CONSULTANTS: PLEASE FOCUS ON CONVERSATION

ADVANCED BUSINESS INTERACTION 2 - LESSON PLANNING
Student: Pamela Salazar Classes per week: 3 Position: Programmer Level: B2 Curriculum: Specialized - Current week:

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 - Business communication
Aims: learn the basics of work interaction

TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
Date/teacher:			
Lesson 1: Phone conversations and meetings	• Grammar: Industry-specific vocabulary (e.g., finance, marketing, human resources)	• Client is able to have a phone conversation in a business setting	Essential Business Engli…
Comments/ Suggestions for next lesson:			
Date/teacher:			

Lesson 2: Effective email writing and professional correspondence	• Grammar: Key business terms and phrases	• Client is able to write a email properly	https://hbr.org/2021/08/how-to-write-better-emails-at-work
Comments/ Suggestions for next lesson:			

Date/teacher:			
Lesson 3: Roleplay: Business meetings and phone conversations scenarios	• Grammar: Phrasal verbs	• Client is able to roleplay a situation where they interact with coworkers	https://www.thoughtco.com/business-meeting-role-play-and-quiz-4176435
Comments/ Suggestions for next lesson:			

Week 2 - Presentations and Public Speaking **Aims: practice giving a speech to an audience in a work setting**			
TOPIC & CONTENT	**LANGUAGE FOCUS**	**PRODUCTION**	**MATERIALS / SKILLS**

Date/teacher:			
Lesson 4: Structuring and delivering business presentations	• Grammar: for/in/since/to	• Client is able to know how to prepare a presentation	https://www.indeed.com/career-advice/interviewing/deliver-presentation-in-interview
Comments/ Suggestions for next lesson:			

Date/teacher:			
Lesson 5: Practice giving persuasive speeches	• Grammar: Formal speech	• Client is able to use persuasive language	https://www.indeed.com/career-advice/career-development/what-is-persuasive-speech

Comments/ Suggestions for next lesson:

Date/teacher:			
Lesson 6: Handling Q&A sessions	• Grammar: Mixed tenses	• Client is able to improvise answers for a presentation	https://www.indeed.com/career-advice/interviewing/respond-to-questions#:~:text=Before%20answering%20a%20tough%20question,to%20deal%20with%20the%20situation.
Comments/ Suggestions for next lesson:			

Week 3 - Negotiation Skills **Aims: learn negotiation techniques**			
TOPIC & CONTENT	**LANGUAGE FOCUS**	**PRODUCTION**	**MATERIALS / SKILLS**

Date/teacher:			
Lesson 7: Language for negotiations	• Grammar: useful vocabulary	• Client is able to use vocabulary common in the business environment	https://www.englishclub.com/business-english/vocabulary.php
Comments/ Suggestions for next lesson:			

Date/teacher:			
Lesson 8: Wants and needs in a negotiation	• Grammar: Linking words (advanced)	• Client is able to connect ideas related with cause and effect	https://libguides.staffs.ac.uk/academic_writing/linking#:~:text=additionally%3B%20also%3B%20moreover%3B%20furthermore,%3B%20correspondingly%3B%20indeed%3B%20regarding.&text=alternatively%3B%20although%3B%20otherwise%3B%20instead.

Comments/ Suggestions for next lesson:			

Date/teacher:			
Lesson 9: Roleplay: Negotiation exercises and scenarios	• Grammar: Tones in English	• Client is able to roleplay a negotiación scenario	https://blog.hubspot.com/sales/sales-negotiation-role-play-exercises
Comments/ Suggestions for next lesson:			

Week 4 - Business Writing **Aims: know the basics of academic and formal writing**			
TOPIC & CONTENT	**LANGUAGE FOCUS**	**PRODUCTION**	**MATERIALS / SKILLS**

Date/teacher:			
Lesson 10: Business reports and proposals	• Grammar: reported speech / reporting verbs	• Client is able to write business reports	How to write a busines…
Comments/ Suggestions for next lesson:			

Date/teacher:			
Lesson 11: Writing a formal business letter or memo	• Grammar: formal / polite language	• Client is able to write an academic text	https://slc.berkeley.edu/writing-worksheets-and-other-writing-resources/nine-basic-ways-improve-your-style-academic-writing
Comments/ Suggestions for next lesson:			

Date/teacher:			
Lesson 12: Giving and receiving feedback (written and spoken)	• Grammar: comparison in English	• Client is able to respond to feedback in a correct way	https://www.leapsome.com/blog/how-to-give-feedback-in-5-steps
Comments/ Suggestions for next lesson:			

Week 5 - Corporate Social Responsibility **Aims: reflect on work ethic**			
TOPIC & CONTENT	**LANGUAGE FOCUS**	**PRODUCTION**	**MATERIALS / SKILLS**

Date/teacher:			
Lesson 13: Discussing ethical dilemmas in business	• Grammar: generalizing and being specific	• Client is able to discuss on ethical dilemmas in a working environment	https://www.employment.govt.nz/workplace-policies/ethical-sustainable-work-practices/what-are-ethical-sustainable-work-practices/#:~:text=Ethical%20means%20engaging%20in%20work,being%20considered%20an%20ethical%20employer.
Comments/ Suggestions for next lesson:			

Date/teacher:			
Lesson 14: CSR initiatives and their impact on businesses	• Grammar: Mixing present and past ideas	• Client is able to know about CSR	https://www.unido.org/our-focus/advancing-economic-competitiveness/competitive-trade-capacities-and-corporate-responsibility/corporate-social-responsibility-market-integration/what-csr#:~:text=Corporate%20Social%20Responsibility%20is%20a,and%20interac

			tions%20with%20their%20stakeholders.
Comments/ Suggestions for next lesson:			

Date/teacher:			
Lesson 15: Cost cutting / layoffs	• Grammar: The past of modals	• Client is able to communicate ideas on this business practice	https://collegevidya.com/blog/layoff-explained-meaning-reasons/
Comments/ Suggestions for next lesson:			

Topic 6 - Cross-Cultural Communication **Aims: learn to communicate with people from other cultures in a work environment**			
TOPIC & CONTENT	**LANGUAGE FOCUS**	**PRODUCTION**	**MATERIALS / SKILLS**

Date/teacher:			
Lesson 16: Understanding cultural differences in business settings	• Grammar: Phrasal verbs	• Client is able to learn about different cultures	https://www.ricsrecruit.com/article/work-effectively-across-cultures
Comments/ Suggestions for next lesson:			

Date/teacher:			
Lesson 17: Roleplays: Cross-cultural business interactions	• Grammar: useful vocabulary on countries and nationalities	• Client is able to	
Comments/ Suggestions for next lesson:			

Date/teacher:			
Lesson 18: Roleplay: Negotiation scenarios abroad	• Grammar: Useful vocabulary	• Client is able to	
Comments/ Suggestions for next lesson:			

Topic 7 - Business Interview Skills **Aims:** how to conduct a job interview			
TOPIC & CONTENT	**LANGUAGE FOCUS**	**PRODUCTION**	**MATERIALS / SKILLS**

Date/teacher:			
Lesson 19: Interview preparation and techniques	• Grammar: useful vocabulary	• Client is able to prepare for a job interview	Top Interview Tips: …
Comments/ Suggestions for next lesson:			

Date/teacher:			
Lesson 20: Roleplay: Interviewing for a new position	• Grammar: Mixed tenses	• Client is able to answer correctly on job interview questions	https://www.themuse.com/advice/interview-questions-and-answers
Comments/ Suggestions for next lesson:			

Date/teacher:			
Lesson 21: Roleplay: Interviewing a potential hire	• Grammar: infinitives vs gerunds	• Client is able to reflect on potential hirings	
Comments/ Suggestions for next lesson:			

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

Date/teacher:			
Lesson 22: Eval prep units 1-3	• Review		
Comments/ Suggestions for next lesson:			

Date/teacher:			
Lesson 23: Eval prep units 4 and 5	• Review		
Comments/ Suggestions for next lesson:			

Date/teacher:			
Lesson 24: Eval prep units 6 and 7	• Review		
Comments/ Suggestions for next lesson:			

Lesson 25: Final speaking evaluation

B1+ Presentations/Meetings LESSON PLANNING
Student: Pamela Salazar Classes per week: 3 Position: Programmer

Level: B1+
Curriculum: B1+ Presentations/Meetings Curriculum
Current week: 8-8

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: 14 jul 2025 David			
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: 15 jul 2025 David			
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: 16 jul 2025 Karen			
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: July 28th, Ivan			
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: July 29th, David			
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: 30 jul 2025 David			
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=IiRYtck3dXc&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: 4 ago 2025 , Estefanía			
Lesson 7: Components of a presentation	• Phrases to command an audience • IF and UNLESS	• How to keep the focus on the topic during a presentation.	30 phrasal verbs often used in business small talk and meetings 30 useful phrases for presentations in English The 6 Components of a Great Presentation
Comments/ Suggestions for next lesson:			

Date/teacher: Aug 5th Jared			
Lesson 8: Questions	• Question formation	• Discuss possible follow up questions of your presentation	Vocabulary and Phrases for Making Presentations in English http://worldwidefrontier.com/2018/02/grammar-tip-b2-making-questions-easy-way/

Comments/ Suggestions for next lesson:

Date/teacher: Aug 6th Jared			
Lesson 9: Answers	• Answering strategies • Useful phrases	• Answer follow up questions about your presentation	Transcript of "How to speak so that people want to listen"
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: 11 ago 2025, Estefanía			
Lesson 10: Giving your opinion	• Modals (should, must, could, might) • Agreeing and disagreeing	• Give opinion/ agree/disagree on what has been said during the last meeting	Modal verbs 4 – Requests, offers, permission and invitations: ESL/EFL Lesson Plan and Worksheet
Comments/ Suggestions for next lesson:			

Date/teacher: 18 ago 2025 Karen			
Lesson 11: Sharing ideas	• Pitching - conditionals • Expressing opinions	• Pitching ideas and sharing opinions	11 Steps to a Perfect Startup Pitch: Expert Insights From Bianca Praetorius
Comments/ Suggestions for next lesson:			

Date/teacher: August 19th, Ivan			
Lesson 12: Clarifying	• Discourse markers • Tag questions	• Clarify complex situations for outstanders	https://www.youtube.com/watch?v=kEAjrjqACDs Discourse markers | Learning English
Comments/ Suggestions for next lesson:			

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

Date/teacher: 2 sept 2025 Ivan			
Lesson 13: Meeting components	• Meeting components and strategies • Conditionals	• Discuss meeting components and strategies	12 Useful Phrasal Verbs for Business Meetings - Impactfulenglish.com
Comments/ Suggestions for next lesson:			

Date/teacher: 2 sept 2025 Karen			
Lesson 14: Leading a meeting	• Starting and finishing a meeting • Leadership strategies	• Leading a successful meeting from start to finish	Business Etiquette Basics (INTERMEDIATE (B1) - UPPER-INTERMEDIATE (B2)) — Fluentize
Comments/ Suggestions for next lesson:			

Date/teacher:3/09 Karelle :)			
Lesson 15: Participating in meetings	• Interrupting politely • Expressing your opinion • Asking for clarification • Changing the topic	• Effectively participating in a meeting	Technical Presentation Workbook: Winning Strategies for Effective Public Speaking
Comments/ Suggestions for next lesson:			

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

Date/teacher: Sep 4th Jared			
Lesson 16: Formal and informal emails	• Formal and informal expressions for emails • Business email structure	• Draft formal & informal emails	http://english.teamdev.com/resources/useful-phrases https://learnenglish.britishcouncil.org/business-english/english-for-emails/unit-4-starting-and-finishing-emails
Comments/ Suggestions for next lesson:			

Date/teacher: 8 sept 2025 Karen (DNH) 10 sept 2025 Karen September 15th, Ivan			
Lesson 17: Requesting or rescheduling a meeting	• Modals for offers/requests • Apologizing	• Schedule and reschedule meetings	https://learnenglishteens.britishcouncil.org/grammar/intermediate-grammar/can-could-would-invitations-offers-requests-permission
Comments/ Suggestions for next lesson:			

Date/teacher: September 9th, Alejandro			
Lesson 18: Meeting minutes	• Summarizing/being concise • Discourse markers	• Send a summary of your meeting to your team members/boss	https://corporatefinanceinstitute.com/resources/knowledge/other/meeting-minutes/
Comments/ Suggestions for next lesson: **LESSON 17 WASN'T MARKED AS DNH. DEAR CONSULTANT, PLEASE TEACH THAT LESSON BEFORE YOU CONTINUE WITH WEEK 7** 🙂			

Topic 7 - Reporting data

Aims: 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: Sep 17th Jared			
Lesson 19: Reporting numbers	• Phrasal verbs for Statistics, percentages , trends • Numbers - ordinal and cardinal, percentages,	• Discuss and report on numbers, percentages and trends	https://preply.com/en/blog/charts-graphs-and-diagrams-in-the-presentation/#scroll-to-heading-5
Comments/ Suggestions for next lesson:			
Date/teacher: Sep 18th Jared			
Lesson 20: Charts and graphs	• Phrasal verbs for describing visuals • discourse markers • Comparison and contrast	• Discuss and report on visuals	https://academic-englishuk.com/describing-graphs/
Comments/ Suggestions for next lesson:			
Date/teacher: Sep 22nd Jared			

Lesson 21: Reports	• Passive voice • Writing skills / reports	• Draft a report on your project/presentation/meeting	https://edu.gcfglobal.org/en/business-communication/how-to-write-a-powerful-business-report/1/
Comments/ Suggestions for next lesson:			

Week 8 - Review week: Project preparation			
TOPIC & CONTENT	**LANGUAGE FOCUS**	**PRODUCTION**	**MATERIALS / SKILLS**
Date/teacher: Sep 23rd Jared			
Lesson 22: Review	• Prepare a presentation on a current project		
Comments/ Suggestions for next lesson:			
Date/teacher: Sep 24th Jared			
Lesson 23: Review	• Question answering techniques		
Comments/ Suggestions for next lesson:			
Date/teacher: September 29th, Edgar			
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: September 30th, Edgar
Observations:
Next curriculum (learner's path):

ADVANCED BUSINESS INTERACTION 2 - LESSON PLANNING
Student: Pamela Salazar Classes per week: 3 Position: Programmer Level: B1 Curriculum: Specialized - 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

Week 1 - Business communication
Aims: learn the basics of work interaction

TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
Date/teacher: April 21st Jared			
Lesson 1: Phone conversations and meetings	• Grammar: Industry-specific vocabulary (e.g., finance, marketing, human resources)	• Client is able to have a phone conversation in a business setting	Essential Business Engli…
Comments/ Suggestions for next lesson:			

Date/teacher: 22 abr 2025 Karen			
Lesson 2: Effective email writing and professional correspondence	• Grammar: Key business terms and phrases	• Client is able to write a email properly	https://hbr.org/2021/08/how-to-write-better-emails-at-work
Comments/ Suggestions for next lesson:			

Date/teacher: Apr. 28th Brian			
Lesson 3: Roleplay: Business meetings and phone conversations scenarios	• Grammar: Phrasal verbs	• Client is able to roleplay a situation where they interact with coworkers	https://www.thoughtco.com/business-meeting-role-play-and-quiz-4176435
Comments/ Suggestions for next lesson:			

Week 2 - Presentations and Public Speaking **Aims: practice giving a speech to an audience in a work setting**			
TOPIC & CONTENT	**LANGUAGE FOCUS**	**PRODUCTION**	**MATERIALS / SKILLS**

Date/teacher: April 23rd Jared			
Lesson 4: Structuring and delivering business presentations	• Grammar: for/in/since/to	• Client is able to know how to prepare a presentation	https://www.indeed.com/career-advice/interviewing/deliver-presentation-in-interview
Comments/ Suggestions for next lesson:			

Date/teacher: Apr. 29th Brian			
Lesson 5: Practice giving persuasive speeches	• Grammar: Formal speech	• Client is able to use persuasive language	https://www.indeed.com/career-advice/career-development/what-is-persuasive-speech
Comments/ Suggestions for next lesson:			

Date/teacher: Apr. 30th Brian			
Lesson 6: Handling Q&A sessions	• Grammar: Mixed tenses	• Client is able to improvise answers for a presentation	https://www.indeed.com/career-advice/interviewing/respond-to-questions#:~:text=Before%20answering%20a%20tough%20question,to%20deal%20with%20the%20situation.
Comments/ Suggestions for next lesson:			

Week 3 - Negotiation Skills **Aims: learn negotiation techniques**			
TOPIC & CONTENT	**LANGUAGE FOCUS**	**PRODUCTION**	**MATERIALS / SKILLS**

Date/teacher: May 5tth, Marisol			
Lesson 7: Language for negotiations	• Grammar: useful vocabulary	• Client is able to use vocabulary common in the business environment	https://www.englishclub.com/business-english/vocabulary.php
Comments/ Suggestions for next lesson:			

Date/teacher: May 6th Jared

Lesson 8: Wants and needs in a negotiation	• Grammar: Linking words (advanced)	• Client is able to connect ideas related with cause and effect	https://libguides.staffs.ac.uk/academic_writing/linking#:~:text=additionally%3B%20also%3B%20moreover%3B%20furthermore,%3B%20correspondingly%3B%20indeed%3B%20regarding.&text=alternatively%3B%20although%3B%20otherwise%3B%20instead.
Comments/ Suggestions for next lesson:			

Date/teacher: May 7th Jared			
Lesson 9: Roleplay: Negotiation exercises and scenarios	• Grammar: Tones in English	• Client is able to roleplay a negotiación scenario	https://blog.hubspot.com/sales/sales-negotiation-role-play-exercises
Comments/ Suggestions for next lesson:			

Week 4 - Business Writing **Aims: know the basics of academic and formal writing**			
TOPIC & CONTENT	**LANGUAGE FOCUS**	**PRODUCTION**	**MATERIALS / SKILLS**
Date/teacher: May 13th, Edgar			
Lesson 10: Business reports and proposals	• Grammar: reported speech / reporting verbs	• Client is able to write business reports	How to write a busines…
Comments/ Suggestions for next lesson:			

Date/teacher: May 14th Jared			
Lesson 11: Writing a formal business letter or memo	• Grammar: formal / polite language	• Client is able to write an academic text	https://slc.berkeley.edu/writing-worksheets-and-other-writing-resources/nine-

			basic-ways-improve-your-style-academic-writing
Comments/ Suggestions for next lesson:			

Date/teacher: 19 may 2025 Karen			
Lesson 12: Giving and receiving feedback (written and spoken)	• Grammar: comparison in English	• Client is able to respond to feedback in a correct way	https://www.leapsome.com/blog/how-to-give-feedback-in-5-steps
Comments/ Suggestions for next lesson:			

Week 5 - Corporate Social Responsibility **Aims: reflect on work ethic**			
TOPIC & CONTENT	**LANGUAGE FOCUS**	**PRODUCTION**	**MATERIALS / SKILLS**

Date/teacher: May 20th Jared			
Lesson 13: Discussing ethical dilemmas in business	• Grammar: generalizing and being specific	• Client is able to discuss on ethical dilemmas in a working environment	https://www.employment.govt.nz/workplace-policies/ethical-sustainable-work-practices/what-are-ethical-sustainable-work-practices/#:~:text=Ethical%20means%20engaging%20in%20work,being%20considered%20an%20ethical%20employer.
Comments/ Suggestions for next lesson:			

Date/teacher: May 21st Jared

Lesson 14: CSR initiatives and their impact on businesses	• Grammar: Mixing present and past ideas	• Client is able to know about CSR	https://www.unido.org/our-focus/advancing-economic-competitiveness/competitive-trade-capacities-and-corporate-responsibility/corporate-social-responsibility-market-integration/what-csr#:~:text=Corporate%20Social%20Responsibility%20is%20a,and%20interactions%20with%20their%20stakeholders.
Comments/ Suggestions for next lesson:			

Date/teacher: May 26th Jared			
Lesson 15: Cost cutting / layoffs	• Grammar: The past of modals	• Client is able to communicate ideas on this business practice	https://collegevidya.com/blog/layoff-explained-meaning-reasons/
Comments/ Suggestions for next lesson:			

Topic 6 - Cross-Cultural Communication **Aims: learn to communicate with people from other cultures in a work environment**			
TOPIC & CONTENT	**LANGUAGE FOCUS**	**PRODUCTION**	**MATERIALS / SKILLS**

Date/teacher: May 27th Jared			
Lesson 16: Understanding cultural diffe0rences in business settings	• Grammar: Phrasal verbs	• Client is able to learn about different cultures	https://www.ricsrecruit.com/article/work-effectively-across-cultures
Comments/ Suggestions for next lesson:			

Date/teacher: May 28th Jared

Lesson 17: Roleplays: Cross-cultural business interactions	• Grammar: useful vocabulary on countries and nationalities	• Client is able to	
Comments/ Suggestions for next lesson:			

Date/teacher: June 2nd, Marisol			
Lesson 18: Roleplay: Negotiation scenarios abroad	• Grammar: Useful vocabulary	• Client is able to	
Comments/ Suggestions for next lesson:			

Topic 7 - Business Interview Skills
Aims: how to conduct a job interview

TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
Date/teacher: June 3rd, Marisol			
Lesson 19: Interview preparation and techniques	• Grammar: useful vocabulary	• Client is able to prepare for a job interview	Top Interview Tips: …
Comments/ Suggestions for next lesson:			

Date/teacher: June 4th Jared			
Lesson 20: Roleplay: Interviewing for a new position	• Grammar: Mixed tenses	• Client is able to answer correctly on job interview questions	https://www.themuse.com/advice/interview-questions-and-answers
Comments/ Suggestions for next lesson:			

Date/teacher: June 9th, Marisol			
Lesson 21: Roleplay: Interviewing a potential hire	• Grammar: infinitives vs gerunds	• Client is able to reflect on potential hirings	
Comments/ Suggestions for next lesson:			

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

Date/teacher: June 10th Jared			
Lesson 22: Eval prep units 1-3	• Review		
Comments/ Suggestions for next lesson:			

Date/teacher: 11 jun 2025 Karen			
Lesson 23: Eval prep units 4 and 5	• Review		
Comments/ Suggestions for next lesson:			

Date/teacher: June 16th Jared			
Lesson 24: Eval prep units 6 and 7	• Review		
Comments/ Suggestions for next lesson:			

Date/teacher: July 7th, David (off curriculum)			
Lesson: Review	• Review		
Comments/ Suggestions for next lesson: Conversational overview of Pamela's level			

Lesson 25: Final speaking evaluation July 7th Jared

Date/teacher: 9 jul 2025, David (off curriculum)			
Lesson: Eval Review	• Review		
Comments/ Suggestions for next lesson: Pamela would like to focus on casual english			

High level interactions-LP
Student: Pamela Salazar Classes per week: 3 Position: Programmer Level: B1/B1+ Curriculum: High level interactions curriculum Materials for classes:

Decompress: December 17th, 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

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: December 18th, 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: Feb 11th, Karen			
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:			
Date/teacher: Feb 12 th, Karen			
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:			

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: Feb 13th, Karen			
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: 2/17/25 Dowse			
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: 2/18/25 Dowse			
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: 2/19/25 dowse			
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:			

Date/teacher: Feb 25th, Edgar Feb 24th Jared **DNH**			
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:			

Date/teacher: Feb 26th Jared			
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: March 4th, Edgar

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: March 5th, Edgar			
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: March 6th, Karen			
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: March 10th Jared

Lesson 13: Famous American businessmen	• Grammar: Present perfect and present continuous review. • Vocabulary: Adjectives to qualify achievements.	• Client can describe the life and achievements of successful businessmen.	10 Famous Entreprene…
Comments/ Suggestions for next lesson:			

Date/teacher: March 11th Jared			
Lesson 14: Cult films of the English-speaking world	• Grammar: Emphasising skills. • Vocabulary: Film summary words.	•	https://www.theringer.com/movies/2021/1/25/22244344/cult-movies-ranking-top-50
Comments/ Suggestions for next lesson:			

Date/teacher: March 12th Jared			
Lesson 15: England vs the US	• Grammar: Advanced comparisons. • Vocabulary: Sports in the Commonwealth.	• Client can understand the cultural and sports differences between two countries.	https://www.jagranjosh.com/general-knowledge/differences-between-us-and-uk-1693845143-1
Comments/ Suggestions for next lesson:			

Module 6 - Analysing and discussing current events

Aims: To forecast possible consequences arising from human activities and misdeeds.

TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
Date/teacher: 03/18 Eka			

Lesson 16: Politics in the US/Mexico	• Grammar: Expressing your opinion. • Vocabulary: Political activities.	• Client is able to describe the differences between American and Mexican politics.	https://www.indexmundi.com/factbook/compare/united-states.mexico/government
Comments/ Suggestions for next lesson:			

Date/teacher: 03/19 Eka			
Lesson 17: Talking about trends and the future	• Grammar: Future tenses review. • Vocabulary: AI prompts.	• Client can forecast technology trends in the future.	https://www.meltwater.com/en/blog/trend-forecasting-prediction
Comments/ Suggestions for next lesson:			

Date/teacher: March 24th Jared			
Lesson 18: Health & science	• Grammar: Explaining causes and consequences. • Vocabulary: Common scientific terms.	• Client is able to identify health and science consequences derived from human behaviour..	https://teachingutopians.com/2019/06/05/expressing-effects-results-and-consequences-in-english-efl-esl-english-speaking-lessons-2/
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: MArch 25th Jared			
Lesson 19: Technology and Apps	• Grammar: Relative clauses.	• Client can describe modern technology functions.	https://promova.com/english-vocabulary/technology-vocabulary

	• Vocabulary: Technology words.		
Comments/ Suggestions for next lesson:			

Date/teacher: March 26th Jared			
Lesson 20: Technology and Innovation	• Grammar: Debate skills. • Vocabulary: Adverbs to describe new technology.	• Client is able to debate about future technological trends.	https://www.sciencefocus.com/future-technology/future-technology-22-ideas-about-to-change-our-world
Comments/ Suggestions for next lesson:			

Date/teacher: March 31st Jared			
Lesson 21: Technology at Work	• Grammar: Phrasal verbs. • Vocabulary: Common technology phrases.	• Client can express complex ideas related to technology at work.	https://it-content.pearson.com/products/b1e6a087-bda8-4c49-9024-2dff2e9dcb6c/9788883394461_words_for_work_IT/index.html
Comments/ Suggestions for next lesson:			

Week 8 - Evaluation preparation
Aims: To review course content.

TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS

Date/teacher: April 1st Jared			
Lesson 22: Evaluation prep	• Content from week 1-3		
Comments/ Suggestions for next lesson:			

Date/teacher: April 2nd Jared			
Lesson 23: Evaluation prep	• Content from week 4-5		
Comments/ Suggestions for next lesson:			

Date/teacher: April 7th, 2025 Marisol			
Lesson 24: Evaluation prep	• Content from week 6-7		
Client's comments about evaluation/next curriculum:			

Lesson 25: Final speaking evaluation.
Date/consultant: April 8th, 2025, Marisol
Observations:
Next curriculum (learner's path):

B1 Conversation TALIPOT Curriculum - LESSON PLANNING
Student: Pamela Salazar Classes per week: 3 Position: Programmer Level: A2+/B1- Curriculum: Specialized - Current week: 6-8

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 - Business and Entrepreneurship Aims:			
TOPIC & CONTENT	**LANGUAGE FOCUS**	**PRODUCTION**	**MATERIALS / SKILLS**
Date/teacher: October 21st, Alejandro			
Lesson 1: Business models - Capital history	• Grammar:Past simple/continuous	• Client is able to	
Comments/ Suggestions for next lesson:			
Date/teacher: October 22nd, Marisol			
Lesson 2: How to be an entrepreneur	• Grammar: Commons phrasal verbs	• Client is able to	
Comments/ Suggestions for next lesson:			
Date/teacher: October 23rd, Marisol			
Lesson 3: How does a company work	• Grammar: Gerunds	• Client is able to	
Comments/ Suggestions for next lesson:			
Week 2 - Mexican market and job culture **Aims:**			

TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
Date/teacher: Oct 28th, Edgar			
Lesson 4: Current state of Mexican market	• Grammar: Simple present/continuous	• Client is able to	
Comments/ Suggestions for next lesson:			
Date/teacher: Jared Casanova , October 29th 2024			
Lesson 5: Mexican business culture	• Grammar: Connectors	• Client is able to	
Comments/ Suggestions for next lesson:			
Date/teacher: Jared Casanova 30/ 10/ 24			
Lesson 6: International business culture, are we different?	• Grammar: Modal verbs	• Client is able to	Student will be able to discuss the differences between Mexico and U.S culture.
Comments/ Suggestions for next lesson:			
Week 3 - Technology in the job and our lives **Aims:**			
TOPIC & CONTENT	**LANGUAGE FOCUS**	**PRODUCTION**	**MATERIALS / SKILLS**

Date/teacher: Nov 4, 2024 Bernardo			
Lesson 7: The impact of technology on modern society	• Grammar: Connection words & sequencers	• Client is able to	
Comments/ Suggestions for next lesson:			

Date/teacher: Nov 5, 2024 Bernardo			
Lesson 8: Current technology topics	• Grammar: Past simple/present perfect	• Client is able to	
Comments/ Suggestions for next lesson:			

Date/teacher: Nov 6 - Camille			
Lesson 9: The future of technology	• Grammar: Future	• Client is able to	
Comments/ Suggestions for next lesson:			

Week 4 - Wellness and leisure time **Aims:**			
TOPIC & CONTENT	**LANGUAGE FOCUS**	**PRODUCTION**	**MATERIALS / SKILLS**

Date/teacher: Nov 11th. Jared			
Lesson 10: Respecting free time and work time	• Grammar: Conditionals	• Client is able to	

Comments/ Suggestions for next lesson:

Date/teacher: Nov 12 - Camille			
Lesson 11: Artists and music scene	• Grammar: Comparatives & superlatives	• Client is able to	
Comments/ Suggestions for next lesson:			

Date/teacher: 13/11 Camille			
Lesson 12: Films. tv shows, do they project the reality of our job?	• Grammar: Prepositions	• Client is able to	
Comments/ Suggestions for next lesson:			

Week 5 - History of corporations **Aims:**			
TOPIC & CONTENT	**LANGUAGE FOCUS**	**PRODUCTION**	**MATERIALS / SKILLS**

Date/teacher: Nov 19th, 2024. Jared			
Lesson 13: World history and economies	• Grammar: Polite language	• Client is able to	
Comments/ Suggestions for next lesson:			

Date/teacher: Nov 20th, 2024. Jared			
Lesson 14: Mexican Corporate stories	• Grammar: Phrasal verbs	• Client is able to	
Comments/ Suggestions for next lesson:			

Date/teacher: Nov 21, Miguel Zaccaro			
Lesson 15: American Corporate stories	• Grammar: Discourse markers	• Client is able to	
Comments/ Suggestions for next lesson:			

Topic 6 - Shopping Interactions

Aims:

TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS

Date/teacher: Nov 25th, 2024. Jared			
Lesson 16: Let's go shopping for ourselves	• Grammar: Passive voice	• Client is able to	
Comments/ Suggestions for next lesson:			

Date/teacher: Nov 26th, 2024. Jared			
Lesson 17: Let's go shopping for the company	• Grammar: Royal order of adjectives	• Client is able to	

Comments/ Suggestions for next lesson:

Date/teacher: Nov 27th. Jared			
Lesson 18: Looking for the ideal product	• Grammar: Reported speech	• Client is able to	
Comments/ Suggestions for next lesson:			

Topic 7 - Ecology and Environment **Aims:**			
TOPIC & CONTENT	**LANGUAGE FOCUS**	**PRODUCTION**	**MATERIALS / SKILLS**

Date/teacher: December 2nd, Alejandro			
Lesson 19: The current ecology crisis	• Grammar: 2nd conditional	• Client is able to	
Comments/ Suggestions for next lesson:			

Date/teacher: Dec 3, 2024 Bernardo			
Lesson 20: How can technology save the World	• Grammar: Prepositions of time	• Client is able to	
Comments/ Suggestions for next lesson:			

Date/teacher: December 4th, Alejandro

Lesson 21: What can we do to save the Planet	• Grammar: Conditionals review	• Client is able to	
Comments/ Suggestions for next lesson:			

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

Date/teacher: December 9, 2024 Dowse			
Lesson 22:	• Review weeks 1 and 2		
Comments/ Suggestions for next lesson:			

Date/teacher: December 10, 2024 Dowse			
Lesson 23:	• Review: weeks 3 and 4		
Comments/ Suggestions for next lesson:			

Date/teacher: December 11th, Alejandro			
Lesson 24:	• Review		
Client's comments about evaluation/next curriculum:			

Lesson 25: Final speaking evaluation -
Date/consultant: Dec 16, 2024 **Bernardo**
Observations:
Next curriculum (learner's path):

Intermediate Business - LESSON PLANNING
Student: Pamela Salazar Classes per week: 3 Position: Programmer Level: A2+ Curriculum: Intermediate Business - Curriculum Current topic: 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

Week 1 - Recruitment Aims:

TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
Date/teacher: Aug. 19 24/Tere			
Lesson 1: Minimum vs. preferred qualifications	• Grammar: Gerund vs infinitives	• Client is able to know when to use gerunds and when to use infinitives	- https://promova.com/english-grammar/gerund-vs-infinitive-in-english
Comments/ Suggestions for next lesson:			

Date/teacher: August 20, 2024 Mildred			
Lesson 2: Writing job descriptions	• Grammar: Royal order of adjectives	• Client is able to apply the adjective order when writing a job description,	- https://www.wright.edu/human-resources/writing-an-effective-job-description
Comments/ Suggestions for next lesson:			

Date/teacher: August 21 Julio			
Lesson 3: Diversity, equity and inclusion	• Grammar: Pronunciation: final -ed and final -s sounds	• Client is able to pronounce the ed sounds correctly	- https://www.grammar.cl/english/pronunciation-ed.htm
Comments/ Suggestions for next lesson:			

Week 2 - Interviewing

Aims:

TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS

Date/teacher: August 26 - Camille			
Lesson 4: Preparing for the interview	• Grammar: Word order: questions	• Client is able to make questions during an interview	- https://hbr.org/2021/11/10-common-job-interview-questions-and-how-to-answer-them
Comments/ Suggestions for next lesson:			

Date/teacher: 8/27/24 Dowse			
Lesson 5: Conducting the interview	• Grammar: Past tense	• Client is able to ask for a background to a candidate	- https://www.youtube.com/watch?v=Hkv8LeyQ22w&t=6s
Comments/ Suggestions for next lesson:			

Date/teacher: August 28th,María Luisa			
Lesson 6: Dos and don'ts - Tone & delivery	• Grammar: Pronunciation: rising and falling intonation	• Client is able to explain rules to someone	- https://dictionary.cambridge.org/us/grammar/british-grammar/intonation
Comments/ Suggestions for next lesson:			

Week 3 - Extending the Offer **Aims:**			
TOPIC & CONTENT	**LANGUAGE FOCUS**	**PRODUCTION**	**MATERIALS / SKILLS**

Date/teacher: September 2nd, Alejandro			
Lesson 7: Making a job offer on the phone	• Grammar: Word order: negative form	• Client is able to use the negative forms when making job offers	- https://resources.workable.com/tutorial/making-job-offer-candidate
Comments/ Suggestions for next lesson:			

Date/teacher: September 3 Dowse			
Lesson 8: Salary negotiation	• Grammar: Modals for requests and offers	• Client is able to politely negotiate and offer	- https://learnenglish.britishcouncil.org/grammar/english-grammar-reference/modal-verbs
Comments/ Suggestions for next lesson:			

Date/teacher: sep 4th Mildred			
Lesson 9: Explaining the benefits package	• Grammar: Pronunciation: content vs. function words	• Client is able to emphasize the most important details when explaining benefits	- https://thesoundofenglish.org/content-function-words/
Comments/ Suggestions for next lesson:			

Week 4 - Onboarding & Training **Aims:**			
TOPIC & CONTENT	**LANGUAGE FOCUS**	**PRODUCTION**	**MATERIALS / SKILLS**

Date/teacher: Sep 9, 2024 Bernardo			
Lesson 10: Reviewing company policies (time off, dress code, etc.)	• Grammar: Pronoun usage	• Client is able to review company policies and write a dress code according to that	- https://www.indeed.com/career-advice/career-development/dress-code-policy
Comments/ Suggestions for next lesson:			

Date/teacher: September 10 Dowse			
Lesson 11: Preparing for the new hire's first day	• Grammar: Present perfect vs. past	• Client is able to guide a freshman through the first day of work	- https://continuingstudies.uvic.ca/elc/studyzone/410/grammar/ppvpast/
Comments/ Suggestions for next lesson:			

Date/teacher: **Sep 11 / Adrian**			
Lesson 12: Shadowing a colleague	• Grammar: Pronunciation: linking, especially with contractions	• Client is able to shadow a colleague in a task.	- https://www.investopedia.com/terms/s/shadowing.asp
Comments/ Suggestions for next lesson: ///			

Week 5 - Programs, Usage, Application **Aims:**			
TOPIC & CONTENT	**LANGUAGE FOCUS**	**PRODUCTION**	**MATERIALS / SKILLS**

Date/teacher: September 17 Dowse			
Lesson 13: Systems in a workplace	• Grammar: Gerunds (used) for + verb + ing	• Client is able to explain hierarchy in the workplace	- https://www.indeed.com/hire/c/info/what-is-a-chain-of-command-in-the-workplace
Comments/ Suggestions for next lesson:			

Date/teacher: September 18th, Marisol			
Lesson 14: Technology	• Grammar: Infinitive (designed) to + infinitive	• Client is able to talk about technology that he or she uses while working	- https://blog.vantagecircle.com/technology-in-the-workplace/
Comments/ Suggestions for next lesson: we focused on the future of technology in the workplace			

Date/teacher: September 19 Dowse			
Lesson 15: Common programs/apps for your job	• Grammar: Vocabulary, Adjectives and Adverbs. Conditionals	• Client is able to use helpful apps for his/her job	- https://learnenglish.britishcouncil.org/grammar/b1-b2-grammar/conditionals-zero-first-second
Comments/ Suggestions for next lesson:			

Week 6 - Project Management **Aims:**			
TOPIC & CONTENT	**LANGUAGE FOCUS**	**PRODUCTION**	**MATERIALS / SKILLS**

Date/teacher: September 23rd, Alejandro			
Lesson 16: When a project is assigned, How do you recruit a team?	• Grammar: Gerunds and infinitives	• Client is able to choose team members according to the task	- https://www.youtube.com/watch?v=QSdcDBuLU-8
Comments/ Suggestions for next lesson:			

Date/teacher: **Sep 24 / Adrian**			
Lesson 17: Agile Project Management	• Grammar: Order of adjectives	• Client is able to manage a project	- https://business.adobe.com/blog/basics/steps-to-manage-project#research-your-project-and-identify-a-purpose
Comments/ Suggestions for next lesson: Does she always have problems with her microphone?			

Date/teacher: September 25th, Alejandro			
Lesson 18: Managing projects from start to finish	• Grammar: Pronunciation: final -ed and final -s sounds	• Client is able to execute projects	- https://www.usability.gov/what-and-why/project-management.html
Comments/ Suggestions for next lesson:			

Week 7 -Research **Aims:**			
TOPIC & CONTENT	**LANGUAGE FOCUS**	**PRODUCTION**	**MATERIALS / SKILLS**

Date/teacher: Sep 30, 2024 Bernardo			
Lesson 19: Automation	• Grammar: Conditionals revision	• Client is able to use the conditionals	- What are co…
Comments/ Suggestions for next lesson:			

Date/teacher: Oct 2nd - Camille			
Lesson 20: Innovation	• Grammar: Passive voice	• Client is able to talk about company innovations by using passive voice	- https://ideascale.com/wp-content/uploads/2023/07/technology-innovation-descriptive.jpg
Comments/ Suggestions for next lesson:			

Date/teacher: oct 3rd Mildred			
Lesson 21: Future technology	• Grammar: Future tenses	• Client is able to talk about the company's future plans	- https://eslgrammar.org/future-tense/
Comments/ Suggestions for next lesson:			

Week 8 - Review

Aims: Review previous lessons

TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS

Date/teacher: Oct 07th, Edgar

Lesson 22: Review	• Contents from week 1-3	Client is able to review the contents of weeks 1-3	
Comments/ Suggestions for next lesson:			

Date/teacher: October 8th, Alejandro			
Lesson 23:Review	• Contents from week 4-5	Client is able to review the contents of weeks 4-5	
Comments/ Suggestions for next lesson:			

Date/teacher: October 10th, Alejandro			
Lesson 24: Review	• Contents from week 6-7	Client is able to review the contents of weeks 6-7	
Client's comments about evaluation/next curriculum:			

Lesson 25: Final speaking evaluation -
Date/consultant: October 14, 2024
Observations:
Next curriculum (learner's path):

PROJECT MANAGEMENT LESSON PLANNING
Student: Pamela Salazar Classes per week: 3

Position: Programmer
Level: A2
Curriculum: B1 Project Management Curriculum
Current topic: 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

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:Warren June 21st June 19th, Jaime OFF CURRICULUM			
Lesson 1: Introduce yourself & describe your position	• Grammar: Present tense / Sentence structure with conjunctions • Vocabulary: Action verbs necessary for the position	• Clients introduce themselves and describe their job	What is project management? (video)
Comments/ Suggestions for next lesson: There was no information about a decompress session, but student told me she had it yesterday, so I had to have an off curriculum session			
Date/teacher: June 20th Edgar			
Lesson 2: Go over activities & responsibilities	• Grammar: Gerunds (for activities & verbs that take gerunds) • Vocabulary: work activities and responsibilities	• Clients talk about work activities and responsibilities	Linkedin profiles
Comments/ Suggestions for next lesson:			

Date/teacher: June 24th, Jaime			
Lesson 3: Introduce your team members	• Grammar: Present Simple and Continuous • Vocabulary: Adjectives	• 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: June 25th, Alejandro			
Lesson 4: Describe the evolution of your company	• Grammar: Past continuous vs past simple/ timelines • Vocabulary: company history, time markers for the past	• Client presents the timeline of their company	Ex Apple timeline
Comments/ Suggestions for next lesson:			
Date/teacher: June 26th, Jaime			
Lesson 5: Connect actions inside the company	• Grammar: Connectors (emphasize, addition, contrast, …) • Vocabulary: organizational structure	• 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: June 27th, Alejandro			
Lesson 6: Explain the relation with suppliers & clients	• Grammar: Modal verbs (possibilities & requests) • Vocabulary:work relationships	• 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: July 1st, Jaime			
Lesson 7: Explain the process when you start a project	• Grammar: Modals/Connection words (cause & effects) • Vocabulary: projects	• 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: July 2nd Warren			
Lesson 8: Describe your current project	• Grammar: Sequencers, Present Perfect • Vocabulary: adjectives, projects	• Client describes and details current projects	Good project managers vs bad managers
Comments/ Suggestions for next lesson:			
Date/teacher: July 3rd Warren			
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 Projec…
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: July 6th, Jaime			
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: July 9th Warren			
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: July 10th Warren			
Lesson 12: Compare different company structures	• 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: July 15th, Jaime			
Lesson 13: Scheduling & rescheduling meetings	• Grammar: Polite language (request & phrases)/ Preposition of time • Skill: More complex question formation • Vocabulary: meetings	• Client is able to schedule and reschedule appointments, discuss availability	• Meeting vocabulary • Quiz meeting vocabulary
Comments/ Suggestions for next lesson:			
Date/teacher: July 16, 2024 Dowse			
Lesson 14: Preparing a meeting	• Grammar: Phrasal verbs • Vocabulary: wants and needs	• 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: July 17th, Jaime			
Lesson 15: Having a meeting	• Grammar: Discourse markers / WH question forms • Skill: participating in a meeting • Vocabulary: meetings	• Client role plays participating in a meeting	• 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: Jul 22, 2024 Bernardo			
Lesson 16: Minimum vs preferred qualities (write a vacancy)	• Grammar: passive voice, Royal order of adjectives • Skills: writing • Vocabulary: skills hard and soft	• Client details and describes a job vacancy	• Job Description Vocabulary • Job Description Template
Comments/ Suggestions for next lesson:			
Date/teacher: 23 July Julio			
Lesson 17: Job interview	• Grammar: questions in passive • Vocabulary: job vacancy	• Client asks and answers questions for a job interview	• Inclusive Language (extension activity)
Comments/ Suggestions for next lesson:			
Date/teacher: July 24th, Jaime			
Lesson 18: Evaluate candidates	• Grammar: reported speech • Vocabulary: skills	• 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: July 29th, Edgar			
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: July 30, 2024 Dowse			
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: 31 July Julio			

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: August 6th, Edgar			
Lesson 22: Evaluation prep	• Content from week 1-3	• Explain who is involved in your current project	
Comments/ Suggestions for next lesson:			
Date/teacher: August 7 Julio			
Lesson 23: Evaluation prep	• Content from week 4-5	• Explain the problems & solutions from your previous projects	
Comments/ Suggestions for next lesson:			
Date/teacher: August 8, 2024 Dowse			
Lesson 24: Evaluation prep	• Content from week 6-7	• Explain the KPIs of your project	
Comments/ Suggestions for next lesson:			
Lesson 25: Final eval: 08/12 Edgar			
Client's comments about evaluation/next curriculum: **B1+ Intermediate Business**			

Student: Pamela Salazar
Classes per week: 3
Position: Programmer
Level: A1+/A2
Curriculum: A2+ Business Interactions 2 Curriculum
Current topic: 8-8

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			
TOPIC & CONTENT	**LANGUAGE FOCUS**	**PRODUCTION**	**MATERIALS / SKILLS**
Date/teacher: 17/April Julio			
Lesson 1: Analyzing general workplace communication	Grammar: -Question making -Present tenses	• Client is able to make and answer questions about communication issues.	What is Effective Communication? Definition, Characterstics, Skills, Significance, Barriers - The Investors Book
Comments/ Suggestions for next lesson:			

Date/teacher: 04/18 Edgar

Lesson 2: Dealing with workplace discussions	Grammar: -Reporting verbs	• 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: April 19, 2024 Dowse			
Lesson 3: Agreeing and disagreeing	Grammar: -Present simple and progressive	• Client is able to agree or disagree with co-workers.	Useful phrases for discussions
Comments/ Suggestions for next lesson:			

Week 2 - Constructive feedback			
TOPIC & CONTENT	**LANGUAGE FOCUS**	**PRODUCTION**	**MATERIALS / SKILLS**

Date/teacher: Apr 22, 2024 Bernardo			
Lesson 4: Praising coworkers	Grammar: - Coordinating conjunctions	• The client is able to give constructive feedback to co workers and speak up about his/her own opinions.	The Importance of Praising Your Employees - MIBluesPerspectives
Comments/ Suggestions for next lesson:			

Date/teacher:**April 23rd, Paulina**			
Lesson 5: Giving and managing compliments	Grammar - Raising and falling intonation in statements / Would have v3	• Client is able to pay compliments and respond to them at work.	Best Compliment
Comments/ Suggestions for next lesson:			

Date/teacher: **April 24th, Paulina**			
Lesson 6: Using rising and falling intonation	Grammar: - Characteristics of a pep talk	• 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			
TOPIC & CONTENT	**LANGUAGE FOCUS**	**PRODUCTION**	**MATERIALS / SKILLS**

Date/teacher: 04/30 Edgar			
Lesson 7: Mediating and reaching compromises	Grammar: -Comparatives and Superlatives	• Client is able to express goals and deliverables of a project.	Conflict Resolution: Definition, Process, Skills, Examples
Comments/ Suggestions for next lesson:			

Date/teacher: May 2, 2024 Dowse			
Lesson 8: Solving a conflict	Grammar: -Modals -Linking words Reported speech	• Client is able to • Give opinions • Agree and Disagree	Section 6. Training for Conflict Resolution.
Comments/ Suggestions for next lesson:			

Date/teacher: May 3, 2024 Dowse			
Lesson 9: Giving full details	Grammar: -Modals review and reported speech	• 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			
TOPIC & CONTENT	**LANGUAGE FOCUS**	**PRODUCTION**	**MATERIALS / SKILLS**

Date/teacher: May 6th, Jaime			
Lesson 10: Identifying emotions, complex feelings and tendencies in others	Grammar: -ed and -ing adjectives	• Client is able to identify and name different emotions and describe complex feelings.	Emotions and Types of Emotional Responses
Comments/ Suggestions for next lesson:			

Date/teacher: May 7th, Jaime			
Lesson 11: Introvert vs. Extrovert spectrum	Grammar: -Vocabulary to describe emotions	• 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: May 8, 2024 Bernardo			
Lesson 12: Using tone to express intentions in a real life situation	Grammar: -Intonation in formal and informal contexts	• Client is able to differentiate between one tone and another and also notice which one works for what situation.	Tone Is Hard to Grasp Online. Can Tone Indicators Help?
Comments/ Suggestions for next lesson:			

Week 5 - Strengthening Relationships			
TOPIC & CONTENT	**LANGUAGE FOCUS**	**PRODUCTION**	**MATERIALS / SKILLS**

Date/teacher: May 13th, Jaime			
Lesson 13: Workplace relationships	Grammar: -Present perfect: life experiences	• Client is able to describe work relationships.	10 Types of Workplace Relationships and How To Improve Them | Indeed.com Improving Workplac…
Comments/ Suggestions for next lesson:			

Date/teacher: May 14, 2024 Dowse			
Lesson 14: Polite statements and intonation	Grammar: -Conditionals	● Client is able to give an educated point of view with the right intonation.	Pronunciation: Want to be Polite? Learn English Intonation – Guest Post | English with a Twist
Comments/ Suggestions for next lesson:			

Date/teacher: Ma5 15th, Jaime			
Lesson 15: Identifying and activating mutual team member interests.	Grammar: -Vocabulary for Persuasive expression	● Client is able to communicate with coworkers to work as a team.	Successful teamwork: A case study
Comments/ Suggestions for next lesson:			

Topic 6 - Apology Process			
TOPIC & CONTENT	**LANGUAGE FOCUS**	**PRODUCTION**	**MATERIALS / SKILLS**

Date/teacher: May 20th, Jaime			
Lesson 16: Apologizing - formal.	Grammar: -Modals	● 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: May 21, 2024 Dowse			
Lesson 17: Apologizing to a client for not meeting expectations.	Grammar: -Expressing result: therefore, thus, so, as a result, due to, etc.	● 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: May 22nd, Jaime			
Lesson 18: Writing an apology email.	Grammar: - Writing: 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:			

Topic 7 - Asking for help			
TOPIC & CONTENT	**LANGUAGE FOCUS**	**PRODUCTION**	**MATERIALS / SKILLS**

Date/teacher: May 27th Warren			
Lesson 19: Requesting help politely to coworkers.	Grammar: - Making polite requests	● Client is able to ask for help around the office.	https://www.themuse.com/advice/the-right-way-to-ask-for-help-at-work
Comments/ Suggestions for next lesson:			

Date/teacher: May 28th Warren			
Lesson 20: Offering help.	Grammar: -Conditionals	• Client is able to offer advice and support to other co-workers.	10 Ways To Help and Support Colleagues at Work | Indeed.com
Comments/ Suggestions for next lesson:			

Date/teacher: 05/29 Edgar			
Lesson 21: Accepting or rejecting help.	Grammar: -Passive voice: simple past and simple present	• Client is able to say yes or no depending on the situation.	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: June 3rd Warren			
Lesson 22: Review week 1,2&3	• Review		
Comments/ Suggestions for next lesson:			

Date/teacher: June 4rd Warren

Lesson 23: Review week 4,5&6	• Review		
Comments/ Suggestions for next lesson:			

Date/teacher: June 5th, Jaime			
Lesson 24: Review week 7&8	• Review		
Client's comments about evaluation/next curriculum:			

Lesson 25: Final speaking evaluation - June 17th Jaime
Date/consultant:
Observations:
Next curriculum (learner's path):

A2 Business Interactions 1 - LESSON PLANNING
Student: Pamela Salazar Classes per week: 3 Position: Programmer Level: A1+ Curriculum: A2 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

Week 1 - First Day Aims:			
TOPIC & CONTENT	**LANGUAGE FOCUS**	**PRODUCTION**	**MATERIALS / SKILLS**
Date/teacher: 7/2 Julio			
Lesson 1: Present your educational background	• Grammar: Present tenses review • Vocabulary: educational background	• Client is able to talk about their educational background	
Comments/ Suggestions for next lesson:			

Date/teacher: 02/08 Edgar			
Lesson 2: Explain your professional experience	• Grammar: sequencers , past review • Vocabulary: work experience	• Client is able to describe their past professional experience	
Comments/ Suggestions for next lesson:			

Date/teacher: February 12th, 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	

Comments/ Suggestions for next lesson:

Week 2 - Current Projects **Aims:**			
TOPIC & CONTENT	**LANGUAGE FOCUS**	**PRODUCTION**	**MATERIALS / SKILLS**
Date/teacher: Feb 13th Edgar **OFF CURRICULUM / February 14th, Alejandro**			
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	
Comments/ Suggestions for next lesson: **Pamela had some doubts about comparatives and superlatives so we mainly reviewed the last topic, please make sure to go over this topic for next class.**			
Date/teacher: February 19th, 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	
Comments/ Suggestions for next lesson:			
Date/teacher: 20th Feb - Camille			

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	
Comments/ Suggestions for next lesson:			

Week 3 - Proposing a project **Aims:**			
TOPIC & CONTENT	**LANGUAGE FOCUS**	**PRODUCTION**	**MATERIALS / SKILLS**
Date/teacher: 21/02 Miguel			
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	
Comments/ Suggestions for next lesson:			

expressions for negotiating

Date/teacher: Feb 26 alejandra			
Lesson 8: Back up your proposal with substantial arguments	• Grammar: Argumentation • Vocabulary: useful expressions	• Client is able to argue in favor of their proposal	
Comments/ Suggestions for next lesson:			

Date/teacher: feb 27 Ale

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	
Comments/ Suggestions for next lesson:			

Week 4 - Negotiation **Aims:**			
TOPIC & CONTENT	**LANGUAGE FOCUS**	**PRODUCTION**	**MATERIALS / SKILLS**
Date/teacher: Feb 28 Ale			
Lesson 10: Analyze different negotiation strategies	• Grammar: cause and effect • Vocabulary: negotiation steps	• Clients discuss and detail different negotiation strategies	
Comments/ Suggestions for next lesson:			

Date/teacher: 03/04 Edgar			
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:			

Date/teacher: March 5, 2024 Dowse			
Lesson 12: Useful vocabulary and expressions	• Grammar: phrasal verbs / prepositions • Vocabulary: useful expressions	• Client is able to conduct a successful negotiation.	Role play: client will perform role play in a negotiation setting with Consultant.
Comments/ Suggestions for next lesson:			

Week 5 - Presentation strategies **Aims:**			
TOPIC & CONTENT	**LANGUAGE FOCUS**	**PRODUCTION**	**MATERIALS / SKILLS**

Date/teacher: 03/06 Edgar			
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 adn give an overview of the topics covered	
Comments/ Suggestions for next lesson:			

Date/teacher: March 11 Ale			
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: march 12 Ale			
Lesson 15: Asking and answering questions	• Grammar: questions forms • Vocabulary:questions	• Client is able to ask and answer questions related to a presentation	
Comments/ Suggestions for next lesson:			

Topic 6 - RIsks

Aims: Identifying the essential elements of a business pitch and creating your company's pitch while reframing your company's challenges as positives

TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
Date/teacher: March 19th, Jaime			
Lesson 16: Evaluate risks and qualify vendors	• Grammar: adverbs • Vocabulary : risks	• Client is able to assess and evaluate risks associated with their projects	
Comments/ Suggestions for next lesson:			

Date/teacher: march 20 Ale

Lesson 17: Compare and manage risks	• Grammar: discourse markers • Vocabulary: adjectives	• Client compares and manages risks related to their projects	
Comments/ Suggestions for next lesson:			

Date/teacher: march 25 ale			
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	
Comments/ Suggestions for next lesson:			

Topic 7 - Problem-solving **Aims:**			
TOPIC & CONTENT	**LANGUAGE FOCUS**	**PRODUCTION**	**MATERIALS / SKILLS**

Date/teacher: march 26 Ale			
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	
Comments/ Suggestions for next lesson:			

Date/teacher: 03/27 Edgar			
Lesson 20: Expressing disagreement to your boss	• Grammar : polite disagreement • Vocabulary: useful expressions	• Client is able to disagree politely	
Comments/ Suggestions for next lesson:			

Date/teacher: 02/04 Edgar			
Lesson 21: Giving motivation back to your team	• Grammar: pitching • Vocabulary: useful expressions	• Client is able to motivate again a team after a conflict	
Comments/ Suggestions for next lesson:			

Week 8 - Review

Aims: Review previous lessons

TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS

Date/teacher: April 3rd / Karel			
Lesson 22: review weeks 1-3	• **Presenting a project in a meeting**		
Comments/ Suggestions for next lesson:			

Date/teacher: April 4, 2024 Dowse			
Lesson 23:	• **Negotiating the terms of the project**		
Comments/ Suggestions for next lesson:			

Date/teacher: april 8 ale			
Lesson 24:	• Dealing with risks and conflicts regarding the project		
Client's comments about evaluation/next curriculum:			

Lesson 25: Final speaking evaluation -
Date/consultant: april 9 ale
Observations:
Next curriculum (learner's path):

A1+ LESSON PLANNING
Student: Pamela Salazar Classes per week: 3 Position: Programer Level: A1/A1+ Curriculum: A1+ Beginners Business Curriculum Current topic: 12-12

Decompress: 01/Nov 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 - 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: 11/6 Lucía			
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: 11/8 Eka			
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: November 13th, Bernardo			
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: November 14/Frida			
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	• Client describes own personal life and family	• • 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: November 15th/Frida			
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: November 21st Edgar			
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: 11/22 Roberto			
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: 27/November Julio			
Lesson 8: Around the office	• Grammar: There is /are / prepositions of place/ articles • Skills: intonation -questions • Vocabulary : adjectives, places in the	• 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

	neighborhood		what is in the neighborhood.
Comments/ Suggestions for next lesson:			
Date/teacher: November 28th, Paulina			
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: 11/29 Edgar			
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: 11/30 Edgar			
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: 12/5 Eka			
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:			
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: 12/06 Edgar			
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: 12/11 Eka Review 12/7 Eka			
Lesson 14: Current projects	• Grammar: Present Continuous • Vocabulary : hobbies and leisure activities/work tasks	• Client explains their current engagements and projects	• • Grammar - interactive exercises Homework: Role play: An overly enthusiastic new colleague calls when you are busy doing a number of other activities at work and home
Comments/ Suggestions for next lesson:			
Date/teacher: December 12th, Alejandro			

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: 12/13 Eka			
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: 12/18 Edgar			
Lesson 17: Informal Evaluation:	• Informal evaluation		
Comments/ Suggestions for next lesson:			
Date/teacher: 12/19 Eka			
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: Dec 20, 2023 Bernardo			
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: 26/Dec Julio			
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: December 27th, Alejandro			
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: December 28th, Alejandro			
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: Jan 2, 2024 Bernardo			
Lesson 23: Priorities	• Grammar: modal verbs MUST and HAVE TO/ talking about important tasks • Vocabulary: ordinal numbers and sequencers / apologizing •	• Client discusses important tasks and organizes them in orders of priority	• • Conversation questions- Jobs and Occupations 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:			
Date/teacher: Jan 3, 2024 Bernardo			
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: 01/08 Edgar			
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: **8 ene 2024 , Edgar, did it happen**			

edgarcuevas.alcanza@gmail.com			
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: **9/January Julio**			
Lesson 27: Requesting assistance	• Grammar: offers and requests - modal WOULD/ FOR vs TO/ past simple review • Vocabulary: problems and solutions/ adjectives	• Client discusses important issues and requests assistance from others	• • Homework: Send an email to 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: 01/15 Eka			
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: Jan 16, 2024 Bernardo			
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: 1/17 Eka			
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: January 18th, María Luisa			
Lesson 31: Personal and professional goals	Grammar: expressing past and present wants and needs/ future with will and going to • Vocabulary: Verbs for expressing wants and needs/ goals and ambitions	• Client describes personal and professional goals and compares them with others	• Homework: Voice note to your boss on your goals for this year
Comments/ Suggestions for next lesson:			
Date/teacher: 01/22 Edgar			
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: 01/23 Eka			
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: January 24th - Orlando			
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: January 29th, Alejandro			
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: 02/06 Eka January 31st, Alejandro DHP			
Lesson 36: End of level Evaluation	• Formal Evaluation		
Observations: **Next curriculum (learner's path):**			
Client's comments about evaluation/next curriculum: **A2 Introduction to professional life**			

A1 LESSON PLANNING
Student: Pamela Salazar Classes per week: 3

Position: Programer
Level: A1
Curriculum: A1 Professional Beginners Curriculum
Current week: 12/12

Week 1 - Facts and Routines

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

TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
Date/teacher: August 2nd, Bernardo			
Lesson 1: Talking about oneself	• Grammar: Present Simple of verbs (positive forms) • Vocabulary: verbs and adjectives for describing oneself	• Clients describe themselves and introduce themselves to others	• • Speaking about your job Homework: Send a short voice note introducing yourself
Comments/ Suggestions for next lesson:			
Date/teacher: August 8th / Karel			
Lesson 2: Daily and work routines	• Grammar: SVO /Present simple negatives/ verb TO LIKE • Vocabulary: verbs for work routines	• Client describes their job and tasks, as well as daily routines	• Daily routine | LearnEnglish Teens Homework: Send a short voice note describing your job and your tasks
Comments/ Suggestions for next lesson:			
Date/teacher: August 9th, Bernardo			
Lesson 3: Frequency of routines	• Grammar: Adverbs of frequency/Present simple questions/prepositions of time (AT IN ON) • Vocabulary: expressions of time	• Clients ask and answer questions about work and personal details	• • Reading and grammar exercises for lower levels FINAL TASK: Create your business card and introduce yourself in a professional setting
Comments/ Suggestions for next lesson:			

Week 2 - Relationships

Aims: Describing other individuals from personal and professional life, using the present tense to detail facts about individuals and enterprises.

TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
Date/teacher: 10/ August Julio			
Lesson 4: Family members	• Grammar: Present Simple 3rd person • Skills: pronunciation of -s • Vocabulary: family and relatives	• Client describes own family and their routines	• Pronunciation -s • Vocabulary - Family Homework: Send a voice note about one family member of your choice.
Comments/ Suggestions for next lesson:			
Date/teacher: August 14th, Bernardo			
Lesson 5: Work relationships	• Grammar: Present Simple 3rd person negatives /SOME and ANY • Vocabulary: jobs - positions in company	• Client describes the people they work with	• • Grammar - interactive exercises Homework: Write a short profile for your boss/colleague/ client
Comments/ Suggestions for next lesson:			
Date/teacher: 15/ August Julio			
Lesson 6: Organizational Charts	• Vocabulary for company structure and processes • Grammar: SOME and ANY and MUCH and MANY	• Client details their company's structure and explain what their company does	• • Vocabulary-describing companies FINAL TASK:Prepare a short presentation on your company and your role in it
Comments/ Suggestions for next lesson:			

Week 3 - Places

Aims: Describing places using expressions with there is and are and correct forms of regular and irregular nouns, adding adjectives to descriptions, and discussing and inquiring about different points of interest.

TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
Date/teacher: Aug 16th / Orlando			
Lesson 7: My city	• Grammar: There is and There are/plurals	• Client is able to describe their hometown	• Pronunciation -s • There is/are- places in a city

	• Skills: pronunciation -s • Vocabulary : buildings and places in a city		Homework: Send a voice note describing a city you know
Comments/ Suggestions for next lesson:			
Date/teacher: August 21st, Bernardo			
Lesson 8: In the neighborhood	• Grammar: There is /are questions/prepositions of place/ irregular plurals • Skills: intonation -questions • Vocabulary : adjectives	• Client is able to inquire about places in a city	• • There is/are- places in a city Homework: Send a voice note to a friend asking about their city
Comments/ Suggestions for next lesson:			
Date/teacher: 08/22 Edgar			
Lesson 9: Describing places	• Grammar: There is/are negatives and questions/ irregular plurals/ adjectives • Skills: pronunciation plurals/ intonation in questions • Vocabulary:adjectives/ places of interest	• Client is able to discuss and inquire about different places of interest	• Vocabulary reference list • Grammar - interactive exercises FINAL TASK: Send a voice note describing your office building and the places you visit there. Ask the other party about their office space.
Comments/ Suggestions for next lesson:			
Week 4 - Directions **Aims:** Understanding and providing specific directions using imperatives, discussing usual routes using target vocabulary, as well as comparing and contrasting preferences related to daily commute.			
TOPIC & CONTENT	**LANGUAGE FOCUS**	**PRODUCTION**	**MATERIALS / SKILLS**
Date/teacher: aug 23rd Mildred			
Lesson 10: Giving and following directions	• Grammar: Imperatives/prepositions of place • Vocabulary: verbs and directions	• Client gives and understands basic directions	• Video - AT IN ON • Grammar - imperatives Homework: Send a voice note on how you get from home to work

Comments/ Suggestions for next lesson:			
Date/teacher: September, 4th, Bernardo August 29th / Karel DNH			
Lesson 11: Transportation	• Grammar: Comparatives and superlatives • Vocabulary: transport	• Client is able to discuss different forms of commuting	• An interactive map • Directions - interactive Homework: Send a voice message comparing two forms of transport you use to go to work
Comments/ Suggestions for next lesson:			
Date/teacher: 09/05 Lucía			
Lesson 12: Your work route	• Grammar: Present simple review/prepositions of place • Vocabulary: places in a city	• Client is able to explain their daily commute, and of others	• • Grammar - interactive exercises FINAL TASK: Send a voice message with directions to your office for a colleague you are meeting
Comments/ Suggestions for next lesson:			
Week 5 - Small talk **Aims**: Expressing likes and dislikes, discussing events and interests, and using present continuous forms to give details about current events, and personal and professional agendas.			
TOPIC & CONTENT	**LANGUAGE FOCUS**	**PRODUCTION**	**MATERIALS / SKILLS**
Date/teacher: 6/September Julio			
Lesson 13: Likes and dislikes	• Grammar: VERB+ gerund or infinitive • Vocabulary: Verbs for expressing likes and dislikes/food	• Client discusses preferences regarding personal taste and work	• A menu example • Listening for beginners- many topics Homework: Send a voice note talking about the food you like/dislike
Comments/ Suggestions for next lesson:			
Date/teacher: 9/11 Roberto			
Lesson 14: Hobbies and free time	• Grammar: Present Continuous positive and negative forms	• Client explains their hobbies and current	• • News in English Homework: Send a voice

	• Vocabulary : hobbies and leisure activities	events/projects	note talking about your hobbies and current projects
Comments/ Suggestions for next lesson:			
Date/teacher: 9/12 Eka			
Lesson 15: Making small talk	• Grammar: Present Simple and Continuous question forms • Skills: intonation • Vocabulary: small talk	• Client is able to informally chat about current events	• • Using Present tenses to talk about work FINAL TASK: Create a list of questions to ask a new acquaintance you meet at a networking event.
Comments/ Suggestions for next lesson:			
Week 6 - Evaluation - Informal			
Date/teacher**: 9/13 Roberto**			
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: 9/18 Edgar			
Lesson 17: Informal Evaluation:	• Informal evaluation		
Comments/ Suggestions for next lesson:			
Date/teacher: September 19th/Frida			
Lesson 18: Feedback and follow-up	• Feedback	• This week focuses on reviewing mistakes and clarifying previously learned content	
Comments/ Suggestions for next lesson:			

Week 7 - Skills

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

TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
Date/teacher: September 20th, Marisol			
Lesson 19: Skills and abilities	• Grammar: CAN and TO BE ABLE TO • Vocabulary: abilities and skills / adverbs	• Client describes their skills and abilities	• • Grammar - interactive exercises Homework: Send a voice message describing your skills
Comments/ Suggestions for next lesson:			
Date/teacher: 9/25 Roberto			
Lesson 20: Hard and Soft Skills	• Grammar: Present and Past ability • Vocabulary : adjectives -ED and -ING/ hard and soft skills	• Client discusses the hard and soft skills needed for their job and how they learned them	• • Listening for beginners- many topics Homework: Voice note on your hard and soft skills and how you learned them
Comments/ Suggestions for next lesson:			
Date/teacher: 9/26 Roberto			
Lesson 21: Learning new skills	• Grammar: Conjunctions/ causal sentences • Vocabulary : adjectives -ED and -ING	• Client discusses the skills they lack and would like to learn	• FINAL TASK: Find a job profile that would match your skill set
Comments/ Suggestions for next lesson:			

Week 8 - Work Experience

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

TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
Date/teacher: September 27th/Frida			
Lesson 22: Describing experiences	• Grammar: Past Simple verb TO BE / regular verbs	• Client describes their past life experiences	• • Jobs and work activities Homework: Voice note about your last holiday/weekend

	• Skill: Pronunciation /ED/ • Vocabulary: adjectives		
Comments/ Suggestions for next lesson:			
Date/teacher: October 2nd, Paulina			
Lesson 23: Work experience	• Grammar: Past Simple irregular verbs • Skill: Pronunciation • Vocabulary : discourse markers for talking about the past	• Client discusses their past work experience and company history	• • Conversation questions- Jobs and Occupations Homework: Voice note about your last job / company history
Comments/ Suggestions for next lesson:			
Date/teacher: October 3rd/Frida			
Lesson 24: Job interviews	• Grammar: Past Simple questions • Skill: intonation in questions • Vocabulary : job interviews	• Client identifies and answers questions about his previous work experience	• • Job interview example FINAL TASK: Prep answers to common questions in a job interview
Comments/ Suggestions for next lesson:			
Week 9- Travel **Aims:** Comparing and contrasting travel preferences when planning a trip, discussing wants and needs using verb combinations, and using future simple tense to discuss future arrangements.			
TOPIC & CONTENT	**LANGUAGE FOCUS**	**PRODUCTION**	**MATERIALS / SKILLS**
Date/teacher: 10/4 Roberto			
Lesson 25: Travel wants and needs	• Grammar: 2 verb combinations/ comparatives and superlatives • Vocabulary: Verbs for expressing wants and needs, travel vocabulary	• Client discusses their travel preferences	• • Travel worksheets Homework: Send a voice note about your travel preferences - holidays and business trips
Comments/ Suggestions for next lesson:			
Date/teacher: 9/October Julio			

Lesson 26: Holidays	• Grammar: Future with WILL • Vocabulary: dates and holidays	• Client can discuss their holiday plans	• • Travel activities Homework: Send a voice note about your next trip
Comments/ Suggestions for next lesson:			
Date/teacher: October 10th, Paulina October 10th / Karel DNH			
Lesson 27: Planning a trip	• Grammar: Future with will/WOULD LIKE • Vocabulary: time markers for future/trips	• Client plans a trip to a chosen destination	• • Writing for beginners FINAL TASK: Plan your next business trip
Comments/ Suggestions for next lesson:			
Week 10 - Emails **Aims:** Organizing ideas, understanding and creating informal and formal emails using appropriate structure and relevant vocabulary, as well as asking and answering questions in present, past and future tenses.			
TOPIC & CONTENT	**LANGUAGE FOCUS**	**PRODUCTION**	**MATERIALS / SKILLS**
Date/teacher: October 11th/ Frida			
Lesson 28: Informal emails	• Grammar: WH questions - present , past and future • Vocabulary: informal email vocabulary	• Client interprets and writes informal emails	• • Homework: Send an informal voice note to a colleague
Comments/ Suggestions for next lesson:			
Date/teacher: 10/16 Eka			
Lesson 29: Formal emails	• Grammar: WH questions • Vocabulary: formal email structure and vocabulary	• Client interprets and writes formal emails	• • Writing for beginners Homework: Send a formal email to your client to request information
Comments/ Suggestions for next lesson:			
Date/teacher: 17 October - Camille			
Lesson 30: Email writing	• Grammar: Conjunctions	• Client is able to	•

	• Vocabulary: emailing	coherently unite their ideas using conjunctions	• Writing for beginners FINAL TASK: Send an email to inquire about a position in a new company you'd like to apply for.
Comments/ Suggestions for next lesson:			
Week 11 - Meetings **Aims:** Explaining different types of on-line and off-line meetings, using modal verbs for giving advice, making offers and requests, and using relevant vocabulary to arrange, prepare and conduct meetings.			
TOPIC & CONTENT	**LANGUAGE FOCUS**	**PRODUCTION**	**MATERIALS / SKILLS**
Date/teacher: 10/18 Eka			
Lesson 31: Preparing for a meeting	• Grammar: SHOULD and SHOULDN'T • Vocabulary: types of meetings on-line and off-line/tips for meetings	• Client describes the types of meetings they participate in and give advice on how to prepare for a successful meeting	• • Business meetings in English Homework: Voice note with some advice about your next meeting
Comments/ Suggestions for next lesson:			
Date/teacher: 10/23 Eka			
Lesson 32: Conducting a meeting	• Grammar: CAN and COULD for polite request • Skill: intonation - requests • Vocabulary: requests	• Client is able to understand and produce polite requests	• • Business meetings in English Homework: Voice note about some things you need to ask your colleagues/boss/family members
Comments/ Suggestions for next lesson:			
Date/teacher: 10/24 Orlando			
Lesson 33: Scheduling a meeting	• Grammar: WOULD in requests/ offers and requests with modals • Skills: talking about time • Vocabulary: time and dates	• Client is able to discuss availability and schedule a meeting with a party	• • Business meetings in English FINAL TASK: Send an voice note to your boss to check availability and schedule your next meeting
Comments/ Suggestions for next lesson:			

Week 12 - Evaluation - Formal			
Date/teacher: 25th October / Orlando			
Lesson 34: Eval Prep	• Review weeks 6-8	• This week focuses on resolving client's doubts and perfecting previously learned content	
Comments/ Suggestions for next lesson:			
Date/teacher: 30 October Julio			
Lesson 35: Eval Prep	• Review weeks 9-11	• This week focuses on resolving client's doubts and perfecting previously learned content	
Comments/ Suggestions for next lesson:			
Date/teacher: 31/Oct Julio			
Lesson 36: End of level Evaluation	• Formal Evaluation		
Client's comments about evaluation/next curriculum: **A1+ Beginner Business Course**			