulary: goals and ambitions	• Client describes their future goals and plans on how to achieve them	• Homework: Write a list of your goals for next year and how you plan to achieve this
Comments/ Suggestions for next lesson:			
Date/teacher: Dec 10, 2025, Andreé			
Lesson 33: Future projects	• Grammar: future/ future in the past • Vocabulary: reporting verbs	• Client discusses their and other people's future projects and reports other people's opinions	• FINAL TASK: You just had a meeting with your biggest partner about their plans for next year. Report this information to your boss.
Comments/ Suggestions for next lesson:			
Topic 12 - Evaluation - Formal			
Date/teacher: Dec 15, 2025, Andreé			
Lesson 34: Eval Prep	• Review Topics 6-8	• This week focuses on resolving client's doubts and perfecting previously learned content	
Comments/ Suggestions for next lesson:			
Date/teacher: Dec 17, 2025, Andreé			
Lesson 35: Eval Prep	• Review Topics 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: **Next curriculum (learner's path):**			
Client's comments about evaluation/next curriculum:			