


CONSULTANTS: JUAN MARCOS WANTS TO BE CHALLENGED WITH NEW TOPICS SUCH AS PHRASAL VERBS, CONNECTORS, HIGHER LEVEL VOCABULARY, ETC.

PROJECT MANAGEMENT LESSON PLANNING			
Student: Juan Marcos Classes per week: Position: Level: B2 Curriculum: B1 Project Management Curriculum Current topic: 1-8			
<div>Decompress:</div> <div>Here's the template: Needs analysis/Decompress template</div> <div>Notes on Client (Changes on new curriculum, suggestions, needs another curriculum, etc.):</div> <div>Remember to notify your leader when decompress is completed, or contact directly with Jaime via Slack</div>			
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
Date/teacher:			
Lesson 1: Introduce yourself & describe your position	<ul style="list-style-type: none"> Grammar: Present tense / Sentence structure with conjunctions Vocabulary: Action verbs necessary for the position 	<ul style="list-style-type: none"> Clients introduce themselves and describe their job 	What is project management? (video)
Comments/ Suggestions for next lesson:			

Date/teacher:			
Lesson 2: Go over activities & responsibilities	<ul style="list-style-type: none"> Grammar: Gerunds (for activities & verbs that take gerunds) Vocabulary: work activities and responsibilities 	<ul style="list-style-type: none"> Clients talk about work activities and responsibilities 	Linkedin profiles
Comments/ Suggestions for next lesson:			
Date/teacher:			
Lesson 3: Introduce your team members	<ul style="list-style-type: none"> Grammar: Present Simple and Continuous Vocabulary: Adjectives 	<ul style="list-style-type: none"> Clients are able to introduce others and describe their responsibilities 	https://pitchavatar.com/how-to-properly-introduce-your-team/
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
Date/teacher:			
Lesson 4: Describe the evolution of your company	<ul style="list-style-type: none"> Grammar: Past continuous vs past simple/ timelines Vocabulary: company history, time markers for the past 	<ul style="list-style-type: none"> Client presents the timeline of their company 	Ex Apple timeline
Comments/ Suggestions for next lesson:			
Date/teacher:			
Lesson 5: Connect actions inside the company	<ul style="list-style-type: none"> Grammar: Connectors (emphasize, addition, contrast, ...) Vocabulary: organizational structure 	<ul style="list-style-type: none"> Client describes the organizational structure of their company and how it is connected 	Connectors Types of organizational structures
Comments/ Suggestions for next lesson:			

Date/teacher:			
Lesson 6: Explain the relation with suppliers & clients	<ul style="list-style-type: none"> Grammar: Modal verbs (possibilities & requests) Vocabulary: work relationships 	<ul style="list-style-type: none"> Clients talks about the relationships at work 	Modal verbs exercises
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
Date/teacher:			
Lesson 7: Explain the process when you start a project	<ul style="list-style-type: none"> Grammar: Modals/Connection words (cause & effects) Vocabulary: projects 	<ul style="list-style-type: none"> Client discussed and describes a process of starting a project 	Six questions to ask before starting a big project.
Comments/ Suggestions for next lesson:			
Date/teacher:			
Lesson 8: Describe your current project	<ul style="list-style-type: none"> Grammar: Sequencers, Present Perfect Vocabulary: adjectives, projects 	<ul style="list-style-type: none"> Client describes and details current projects 	Good project managers vs bad managers
Comments/ Suggestions for next lesson:			
Date/teacher:			
Lesson 9: Describe past & future projects	<ul style="list-style-type: none"> Grammar: Past Simple vs Present Perfect/ Future tense Vocabulary: adjectives, projects 	<ul style="list-style-type: none"> Client details past and future projects 	 How to Write a Project...
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:			

Lesson 10: Explain the hierarchy of your company - Who works where?	<ul style="list-style-type: none"> Conditionals (0 & 1st) Vocabulary: jobs and tasks 	<ul style="list-style-type: none"> Client details the hierarchy and structure of their company 	Create organizational chart
Comments/ Suggestions for next lesson:			
Date/teacher:			
Lesson 11: Explain who is responsible for what or in charge of	<ul style="list-style-type: none"> Grammar: verb + Prepositions/ gerunds and infinitives Vocabulary: departments 	<ul style="list-style-type: none"> Client details the departments in their company and their duties 	Draw the setup of your company
Comments/ Suggestions for next lesson:			
Date/teacher:			
Lesson 12: Compare different company structures	<ul style="list-style-type: none"> Grammar: Comparatives & superlatives Vocabulary: company structure 	<ul style="list-style-type: none"> 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:			
Lesson 13: Scheduling & rescheduling meetings	<ul style="list-style-type: none"> Grammar: Polite language (request & phrases)/ Preposition of time Skill: More complex question formation Vocabulary: meetings 	<ul style="list-style-type: none"> Client is able to schedule and reschedule appointments, discuss availability 	<ul style="list-style-type: none"> Meeting vocabulary Quiz meeting vocabulary
Comments/ Suggestions for next lesson:			
Date/teacher:			
Lesson 14: Preparing a meeting	<ul style="list-style-type: none"> Grammar: Phrasal verbs Vocabulary: wants and needs 	<ul style="list-style-type: none"> Client explains how they set up their meetings (wants & needs) 	Article your meetings stink & what to do about it.
Comments/ Suggestions for next lesson:			

Date/teacher:			
Lesson 15: Having a meeting	<ul style="list-style-type: none"> Grammar: Discourse markers / WH question forms Skill: participating in a meeting Vocabulary: meetings 	<ul style="list-style-type: none"> Client role plays participating in a meeting 	<ul style="list-style-type: none"> Questions to ask in a meeting The most critical types of project management
Comments/ Suggestions for next lesson:			
Week 6 - Let's hire someone! Aims: To fully prepare the needs of a new position within the company as well as select the proper candidate for it.			
Date/teacher:			
Lesson 16: Minimum vs preferred qualities (write a vacancy)	<ul style="list-style-type: none"> Grammar: passive voice, Royal order of adjectives Skills: writing Vocabulary: skills hard and soft 	<ul style="list-style-type: none"> Client details and describes a job vacancy 	<ul style="list-style-type: none"> Job Description Vocabulary Job Description Template
Comments/ Suggestions for next lesson:			
Date/teacher:			
Lesson 17: Job interview	<ul style="list-style-type: none"> Grammar: questions in passive Vocabulary: job vacancy 	<ul style="list-style-type: none"> Client asks and answers questions for a job interview 	<ul style="list-style-type: none"> Inclusive Language (extension activity)
Comments/ Suggestions for next lesson:			
Date/teacher:			
Lesson 18: Evaluate candidates	<ul style="list-style-type: none"> Grammar: reported speech Vocabulary: skills 	<ul style="list-style-type: none"> Client evaluates potential candidates for a vacancy 	
Comments/ Suggestions for next lesson:			
Week 7 Projects 2.0 - Into the deep Aims: To fully evaluate the risks and benefits of a new project.			
TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
Date/teacher:			
Lesson 19: Managing time	<ul style="list-style-type: none"> Grammar: Second Conditional / 	<ul style="list-style-type: none"> Clients discusses their time management and 	Quiz vocab time management

	prepositions of time <ul style="list-style-type: none"> Vocabulary: time management 	deadlines	Time management tips
Comments/ Suggestions for next lesson:			
Date/teacher:			
Lesson 20: Scopes and capabilities	<ul style="list-style-type: none"> Grammar: Tenses review (all) Vocabulary: intensifiers 	<ul style="list-style-type: none"> Client reflects on their scope and capabilities 	Avoid this time management mistakes
Comments/ Suggestions for next lesson:			
Date/teacher:			
Lesson 21: Risk and Result	<ul style="list-style-type: none"> Grammar: will vs would/ conditionals review Vocabulary: predictions 	<ul style="list-style-type: none"> 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:			
Lesson 22: Evaluation prep	<ul style="list-style-type: none"> Content from week 1-3 	<ul style="list-style-type: none"> Explain who is involved in your current project 	
Comments/ Suggestions for next lesson:			
Date/teacher:			
Lesson 23: Evaluation prep	<ul style="list-style-type: none"> Content from week 4-5 	<ul style="list-style-type: none"> Explain the problems & solutions from your previous projects 	
Comments/ Suggestions for next lesson:			
Date/teacher:			
Lesson 24: Evaluation prep	<ul style="list-style-type: none"> Content from week 6-7 	<ul style="list-style-type: none"> Explain the KPIs of your project 	
Comments/ Suggestions for next lesson:			
Lesson 25: Final eval			
Client's comments about evaluation/next curriculum:			

B1+ Intermediate Business

LESSON PLANNING

Student: Juan Marcos

Classes per week:

Position:

Level: B1


Curriculum:  A2+ Business Interactions 2 Curriculum

Current topic: 5-8

Materials for classes:

 Material Business Interactions 2

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 - EFFECTIVE COMMUNICATION

Aims: To effectively handle communication within a professional environment.

TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
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Date/teacher: Oct 30th Edgar

Lesson 1: Analyzing general workplace communication	<ul style="list-style-type: none">• Grammar: question making - present• Vocabulary: communication	<ul style="list-style-type: none">• Client is able to analyze and ask about the current communication in the workplace.	Survey generator app What is Effective Communication? Definition, Characteristics, Skills, Significance, Barriers - The Investors Book
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Comments/ Suggestions for next lesson:

Date/teacher: October 31, 2024 Dowse

Lesson 2: Dealing with workplace discussions

- Grammar: Reporting verbs
- Vocabulary: Business communication.

- Client is able to discuss in a polite way.

[Direct Discussion – How to Approach a Co-Worker | Managing Workplace Conflict | Vancouver Island University | Canada](#)

Comments/ Suggestions for next lesson:

Date/teacher: November 4th, María Luisa

Lesson 3: Agreeing and disagreeing

- Grammar: Present Continuous and simple review
- Vocabulary: agree and disagree

- Client is able to agree and disagree with what was said.

[Useful phrases for discussions](#)

Comments/ Suggestions for next lesson:

Week 2 - Constructive Feedback

Aims: To maintain positive communication in a business environment using the adequate intonation to confirm it.

TOPIC & CONTENT

LANGUAGE FOCUS

PRODUCTION

MATERIALS / SKILLS

Date/teacher: November 4th, María Luisa


Lesson 4: Praising coworkers


- Grammar: Adjectives
- Vocabulary: praise, pep talk

- Client is able to give positive feedback to team
- The client is able to give constructive feedback to

[The Importance of Praising Your Employees - MIBluesPerspectives](#)

		co workers and speak up about his/her own opinions.	
Comments/ Suggestions for next lesson:			

Date/teacher: November 5th, María Luisa			
Lesson 5: Giving and managing compliments	<ul style="list-style-type: none"> • Conjunctions / cause / linkers • Raising and falling intonation in statements / Would have • Vocabulary : Useful phrases 	<ul style="list-style-type: none"> • Clients are able to give and receive compliments. 	 Best Compliment
Comments/ Suggestions for next lesson:			

Date/teacher: November 5th, María Luisa			
Lesson 6: Using rising and falling intonation	<ul style="list-style-type: none"> • Skills: Raising and falling intonation in statements • Characteristics of a pep talk • Grammar: questions - present, past and future • Vocabulary: feedback 	<ul style="list-style-type: none"> • Client is able to use appropriate intonation when speaking and asking questions. • Client is able to give correct intonation lectures. 	 Learn the English term ... 11 Best Inspirational Pep Talks In Movies ScreenRant https://www.johnmillen.com/blog/how-to-give-a-winning-pep-talk
Comments/ Suggestions for next lesson:			

Week 3 - Conflict Resolution

Aims: To acquire all necessary resources to mediate and solve conflicts and further report the situation and agreements held.

TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
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Date/teacher: 06/November Miguel

Lesson 7: Mediating and reaching compromises

- Grammar: adjectives - comparative and superlatives
- Vocabulary: compromises

- Client is able to discuss mediating and compromising.
- Client is able to express goals and deliverables of a project.
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[Conflict Resolution: Definition, Process, Skills, Examples](#)

Comments/ Suggestions for next lesson:

Date/teacher: 06/ november miguel

Lesson 8: Solving a conflict

- Grammar: Linking words
- Modals
- Reported Speech
- Vocabulary: solving a problem

- Client solves a conflict with a coworker through giving details about his/her perspective of the situation.

[Section 6. Training for Conflict Resolution.](#)

Comments/ Suggestions for next lesson:

Date/teacher: November 7, 2024 Dowse

Lesson 9: Giving full details

- Grammar: Reported speech
- Vocabulary: Reporting and emails.

- Client is able to report on a conflict and its resolution.
- Client is able to give full details and report what others say.

[Joey doesn't share food. Friends 1080p](#)

Comments/ Suggestions for next lesson:

Week 4 - Cultivating Empathy**Aims:** To fully understand how to manage emotions in a business environment.

TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
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Date/teacher: nov 13th Mildred

Lesson 10: Identifying emotions, complex feelings and tendencies in others

- Grammar: adjectives, feelings, -ed and -ing adjectives
- Vocabulary: feelings

- Client is able to Identify emotions, complex feelings and tendencies in coworkers.

[Emotions and Types of Emotional Responses](#)

Comments/ Suggestions for next lesson:

Date/teacher: nov 13th Mildred

Lesson 11: Introvert vs. Extrovert

- Grammar: comparatives and superlatives / adverbs
- Vocabulary: intro and extroverts

- Client is able to discuss and compare the difference between extroverts and introverts.
- Client is able to place themselves into the spectrum and describe what an introvert or extrovert is like.

[Explanation: Introvert vs. Extrovert by Simon Sinek | Educational Speech | BillionaireBehaviour](#)

Comments/ Suggestions for next lesson:

Date/teacher: November 14, 2024 Dowse **(2 hour class. See below)**

Lesson 12: Using tone to express intentions in a real life situation

- Grammar: tone, intonation, pitch, pronunciation
- Intonation in formal and informal contexts

- Client is able to use tone to express intentions in a real life situation.
- Client is able to differentiate between one tone and another and also notice which

[Tone Is Hard to Grasp Online. Can Tone Indicators Help?](#)


		one works for what situation.	
Comments/ Suggestions for next lesson:			

Week 5 - Strengthening Relationships

Aims: To identify work relationships and get the best results from them.

TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
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Date/teacher: November 14, 2024 Dowse **(2 hour class - see above)**

Lesson 13: Workplace relationships	<ul style="list-style-type: none"> Grammar: Present perfect: life experiences Vocabulary; relationships at work 	<ul style="list-style-type: none"> Client is able to describe past .and current work relationships 	10 Types of Workplace Relationships and How To Improve Them Indeed.com  Improving Workplac...
Comments/ Suggestions for next lesson:			

Date/teacher: november 26 / Miguel

Lesson 14: Polite statements and intonation	<ul style="list-style-type: none"> Grammar: conditionals zero and first Vocabulary: Persuasive expressions 	<ul style="list-style-type: none"> Client is able to give an educated point of view with the right intonation. Client is able to use tone to express polite intentions in a real life situation. 	Pronunciation: Want to be Polite? Learn English Intonation – Guest Post English with a Twist
Comments/ Suggestions for next lesson:			

Date/teacher: november 26/ Miguel

Lesson 15: Identifying and activating mutual team member interests.	<ul style="list-style-type: none"> Grammar: modals, Skills: tone, intonation, pitch , pronunciation Vocabulary for Persuasive expression 	<ul style="list-style-type: none"> Client is able to identify mutual interests and persuade the other party. Client is able to communicate with coworkers to work as a team. 	Successful teamwork: A case study
Comments/ Suggestions for next lesson:			

Week 6 - Apology Process Aims: To know and handle situations that require a formal apology.			
TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS

Date/teacher: 27 november/ Miguel			
Lesson 15: Identifying and activating mutual team member interests.	<ul style="list-style-type: none"> Grammar: modals, Skills: tone, intonation, pitch , pronunciation Vocabulary for Persuasive expression 	<ul style="list-style-type: none"> Client is able to identify mutual interests and persuade the other party. Client is able to communicate with coworkers to work as a team. 	Successful teamwork: A case study
Comments/ Suggestions for next lesson:			

Date/teacher: nov 27/ Miguel			
Lesson 16: Formal Apologies	<ul style="list-style-type: none"> Grammar: Modals, formal expressions Vocabulary: apologies 	<ul style="list-style-type: none"> Client is able to explain with reasons and supporting details fissures (e.g.delays and missed deadlines) . Client is able to apologize formally with co-workers or owner of the company. 	How to say sorry at work

Comments/ Suggestions for next lesson:

Date/teacher: nov 27/ Miguel

Lesson 17: Apologizing to a client

- Grammar: Expressing result: therefore, thus, so, as a result, due to, etc.
- Vocabulary;: apologizing in a formal context.

- Client is able to describe the procedure or guideline for amending or apologizing to a client.
- Client is able to apologize to a client and manage conflict conversations.

[How to Apologize Like a Professional](#)
[How to apologize to a customer: A 3-step plan | RingCentral](#)

Comments/ Suggestions for next lesson:

Date/teacher: November 29, 2024 Dowse

Lesson 18: Writing an apology email

- Grammar: formal email writing
- Vocabulary: emails

- Client is able to write an email apologizing for a mistake in customer service.

[How to Apologize to a Client \(With Email Template!\) | The Muse](#)
[6 excellent apology emails to send to your customers | Front](#)

Comments/ Suggestions for next lesson:

Week 7 - Asking for help

Aims: To identify how to request and offer help in a business environment as well as accepting or rejecting offers.

TOPIC & CONTENT

LANGUAGE FOCUS

PRODUCTION

MATERIALS / SKILLS

Date/teacher: November 29, 2024 Dowse

Lesson 19: Requesting help from coworkers

- Grammar: Modals,
- Vocabulary: useful expressions

- Client is able to request help from others in a polite way.

<https://www.themuse.com/advice/the-right-way-to-ask-for-help-at-work>

	<ul style="list-style-type: none"> Making polite requests 	<ul style="list-style-type: none"> Client is able to ask for help around the office. 	
Comments/ Suggestions for next lesson:			

Date/teacher: Dec 02, Edgar 2 hour session			
Lesson 20: Offering help to coworkers	<ul style="list-style-type: none"> Grammar: conditionals review, 2nd conditional 	<ul style="list-style-type: none"> Client is able to offer help and support to others in a polite way 	10 Ways To Help and Support Colleagues at Work Indeed.com
Comments/ Suggestions for next lesson:			

Date/teacher: Dec 02, Edgar 2 hour session			
Lesson 21: Accepting and rejecting formally	<ul style="list-style-type: none"> Grammar: passive voice - present and past Vocabulary: formal expressions 	<ul style="list-style-type: none"> Client is able to accept and reject in a formal way requests and offers. 	How to Make, Accept and Reject Offers in English-Bespeaking Blog
Comments/ Suggestions for next lesson:			


Week 8 - Review			
Aims: Review previous lessons			
TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS


Date/teacher: December 4, 2024 Dowse			
Lesson 22: Eval prep 1	<ul style="list-style-type: none"> Review topics 1, 2, 3. 		
Comments/ Suggestions for next lesson:			

Date/teacher: December 5, 2024 Dowse			
Lesson 23: Eval prep 2	• Review topics 4, 5		
Comments/ Suggestions for next lesson:			

Date/teacher: December 6, 2024 Dowse			
Lesson 24: Eval prep 3	• Review topics 6, 7		
Client's comments about evaluation/next curriculum:			

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

Networking - LESSON PLANNING
Student: Juan Marcos Classes per week: Position: Level: -B1 Curriculum:  A2/A2+ Networking Curriculum Current week: 8-8

Decompress: 09/13 Edgar
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

Topic 1 - Networking 101

Aims: Discussing and talking about the implications of networking.

TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
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Date/teacher: September 17 Dowse

Lesson 1: Introduce yourself & ask questions when you meet a new person

- Grammar: Present tense - review to see if they use the 3rd person singular well
- Vocabulary: WH Questions

- Client is able to talk about his work and personal life.

http://esldisussiontopics.com/g01_presentSimple.html

Comments/ Suggestions for next lesson:

Date/teacher: 09/18 Edgar

Lesson 2: Talk about your career path

- Grammar: Questions present tense - review

- Clients are able to discuss their career path.

<https://english-at-home.com/career/>

Comments/ Suggestions for next lesson:

Date/teacher: September 20 Dowse

Lesson 3: Do's & Don'ts of Networking

- Grammar: Demonstrative pronouns and review of there is/are
- Vocabulary: Current events, small talk

- Client is able to give their opinion on networking.

<https://www.cio.com/article/230572/how-to-network-17-tips-for-shy-people.html>

Comments/ Suggestions for next lesson:

Topic 2 - Social networking**Aims:** Discussing social interactions and networking.


TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
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Date/teacher: 09/23 Edgar

Lesson 4: Pitching yourself	<ul style="list-style-type: none">Grammar: RephrasingVocabulary: Cue business words	<ul style="list-style-type: none">Client is able to speak with proficiency about themselves.	https://www.thebalancemoney.com/elevator-speech-examples-and-writing-tips-2061976
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Comments/ Suggestions for next lesson:

Date/teacher: September 24 Dowse **(2 hour session - 2 topics)**

Lesson 5: Discuss some tips for networking	<ul style="list-style-type: none">Grammar: Discourse markersVocabulary: Connectors	<ul style="list-style-type: none">Client is able to give tips on networking.	 Best Networking Tips: ...
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Comments/ Suggestions for next lesson:

Date/teacher: September 24 Dowse **(2 hour session - 2 topics)**

Lesson 6: Explain how to use social media to network	<ul style="list-style-type: none">Grammar: Formal vs informalVocabulary: Tech words for social media.	<ul style="list-style-type: none">Client compares formal and informal speech.	 How to Use Social Me...
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Comments/ Suggestions for next lesson:

Topic 3 - Personality check**Aims:** Discussing, comparing and contrasting personality.

TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
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Date/teacher: 09/25 Edgar			
Lesson 7: What is your personality?	<ul style="list-style-type: none"> Grammar: Conditionals - Introduction (zero & first) 	<ul style="list-style-type: none"> Clients are able to describe their personalities. 	https://www.wikihow.com/Describe-Someone%27s-Personality
Comments/ Suggestions for next lesson:			

Date/teacher: 09/26 Edgar (2 HOURS SESSION)			
Lesson 8: Strengths & weaknesses of your personality	<ul style="list-style-type: none"> Grammar: Professional adjectives Vocabulary: Words to describe your co-workers. 	<ul style="list-style-type: none"> Client describes personality traits. 	https://www.indeed.com/career-advice/career-development/words-to-describe-coworkers
Comments/ Suggestions for next lesson:			

Date/teacher: 09/26 Edgar (2 HOURS SESSION)			
Lesson 9: How to use your personality to network	<ul style="list-style-type: none"> Grammar: Will / Going To for predictions Vocabulary: Adjectives to describe personality. 	<ul style="list-style-type: none"> Client discusses personality and network. 	 Discovering Your Network...
Comments/ Suggestions for next lesson:			

Topic 4 - Cultural differences Aims: Discussing, comparing and contrasting different cultures			
TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS

Date/teacher: September 27 Dowse			
Lesson 10: Networking in Mexico vs US	<ul style="list-style-type: none"> Grammar: Comparing two social cultures. Vocabulary: Comparisons social adjectives. 	<ul style="list-style-type: none"> Clients discuss cultures. 	https://mztrealstate.com/cultural-differences-us-and-mexico

Comments/ Suggestions for next lesson:

Date/teacher: September 30th, María Luisa

Lesson 11: Describe what people have to offer in Mexico vs US

- Grammar: Connecting words (contrast).
- Vocabulary: Status words.

- Client discusses working environment.

 Cultural Differences Be...

Comments/ Suggestions for next lesson:

Date/teacher: October 2nd, Edgar

Lesson 12: Why do we network? Purpose vs Status vs Money vs Security

- Grammar: Concision.

- Client analyzes the concept of social success.

<https://www.universitylabpartners.org/student-voices/importance-of-networking>

Comments/ Suggestions for next lesson:

Topic 5 - Job interviews

Aims: Discussing job interviews techniques.

TOPIC & CONTENT

LANGUAGE FOCUS

PRODUCTION

MATERIALS / SKILLS

Date/teacher: October 3 Dowse

Lesson 13: What are common interview questions for your job?

- Grammar: Listening for details.
- Vocabulary: Job interviews common phrases.

- Client discusses common job interview questions.

<https://www.indeed.com/career-advice/interviewing/top-interview-questions-and-answers>

Comments/ Suggestions for next lesson:

Date/teacher: October 4 Dowse

Lesson 14: Answer common questions correctly

- Grammar: Fluency, Past Tense review.

- Client discusses proper pronunciation and fluency when answering questions in a job interview.

 Top Interview Tips: Co...

Comments/ Suggestions for next lesson:

Date/teacher: October 10th, Marisol

Lesson 15: Roleplay job interview

- Grammar: Self correction

- Client discusses the future possibilities and impacts of technology.

<https://www.seek.com.au/career-advice/article/common-interview-questions-and-how-to-answer-them>

Comments/ Suggestions for next lesson:

Topic 6 - A previous life

Aims: Describing and discussing personal goals and histories.

TOPIC & CONTENT

LANGUAGE FOCUS

PRODUCTION

MATERIALS / SKILLS

Date/teacher: October 11, 2024 Dowse 8 pm.

Lesson 16: Describe previous work experiences

- Grammar: Past Tenses.
- Vocabulary: Business verbs.

- Client describe past job experiences.

<https://www.indeed.com/career-advice/interviewing/interview-question-tell-me-about-your-work-experience>


Comments/ Suggestions for next lesson:

Date/teacher: Oct 21st, Edgar **2h class**

Lesson 17: Explain your best and worst experience - previous jobs.

- Grammar: If-clauses, Discourse markers.
- Vocabulary: Adjectives for emotions.

- Client discusses and compares job experiences.

 What's Your Worst Job...


Comments/ Suggestions for next lesson:

Date/teacher: Oct 21st, Edgar **2h class**

Lesson 18: What are you expecting from your new job

- Grammar: Simple and Continuous Future Tenses
- Vocabulary: Adverbs.

- Client discusses future jobs.

 WHAT IS YOUR DREAM...

Comments/ Suggestions for next lesson:

Topic 7 - Project: My resume

Aims: Complete a personal resume in English.

TOPIC & CONTENT

LANGUAGE FOCUS

PRODUCTION

MATERIALS / SKILLS

Date/teacher: Oct 22, 2024 Bernardo

Lesson 19: Reviewing candidates resumes

- Grammar: Zero conditional
- Vocabulary: Trends of interest

- Client checks on current resume.

<https://hbr.org/2023/01/what-makes-a-great-resume>


Comments/ Suggestions for next lesson:

Date/teacher: Oct 22, 2024 Bernardo

Lesson 20: Presenting work experience


- Grammar: First conditional and second conditional
- Vocabulary: New and modern trends

- Client describes relevant work experiences.

 Describe Your Experience

Comments/ Suggestions for next lesson:

Date/teacher: Oct 23rd, Edgar **2 hrs**

Lesson 21: Showcasing skills (hard skills and soft skills)	<ul style="list-style-type: none"> Grammar: Third conditional 	<ul style="list-style-type: none"> Client describes his/her strongest work-related skills. 	 This is what makes em...
Comments/ Suggestions for next lesson:			

Topic 8 - REVIEW WEEK Aims: General review.			
TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS


Date/teacher: Oct 24th, Edgar Oct, 23rd Edgar 2hrs			
Lesson 22: Review	<ul style="list-style-type: none"> Topic 1-2 	<ul style="list-style-type: none"> 	
Comments/ Suggestions for next lesson:			


Date/teacher: Oct 24th, Edgar			
Lesson 23: Review	<ul style="list-style-type: none"> Topic 3-4 		
Comments/ Suggestions for next lesson:			

Date/teacher: Oct 25th, Edgar 2HRS			
Lesson 24: Review	<ul style="list-style-type: none"> Topic 5-7 		
Client's comments about evaluation/next curriculum:			

Lesson 25: Final speaking evaluation -
Date/consultant: Oct 25th, Edgar 2HRS
Observations:
Next curriculum (learner's path):

Note: this is a video-based curriculum. Each consultant is free to choose his/her own videos and adapt the topics to the clients' interests

A2/A2+ LESSON PLANNING
Student: Juan Marcos Classes per week: Position: Level: A2/A2+ Curriculum:  Business Interactions 1 Curriculum Current week: 8-8

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

Topic 1 - CURRENT EVENTS			
Aims: Discussing your life and current events not only in your personal and professional life but also related to the wider picture including your environment, country, city and the world.			
TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS

Date/teacher: 07/24 Edgar

Lesson 1: Personal and professional life	<ul style="list-style-type: none">• Grammar: Present simple continuous review• Vocabulary: work routines and hobbies	<ul style="list-style-type: none">• Client is able to talk about his work and personal life and give news on what is currently happening to them.	Present Continuous Listening Ex. on Routines
Comments/ Suggestions for next lesson:			

Date/teacher: 07/24 Edgar

Lesson 2: Environment - my city/country: discuss a current event	<ul style="list-style-type: none">• Grammar: Adjectives• Vocabulary: environment, adjectives	<ul style="list-style-type: none">• Client is able to discuss current events related to their environment - country, city.	Adjectives for Environment
Comments/ Suggestions for next lesson:			

Date/teacher: 07/25 Edgar

Lesson 3: Discussing current events - small talk	<ul style="list-style-type: none">• Grammar: Demonstrative pronouns and review of there is/are• Vocabulary: current events, small talk	<ul style="list-style-type: none">• Client is able to have a small talk and discuss current events.	This, That, These, Those Listening (this, that, these, those) https://www.bbc.com/news/world Quizlet Vocab Flashcard
Comments/ Suggestions for next lesson:			

Topic 2 - LOCAL AND INTERNATIONAL NEWS

Aims: Discussing news from around the world, current events and trends, as well as talking about present facts and temporary occurrences

TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
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Date/teacher: 07/25 Edgar

Lesson 4: Local news - reading and discussing an article

- Grammar: present tenses review
- Vocabulary: news, local events

- Analyzing, issuing opinions and discussing local news and events.

[Quilt Vocab Flashcards](#)

[Vocabulary activities on Events](#)

Comments/ Suggestions for next lesson:

Date/teacher: Jul 26, 2024 Bernardo

Lesson 5: International news - watching and discussing a video

- Grammar: countable and uncountable nouns
- Vocabulary: news, international events

- Analyzing, issuing opinions and discussing international news and events.

[Countable, Uncountable Nouns](#)

[Vocabulary activities on Events](#)

Comments/ Suggestions for next lesson:

Date/teacher: Jul 26, 2024 Bernardo

Lesson 6: Comparing Mexican and international News
Sciences - Science/ Tech news

- Grammar: comparatives and superlatives
- Vocabulary: science news

- Client compares local and international news and events.
- Client can summarize a news article in a simple form.

[Vocabulary activities on Events](#)

[British Council Adjectives](#)

Topic 3 - CULTURES

Aims: Discussing, comparing and contrasting different cultures

TOPIC & CONTENT

LANGUAGE FOCUS

PRODUCTION

MATERIALS / SKILLS

Date/teacher: Jul 29, 2024 Bernardo

Lesson 7: Mexican Ancient Cultures

- Grammar: Past Simple
- Vocabulary: Timelines, Mexican cultures

- Client describes ancient Mexican cultures and can talk about a specific historic fact.

<https://www.history.com/topics/mexico/history-of-mexico>

Comments/ Suggestions for next lesson:

Date/teacher: Jul 30, 2024 bernardo

Lesson 8: American ancient cultures

- Grammar: Present Perfect and Past Simple
- Vocabulary: American cultures

- Client describes ancient American cultures and can talk about a specific historic fact.

[10 Ancient American Civilizations](#)

[Past perfect vs simple past](#)

Comments/ Suggestions for next lesson:

Date/teacher: Jul 30, 2024 Bernardo

Lesson 9: Discussing modern cultures

- Grammar: prepositions of time
- Vocabulary: modern cultures

- Client discusses and describes a variety of modern cultures
- Client can write in a simple form a paragraph describing modern cultures.

[At, in, on](#)

[Simplified Modern Cultures Today](#)

Comments/ Suggestions for next lesson:

Topic 4 - GASTRONOMY

Aims: Discussing, comparing and contrasting different cuisines and dishes, talking about preference in gastronomy

TOPIC & CONTENT

LANGUAGE FOCUS

PRODUCTION

MATERIALS / SKILLS

Date/teacher: 31 Juillet Julio

Lesson 10: Mexican gastronomy

- Grammar: likes and dislikes
- Vocabulary: verbs with TO and ING

- Clients discuss their preferences regarding Mexican food.
- Client writes a short paragraph describing favorite Mexican dish.

[Common verbs followed by Gerunds and Infinitives](#)

Comments/ Suggestions for next lesson:

Date/teacher: August 6, 2024 Dowse

Lesson 11: Dining culture around the world

- Grammar: comparatives and superlatives
- Vocabulary: international cuisine, dining

- Client discusses and compares international foods.
- Clients send voice note describing favorite international cuisine dish.

[Adjectives to describe foods](#)

[Reading World Dining Cultures](#)

Comments/ Suggestions for next lesson:

Date/teacher: August 7th, Jaime

Lesson 12: Dining and restaurants

- Grammar: prepositions of place
- Vocabulary: restaurants

- Client discusses dining and restaurants.
- Client reads a VIP restaurant menu and creates an own one for his/her new restaurant.


[Prepositions of place - study](#)

[Listening - Restaurants](#)

Comments/ Suggestions for next lesson:

DEAR CONSULTANT: HE CHANGED LP

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
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Date/teacher: August 7th, Jaime

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: 8 AUGUST JULIO

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: August 9th, Jaime

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
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Date/teacher: Aug 13, 2024 Bernardo

Lesson 4: Explain what projects you're currently working on	<ul style="list-style-type: none"> Grammar: Connecting words for cause and effect Vocabulary: Projects, cause and effect 	<ul style="list-style-type: none"> 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: Aug 13, 2024 Bernardo			
Lesson 5: Offer your opinion on a project strategy	<ul style="list-style-type: none"> Grammar: Expressions for personal opinion Vocabulary: Opinions 	<ul style="list-style-type: none"> 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: 08/14 Edgar			
Lesson 6: Identify areas of growth in a results presentation	<ul style="list-style-type: none"> Grammar: Modals Vocabulary: being polite 	<ul style="list-style-type: none"> 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: 08/16 Edgar 08/15 Edgar DNH			
Lesson 7: Describe your strategy for creating a project proposal	<ul style="list-style-type: none"> Grammar: Prepositions of time Vocabulary: Time expressions 	<ul style="list-style-type: none"> 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: Aug 20, 2024 Bernardo 08/19 Edgar Off Curriculum			
Lesson 8: Back up your proposal with substantial arguments	<ul style="list-style-type: none"> Grammar: Argumentation Vocabulary: Useful expressions 	<ul style="list-style-type: none"> Client is able to argue in favor of their proposal 	https://k12.thoughtfullearning.com/blogpost/6-strategies-writing-arguments
Comments/ Suggestions for next lesson: Off curriculum. It was raining on both ends, the connection was not the best so did a conversation focused session via phone call.			

Date/teacher: Aug 20, 2024 Bernardo			
Lesson 9: Give feedback on a coworker's presentation	<ul style="list-style-type: none"> Grammar: Giving feedback Vocabulary: Positive and negative feedback 	<ul style="list-style-type: none"> Client gives positive and negative feedback to others 	https://uwaterloo.ca/centre-for-teaching-excellence/teaching-resources/teaching-tips/assessing-student-work/giving-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

DEAR CONSULTANT: JUAN WILL TAKE TWO HOURS. PLEASE USE TWO GRAMMAR TOPICS

Date/teacher: Aug 21, 2024 Bernardo			
Lesson 10: Analyze different negotiation strategies	<ul style="list-style-type: none"> Grammar: Cause and effect Vocabulary: Negotiation steps <ul style="list-style-type: none"> Grammar: Superlatives Vocabulary: Adjectives 	<ul style="list-style-type: none"> Clients discuss and detail different negotiation strategies Client is able to identify the best negotiation strategy for different situations 	https://www.vistage.com/research-center/business-growth-strategy/six-successful-strategies-for-negotiation/

Comments/ Suggestions for next lesson:			

Date/teacher: Aug 22, 2024 Bernardo			
Lesson 11: Useful vocabulary and expressions for negotiating	<ul style="list-style-type: none"> Grammar: Phrasal verbs / prepositions Vocabulary: Useful expressions 	<ul style="list-style-type: none"> 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: 08/28 Edgar 08/23 Edgar OFF CURRICULUM			
Lesson 13: Start a presentation efficiently	<ul style="list-style-type: none"> Grammar: Intonation, tone and pace Skills: Intonation and pronunciation Vocabulary: Presentations - starting 	<ul style="list-style-type: none"> 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: 08/28 Edgar			
Lesson 14: Transmit ideas	<ul style="list-style-type: none"> Grammar: Word choice Vocabulary: Strong verbs, adjectives and nouns 	<ul style="list-style-type: none"> Client is able to successfully transmit ideas using powerful vocabulary 	
Comments/ Suggestions for next lesson:			

Date/teacher: 08/29 Edgar

Lesson 15: Asking and answering questions

- Grammar: Questions forms
- Vocabulary: Questions

-

<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: 08/30

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: September 2nd, Jaime

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/chrisarosa/2020/08/07/why-successful-entrepreneurs-need-to-be-calculated-risk-takers/?sh=5f885f9d2f5b>

Comments/ Suggestions for next lesson:

Date/teacher: September 3rd, Jaime

Lesson 18: Declining a project because of risk	<ul style="list-style-type: none"> Grammar: Conditionals Vocabulary: Polite declining 	<ul style="list-style-type: none"> 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
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Date/teacher: sep 4th Mildred

Lesson 19: Solving a conflict between two co-workers	<ul style="list-style-type: none"> Grammar: Phrasal verbs Vocabulary: Conflicts 	<ul style="list-style-type: none"> Client is able to mediate in a conflict between other parties 	https://asq.org/quality-resources/problem-solving
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Comments/ Suggestions for next lesson:

Date/teacher: 5 Sept - Mildred

Lesson 20: Expressing disagreement to your boss	<ul style="list-style-type: none"> Grammar: Polite disagreement Vocabulary: Useful expressions 	<ul style="list-style-type: none"> Client is able to disagree politely 	https://www.englishclub.com/speaking/agreeing-disagreeing-expressions.htm
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Comments/ Suggestions for next lesson:

Date/teacher: sept 06 Mildred

Lesson 21: Giving motivation back to your team	<ul style="list-style-type: none"> Grammar: Pitching Vocabulary: Useful expressions 	<ul style="list-style-type: none"> 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
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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
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Date/teacher: 09/09 Edgar

Lesson 22: Review

- Presenting a project in a meeting

Comments/ Suggestions for next lesson:

Date/teacher: 09/10 Edgar

Lesson 23: Review

- Negotiating the terms of the project

Comments/ Suggestions for next lesson:

Date/teacher: 09/11 Edgar

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:** 09/12 Edgar**Observations:****Next curriculum (learner's path):**