


## High level interactions-LP

Student: English Group E

Classes per week: 3

Position: Grupo Arom


Level: -B1/B1

Curriculum:  High level interactions curriculum

Current week: 1-8

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

### OFF CURRICULUM

Date/teacher: January 7th, Alejandro

Lesson 1: Travelling

- Grammar: Useful verbs for travelling

•

Comments/ Suggestions for next lesson: The clients requested to have a curriculum with a mix of business and general topics. High-level interactions is a suitable program for their interests and also their level.

### 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: January 9th, Alejandro

Lesson 1: Storytelling – experiences

- Grammar: Tenses review: past simple, past continuous, past perfect
- Vocabulary: Adjectives

- Client is able to retell past life experiences.

 Describing Experience...

Comments/ Suggestions for next lesson:

Date/teacher: January 9th, Alejandro

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: Past perfect should be reviewed the following lesson for more consolidation and practice.

Date/teacher: January 14th, Alejandro

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: **The clients joined the class late due to work tasks. Clients did not do their homework. Anel was busy at some points of the lesson with some work activities.**

## 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: January 20th, Alejandro

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: January 20th, Alejandro

Lesson 5: Explain what projects you're currently working on

- Grammar: Linking words
- Vocabulary: Correlative conjunctions

- Client is able to describe projects and their stages.

<https://www.smartsheet.com/content/project-description>

Comments/ Suggestions for next lesson:

Date/teacher: January 21st, Alejandro

Lesson 6: Offer your opinion on a project strategy

- Grammar: How to prepare for an unplanned conversation
- Vocabulary: Business projects stages

- 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: January 24th, Alejandro

Lesson 7: Giving your "elevator pitch"

- Grammar: Being concise.
- Vocabulary: Adverbs to qualify achievements.

- Client can give their own elevator pitch with correct cue words and intonation.

📺 How to write an Elevat...

Comments/ Suggestions for next lesson: The lesson was heavily based on speaking tasks. Clients were able to focus on fluency, coherence and improvisation.

Date/teacher: January 27th, Alejandro

Lesson 8: Conversation starters

- Grammar: Active listening, useful vocabulary.

- Client is able to start a high-level business conversation.

<https://www.businessenglishresources.com/conversation-starters/>

Comments/ Suggestions for next lesson: The clients have shown progress on confidence when making negotiations. They have employed useful language to convey their ideas and engage in conversations based on their work context.

Date/teacher: January 27th, Alejandro

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: January 29th, Alejandro

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: January 30th, Alejandro

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: January 30th, Alejandro

Lesson 12: Useful vocabulary and expressions for negotiating

- Grammar: Phrasal verbs.
- Vocabulary: Requests.

- 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: February 4th, Alejandro

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

Date/teacher: February 6th, Alejandro			
Lesson 14: Cult films of the English-speaking world	<ul style="list-style-type: none"> <li>Grammar: Emphasising skills.</li> <li>Vocabulary: Film summary words.</li> </ul>	<ul style="list-style-type: none"> <li>Client is able to talk about the most popular English- language films.</li> </ul>	<a href="https://www.theringer.com/movies/2021/1/25/22244344/cult-movies-ranking-top-50">https://www.theringer.com/movies/2021/1/25/22244344/cult-movies-ranking-top-50</a>
Comments/ Suggestions for next lesson:			

Date/teacher: February 6th, Alejandro			
Lesson 15: England vs the US	<ul style="list-style-type: none"> <li>Grammar: Advanced comparisons.</li> <li>Vocabulary: Sports in the Commonwealth.</li> </ul>	<ul style="list-style-type: none"> <li>Client can understand the cultural and sports differences between two countries.</li> </ul>	<a href="https://www.jagranjosh.com/general-knowledge/differences-between-us-and-uk-1693845143-1">https://www.jagranjosh.com/general-knowledge/differences-between-us-and-uk-1693845143-1</a>
Comments/ Suggestions for next lesson:			

<b>Module 6 - Analysing and discussing current events</b> <b>Aims:</b> To forecast possible consequences arising from human activities and misdeeds.			
<b>TOPIC &amp; CONTENT</b>	<b>LANGUAGE FOCUS</b>	<b>PRODUCTION</b>	<b>MATERIALS / SKILLS</b>

Date/teacher: February 10th, Alejandro			
Lesson 16: Politics in the US/Mexico	<ul style="list-style-type: none"> <li>Grammar: Expressing your opinion.</li> <li>Vocabulary: Political activities.</li> </ul>	<ul style="list-style-type: none"> <li>Client is able to describe the differences between American and Mexican politics.</li> </ul>	<a href="https://www.indexmundi.com/factbook/compare/united-states.mexico/government">https://www.indexmundi.com/factbook/compare/united-states.mexico/government</a>
Comments/ Suggestions for next lesson:			

Date/teacher: February 13th, Alejandro			
--	--	--	--

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

Date/teacher: February 13th, Alejandro

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

Date/teacher: February 17th, Alejandro

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

Date/teacher: February 24th, Alejandro

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

Date/teacher: February 24th, Alejandro

Lesson 21: Technology at Work	<ul style="list-style-type: none"> <li>Grammar: Phrasal verbs.</li> </ul>	<ul style="list-style-type: none"> <li>Client can express complex ideas related to</li> </ul>	<a href="https://it-content.pearson.com/products/b1e6a087-bda8-">https://it-content.pearson.com/products/b1e6a087-bda8-</a>
-------------------------------	---	---	---

	<ul style="list-style-type: none"> <li>Vocabulary: Common technology phrases.</li> </ul>	technology at work.	<a href="https://www.technologyatwork.com/4c49-9024-2dff2e9dcb6c/9788883394461-words-for-work-IT/index.html">4c49-9024-2dff2e9dcb6c/9788883394461 words for work IT/index.html</a>
Comments/ Suggestions for next lesson:			

<b>Week 8 - Evaluation preparation</b> <b>Aims:</b> To review course content.			
<b>TOPIC &amp; CONTENT</b>	<b>LANGUAGE FOCUS</b>	<b>PRODUCTION</b>	<b>MATERIALS / SKILLS</b>

Date/teacher: February 27th, Alejandro			
Lesson 22: Evaluation prep	<ul style="list-style-type: none"> <li>Content from week 1-3</li> </ul>		
Comments/ Suggestions for next lesson:			

Date/teacher:			
Lesson 23: Evaluation prep	<ul style="list-style-type: none"> <li>Content from week 4-5</li> </ul>		
Comments/ Suggestions for next lesson:			

Date/teacher:			
Lesson 24: Evaluation prep	<ul style="list-style-type: none"> <li>Content from week 6-7</li> </ul>		
Client's comments about evaluation/next curriculum:			

<b>Lesson 25: Final speaking evaluation.</b>			
Date/consultant:			
Observations:			
Next curriculum (learner's path):			

## B1+ Presentations/Meetings LESSON PLANNING

Student: English Group Intermediate C

Classes per week: 3

Position: Grupo Arom

Level: -B1/B1

Curriculum: [B1+ Presentations/Meetings Curriculum](#)

Current week: 1-8

Material for classes:

[Presentations/Meetings Material](#)

### Topic 1 - Projects

**Aims:** Describing current projects you are involved in, your deliverables, people involved as well as past and future project your department is looking forward to initiating.

TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
-----------------	----------------	------------	--------------------

Date/teacher:

Lesson 1: Projects and deliverables

- Present Perfect Simple and Continuous
- Projects and deliverables

- Describe your current projects, deliverables and goals

50 common business idioms  
<http://www.blairenglish.com/exercises/projects/exercises/projectessentials/projectessentials.html>

Comments/ Suggestions for next lesson:

Date/teacher:

Lesson 2: Staffing a project

- Adjectives and Adverbs
- Staffing

- Discuss the people involved in your projects

<https://linkstaffing.com/resources/a-guide-to-recruitment-and-staffing-terms/>

Comments/ Suggestions for next lesson:

Date/teacher:

Lesson 3: Past and future projects

- Past tenses - simple and continuous
- Future tenses

- Explain and discuss your past and future projects

<https://www.youtube.com/watch?v=d0wV9EC3t14>

Comments/ Suggestions for next lesson:



## Topic 2 - The concept of presentations

**Aims:** Describe the components of a presentation, starting and ending a presentation and explaining the outline of a presentation

TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
-----------------	----------------	------------	--------------------

Date/teacher:

Lesson 4: Components of a presentation

- Presentation etiquette
- Sequencers

- Describe the components of a presentation

[English Presentations | Presenting in English](#)

Comments/ Suggestions for next lesson:

Date/teacher:

Lesson 5: Starting and ending a presentation

- Intonation & tone
- Useful phrases

- How to start & end a presentation

[How to start a presentation](#)

[Business English Presentations- Roleplays & Phrases - ESL Lesson Plans](#)

<https://mannerofspeaking.org/2019/05/12/transitions-in-a-speech-or-presentation/>

Comments/ Suggestions for next lesson:

Date/teacher:

Lesson 6: Introduction

- Phrasal verbs in meeting setting
- Vocab for starting a presentation

- Explain what you cover in your presentations

[Intonation & Stress in Public Speaking: Definition & Examples - Video & Lesson Transcript](#)

[IELTS Life Skills B1 Listening test 11 \( British settlement and citizenship \)](#)

[https://www.youtube.com/watch?v=liRYtck3dXc&ab\\_channel=BHVTinH%E1%BB%8Dc](https://www.youtube.com/watch?v=liRYtck3dXc&ab_channel=BHVTinH%E1%BB%8Dc)

Comments/ Suggestions for next lesson:

## Topic 3 - Presentation interactions

**Aims:** Keeping the attention during a presentation, asking and answering questions on what you hear

TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
-----------------	----------------	------------	--------------------

Date/teacher:

Lesson 7: Components of a presentation	<ul style="list-style-type: none"><li>Phrases to command an audience</li><li>IF and UNLESS</li></ul>	<ul style="list-style-type: none"><li>How to keep the focus on topic during a presentation.</li></ul>	<p>30 phrasal verbs often used in business small talk and meetings</p> <p>30 useful phrases for presentations in English</p> <p>The 6 Components of a Great Presentation</p>
--	--	---	--

Comments/ Suggestions for next lesson:

Date/teacher:

Lesson 8: Questions	<ul style="list-style-type: none"><li>Question formation</li></ul>	<ul style="list-style-type: none"><li>Discuss possible follow up questions of your presentation</li></ul>	<p>Vocabulary and Phrases for Making Presentations in English</p> <p><a href="http://worldwidefrontier.com/2018/02/grammar-tip-b2-making-questions-easy-way/">http://worldwidefrontier.com/2018/02/grammar-tip-b2-making-questions-easy-way/</a></p>
---------------------	--	---	--

Comments/ Suggestions for next lesson:

Date/teacher:

Lesson 9: Answers	<ul style="list-style-type: none"><li>Answering strategies</li><li>Useful phrases</li></ul>	<ul style="list-style-type: none"><li>Answer follow up questions about your presentation</li></ul>	<p>Transcript of "How to speak so that people want to listen"</p>
-------------------	---	--	---

Comments/ Suggestions for next lesson:

#### Topic 4 - Sharing information

**Aims:** Give your opinion (agree/disagree) on what has been said during the last meeting, give ideas or input during meeting and clarify complex situations for outstanders

TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
-----------------	----------------	------------	--------------------

Date/teacher:			
Lesson 10: Giving your opinion	<ul style="list-style-type: none"> <li>Modals (should, must, could, might)</li> <li>Agreeing and disagreeing</li> </ul>	<ul style="list-style-type: none"> <li>Give opinion/ agree/disagree on what has been said during the last meeting</li> </ul>	<a href="#">Modal verbs 4 – Requests, offers, permission and invitations: ESL/EFL Lesson Plan and Worksheet</a>
Comments/ Suggestions for next lesson:			

Date/teacher:			
Lesson 11: Sharing ideas	<ul style="list-style-type: none"> <li>Pitching - conditionals</li> <li>Expressing opinions</li> </ul>	<ul style="list-style-type: none"> <li>Pitching ideas and sharing opinions</li> </ul>	<a href="#">11 Steps to a Perfect Startup Pitch: Expert Insights From Bianca Praetorius</a>
Comments/ Suggestions for next lesson:			

Date/teacher:			
Lesson 12: Clarifying	<ul style="list-style-type: none"> <li>Discourse markers</li> <li>Tag questions</li> </ul>	<ul style="list-style-type: none"> <li>Clarify complex situations for outsiders</li> </ul>	<a href="https://www.youtube.com/watch?v=kEAjriqACDs">https://www.youtube.com/watch?v=kEAjriqACDs</a>  Discourse markers   Learning English
Comments/ Suggestions for next lesson:			

<b>Topic 5 - Meetings</b>			
<b>Aims:</b> Leading a meeting, participating in a meeting and covering some strategies how to politely interrupt, ask for clarification or jump to a different topic.			
<b>TOPIC &amp; CONTENT</b>	<b>LANGUAGE FOCUS</b>	<b>PRODUCTION</b>	<b>MATERIALS / SKILLS</b>

Date/teacher:			
Lesson 13: Meeting components	<ul style="list-style-type: none"> <li>Meeting components and strategies</li> <li>Conditionals</li> </ul>	<ul style="list-style-type: none"> <li>Discuss meeting components and strategies</li> </ul>	<a href="#">12 Useful Phrasal Verbs for Business Meetings - Impactfulenglish.com</a>
Comments/ Suggestions for next lesson:			

Date/teacher:			
Lesson 14: Leading a meeting	<ul style="list-style-type: none"> <li>Starting and finishing a meeting</li> <li>Leadership strategies</li> </ul>	<ul style="list-style-type: none"> <li>Leading a successful meeting from start to finish</li> </ul>	<a href="#">Business Etiquette Basics (INTERMEDIATE (B1) - UPPER-INTERMEDIATE (B2)) — Fluentize</a>
Comments/ Suggestions for next lesson:			

Date/teacher:			
Lesson 15: Participating in meetings	<ul style="list-style-type: none"> <li>Interrupting politely</li> <li>Expressing your opinion</li> <li>Asking for clarification</li> <li>Changing the topic</li> </ul>	<ul style="list-style-type: none"> <li>Effectively participating in a meeting</li> </ul>	<a href="#">Technical Presentation Workbook: Winning Strategies for Effective Public Speaking</a>
Comments/ Suggestions for next lesson:			

<b>Topic 6 - Emails</b>  <b>Aims:</b> Defining the differences between formal & informal emails, sending an email requesting, or rescheduling a meeting, and with the minutes of your last meeting			
<b>TOPIC &amp; CONTENT</b>	<b>LANGUAGE FOCUS</b>	<b>PRODUCTION</b>	<b>MATERIALS / SKILLS</b>

Date/teacher:			
Lesson 16: Formal and informal emails	<ul style="list-style-type: none"> <li>Formal and informal expressions for emails</li> <li>Business email structure</li> </ul>	<ul style="list-style-type: none"> <li>Draft formal &amp; informal emails</li> </ul>	<a href="http://english.teamdev.com/resources/useful-phrases">http://english.teamdev.com/resources/useful-phrases</a>  <a href="https://learnenglish.britishcouncil.org/business-english/english-for-emails/unit-4-starting-and-finishing-emails">https://learnenglish.britishcouncil.org/business-english/english-for-emails/unit-4-starting-and-finishing-emails</a>
Comments/ Suggestions for next lesson:			

Date/teacher:			
Lesson 17: Requesting or rescheduling a meeting	<ul style="list-style-type: none"> <li>Modals for offers/requests</li> <li>Apologizing</li> </ul>	<ul style="list-style-type: none"> <li>Schedule and reschedule meetings</li> </ul>	<a href="https://learnenglishteens.britishcouncil.org/grammar/intermediate-grammar/can-could-">https://learnenglishteens.britishcouncil.org/grammar/intermediate-grammar/can-could-</a>

			<a href="#">would-invitations-offers-requests-permission</a>
Comments/ Suggestions for next lesson:			

Date/teacher:			
Lesson 18: Meeting minutes	<ul style="list-style-type: none"> <li>Summarizing/being concise</li> <li>Discourse markers</li> </ul>	<ul style="list-style-type: none"> <li>Send a summary of your meeting to your team members/boss</li> </ul>	<a href="https://corporatefinanceinstitute.com/resources/knowledge/other/meeting-minutes/">https://corporatefinanceinstitute.com/resources/knowledge/other/meeting-minutes/</a>
Comments/ Suggestions for next lesson:			

<b>Topic 7 - Reporting data</b>			
<b>Aims:</b> Focusing on numbers, tables, graphics and charts during meetings/presentations and describing and discussing these visuals			
TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS

Date/teacher:			
Lesson 19: Reporting numbers	<ul style="list-style-type: none"> <li>Phrasal verbs for Statistics, percentages , trends</li> <li>Numbers - ordinal and cardinal, percentages,</li> </ul>	<ul style="list-style-type: none"> <li>Discuss and report on numbers, percentages and trends</li> </ul>	<a href="https://preply.com/en/blog/charts-graphs-and-diagrams-in-the-presentation/#scroll-to-heading-5">https://preply.com/en/blog/charts-graphs-and-diagrams-in-the-presentation/#scroll-to-heading-5</a>
Comments/ Suggestions for next lesson:			

Date/teacher:			
Lesson 20: Charts and graphs	<ul style="list-style-type: none"> <li>Phrasal verbs for describing visuals</li> <li>discourse markers</li> <li>Comparison and contrast</li> </ul>	<ul style="list-style-type: none"> <li>Discuss and report on visuals</li> </ul>	<a href="https://academic-englishuk.com/describing-graphs/">https://academic-englishuk.com/describing-graphs/</a>
Comments/ Suggestions for next lesson:			

Date/teacher:			
Lesson 21: Reports	<ul style="list-style-type: none"> <li>Passive voice</li> <li>Writing skills / reports</li> </ul>	<ul style="list-style-type: none"> <li>Draft a report on your project/presentation/meeting</li> </ul>	<a href="https://edu.gcfglobal.org/en/business-communication/how-to-write-a-powerful-business-report/1/">https://edu.gcfglobal.org/en/business-communication/how-to-write-a-powerful-business-report/1/</a>

Comments/ Suggestions for next lesson:

**Week 8 - Review week: Project preparation**

TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
-----------------	----------------	------------	--------------------

Date/teacher:

Lesson 22: Review

- Prepare a presentation on a current project

Comments/ Suggestions for next lesson:

Date/teacher:

Lesson 23: Review

- Question answering techniques

Comments/ Suggestions for next lesson:

Date/teacher:

Lesson 24: Review

- Reporting on presentations/meetings

Comments/ Suggestions for next lesson:

**Lesson 25: Final speaking evaluation -present your project, answer questions about your presentation and draft an email to report to your manager on the presentation meeting**

Date/consultant:

Observations:

Next curriculum (learner's path):

**PROJECT MANAGEMENT LESSON PLANNING**

Student: English Group Intermediate C  
Classes per week: 3

Position: Grupo Arom

Level: -B1

Curriculum: [B1 Project Management Curriculum](#)

Current topic: 5-8

**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 - Professional profile

**Aims:** To adequately describe your job position, the responsibilities it involves as well as properly introduce each member of your team.

TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
<b>Date/teacher: November 4th, Alejandro</b>			
Lesson 1: Introduce yourself & describe your position	<ul style="list-style-type: none"><li>Grammar: Present tense / Sentence structure with conjunctions</li><li>Vocabulary: Action verbs necessary for the position</li></ul>	<ul style="list-style-type: none"><li>Clients introduce themselves and describe their job</li></ul>	<a href="#">What is project management? (video)</a>
Comments/ Suggestions for next lesson:			
<b>Date/teacher: November 4th, Alejandro</b>			
Lesson 2: Go over activities & responsibilities	<ul style="list-style-type: none"><li>Grammar: Gerunds (for activities &amp; verbs that take gerunds)</li><li>Vocabulary: work activities and responsibilities</li></ul>	<ul style="list-style-type: none"><li>Clients talk about work activities and responsibilities</li></ul>	Linkedin profiles
Comments/ Suggestions for next lesson:			
<b>Date/teacher: November 6th, Alejandro</b>			
Lesson 3: Introduce your team members	<ul style="list-style-type: none"><li>Grammar: Present Simple and Continuous</li><li>Vocabulary: Adjectives</li></ul>	<ul style="list-style-type: none"><li>Clients are able to introduce others and describe their responsibilities</li></ul>	<a href="https://pitchavatar.com/how-to-properly-introduce-your-team/">https://pitchavatar.com/how-to-properly-introduce-your-team/</a>

Comments/ Suggestions for next lesson:

## Week 2 - Your company

**Aims:** To present a timeline of your company as well as its position within the industry.

TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
<b>Date/teacher: November 7th, Alejandro</b>			
Lesson 4: Describe the evolution of your company	<ul style="list-style-type: none"><li>Grammar: Past continuous vs past simple/ timelines</li><li>Vocabulary: company history, time markers for the past</li></ul>	<ul style="list-style-type: none"><li>Client presents the timeline of their company</li></ul>	<a href="#">Ex Apple timeline</a>

Comments/ Suggestions for next lesson:

## Date/teacher: November 11th, Alejandro

Lesson 5: Connect actions inside the company	<ul style="list-style-type: none"><li>Grammar: Connectors (emphasize, addition, contrast, ...)</li><li>Vocabulary: organizational structure</li></ul>	<ul style="list-style-type: none"><li>Client describes the organizational structure of their company and how it is connected</li></ul>	<a href="#">Connectors</a> <a href="#">Types of organizational structures</a>
--	---	--	--

Comments/ Suggestions for next lesson:

## Date/teacher: November 11th, Alejandro

Lesson 6: Explain the relation with suppliers & clients	<ul style="list-style-type: none"><li>Grammar: Modal verbs (possibilities &amp; requests)</li><li>Vocabulary: work relationships</li></ul>	<ul style="list-style-type: none"><li>Clients talks about the relationships at work</li></ul>	<a href="#">Modal verbs exercises</a>
---	--	---	---------------------------------------

Comments/ Suggestions for next lesson:

## Week 3 - Current projects

**Aims:** To thoroughly describe present, past and future projects as well as their creation process.

TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
<b>Date/teacher: November 13th, Alejandro</b>			
Lesson 7: Explain the process when you start a project	<ul style="list-style-type: none"><li>Grammar: Modals/Connection words (cause &amp; effects)</li><li>Vocabulary: projects</li></ul>	<ul style="list-style-type: none"><li>Client discussed and describes a process of starting a project</li></ul>	<a href="#">Six questions to ask before starting a big project.</a>
Comments/ Suggestions for next lesson:			
<b>Date/teacher: November 14th, Alejandro</b>			
Lesson 8: Describe your current project	<ul style="list-style-type: none"><li>Grammar: Sequencers, Present Perfect</li><li>Vocabulary: adjectives, projects</li></ul>	<ul style="list-style-type: none"><li>Client describes and details current projects</li></ul>	<a href="#">Good project managers vs bad managers</a>



Comments/ Suggestions for next lesson:

### Date/teacher: November 14th, Alejandro

Lesson 9: Describe past & future projects

- Grammar: Past Simple vs Present Perfect/ Future tense
- Vocabulary: adjectives, projects

- Client details past and future projects

[How to Write a Project Plan \[PROJECT PLANNING STEPS THAT WORK\]](#)

Comments/ Suggestions for next lesson:

### Week 4 - Organizational chart

**Aims:** To describe in an accurate form the positions within a company as well as their roles.

#### TOPIC & CONTENT

#### LANGUAGE FOCUS

#### PRODUCTION

#### MATERIALS / SKILLS

### Date/teacher: November 20th, Alejandro

Lesson 10: Explain the hierarchy of your company - Who works where?

- Conditionals (0 & 1st)
- Vocabulary: jobs and tasks

- Client details the hierarchy and structure of their company

Create organizational chart

Comments/ Suggestions for next lesson:

### Date/teacher: November 21st, Alejandro

Lesson 11: Explain who is responsible for what or in charge of

- Grammar: verb + Prepositions/ gerunds and infinitives
- Vocabulary: departments

- Client details the departments in their company and their duties

Draw the setup of your company

Comments/ Suggestions for next lesson:

### Date/teacher: November 21st, Alejandro

Lesson 12:

- Grammar: Comparatives & superlatives
- Vocabulary: company structure

- Client compares different company structures (Alcanza vs Coppel) - what are the pros and cons?

[Difference between startups and SMEs](#)

Comments/ Suggestions for next lesson:

### Week 5 - Meetings

**Aims:** To be able to manage all aspects related to a business meeting.

#### TOPIC & CONTENT

#### LANGUAGE FOCUS

#### PRODUCTION

#### MATERIALS / SKILLS

### Date/teacher: November 26th, Alejandro

Lesson 13: Scheduling & rescheduling meetings

- Grammar: Polite language (request & phrases)/ Preposition of time
- Skill: More complex question formation

- Client is able to schedule and reschedule appointments, discuss availability

- [Meeting vocabulary](#)
- [Quiz meeting vocabulary](#)

	<ul style="list-style-type: none"> <li>Vocabulary: meetings</li> </ul>		
Comments/ Suggestions for next lesson:			
<b>Date/teacher: November 28th, Alejandro</b>			
Lesson 14: Preparing a meeting	<ul style="list-style-type: none"> <li>Grammar: Phrasal verbs</li> <li>Vocabulary: wants and needs</li> </ul>	<ul style="list-style-type: none"> <li>Client explains how they set up their meetings (wants &amp; needs)</li> </ul>	<a href="#">Article your meetings stink &amp; what to do about it.</a>
Comments/ Suggestions for next lesson:			
<b>Date/teacher: November 28th, Alejandro</b>			
Lesson 15: Having a meeting	<ul style="list-style-type: none"> <li>Grammar: Discourse markers / WH question forms</li> <li>Skill: participating in a meeting</li> <li>Vocabulary: meetings</li> </ul>	<ul style="list-style-type: none"> <li>Client role plays participating in a meeting</li> </ul>	<ul style="list-style-type: none"> <li><a href="#">Questions to ask in a meeting</a></li> <li><a href="#">The most critical types of project management</a></li> </ul>
Comments/ Suggestions for next lesson:			
<b>Week 6 - Let's hire someone!</b> <b>Aims:</b> To fully prepare the needs of a new position within the company as well as select the proper candidate for it.			
<b>Date/teacher: December 3rd, Alejandro</b>			
Lesson 16: Minimum vs preferred qualities (write a vacancy)	<ul style="list-style-type: none"> <li>Grammar: passive voice, Royal order of adjectives</li> <li>Skills: writing</li> <li>Vocabulary: skills hard and soft</li> </ul>	<ul style="list-style-type: none"> <li>Client details and describes a job vacancy</li> </ul>	<ul style="list-style-type: none"> <li><a href="#">Job Description Vocabulary</a></li> <li><a href="#">Job Description Template</a></li> </ul>
Comments/ Suggestions for next lesson:			
<b>Date/teacher: December 5th, Alejandro</b>			
Lesson 17: Job interview	<ul style="list-style-type: none"> <li>Grammar: questions in passive</li> <li>Vocabulary: job vacancy</li> </ul>	<ul style="list-style-type: none"> <li>Client asks and answers questions for a job interview</li> </ul>	<ul style="list-style-type: none"> <li><a href="#">Inclusive Language (extension activity)</a></li> </ul>
Comments/ Suggestions for next lesson:			
<b>Date/teacher: December 5th, Alejandro</b>			
Lesson 18: Evaluate candidates	<ul style="list-style-type: none"> <li>Grammar: reported speech</li> <li>Vocabulary: skills</li> </ul>	<ul style="list-style-type: none"> <li>Client evaluates potential candidates for a vacancy</li> </ul>	
Comments/ Suggestions for next lesson:			
<b>Week 7 Projects 2.0 - Into the deep</b> <b>Aims:</b> To fully evaluate the risks and benefits of a new project.			
<b>TOPIC &amp; CONTENT</b>	<b>LANGUAGE FOCUS</b>	<b>PRODUCTION</b>	<b>MATERIALS / SKILLS</b>

**Date/teacher: Dec 07th, Edgar 2hrs session**

Lesson 19: Managing time

- Grammar: Second Conditional / prepositions of time
- Vocabulary: time management

- Clients discusses their time management and deadlines

[Quiz vocab time management](#)  
[Time management tips](#)

Comments/ Suggestions for next lesson:

**Date/teacher: Dec 07th, Edgar 2hrs session**

Lesson 20: Scopes and capabilities

- Grammar: Tenses review (all)
- Vocabulary: intensifiers

- Client reflects on their scope and capabilities

[Avoid this time management mistakes](#)

Comments/ Suggestions for next lesson:

**Date/teacher: December 7th, Alejandro**

Lesson 21: Risk and Result

- Grammar: will vs would/ conditionals review
- Vocabulary: predictions

- Client is able to discuss how to calculate cost, outcome and manage risks and results

[How to prioritize your company's projects](#)

Comments/ Suggestions for next lesson:

**Topic 8 - Evaluation - Formal****Date/teacher: December 12th, Alejandro**

Lesson 22: Evaluation prep

- Content from week 1-3

- Explain who is involved in your current project

Comments/ Suggestions for next lesson:

**Date/teacher: Dec 14th, Edgar 2 hrs lesson**

Lesson 23: Evaluation prep

- Content from week 4-5

- Explain the problems & solutions from your previous projects

Comments/ Suggestions for next lesson:

**Date/teacher: Dec 14th, Edgar 2 hrs lesson**

Lesson 24: Evaluation prep

- Content from week 6-7

- Explain the KPIs of your project

Comments/ Suggestions for next lesson:

Lesson 25: Final eval

**December 17th, Alejandro**

Client's comments about evaluation/next curriculum:

**B1+ Intermediate Business**

