# CONSULTANTS: PLEASE FOCUS ON CONVERSATION

Date/teacher:

	ADVANCED BUSINESS INTERA	ACTION 2 - LESSON PLANNING	
Student: Pamela Salazar Classes per week: 3 Position: Programmer Level: B2 Curriculum: Specialized - Current week:			
Decompress:			
Here's the template: 🗏 Needs	s analysis/Decompress template	)	
Notes on Client (Changes on n	ew curriculum, suggestions, nee	ds another curriculum, etc.):	
Remember to notify your lead	er when decompress is complet	ed, or contact directly with Jaim	e via Slack
Week 1 - Business communica Aims: learn the basics of work			
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 ne	xt lesson:		

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 ne	xt lesson:		

Date/teacher:				
Lesson 3: Roleplay: Business meetings and phone conversations scenarios	• verbs	Grammar: Phrasal	Client is able to roleplay a situation where they interact with coworkers	https://www.thoughtco.com/ business-meeting-role-play-an d-quiz-4176435
Comments/ Suggestions for ne	xt 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/car eer-advice/interviewing/deliv er-presentation-in-interview
Comments/ Suggestions for ne	xt lesson:	1	

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

Date/teacher:				
Lesson 6: Handling Q&A sessions	Grar tenses	mmar: Mixed	Client is able to improvise answers for a presentation	https://www.indeed.com/car eer-advice/interviewing/resp ond-to-questions#:~:text=Bef ore%20answering%20a%20to ugh%20question.to%20deal% 20with%20the%20situation.
Comments/ Suggestions for r	ext lesson:		,	•

Week 3 - Negotiation Skills Aims: learn negotiation technic	ques		
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	<ul> <li>Grammar: Tones in English</li> </ul>	<ul> <li>Client is able to roleplay a negotiación scenario</li> </ul>	https://blog.hubspot.com/sal es/sales-negotiation-role-play -exercises		
Comments/ Suggestions for nex	xt lesson:				
Week 4 - Business Writing Aims: know the basics of acade	emic and formal writing				
TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS		
Date/teacher:					
Date/teacher:					
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		
Lesson 10: Business reports	speech / reporting verbs		■ How to write a busines		
Lesson 10: Business reports and proposals	speech / reporting verbs		■ How to write a busines		
Lesson 10: Business reports and proposals  Comments/ Suggestions for nex	speech / reporting verbs		https://slc.berkeley.edu/writing-worksheets-and-other-writing-resources/nine-basic-ways-improve-your-style-academic-writing		

Date/teacher:			
Lesson 12: Giving and receiving feedback (written and spoken)	<ul> <li>Grammar: comparison in English</li> </ul>	<ul> <li>Client is able to respond to feedback in a correct way</li> </ul>	https://www.leapsome.co m/blog/how-to-give-feedb ack-in-5-steps
Comments/ Suggestions for nex	xt lesson:		

TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
Date/teacher:			
Lesson 13: Discussing ethical dilemmas in business	<ul> <li>Grammar:         generalizing and         being specific</li> </ul>	Client is able to discuss on ethical dilemmas in a working environment	https://www.employment govt.nz/workplace-policie /ethical-sustainable-work- practices/what-are-ethica sustainable-work-practices /#:~:text=Ethical%20mean s%20engaging%20in%20w ork,being%20considered% 20an%20ethical%20employer.

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%20 stakeholders.
Comments/ Suggestions for ne	xt lesson:		
Date/teacher:			
Lesson 15: Cost cutting / layoffs	<ul> <li>Grammar: The past of modals</li> </ul>	<ul> <li>Client is able to communicate ideas on this business practice</li> </ul>	https://collegevidya.com/ blog/layoff-explained-mea ning-reasons/
Comments/ Suggestions for ne	xt lesson:		
Topic 6 - Cross-Cultural Com	munication		

TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
Date/teacher:			
Lesson 16: Understanding cultural differences in business settings	Grammar: Phrasal verbs	<ul> <li>Client is able to learn about different cultures</li> </ul>	https://www.ricsrecruit.c m/article/work-effectively across-cultures

Date/teacher:			
Lesson 17: Roleplays: Cross-cultural business interactions	<ul> <li>Grammar: useful vocabulary on countries and nationalities</li> </ul>	Client is able to	
Comments/ Suggestions for no	ext lesson:		

Date/teacher:			
Lesson 18: Roleplay: Negotiation scenarios abroad	Grammar: Useful vocabulary	● Client is able to	
Comments/ Suggestions for nex	xt lesson:		
Topic 7 - Business Interview Aims: how to conduct a job i			
TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
Date/teacher:			
Lesson 19: Interview preparation and techniques	Grammar: useful vocabulary	<ul> <li>Client is able to prepare for a job interview</li> </ul>	■ Top Interview Tips:
Comments/ Suggestions for nex	xt lesson:		
Date/teacher:			
Lesson 20: Roleplay: Interviewing for a new position	<ul> <li>Grammar: Mixed tenses</li> </ul>	<ul> <li>Client is able to answer correctly on job interview questions</li> </ul>	https://www.themuse.co m/advice/interview-questi ons-and-answers
Comments/ Suggestions for nex	kt lesson:		
Date/teacher:			
Lesson 21: Roleplay: Interviewing a potential hire	Grammar: infinitives vs gerunds	<ul> <li>Client is able to reflect on potential hirings</li> </ul>	
Comments/ Suggestions for nex	kt lesson:		

TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
Date/teacher:			
Lesson 22: Eval prep units 1-3	Review		
Comments/ Suggestions for ne	xt lesson:		
Date/teacher:			
Lesson 23: Eval prep units 4 and 5	Review		
Comments/ Suggestions for ne	xt lesson:		I
Date/teacher:			
Lesson 24: Eval prep units 6 and 7	Review		
Comments/ Suggestions for ne	xt lesson:		ı

# **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

Comments/ Suggestions for next lesson:

# **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 Da	avid		
Lesson 1: Projects and deliverables	<ul> <li>Present Perfect Simple and Continuous</li> <li>Projects and deliverables</li> </ul>	Describe your current projects, deliverables and goals	50 common business idioms http://www.blairenglish.com /exercises/projects/exercises /projectessentials/projectess entials.html

Date/teacher: 15 jul 2025 Da	vid		
Lesson 2: Staffing a project	<ul><li>Adjectives and Adverbs</li><li>Staffing</li></ul>	Discuss the people involved in your projects	https://linkstaffing.com/reso urces/a-guide-to-recruitment -and-staffing-terms/
Comments/ Suggestions for ne	ext lesson:	•	

Date/teacher: 16 jul 2025 Kar	en		
Lesson 3: Past and future projects	<ul><li>Past tenses - simple and continuous</li><li>Future tenses</li></ul>	Explain and discuss your past and future projects	https://www.youtube.com/w atch?v=d0wV9EC3t14

# **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	TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
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Date/teacher: July 28th, Ivan			
Lesson 4: Components of a presentation	<ul><li>Presentation etiquette</li><li>Sequencers</li></ul>	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	<ul><li>Intonation &amp; tone</li><li>Useful phrases</li></ul>	How to start & end a presentation	How to start a presentation  Business English Presentations- Roleplays & Phrases - ESL Lesson Plans  https://mannerofspeaking.o rg/2019/05/12/transitions-i n-a-speech-or-presentation/

Date/teacher: 30 jul 2025 Dav	vid		
Lesson 6: Introduction	<ul> <li>Phrasal verbs in meeting setting</li> <li>Vocab for starting a presentation</li> </ul>	Explain what you cover in your presentations	Intonation & Stress in Public Speaking: Definition & Examples - Video & Lesson Transcript

			IELTS Life Skills B1 Listening test 11 ( British settlement and citizenship ) https://www.youtube.com/watch?v=liRYtck3dXc&ab_channel=BHVTinH%E1%BB%8Dc	
Comments/ Suggestions for ne	xt lesson:			
Topic 3 - Presentation interaction  Aims: Keeping the attention du	i <b>ons</b> Iring a presentation, asking and a	inswering questions on what you	ı hear	
TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS	
Date/teacher: 4 ago 2025, Es	tefanía			
Lesson 7: Components of a presentation	<ul><li>Phrases to command an audience</li><li>IF and UNLESS</li></ul>	<ul> <li>How to keep the focus on the topic during a presentation.</li> </ul>	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:				
Data /basahari Ava Eth Jarra				
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 <a href="http://worldwidefrontier.com/2018/02/grammar-tip-b2-m">http://worldwidefrontier.com/2018/02/grammar-tip-b2-m</a>	

aking-questions-easy-way/

Date/teacher: Aug 6th Jared			
Lesson 9: Answers	<ul><li>Answering strategies</li><li>Useful phrases</li></ul>	Answer follow up questions about your presentation	Transcript of "How to speak so that people want to listen"
Comments/ Suggestions for ne	xt 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

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ı	TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
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Date/teacher: 11 ago 2025 ,	Estefanía		
Lesson 10: Giving your opinion	<ul> <li>Modals (should, must, could, might)</li> <li>Agreeing and disagreeing</li> </ul>	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 n	ext lesson:		

Date/teacher: 18 ago 2025 Ka	aren		
Lesson 11: Sharing ideas	<ul><li>Pitching - conditionals</li><li>Expressing opinions</li></ul>	Pitching ideas and sharing opinions	11 Steps to a Perfect Startup Pitch: Expert Insights From Bianca Praetorius
Comments/ Suggestions for ne	ext lesson:	•	

Date/teacher: August 19th, Iva	ın		
Lesson 12: Clarifying	<ul><li>Discourse markers</li><li>Tag questions</li></ul>	Clarify complex situations for outstanders	https://www.youtube.com/watch?v=kEAjrjqACDs  Discourse markers   Learning English
	1		

# **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
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Date/teacher: 2 sept 2025 Iv	/an		
Lesson 13: Meeting components	<ul><li>Meeting components and strategies</li><li>Conditionals</li></ul>	Discuss meeting components and strategies	12 Useful Phrasal Verbs for Business Meetings - Impactfulenglish.com
Comments/ Suggestions for n	ext lesson:		

Date/teacher: 2 sept 2025 Ka	aren		
Lesson 14: Leading a meeting	<ul> <li>Starting and finishing a meeting</li> <li>Leadership strategies</li> </ul>	Leading a successful meeting from start to finish	Business Etiquette Basics (INTERMEDIATE (B1) - UPPER-INTERMEDIATE (B2)) — Fluentize

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

# 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	<ul> <li>Formal and informal expressions for emails</li> <li>Business email structure</li> </ul>	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	<ul><li>Modals for offers/requests</li><li>Apologizing</li></ul>	Schedule and reschedule meetings	https://learnenglishteens.brit ishcouncil.org/grammar/inter mediate-grammar/can-could- would-invitations-offers-requ ests-permission

Date/teacher: September 9th,	Alejandro		
Lesson 18: Meeting minutes	<ul><li>Summarizing/being concise</li><li>Discourse markers</li></ul>	Send a summary of your meeting to your team members/boss	https://corporatefinanceinstit ute.com/resources/knowledg e/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	<ul> <li>Phrasal verbs for Statistics, percentages, trends</li> <li>Numbers - ordinal and cardinal, percentages,</li> </ul>	Discuss and report on numbers, percentages and trends	https://preply.com/en/blog/c harts-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	<ul> <li>Phrasal verbs for describing visuals</li> <li>discourse markers</li> <li>Comparison and contrast</li> </ul>	Discuss and report on visuals	https://academic-englishuk.c om/describing-graphs/
Comments/ Suggestions for next lesson:			

Date/teacher: Sep 22nd Jared

Lesson 21: Reports  Comments/ Suggestions for nex	<ul> <li>Passive voice</li> <li>Writing skills / reports</li> </ul>	Draft a report on your project/presentation/m eeting	https://edu.gcfglobal.org/en/business-communication/how-to-write-a-powerful-business-report/1/
Comments/ Suggestions for the	ACTESSOTI.		
Week 8 - Review week: Project	t 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 nex	xt lesson:		
Date/teacher: Sep 24th Jared			
Lesson 23: Review	<ul> <li>Question answering techniques</li> </ul>		
Comments/ Suggestions for nex	Comments/ Suggestions for next lesson:		
Date/teacher: September 29th, Edgar			
Lesson 24: Review	Reporting on presentations/meetings		
Comments/ Suggestions for nex	xt 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:**

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...

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	• verbs	Grammar: Phrasal	Client is able to roleplay a situation where they interact with coworkers	https://www.thoughtco.com/ business-meeting-role-play-an d-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/car eer-advice/interviewing/deliv er-presentation-in-interview		
Comments/ Suggestions for next lesson:					

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

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

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

Date/teacher: May 5tth, Mari	sol			
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 nex	xt lesson:		

Date/teacher: May 7th Jared			
Lesson 9: Roleplay: Negotiation exercises and scenarios	<ul> <li>Grammar: Tones in English</li> </ul>	<ul> <li>Client is able to roleplay a negotiación scenario</li> </ul>	https://blog.hubspot.com/sal es/sales-negotiation-role-play -exercises
Comments/ Suggestions for ne	xt 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 Grammar: reported write business reports speech / reporting verbs How to write a busines... and proposals

Comments/ Suggestions for next lesson:

Client is able to

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/w riting-worksheets-and-oth er-writing-resources/nine-

		basic-ways-improve-your-s tyle-academic-writing
Comments/ Suggestions for nex	xt lesson:	

Date/teacher: 19 may 2025 Ka	aren		
Lesson 12: Giving and receiving feedback (written and spoken)	<ul> <li>Grammar: comparison in English</li> </ul>	Client is able to respond to feedback in a correct way	https://www.leapsome.co m/blog/how-to-give-feedl ack-in-5-steps

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

Lesson 13: Discussing ethical dilemmas in business  dilemmas in a working environment  Lesson 13: Discussing ethical dilemmas in business  dilemmas in a working environment  sustainable-work-practices  /#:~:text=Ethical%20mean s%20engaging%20in%20w ork,being%20considered%				
discuss on ethical dilemmas in a working environment  Lesson 13: Discussing ethical dilemmas in business  discuss on ethical dilemmas in a working environment  discuss on ethical dilemmas in a working environment  #:~:text=Ethical%20mean s%20engaging%20in%20w ork,being%20considered%20an%20ethical%20emplo	Date/teacher: May 20th Jared		• Client is able to	https://www.employment
	, , , , , , , , , , , , , , , , , , ,	generalizing and	discuss on ethical dilemmas in a working	govt.nz/workplace-policies /ethical-sustainable-work- practices/what-are-ethical- sustainable-work-practices /#:~:text=Ethical%20mean s%20engaging%20in%20w ork,being%20considered% 20an%20ethical%20emplo

Date/teacher: May 21st Jared

Grammar: Mixing present and past ideas  Lesson 14: CSR initiatives and their impact on businesses	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.
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Comments/ Suggestions for next lesson:

**Topic 6 - Cross-Cultural Communication** 

Lesson 15: Cost cutting /  • Grammar: The past of modals  • Client is able to communicate ideas blog/layoff-explained blog/layoff-ex	
layoffs on this business practice ning-reasons/	•

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	<ul> <li>Client is able to learn about different cultures</li> </ul>	https://www.ricsrecruit.co m/article/work-effectively- across-cultures	

Comments/ Suggestions for next lesson:

Date/teacher: May 28th Jared

Lesson 17: Roleplays: Cross-cultural business interactions	<ul> <li>Grammar: useful vocabulary on countries and nationalities</li> </ul>	● Client is able to				
Comments/ Suggestions for ne	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 ne	xt 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	<ul> <li>Client is able to prepare for a job interview</li> </ul>	■ Top Interview Tips:			
Comments/ Suggestions for next lesson:						
Date/teacher: June 4th Jared						
Lesson 20: Roleplay: Interviewing for a new position	<ul> <li>Grammar: Mixed tenses</li> </ul>	<ul> <li>Client is able to answer correctly on job interview questions</li> </ul>	https://www.themuse.co m/advice/interview-questi ons-and-answers			
Comments/ Suggestions for next lesson:						

Date/teacher: June 9th, Marisol				
Lesson 21: Roleplay: Interviewing a potential hire	<ul> <li>Grammar: infinitives vs gerunds</li> </ul>	<ul> <li>Client is able to reflect on potential hirings</li> </ul>		
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		<del>-</del>	
Comments/ Suggestions for nex	kt 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+

Materials for classes:

Decompress: December 17th, Edgar

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 18	th, Alejandro		
Lesson 1: Storytelling – experiences	<ul> <li>Grammar: Tenses review:         past simple, past         continuous, past perfect</li> <li>Vocabulary: Adjectives</li> </ul>	Client is able to retell past life experiences.	Describing Experience
Comments/ Suggestions for	next lesson:		
Date/teacher: Feb 11th, Kar	en		
Lesson 2: Travel interactions	<ul> <li>Grammar: Asking for and offering help</li> <li>Vocabulary: WH Questions</li> </ul>	Client is able to describe travel situations in which help and directions are needed.	https://englishlive.ef.com/er/blog/language-lab/five-key-phrases-for-asking-for-directons/
	next lesson:		

Date/teacher: Feb 12 th, Karen					
Lesson 3: Explain cultural differences	<ul> <li>Grammar: Comparing and contrasting</li> <li>Vocabulary: Advanced adverbs</li> </ul>	Client is able to compare cultural differences between two countries.	https://www.juicyenglish.co m/blog/adjectives-to-describ e-cultural-aspects		
Comments/ Suggestions for	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 wordsVocabulary: 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.co m/blog/writing/opinions-in-b usiness-writing/

Comments/ Suggestions for next lesson:

#### Module 3 - High-Level Networking

**Aims:** To manage business-oriented conversations in a professional form.

<b>TOPIC &amp; CONTENT</b>	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
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Date/teacher: 2/19/25 dowse					
Lesson 7: Giving your "elevator pitch"	<ul><li>Grammar: Being concise.</li><li>Vocabulary: Adverbs to qualify achievements.</li></ul>	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, Edga Feb 24th Jared DNH	ar		
Lesson 8: Conversation starters	Grammar: Active listening, useful vocabulary.	Client is able to start a high-level business conversation.	https://www.businessenglish resources.com/conversation- starters/

Date/teacher: Feb 26th Jared	d	
	<u> </u>	

https://www.fluentu.com/blo Lesson 9: Asking exceptional Grammar: Sending a Client can obtain any follow-up email. information by asking g/educator-english/business-Vocabulary: Uncommon the right questions english-conversation-topics/ business questions. within a business environment.

Comments/ Suggestions for next lesson:

Comments/ Suggestions for next lesson:

questions

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	<ul> <li>Grammar: Best strategies to convince someone</li> <li>Vocabulary: Negotiation phrases</li> </ul>	<ul> <li>Client is able to distinguish and explain several negotiation strategies.</li> </ul>	https://www.vistage.com/res earch-center/business-growt h-strategy/six-successful-strat egies-for-negotiation/			
Comments/ Suggestions for next lesson:						
Date/teacher: March 5th, Ed	dgar					
Lesson 11: Identify your counterpart's needs	<ul> <li>Grammar: Conditionals review.</li> <li>Vocabulary: Need and want.</li> </ul>	Client can identify the needs of counterpart by analysing their speech.	https://www.mural.co/blog/c lient-needs			
	Want					
Comments/ Suggestions for						
Comments/ Suggestions for						

negotiating		negotiate.	
Comments/ Suggestions for	next lesson:		

Client can issue requests

and offers to correctly

negotiate.

Grammar: Phrasal verbs.

Vocabulary: Requests.

Business English Conv...

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 12: Useful vocabulary

and expressions for

Lesson 13: Famous American businessmen	<ul> <li>Grammar: Present perfect and present continuous review.</li> <li>Vocabulary: Adjectives to qualify achievements.</li> </ul>	Client can describe the life and achievements of successful businessmen.	■ 10 Famous Entreprene		
Comments/ Suggestions for r	next lesson:				
Date/teacher: March 11th J	ared				
Lesson 14: Cult films of the English-speaking world	<ul><li>Grammar: Emphasising skills.</li><li>Vocabulary: Film summary words.</li></ul>	•	https://www.theringer.com/ movies/2021/1/25/22244344 /cult-movies-ranking-top-50		
Comments/ Suggestions for	Comments/ Suggestions for next lesson:				
Date/teacher: March 12th Jared					
Lesson 15: England vs the US	<ul><li>Grammar: Advanced comparisons.</li><li>Vocabulary: Sports in the</li></ul>	Client can understand the cultural and sports differences between two	https://www.jagranjosh.com/ general-knowledge/differenc es-between-us-and-uk-16938		

Comments/	Suggestions	for next lesso	on:

Commonwealth.

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				

countries.

<u>45143-1</u>

Date/teacher: 03/18 Eka

Lesson 16: Politics in the US/Mexico	<ul><li>Grammar: Expressing your opinion.</li><li>Vocabulary: Political activities.</li></ul>	Client is able to describe the differences between American and Mexican politics.	https://www.indexmundi.co m/factbook/compare/united- states.mexico/government		
Comments/ Suggestions for	next lesson:				
Date/teacher: 03/19 Eka					
Lesson 17: Talking about trends and the future	<ul><li>Grammar: Future tenses review.</li><li>Vocabulary: Al prompts.</li></ul>	Client can forecast technology trends in the future.	https://www.meltwater.com/ en/blog/trend-forecasting-pr ediction		
Comments/ Suggestions for	next lesson:				
Date/teacher: March 24th Ja	ired				
Lesson 18: Health & science	<ul> <li>Grammar: Explaining causes and consequences.</li> <li>Vocabulary: Common scientific terms.</li> </ul>	Client is able to identify health and science consequences derived from human behaviour	https://teachingutopians.co m/2019/06/05/expressing-eff ects-results-and-consequenc es-in-english-efl-esl-english-s peaking-lessons-2/		
Comments/ Suggestions for	next lesson:				
Module 7 - Technology Aims: To concisely identify to	echnology trends and their im	pplementation in the work env	vironment.		
TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS		
Date/teacher: MArch 25th Ja	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-voca bulary		

	Vocabulary: Technology words.					
Comments/ Suggestions for	next lesson:					
Date/teacher: March 26th Ja	nred					
Lesson 20: Technology and Innovation	<ul> <li>Grammar: Debate skills.</li> <li>Vocabulary: Adverbs to describe new technology.</li> </ul>	Client is able to debate about future technological trends.	https://www.sciencefocus.co m/future-technology/future-t echnology-22-ideas-about-to- change-our-world			
Comments/ Suggestions for next lesson:						
Date/teacher: March 31st Ja	Date/teacher: March 31st Jared					
Lesson 21: Technology at Work	<ul> <li>Grammar: Phrasal verbs.</li> <li>Vocabulary: Common technology phrases.</li> </ul>	Client can express complex ideas related to technology at work.	https://it-content.pearson.co m/products/b1e6a087-bda8- 4c49-9024-2dff2e9dcb6c/978 8883394461_words_for_wor k_IT/index.html			
Comments/ Suggestions for	next lesson:					
Week 8 - Evaluation prepara Aims: To review course conto						
TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS			
Date/teacher: April 1st Jared	I					
Lesson 22: Evaluation prep	Content from week 1-3					
Comments/ Suggestions for	Comments/ Suggestions for next lesson:					

Date/teacher: April 2nd Jare	d			
Lesson 23: Evaluation prep	Content from week 4-5			
Comments/ Suggestions for	next lesson:			
Date/teacher: April 7th, 202	5 Marisol			
Lesson 24: Evaluation prep	Content from week 6-7			
Client's comments about ev	raluation/next curriculum:			
Lesson 25: Final speaking evaluation.				
Date/consultant: April 8th, 2025, Marisol				
Observations:				
Next curriculum (learner's p	oath):			
	B1 Conversation TALIPOT Cu	rriculum - LESSON PLANNING		
Student: Pamela Salazar				
Classes per week: 3				
Position: Programmer Level: A2+/B1-				
Curriculum: Specialized -				

# Decompress:

Current week: 6-8

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, Ale	ejandro				
Date/teacher: October 21st, Ale Lesson 1: Business models -	ejandro  Grammar:Past	Client is able to			
Capital history	simple/continuous				
Comments/ Suggestions for next lesson:					

Date/teacher: October 22nd, N	Marisol ( )				
Lesson 2: How to be an entrepreneur	Grammar: Commons phrasal verbs	Client is able to			
Comments/ Suggestions for ne	Comments/ Suggestions for next lesson:				

Date/teacher: October 23rd, Marisol					
Lesson 3: How does a company work	• Grammar: Ger	unds	•	Client is able to	
Comments/ Suggestions for nex	rt lesson:				

Week 2 - N	Mexican mar	ket and	job cul	ture
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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 nex	Comments/ Suggestions for next lesson:				

Lesson 6: International business culture, are we different?	• Gram verbs	mar: Modal	•	Client is able to	Student will be able to discuss the differences between Mexico and U.S culture.
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Week 3 - Technology in the job Aims:	and our lives		
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 ne	xt lesson:				

Date/teacher: Nov 5, 2024 Be	ernardo			
Lesson 8: Current technology topics	Grammar: Past simple/present perfect	•	Client is able to	
Comments/ Suggestions for ne	xt 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 ne	xt lesson:		
Date/teacher: 13/11 Camille			
Lesson 12: Films. tv shows, do they project the reality of our job?	<ul><li>Grammar: Prepositions</li></ul>	Client is able to	
Comments/ Suggestions for ne	xt lesson:		
W-15 W-1-10			
Week 5 - History of corporation  Aims:	is		
TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
Date/teacher: Nov 19th, 2024. J	ared		
Lesson 13: World history and economies	<ul> <li>Grammar: Polite language</li> </ul>	Client is able to	
Comments/ Suggestions for next	t lesson:		

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

Date/teacher: Nov 21, Miguel 2	Zaccaro		
Lesson 15: American Corporate stories	Grammar:     Discourse markers	Client is able to	
Comments/ Suggestions for ne	xt 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 ne	xt 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 nex	xt lesson:		
Date/teacher: Nov 27th. Jared			
Lesson 18: Looking for the ideal product	• Grammar: Reported speech	Client is able to	
Comments/ Suggestions for nex	xt lesson:		
Topic 7 - Ecology and Enviro	nment		
Aims:			
TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
Date/teacher: December 2nd, A	Alejandro		
Lesson 19: The current ecology crisis	Grammar: 2nd conditional	Client is able to	
Comments/ Suggestions for nex	xt lesson:		
Date/teacher: Dec 3, 2024 Be	ernardo		
Lesson 20: How can technology save the World	Grammar:     Prepositions of time	Client is able to	
Comments/ Suggestions for nex	xt 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 ne	xt lesson:				
Week 8 - Review					
Aims: Review previous lesso	ns				
TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS		
Date/teacher: December 9, 202	24 Dowse				
Lesson 22:	Review weeks 1 and 2				
Comments/ Suggestions for ne	xt lesson:				
Date/teacher: December 10, 20	024 Dowse				
Lesson 23:	Review: weeks 3 and 4				
Comments/ Suggestions for ne	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+

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	<ul> <li>https://promova.co m/english-grammar/ gerund-vs-infinitive-i n-english</li> </ul>	
Comments/ Suggestions for next lesson:				

Date/teacher: August 20, 2	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,	<ul> <li>https://www.wright.</li> <li>edu/human-resource</li> <li>s/writing-an-effectiv</li> <li>e-job-description</li> </ul>
Comments/ Suggestions fo	or 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.gramm ar.cl/english/pronunc iation-ed.htm
Comments/ Suggestions for ne	ext lesson:		

Week 2 - Interviewing			
Aims:			
TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS

Lesson 4: Preparing for the interview	Grammar: Word order: questions	Client is able to make questions during an interview	<ul> <li>https://hbr.org/2021 /11/10-common-job- interview-questions- and-how-to-answer-t hem</li> </ul>
, 0	·	interview	interview-questions and-how-to-answer

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.youtub e.com/watch?v=Hkv 8LeyQ22w&t=6s
Commonts / Commontions for no			

Date/teacher: August 28th,N	1aría 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.ca mbridge.org/us/gra mmar/british-gramm ar/intonation
Comments/ Suggestions for	next lesson:		

Week 3 - Extending the Offe Aims:	er		
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	<ul> <li>https://resources.wo rkable.com/tutorial/ making-job-offer-can didate</li> </ul>			
Comments/ Suggestions for ne	xt lesson:					

Date/teacher: September 3 D	Powse		
Lesson 8: Salary negotiation	Grammar: Modals for requests and offers	Client is able to politely negotiate and offer	<ul> <li>https://learnenglis h.britishcouncil.org /grammar/english- grammar-reference /modal-verbs</li> </ul>
Comments/ Suggestions for n	ext lesson:	•	

mmar: nunciation: content unction words	Client is able to emphasize the most important details when explaining benefits	<ul> <li>https://thesoundofe nglish.org/content-fu nction-words/</li> </ul>
	unciation: content	mmar: punciation: content unction words emphasize the most important details when explaining

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

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

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

• Client is able to guide a freshman through the first day of work

- https://continuing studies.uvic.ca/elc /studyzone/410/gr ammar/ppvpast/

Comments/ Suggestions for next lesson:

Date/teacher: Sep 11 / Adria	1		
Lesson 12: Shadowing a colleague	<ul> <li>Grammar:         Pronunciation: linking,         especially with         contractions     </li> </ul>	Client is able to shadow a colleague in a task.	<ul> <li>https://www.inves topedia.com/term s/s/shadowing.asp</li> </ul>
Comments/ Suggestions for ne	xt lesson: ///		

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

Lesson 13: Systems in a workplace	<ul> <li>Grammar: Gerunds (used) for + verb + ing</li> </ul>	<ul> <li>Client is able to explain hierarchy in the workplace</li> </ul>	<ul> <li>https://www.inde</li> <li>ed.com/hire/c/inf</li> <li>o/what-is-a-chain-</li> <li>of-command-in-th</li> <li>e-workplace</li> </ul>

Date/teacher: September 18th,	. Marisol		
Lesson 14: Technology	Grammar: Infinitive (designed) to + infinitive	<ul> <li>Client is able to talk about technology that he or she uses while working</li> </ul>	<ul> <li>https://blog.vanta gecircle.com/tech nology-in-the-wor kplace/</li> </ul>

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	<ul> <li>Grammar:         <ul> <li>Vocabulary, Adjectives</li> <li>and Adverbs.</li> </ul> </li> <li>Conditionals</li> </ul>	Client is able to use helpful apps for his/her job	<ul> <li>https://learnenglis h.britishcouncil.or g/grammar/b1-b2- grammar/conditio nals-zero-first-seco nd</li> </ul>
Comments/ Suggestions for ne	xt lesson:		

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

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

adje	ımmar: Order of		is able to	- https://business.a
Lesson 17: Agile Project  Management	ectives	mana	ge a project	dobe.com/blog/ba sics/steps-to-mana ge-project#researc h-your-project-and -identify-a-purpos e

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	<ul> <li>https://www.usabi lity.gov/what-and- why/project-mana gement.html</li> </ul>
Comments/ Suggestions for ne	xt lesson:		

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

Date/teacher: Sep 30, 2024 B	ernardo		
Lesson 19: Automation	Grammar: Conditionals revision	<ul> <li>Client is able to use the conditionals</li> </ul>	- What are co
Comments/ Suggestions for ne	xt lesson:		

Date/teacher: Oct 2nd - Camille					
Lesson 20: Innovation	Grammar: Passive voice	Client is able to talk about company innovations by using passive voice	<ul> <li>https://ideascale.c om/wp-content/u ploads/2023/07/te chnology-innovati on-descriptive.jpg</li> </ul>		
Comments/ Suggestions for ne	xt lesson:				

Date/teacher: oct 3rd Mildred			
Lesson 21: Future technology	Grammar: Future tenses	<ul> <li>Client is able to talk about the company's future plans</li> </ul>	<ul> <li>https://eslgramma r.org/future-tense/</li> </ul>
Comments/ Suggestions for ne	ext 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 Current topic: 8-8 **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 **TOPIC & CONTENT LANGUAGE FOCUS MATERIALS / SKILLS PRODUCTION** Date/teacher:Warren June 21st June 19th, Jaime OFF CURRICULUM Lesson 1: Introduce yourself Grammar: Present tense Clients introduce What is project & describe your position / Sentence structure themselves and describe management? (video) with conjunctions their job Vocabulary: Action verbs necessary for the position 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	<ul> <li>Grammar: Gerunds (for activities &amp; verbs that take gerunds)</li> <li>Vocabulary: work activities and responsibilities</li> </ul>	Clients talk about work activities and responsibilities	Linkedin profiles
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Lesson 3: Introduce your team members  Comments/ Suggestions for note that the company Aims: To present a timeline to the content of the cont	<ul> <li>Grammar: Present         Simple and Continuous</li> <li>Vocabulary: Adjectives</li> </ul>	Clients are able to introduce others and describe their responsibilities	https://pitchavatar.com/how -to-properly-introduce-your-t
Comments/ Suggestions for notice week 2 - Your company Aims: To present a timeline TOPIC & CONTENT  Date/teacher: June 25  Lesson 4: Describe the evolution of your company  Comments/ Suggestions for notice with the suggestion with	Simple and Continuous  Vocabulary: Adjectives	introduce others and describe their	-to-properly-introduce-your-t
Week 2 - Your company Aims: To present a timeline  TOPIC & CONTENT  Date/teacher: June 25  Lesson 4: Describe the evolution of your company  Comments/ Suggestions for n	ovt losson:		eam/
TOPIC & CONTENT  Date/teacher: June 25  Lesson 4: Describe the evolution of your company  Comments/ Suggestions for n	ext lessuii.		
Date/teacher: June 25 Lesson 4: Describe the evolution of your company  Comments/ Suggestions for n	e of your company as well as it	ts position within the industr	у.
Lesson 4: Describe the evolution of your company  Comments/ Suggestions for n	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
evolution of your company  Comments/ Suggestions for n	th, Alejandro		
	<ul> <li>Grammar: Past         continuous vs past         simple/ timelines</li> <li>Vocabulary: company         history, time markers for         the past</li> </ul>	Client presents the timeline of their company	Ex Apple timeline
Date/teacher: June 26th, J	ext lesson:		
	aime		
Lesson 5: Connect actions inside the company	<ul> <li>Grammar: Connectors (emphasize, addition, contrast,)</li> <li>Vocabulary: organizational structure</li> </ul>	Client describes the organizational structure of their company and how it is connected	Connectors Types of organizational structures
Comments/ Suggestions for n	ext lesson:		
Date/teacher: June 27	th, Alejandro		
Lesson 6: Explain the relation with suppliers & clients	<ul> <li>Grammar: Modal verbs (possibilities &amp; requests)</li> <li>Vocabulary:work relationships</li> </ul>	Clients talks about the relationships at work	Modal verbs exercises
Comments/ Suggestions for n	ext 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	<ul> <li>Grammar:         Modals/Connection         words (cause &amp; effects)</li> <li>Vocabulary: projects</li> </ul>	Client discussed and describes a process of starting a project	Six questions to ask before starting a big project.
Comments/ Suggestions for n	ext lesson:		
Date/teacher: July 2nd	l Warren		
Lesson 8: Describe your current project	<ul> <li>Grammar: Sequencers,         Present Perfect     </li> <li>Vocabulary: adjectives,         projects     </li> </ul>	Client describes and details current projects	Good project managers vs bad managers
Comments/ Suggestions for n	ext lesson:		
Date/teacher: July 3rd	Warren		
Lesson 9: Describe past & future projects	<ul> <li>Grammar: Past Simple         vs Present Perfect/         Future tense</li> <li>Vocabulary: adjectives,</li> </ul>	Client details past and future projects	■ How to Write a Projec
	projects		
	projects  ext lesson:  art  urate form the positions with		
Week 4 - Organizational ch	projects ext lesson:	in a company as well as their  PRODUCTION	roles.  MATERIALS / SKILLS
Week 4 - Organizational ch Aims: To describe in an acc	projects  ext lesson:  eart  urate form the positions with  LANGUAGE FOCUS		
Week 4 - Organizational ch Aims: To describe in an acc TOPIC & CONTENT	projects  ext lesson:  eart  urate form the positions with  LANGUAGE FOCUS		
Week 4 - Organizational ch Aims: To describe in an acc TOPIC & CONTENT  Date/teacher: July 6th Lesson 10: Explain the hierarchy of your company -	projects  ext lesson:  art  urate form the positions with  LANGUAGE FOCUS  , Jaime	Client details the hierarchy and structure	MATERIALS / SKILLS
Week 4 - Organizational chaims: To describe in an acc TOPIC & CONTENT  Date/teacher: July 6th Lesson 10: Explain the hierarchy of your company - Who works where?	projects  ext lesson:  art  urate form the positions with  LANGUAGE FOCUS  , Jaime	Client details the hierarchy and structure	MATERIALS / SKILLS
Week 4 - Organizational chaims: To describe in an acc  TOPIC & CONTENT  Date/teacher: July 6th  Lesson 10: Explain the hierarchy of your company - Who works where?  Comments/ Suggestions for no	projects  ext lesson:  art  urate form the positions with  LANGUAGE FOCUS  , Jaime	Client details the hierarchy and structure	MATERIALS / SKILLS

Date/teacher: July 10tl	h Warren		
Lesson 12: Compare different company structures	<ul> <li>Grammar: Comparatives</li> <li>&amp; superlatives</li> <li>Vocabulary: company structure</li> </ul>	Client compares     different company     structures (Alcanza vs     Coppel) - what are the     pros and cons?	Difference between startups and SMEs
Comments/ Suggestions for ne	ext lesson:		
Week 5 - Meetings Aims: To be able to manage	e all aspects related to a busir	ess meeting.	
TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
Date/teacher: July 15tl	h, Jaime		
Lesson 13: Scheduling & rescheduling meetings	<ul> <li>Grammar: Polite         <ul> <li>language (request &amp; phrases)/ Preposition of time</li> </ul> </li> <li>Skill: More complex question formation</li> <li>Vocabulary: meetings</li> </ul>	Client is able to schedule and reschedule appointments, discuss availability	<ul> <li>Meeting vocabulary</li> <li>Quiz meeting vocabulary</li> </ul>
Comments/ Suggestions for ne	ext 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 ne	ext lesson:		
Date/teacher: July 17tl	h, Jaime		
Lesson 15: Having a meeting	<ul> <li>Grammar: Discourse markers / WH question forms</li> <li>Skill: participating in a meeting</li> <li>Vocabulary: meetings</li> </ul>	Client role plays     participating in a     meeting	<ul> <li>Questions to ask in a meeting</li> <li>The most critical types of project management</li> </ul>
Comments/ Suggestions for ne	ext 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

Date/teacher: Jul 22,	2024 Bernardo		
Lesson 16: Minimum vs preferred qualities (write a vacancy)	<ul> <li>Grammar: passive voice, Royal order of adjectives</li> <li>Skills: writing</li> <li>Vocabulary: skills hard and soft</li> </ul>	Client details and describes a job vacancy	<ul> <li>Job Description         Vocabulary         Job Description         Template</li> </ul>
Comments/ Suggestions for n	ext lesson:		
Date/teacher: 23 July	Julio		
Lesson 17: Job interview	<ul><li>Grammar: questions in passive</li><li>Vocabulary: job vacancy</li></ul>	Client asks and answers questions for a job interview	<ul> <li>Inclusive Language (extension activity)</li> </ul>
Comments/ Suggestions for n	ext lesson:		•
Date/teacher: July 24t	h, Jaime		
Lesson 18: Evaluate candidates	<ul><li>Grammar: reported speech</li><li>Vocabulary: skills</li></ul>	Client evaluates     potential candidates for     a vacancy	
Comments/ Suggestions for n	ext lesson:		
Week 7 Projects 2.0 - Into Aims: To fully evaluate the	the deep erisks and benefits of a new p	roject.	
TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
Date/teacher: July 29t	h, Edgar		
Lesson 19: Managing time	<ul> <li>Grammar: Second         Conditional /         prepositions of time         </li> <li>Vocabulary: time         management     </li> </ul>	Clients discusses their time management and deadlines	Quiz vocab time management Time management tips
Comments/ Suggestions for n	ext lesson:		
Date/teacher: July 30,	2024 Dowse		
	Grammar: Tenses review	Client reflects on their scope and capabilities	Avoid this time management mistakes
Lesson 20: Scopes and capabilities	(all) • Vocabulary: intensifiers		
	Vocabulary: intensifiers		

Lesson 21: Risk and Result	<ul> <li>Grammar: will vs would/ conditionals review</li> <li>Vocabulary: predictions</li> </ul>	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 ne	ext lesson:		
Topic 8 - Evaluation - Formal			
Date/teacher: August 6	Sth, Edgar		
Lesson 22: Evaluation prep	Content from week 1-3	Explain who is involved in your current project	
Comments/ Suggestions for ne	ext lesson:		
Date/teacher: August 7	7 Julio		
Lesson 23: Evaluation prep	Content from week 4-5	Explain the problems & solutions from your previous projects	
Comments/ Suggestions for ne	ext lesson:		
Date/teacher: August 8	3, 2024 Dowse		
Lesson 24: Evaluation prep	Content from week 6-7	Explain the KPIs of your project	
Comments/ Suggestions for ne	ext lesson:		
Lesson 25: Final eval: 08/12 Edgar			
Client's comments about evaluation/next curriculum:			
		B1+ I	ntermediate 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
TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS

## Date/teacher: 17/April Julio

workplace communication

Lesson 1: Analyzing general -Question

-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 ne	xt 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 fo	r next lesson:				

Week 2 - Constructive feedbac	k		
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		

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/blo g/how-to-give-a-winning-pep-tal k		
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

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.
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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 ne	ext 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 n	ext lesson:					

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

nar:		Clianatia alala ta	
nt perfect: life ences		Client is able to describe work relationships.	10 Types of Workplace Relationships and How To Improve Them   Indeed.com Improving Workplac
	· ·		•

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 ne	xt lesson:					

Date/teacher: Ma5 15th, Jaim	e			
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 ne	ext lesson:			

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

Date/teacher: May 20th, Jai	me			
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

pologize Like a nal pologize to a
2

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		

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.co m/advice/the-right-way-to -ask-for-help-at-work		
Comments/ Suggestions for ne	xt 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 ne	ext 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:				

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

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 ne	xt lesson:			
Date/teacher: June 5th, Jaime				
Lesson 24: Review week 7&8	Review			
Client's comments about evalu	uation/next curriculum:			
Lesson 25: Final speaking evalu	uation - 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+

Current week: 8/8

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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:

<b>TOPIC &amp; CONTENT</b>	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS

Date/teacher: 7/2 Julio			
Lesson 1: Present your educational background	<ul> <li>Grammar: Present tenses review</li> <li>Vocabulary: educational background</li> </ul>	Client is able to talk about their educational background	

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 r	next lesson:		

Date/teacher: February 12th,	laime		
Lesson 3: Discuss cultural differences between Mexico and the US	<ul><li>Grammar: comparatives</li><li>Vocabulary: work cultures, adjectives</li></ul>	Client is able to describe the differences/similarities and compare different work cultures	

## **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 19t	h, Alejandro		
Lesson 5: Offer your opinion on a project strategy	Grammar:Expressi     ons for personal opinion	Client can give     positive and negative     opinions on project	
Strategy	Vocabulary: opinions	strategies	

Comments/ Suggestions for next lesson:

Date/teacher: 20th Feb - Camille

Lesson 6: Identify areas of growth in a results presentation	<ul><li>Grammar: modals</li><li>Vocabulary: being polite</li></ul>	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	<ul><li>Grammar:</li><li>Prepositions of time</li><li>Vocabulary: time</li><li>expressions</li></ul>	Client is able to detail the strategy of a project	

expressions for negotiating

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

Date/teacher: feb 27 Ale

Lesson 9: Give feedback on a coworker's presentation	<ul> <li>Grammar: Glving feedback</li> <li>Vocabulary: positive and negative feedback</li> </ul>	<ul> <li>Client gives         positive and         negative feedback         to others</li> </ul>	
	J		

Week 4 - Negotiation Aims:			
TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS

Lesson 10: Analyze different negotiation strategies	<ul> <li>Grammar: cause and effect</li> <li>Vocabulary: negotiation steps</li> </ul>	Clients discuss and detail different negotiation strategies	
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Date/teacher: 03/04 Edgar			
Lesson 11: Debate which strategy works best for a vendor/client/boss	<ul><li>Grammar: superlatives</li><li>Vocabulary: adjectives</li></ul>	Client is able to identify the best negotiation strategy for different situations	

Lesson 12: Useful vocabulary and expressions	<ul> <li>Grammar: phrasal verbs / prepositions</li> <li>Vocabulary: useful expressions</li> </ul>	<ul> <li>Client is able to conduct a successful negotiation.</li> </ul>	Role play: client will perform role play in a negotiation setting with Consultant.
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Week 5 - Presentation strategies			
Aims:			
TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS

Date/teacher: 03/06 Edgar			
Lesson 13: Start a presentation efficiently	<ul> <li>Grammar:         <ul> <li>Intonation, tone and pace</li> </ul> </li> <li>Skills: intonation and pronunciation</li> <li>Vocabulary:         <ul> <li>presentations -</li> <li>starting</li> </ul> </li> </ul>	<ul> <li>Client is able to start a presentation adn give an overview of the topics covered</li> </ul>	

Date/teacher: March 11 Ale			
Lesson 14: Transmit ideas	<ul> <li>Grammar: Word choice</li> <li>Vocabulary: strong verbs, adjectives and nouns</li> </ul>	<ul> <li>Client is able to successfully transmit ideas using powerful vocabulary</li> </ul>	

Lesson 15: Asking and answering questions  • Grammar: questions forms ask and answering questions relations  • Olient is able to a presentation on to a presentation of the presentation o	
	wer lated

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, Jair	me		
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	<ul><li>Grammar: discourse markers</li><li>Vocabulary: adjectives</li></ul>	<ul> <li>Client compares and manages risks related to their projects</li> </ul>	
Comments/ Suggestions for nex	xt lesson:		

Date/teacher: march 25 ale			
Lesson 18: Declining a project because of risk	<ul> <li>Grammar:</li> <li>conditionals</li> <li>Vocabulary: polite</li> <li>declining</li> </ul>	<ul> <li>Client is able to politely decline a risky project and give arguments to support the decision</li> </ul>	

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

		Date/teacher: march 26 Ale
Client is able to mediate in a conflict between other parties	<ul><li>Grammar: phrasal verbs</li><li>Vocabulary: conflicts</li></ul>	Lesson 19: Solving a conflict between two co-workers
other parties	conflicts	

Lesson 20: Expressing disagreement to your boss	<ul> <li>Grammar : polite disagreement</li> <li>Vocabulary: useful expressions</li> </ul>	Client is able to disagree politely	
Comments/ Suggestions for ne	ext lesson:		
Date/teacher: 02/04 Edgar			
	Grammar: pitching	Client is able to	

Week 8 - Review				
Aims: Review previous lessons				
TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS	
TOPIC & CONTENT	LANGUAGE FUCUS	PRODUCTION	IVIATERIALS / 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:	<ul> <li>Negotiating the terms of the project</li> </ul>				
Comments/ Suggestions for ne	xt lesson:				
Date/teacher: april 8 ale	Date/teacher: april 8 ale				
	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

Lesson 24:

Decompress: 01/Nov Edgar

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

<u>Aims:</u> 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	<ul> <li>Grammar: SVO and word order /Present simple review/possessive adjectives</li> <li>Skills: pronunciation -s</li> <li>Vocabulary:Adjectives - describing people</li> </ul>	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.
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Comments/ Suggestions for next lesson:			
Date/teacher: November 13th	ı, 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 2 - Business Small talk  Aims: Describing your and oth	er people's preferences using m	and the control of th	——————————————————————————————————————
Topic 2 - Business Small talk  Aims: Describing your and oth	er people's preferences using m	and the control of th	——————————————————————————————————————
Topic 2 - Business Small talk  Aims: Describing your and oth interactions with people and o	ner people's preferences using m discussing every day topics of far LANGUAGE FOCUS	nily life, hobbies, leisure and din	ing.
Topic 2 - Business Small talk  Aims: Describing your and oth interactions with people and of the topic with people and other topic with people and other topic with people and other topic with the topic	ner people's preferences using m discussing every day topics of far LANGUAGE FOCUS	nily life, hobbies, leisure and din	ing.
Topic 2 - Business Small talk  Aims: Describing your and oth interactions with people and of  TOPIC & CONTENT  Date/teacher: November 14/F	LANGUAGE FOCUS  Frida  Grammar: Questions in simple present (Do/does versus Am/ls/Are) / possessives  Skills: pronunciation of -s  Vocabulary: family and basic info	PRODUCTION  Client describes own	• 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
Topic 2 - Business Small talk  Aims: Describing your and oth interactions with people and of  TOPIC & CONTENT  Date/teacher: November 14/F  Lesson 4: Getting to know your colleagues	er people's preferences using maiscussing every day topics of far  LANGUAGE FOCUS  rida  • Grammar: Questions in simple present (Do/does versus Am/Is/Are) / possessives • Skills: pronunciation of -s • Vocabulary: family and basic info	PRODUCTION  Client describes own	• 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

			coffee break. Ask about his/her likes, hobbies and interests.
Comments/ Suggestions for ne	ext 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 ne	ext lesson:		
	e, describing places and giving s nouns and appropriate articles, pints of interest.		
TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
Date/teacher: 11/22 Roberto			
Lesson 7: My office	<ul> <li>Grammar: Using this is and forms of have in conversation/A and AN for jobs</li> <li>Skills: pronunciation</li> <li>Vocabulary: jobs and departments</li> </ul>	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 ne	ext lesson:		
Date/teacher: 27/November J	ulio		
	Grammar: There is /are	Client is able to inquire	•

/ prepositions of place/

Vocabulary: adjectives,

Skills: intonation

articles

-questions

places in the

Lesson 8: Around the office

about places around the

office

Prepositions of place

<u>interactive exercises</u> Homework: You are visiting a

branch of the company - ask

and answer questions about

<u>Grammar -</u>

	neighborhood		what is in the neighborhood.
Comments/ Suggestions for ne	ext lesson:		
Date/teacher: November 28th	, Paulina		
Lesson 9: Company visit	<ul> <li>Grammar: There is/are         vs HAVE/HAS /         prepositions and articles</li> <li>Skills: intonation in         questions</li> <li>Vocabulary:adjectives/         places of interest</li> </ul>	Client is able to discuss and inquire about different places of interest	• • • • • • • • • • • • • • • • • • •
	ext lesson: riding specific directions using in , as well as comparing and contr	· •	
TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
Date/teacher: 11/29 Edgar			
Lesson 10: Lost on a business trip	<ul> <li>Grammar:         <ul> <li>Imperatives/preposition</li> <li>s of place / there and</li> <li>have in questions</li> </ul> </li> <li>Vocabulary: verbs and directions/ places in a city</li> </ul>	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 ne	ext lesson:		
Date/teacher: 11/30 Edgar			
	Grammar: Comparatives     and superlatives     /Prepositions of place in	Client is able to discuss different events and preferences on places of	<ul> <li>Comparatives &amp; superlatives</li> <li>Convention map</li> </ul>

interest

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:

Lesson 11: Business Events

questions /

Vocabulary: events

Date/teacher: 12/5 Eka			
Lesson 12: Your work route	<ul> <li>Grammar: Present simple review/SHOULD for advice/prepositions of place</li> <li>Skills: pronunciation TH</li> <li>Vocabulary: places in a city/events</li> </ul>	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 ne	ext lesson:		
	rrent events and projects, and yo forms of present simple and cont	- · · · · · · · · · · · · · · · · · · ·	enda, as well as reporting on
TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
Date/teacher: 12/06 Edgar			
Lesson 13: My schedule	<ul> <li>Grammar: Modal verbs for obligation - MUST vs SHOULD/ prepositions of time</li> <li>Vocabulary: Verbs for expressing obligation and need/ work routines/time</li> </ul>	Client discusses their personal and professional agenda	• <u>Listening for</u> <u>beginners- many topics</u> 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 n	ext lesson:		
Date/teacher: 12/11 Eka Revi 12/7 Eka	ew		
Lesson 14: Current projects	<ul> <li>Grammar: Present Continuous</li> <li>Vocabulary: hobbies and leisure activities/work tasks</li> </ul>	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 ne	ext lesson:		

Comments/ Suggestions for next lesson:  Topic 6 - Evaluation - Informal  Date/teacher: 12/13 Eka  Lesson 16: Eval Prep  Comments/ Suggestions for next lesson:  Date/teacher: 12/18 Edgar  Lesson 17: Informal Evaluation:  Comments/ Suggestions for next lesson:  Date/teacher: 12/19 Eka  Lesson 18: Feedback and follow-up  Comments/ Suggestions for next lesson:  Topic 7 - Business Trip  Aims: Using expressions to describe preference ordering in restaurants.	reviewing clarifying p learned co	ontent out a variety of prod	ducts and stores, as well as  MATERIALS / SKILLS
Comments/ Suggestions for next lesson:  Topic 6 - Evaluation - Informal  Date/teacher: 12/13 Eka  Lesson 16: Eval Prep  Comments/ Suggestions for next lesson:  Date/teacher: 12/18 Edgar  Lesson 17: Informal Evaluation:  Comments/ Suggestions for next lesson:  Date/teacher: 12/19 Eka  Lesson 18: Feedback and follow-up  Comments/ Suggestions for next lesson:  Topic 7 - Business Trip  Aims: Using expressions to describe preference	k • This week reviewing clarifying plearned co	mistakes and previously portent	ducts and stores, as well as
Comments/ Suggestions for next lesson:  Topic 6 - Evaluation - Informal  Date/teacher: 12/13 Eka  Lesson 16: Eval Prep  Comments/ Suggestions for next lesson:  Date/teacher: 12/18 Edgar  Lesson 17: Informal Evaluation:  Comments/ Suggestions for next lesson:  Date/teacher: 12/19 Eka  Lesson 18: Feedback and follow-up	k • This week reviewing clarifying p	mistakes and previously	
Comments/ Suggestions for next lesson:  Topic 6 - Evaluation - Informal  Date/teacher: 12/13 Eka  • Review  Comments/ Suggestions for next lesson:  Date/teacher: 12/18 Edgar  Lesson 17: Informal Evaluation:  Comments/ Suggestions for next lesson:  Date/teacher: 12/19 Eka  • Feedback  Lesson 18: Feedback and	k • This week reviewing clarifying p	mistakes and previously	
Comments/ Suggestions for next lesson:  Topic 6 - Evaluation - Informal  Date/teacher: 12/13 Eka  Lesson 16: Eval Prep  Comments/ Suggestions for next lesson:  Date/teacher: 12/18 Edgar  Lesson 17: Informal Evaluation:  Comments/ Suggestions for next lesson:	evaluation		
Comments/ Suggestions for next lesson:  Topic 6 - Evaluation - Informal  Date/teacher: 12/13 Eka  • Review  Lesson 16: Eval Prep  Comments/ Suggestions for next lesson:  Date/teacher: 12/18 Edgar  Lesson 17: Informal Evaluation:	evaluation		
Comments/ Suggestions for next lesson:  Topic 6 - Evaluation - Informal  Date/teacher: 12/13 Eka  - Review  Comments/ Suggestions for next lesson:  Date/teacher: 12/18 Edgar  Lesson 17: Informal  Informal	evaluation		
Vocabular verbs  Comments/ Suggestions for next lesson:  Topic 6 - Evaluation - Informal  Date/teacher: 12/13 Eka      Review  Comments/ Suggestions for next lesson:			
Vocabular verbs  Comments/ Suggestions for next lesson:  Topic 6 - Evaluation - Informal  Date/teacher: 12/13 Eka  Review  Lesson 16: Eval Prep	I		
Vocabulation - Informal  Date/teacher: 12/13 Eka  Review			
Vocabular verbs  Comments/ Suggestions for next lesson:  Topic 6 - Evaluation - Informal		-	
Vocabulativerbs  Comments/ Suggestions for next lesson:			
Vocabular verbs			
Vocabular			
and Continuou verbs	on their ar us/reporting people's ag	genda FIN for	Using Present tenses to talk about work NAL TASK: Create a report ryour boss on your and ur team's agendas and rrent activities.

questions/ questions

Client describes their

<u>Grammar - interactive</u>

Lesson 19: Going out

	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 ne	ext lesson:		
Date/teacher: 26/Dec Julio			
Lesson 20: Your free time	<ul> <li>Grammar:Wh question/ can and could for polite requests</li> <li>Vocabulary: shopping and prices</li> </ul>	Client inquires about products of interest in a variety of shops and asks for assistance from salespeople	• https://breakingne wsenglish.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 ne	ext lesson:		
Date/teacher: December 27th	, Alejandro		
Lesson 21: Restaurants	<ul> <li>Grammar: modal verbs for requests and offers/ adjectives</li> <li>Vocabulary :food and restaurants</li> </ul>	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 ne	ext lesson:		
Topic 8 - Appointments			

<u>Aims:</u> 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	<ul> <li>Grammar: Present         Simple and Continuous/         talking about time</li> <li>Vocabulary: time         expressions/ agendas</li> </ul>	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 ne	ext lesson:		
Date/teacher: Jan 2, 2024 Be	rnardo		
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 ne	ext lesson:		
Date/teacher: Jan 3, 2024 Be	rnardo		
Lesson 24: Setting appointments	<ul> <li>Grammar: tag questions</li> <li>Skill: intonation in questions</li> <li>Vocabulary: setting appointments / accepting and rejecting</li> </ul>	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

Comments/ Suggestions for next lesson:

# **Topic 9 - Problem solving**

<u>Aims:</u> 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.

appointment for next week

TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
Date/teacher: 01/08 Edgar			
Lesson 25: Complaining	<ul> <li>Grammar: prefix UN- and variants/ past simple BE and DO</li> <li>Vocabulary: personal and professional issues/ because and because of</li> </ul>	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.aic	<mark>anza@gmail.co</mark> m		
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 ne	ext lesson:		
Date/teacher: <b>9/Januar</b>	y Julio		
Lesson 27: Requesting assistance	<ul> <li>Grammar: offers and requests - modal WOULD/ FOR vs TO/ past simple review</li> <li>Vocabulary: problems and solutions/ adjectives</li> </ul>	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 ne	out laccon.		
	ext lesson:		
Topic 10 - Careers  Aims: Inquiring and providing	information about past persona	l and professional experiences, u I histories of a variety or individu	
Topic 10 - Careers  Aims: Inquiring and providing	information about past persona		
Topic 10 - Careers  Aims: Inquiring and providing regular and irregular verbs, as  TOPIC & CONTENT	information about past persona well as describing timelines and	l histories of a variety or individu	uals and companies.
Topic 10 - Careers  Aims: Inquiring and providing regular and irregular verbs, as	information about past persona well as describing timelines and	l histories of a variety or individu	uals and companies.
Topic 10 - Careers  Aims: Inquiring and providing regular and irregular verbs, as  TOPIC & CONTENT  Date/teacher: 01/15 Eka	Information about past personal well as describing timelines and LANGUAGE FOCUS      Grammar: Past Simple regular verbs     Skill: Pronunciation /ED/     Vocabulary: adjectives /occupations/ years	PRODUCTION  • Client describes their	MATERIALS / SKILLS  MATERIALS / SKILLS  Homework: Role play a conversation with your colleague about last week at
Topic 10 - Careers  Aims: Inquiring and providing regular and irregular verbs, as  TOPIC & CONTENT  Date/teacher: 01/15 Eka  Lesson 28: Timelines	Information about past personal well as describing timelines and LANGUAGE FOCUS   Grammar: Past Simple regular verbs Skill: Pronunciation /ED/ Vocabulary: adjectives /occupations/ years  ext lesson:	PRODUCTION  • Client describes their	MATERIALS / SKILLS  MATERIALS / SKILLS  Homework: Role play a conversation with your colleague about last week at

Comments/ Suggestions for next lesson:			
Date/teacher: 1/17 Eka			
Lesson 30: Company history	<ul> <li>Grammar: Past Simple questions</li> <li>Skill: intonation in questions</li> <li>Vocabulary: company history</li> </ul>	Client discusses their company history	• FINAL TASK: Role play a dialogue with a new partner discussing your companies' histories
Comments/ Suggestions for no	ext lesson:		
Topic 11 - Goals			
	jectives, present and future projeers to organize ideas coherently,		
TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
Date/teacher: January 18th, M	laría 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 ne	ext lesson:		
Date/teacher: 01/22 Edgar			
Lesson 32: Setting goals	<ul> <li>Grammar: future with WILL and GOING TO and Present Continuous</li> <li>Vocabulary: goals and ambitions</li> </ul>	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	<ul> <li>Grammar: future/ future in the past</li> <li>Vocabulary: reporting verbs</li> </ul>	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	Topic 12 - Evaluation - Formal			
Date/teacher: January 24th - C	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 ne	ext lesson:			
Date/teacher: January 29th, A	lejandro			
Lesson 35: Eval Prep	Review Topics 9-11	This week focuses on resolving client's doubts and perfecting previously learned content		
Comments/ Suggestions for ne	ext 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

Comments/ Suggestions for next lesson:

<u>Aims:</u> Describing yourself using the correct forms of the verb TO BE and other common verbs in English, talking about your

TODIC & CONTENT	TOPIC & CONTENT LANGUAGE FOCUS PRODUCTION MATERIALS / SKILLS				
TOPIC & CONTENT	LANGUAGE FUCUS	PRODUCTION	IVIATERIALS / SKILLS		
Date/teacher: August 2nd, Bern	Date/teacher: August 2nd, Bernardo				
Lesson 1: Talking about oneself	<ul> <li>Grammar: Present Simple of verbs (positive forms)</li> <li>Vocabulary: verbs and adjectives for describing oneself</li> </ul>	Clients describe themselves and introduce themselves to others	Speaking about your job Homework: Send a short voice note introducing yourself		
Comments/ Suggestions for ne	xt lesson:				
Date/teacher: August 8th / Kar	el				
Lesson 2: Daily and work routines	<ul> <li>Grammar: SVO /Present simple negatives/ verb TO LIKE</li> <li>Vocabulary: verbs for work routines</li> </ul>	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 ne	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		

		_		
Wee	コドフ	- Ke	latior	nships

<u>Aims:</u> 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	<ul> <li>Grammar: Present Simple 3<sup>rd</sup> person</li> <li>Skills: pronunciation of -s</li> <li>Vocabulary: family and relatives</li> </ul>	Client describes own family and their routines	<ul> <li>Pronunciation -s</li> <li>Vocabulary - Family</li> <li>Homework: Send a voice note about one family member of your choice.</li> </ul>	

Comments/ Suggestions for next lesson:

#### Date/teacher: August 14th, Bernardo

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
- <u>Vocabulary-describing</u> <u>companies</u>

FINAL TASK:Prepare a short presentation on your company and your role in it

Comments/ Suggestions for next lesson:

#### Week 3 - Places

<u>Aims:</u> 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 / Orlan	Date/teacher: Aug 16th / Orlando				
Lesson 7: My city	Grammar: There is and There are/plurals	Client is able to describe their hometown	<ul> <li>Pronunciation -s</li> <li>There is/are- places in a city</li> </ul>		

Comments/ Suggestions for ne	Skills: pronunciation -s     Vocabulary : buildings and places in a city  xt lesson:		Homework: Send a voice note describing a city you know
Date/teacher: August 21st, Ber	nardo		
Lesson 8: In the neighborhood	<ul> <li>Grammar: There is /are questions/prepositions of place/ irregular plurals</li> <li>Skills: intonation -questions</li> <li>Vocabulary: adjectives</li> </ul>	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 ne	xt lesson:		ı
Date/teacher: 08/22 Edgar			
Lesson 9: Describing places	<ul> <li>Grammar: There is/are negatives and questions/ irregular plurals/ adjectives</li> <li>Skills: pronunciation plurals/ intonation in questions</li> <li>Vocabulary:adjectives/ places of interest</li> </ul>	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 ne	xt 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	d		
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 ne	xt lesson:		
Date/teacher: September, 4th, August 29th / Karel DNH	Bernardo		
Lesson 11: Transportation	<ul> <li>Grammar: Comparatives and superlatives</li> <li>Vocabulary: transport</li> </ul>	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 ne	xt 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 ne	xt lesson:		
Week 5 - Small talk  Aims: Expressing likes and disl current events, and personal are		ests, and using present continuou	us forms to give details about
TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
Date/teacher: 6/September Jul	io		
Lesson 13: Likes and dislikes	<ul> <li>Grammar: VERB+ gerund or infinitive</li> <li>Vocabulary: Verbs for expressing likes and dislikes/food</li> </ul>	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 ne	xt lesson:		
Date/teacher: 9/12 Eka			
Lesson 15: Making small talk	<ul> <li>Grammar: Present Simple and Continuous question forms</li> <li>Skills: intonation</li> <li>Vocabulary: small talk</li> </ul>	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 ne	xt 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 ne	xt 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 pre- professional skills, as well as dis		nt ending adjectives to describe \	our own personal and
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 ne	xt lesson:		
Date/teacher: 9/25 Roberto			
Lesson 20: Hard and Soft Skills	<ul> <li>Grammar: Present and Past ability</li> <li>Vocabulary: adjectives -ED and -ING/ hard and soft skills</li> </ul>	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 ne	xt lesson:		
Date/teacher: 9/26 Roberto			
Lesson 21: Learning new skills	<ul> <li>Grammar: Conjunctions/ causal sentences</li> <li>Vocabulary : adjectives -ED and -ING</li> </ul>	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 ne	xt lesson:		
Week 8 - Work Experience Aims: Inquiring and providing regular and irregular verbs.	information about past personal	and professional experiences, us	sing the past simple tense of
TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS

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ТОРІ	C & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
Date/teac	her: September 27th,	/Frida		
Lesson 22 experience	: Describing es	Grammar: Past Simple     verb TO BE / regular     verbs	Client describes their past life experiences	<ul> <li>Jobs and work activities</li> <li>Homework: Voice note about your last holiday/weekend</li> </ul>

		<b>I</b>	_
	<ul><li>Skill: Pronunciation /ED/</li><li>Vocabulary: adjectives</li></ul>		
Comments/ Suggestions for ne	xt lesson:		
Date/teacher: October 2nd, Pa	ulina		
Lesson 23: Work experience	<ul> <li>Grammar: Past Simple irregular verbs</li> <li>Skill: Pronunciation</li> <li>Vocabulary: discourse markers for talking about the past</li> </ul>	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 ne	xt lesson:		
Date/teacher: October 3rd/Fric	a b		
Lesson 24: Job interviews	<ul> <li>Grammar: Past Simple questions</li> <li>Skill: intonation in questions</li> <li>Vocabulary: job interviews</li> </ul>	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 ne	xt lesson:		
	ing travel preferences when plans e simple tense to discuss future a		needs using verb
TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
Date/teacher: 10/4 Roberto			
Lesson 25: Travel wants and needs	<ul> <li>Grammar: 2 verb combinations/ comparatives and superlatives</li> <li>Vocabulary: Verbs for expressing wants and needs, travel vocabulary</li> </ul>	Client discusses their travel preferences	Travel worksheets Homework: Send a voice note about your travel preferences - holidays and business trips
Comments/ Suggestions for ne	xt lesson:		
Date/teacher: 9/October Julio			

Lesson 26: Holidays  Comments/ Suggestions for ne  Date/teacher: October 10th, Pa		Client can discuss their holiday plans	Travel activities Homework: Send a voice note about your next trip
October 10th / Karel DNH	sullila		
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 ne	xt 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/ F	rida		
Lesson 28: Informal emails	<ul> <li>Grammar: WH questions         <ul> <li>present, past and</li> <li>future</li> </ul> </li> <li>Vocabulary: informal email vocabulary</li> </ul>	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			
	Grammar: WH questions     Vocabulary: formal email	Client interprets and writes formal emails	Writing for beginners
Lesson 29: Formal emails	structure and vocabulary		Homework: Send a formal email to your client to request information
Lesson 29: Formal emails  Comments/ Suggestions for ne			email to your client to
	xt lesson:		email to your client 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 n	ext lesson:		
	es of on-line and off-line meeting ocabulary to arrange, prepare and		dvice, making offers and
TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
Date/teacher: 10/18 Eka			
Lesson 31: Preparing for a meeting	<ul> <li>Grammar: SHOULD and SHOULDN'T</li> <li>Vocabulary: types of meetings on-line and off-line/tips for meetings</li> </ul>	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 n	ext 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 n	ext lesson:		
Date/teacher: 10/24 Orlando			
Lesson 33: Scheduling a meeting	<ul> <li>Grammar: WOULD in requests/ offers and requests with modals</li> <li>Skills: talking about time</li> <li>Vocabulary: time and dates</li> </ul>	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
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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 ne	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				