

DEAR CONSULTANT: PLEASE ADAPT THE CURRICULUM TO THE STUDENT'S LEVEL.

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

A2/A2+ LESSON PLANNING	
Student: CEIBA 5 Classes per week: 3 Position: Buyer Level: Curriculum: <input type="checkbox"/> A2/A2+ Current events <input checked="" type="checkbox"/> Curriculum Current week: 3-8	
Client	Level
Emmanuel Moreno Urquidez	B2
Enrique Naum Lopez	B2+/C1
Daniela Velazquez	B2/B2+

Decompress:
Here's the template: <input type="checkbox"/> Needs analysis/Decompress template
Notes on Client (Changes on new curriculum, suggestions, needs another curriculum, etc.):
Remember to notify your leader when decompress is completed, or contact directly with Jaime via Slack

Topic 1 - CURRENT EVENTS

Aims: Discussing your life and current events not only in your personal and professional life but also related to the wider picture including your environment, country, city and the world.

TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
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Date/teacher: October 21st, Alejandro

Lesson 1: Personal and professional life	<ul style="list-style-type: none">Grammar: Present simple continuous reviewVocabulary: work routines and hobbies	<ul style="list-style-type: none">Client is able to talk about his work and personal life and give news on what is currently happening to them.	Present Continuous Listening Ex. on Routines
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Comments/ Suggestions for next lesson: **Clients arrived late to the class, some activities were adapted.**

Date/teacher: Oct. 28/Ruth

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

Date/teacher: Nov4/Ruth

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

Topic 2 - LOCAL AND INTERNATIONAL NEWS Aims: Discussing news from around the world, current events and trends, as well as talking about present facts and temporary occurrences			
TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS

Date/teacher: Nov.11/Ruth			
Lesson 4: Local news - reading and discussing an article	<ul style="list-style-type: none"> Grammar: present tenses review Vocabulary: news, local events 	<ul style="list-style-type: none"> Analyzing, issuing opinions and discussing local news and events. 	Quilt Vocab Flashcards Vocabulary activities on Events
Comments/ Suggestions for next lesson:			

Date/teacher: Nov 20th,María Luisa			
Lesson 5: International news - watching and discussing a video	<ul style="list-style-type: none"> Grammar: countable and uncountable nouns Vocabulary: news, international events 	<ul style="list-style-type: none"> Analyzing, issuing opinions and discussing international news and events. 	Countable, Uncountable Nouns Vocabulary activities on Events
Comments/ Suggestions for next lesson:			

Date/teacher: November 27th, Alejandro			
Lesson 6: Comparing Mexican and international News Sciences - Science/ Tech news	<ul style="list-style-type: none"> Grammar: comparatives and superlatives Vocabulary: science news 	<ul style="list-style-type: none"> Client compares local and international news and events. Client can summarize a news article in a simple form. 	Vocabulary activities on Events British Council Adjectives

Topic 3 - CULTURES Aims: Discussing, comparing and contrasting different cultures			
TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS

Date/teacher:			
Lesson 7: Mexican Ancient Cultures	<ul style="list-style-type: none"> Grammar: Past Simple Vocabulary: Timelines, Mexican cultures 	<ul style="list-style-type: none"> Client describes ancient Mexican cultures and can talk about a specific historic fact. 	https://www.history.com/topics/mexico/history-of-mexico
Comments/ Suggestions for next lesson:			

Date/teacher:			
Lesson 8: American ancient cultures	<ul style="list-style-type: none"> Grammar: Present Perfect and Past Simple Vocabulary: American cultures 	<ul style="list-style-type: none"> Client describes ancient American cultures and can talk about a specific historic fact. 	10 Ancient American Civilizations Past perfect vs simple past
Comments/ Suggestions for next lesson:			

Date/teacher:			
Lesson 9: Discussing modern cultures	<ul style="list-style-type: none"> Grammar: prepositions of time Vocabulary: modern cultures 	<ul style="list-style-type: none"> Client discusses and describes a variety of modern cultures Client can write in a simple form a paragraph describing modern cultures. 	At, in, on Simplified Modern Cultures Today
Comments/ Suggestions for next lesson:			

Topic 4 - GASTRONOMY			
Aims: Discussing, comparing and contrasting different cuisines and dishes, talking about preference in gastronomy			
TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS

Date/teacher:			
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Lesson 10: Mexican gastronomy	<ul style="list-style-type: none"> Grammar: likes and dislikes Vocabulary: verbs with TO and ING 	<ul style="list-style-type: none"> Clients discuss their preferences regarding Mexican food. Client writes a short paragraph describing favorite Mexican dish. 	Common verbs followed by Gerunds and Infinitives
Comments/ Suggestions for next lesson:			

Date/teacher:			
Lesson 11: Dining culture around the world	<ul style="list-style-type: none"> Grammar: comparatives and superlatives Vocabulary: international cuisine, dining 	<ul style="list-style-type: none"> Client discusses and compares international foods. Clients send voice note describing favorite international cuisine dish. 	Adjectives to describe foods Reading World Dining Cultures
Comments/ Suggestions for next lesson:			

Date/teacher:			
Lesson 12: Dining and restaurants	<ul style="list-style-type: none"> Grammar: prepositions of place Vocabulary: restaurants 	<ul style="list-style-type: none"> Client discusses dining and restaurants. Client reads a VIP restaurant menu and creates an own one for his/her new restaurant. 	Prepositions of place - study Listening - Restaurants
Comments/ Suggestions for next lesson:			

Topic 5 - TECHNOLOGY			
Aims: Discussing technology and its effects in the past, present and future			
TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS

Date/teacher:

Lesson 13: The history of Internet	<ul style="list-style-type: none"> Grammar: past simple and continuous Vocabulary: Internet 	<ul style="list-style-type: none"> Client discusses the history and impacts of the Internet. Client describes in a paragraph how life was before the Internet. 	Watch and learn - History of Internet
Comments/ Suggestions for next lesson:			

Date/teacher:			
Lesson 14: Technology today	<ul style="list-style-type: none"> Grammar: articles Vocabulary: technology 	<ul style="list-style-type: none"> Client discusses technology and its impact today. Client records a one-minute speech about AI and how it changes the way of working. 	Effects of Internet European Parliamentary Research Service Report on the Effects of Internet
Comments/ Suggestions for next lesson:			

Date/teacher:			
Lesson 15: Possibilities of technology	<ul style="list-style-type: none"> Grammar: future tenses Vocabulary: future technology 	<ul style="list-style-type: none"> Client discusses the future possibilities and impacts of technology. Client reads Technology in 2030 article and discusses its contents. 	Future Future tense practice https://www.pluralsight.com/resources/blog/it-ops/tech-in-2030
Comments/ Suggestions for next lesson:			

Topic 6 -ENTERTAINMENT			
Aims: Describing and discussing different areas of entertainment and their impact on our lives			
TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS

Date/teacher:			
Lesson 16: Modern Entertainment	<ul style="list-style-type: none"> Grammar: Gerund and infinitive verbs Vocabulary: Modern entertainment 	<ul style="list-style-type: none"> Client defines and describes modern entertainment. Client describes in a paragraph his/her favorite form of entertainment. 	Reading - Forms of Entertainment Common verbs followed by Gerunds and Infinitives
Comments/ Suggestions for next lesson:			

Date/teacher:			
Lesson 17: Live TV and Streaming Services	<ul style="list-style-type: none"> Grammar: Modal verbs - CAN/COULD/ WILL/ MIGHT /MAY Vocabulary: TV 	<ul style="list-style-type: none"> Client discusses TV and its impact on our lives. Client talks about how TV programming might change to adapt to the 21st Century. 	Modal Verbs TV vocabulary and practice
Comments/ Suggestions for next lesson:			

Date/teacher:			
Lesson 18: Virtual Reality	<ul style="list-style-type: none"> Grammar: Adverbs and gradation of adverbs Vocabulary: VR 	<ul style="list-style-type: none"> Client discusses VR and its impact on our lives. Client gives in a voice note an explanation of how VR changes the way the world is perceived. 	Everything about Adverbs Reading - Effects of VR
Comments/ Suggestions for next lesson:			

Topic 7 - TRENDS

Aims: Comparative analysis of different trends in the past, present and future and their impact on our lifestyle

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

Lesson 19: Discussing trends (fashion, tech, music, films, stock market, etc.)	<ul style="list-style-type: none">Grammar: zero conditionalVocabulary: trends of interest	<ul style="list-style-type: none">Client discusses and compares different trends (then and now).Client writes about how trends in social media change public opinion.	Zero Conditional Top 10 Internet Trends
Comments/ Suggestions for next lesson:			

Date/teacher:

Lesson 20: Trends of the new generation	<ul style="list-style-type: none">Grammar : first conditionalVocabulary: new and modern trends	<ul style="list-style-type: none">Client debates how modern trends are different.Clients states conditions that need to happen now so the next generation will be fully immersed in AI trends.	First Conditional - Study and Practice The DNA of Trends
Comments/ Suggestions for next lesson:			

Date/teacher:			
Lesson 21: Dangers of following trends	<ul style="list-style-type: none"> Grammar: advice - SHOULD Vocabulary: dangers of trends, advice 	<ul style="list-style-type: none"> Client discusses the dangers of trends. Client talks in one minute on how to avoid trends addiction. 	The Effects of Following Trends
Comments/ Suggestions for next lesson:			

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

Date/teacher:			
Lesson 22: review	<ul style="list-style-type: none"> Topic 1-2 		
Comments/ Suggestions for next lesson:			

Date/teacher:			
Lesson 23: review	<ul style="list-style-type: none"> Topic 3-4 		
Comments/ Suggestions for next lesson:			

Date/teacher:			
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Lesson 24: review	<ul style="list-style-type: none"> • Topic 5-7 		
Comments/ Suggestions for next lesson:			

Client's comments about evaluation/next curriculum:

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

MCL NEGOTIATION SKILLS - LESSON PLANNING	
Student: CEIBA 5 Classes per week: 3 Position: Buyer Level: B1+ to B2+ Days this group has class: Wed, Fri Curriculum: Current week: 5-5	
Client	Level
Emmanuel Moreno Urquidez	-B2
Enrique Naum Lopez	B2+
Daniela Velazquez	B2/B2+

Decompress: June 28th, Alejandro

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 - Finding and contacting leads Aims: To detect quality leads and be able to successfully connect with them.			
TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS

Date/teacher: July 3rd, Alejandro			
Lesson 1: Match the needs w/ target market - "Finding a good fit"	Complex sentence structure w/ linking words (addition, contrast, order)	Client is able to identify the needs of the target market.	https://metadata.io/resources/blog/high-quality-leads/
Comments/ Suggestions for next lesson:			

CEIBA 5 IS RESTARTING


Date/teacher: August 14th, Ryan			
Lesson 2: Identify and qualify leads	Conditionals review (all)	Client can prioritize quality leads.	Prioritizing Leads
Comments/ Suggestions for next lesson:			

Date/teacher: August 15th, Ryan			
Lesson 3: Evaluating leads and connecting with them	Formal emails/messages	Client can create effective communication channels with effective leads.	https://www.linkedin.com/pulse/7-ways-you-need-connecting-your-best-leads-alexi-lambert-e-i-t/
Comments/ Suggestions for next lesson:			

Week 2 - Making a pitch**Aims:** To produce and communicate a high quality pitch to promote your sales.


TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
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Date/teacher: August 16th, Ryan

Lesson 4: Identifying who your target is and what you can offer	Listening comprehension	Client is able to identify target leads.	 5 Steps to Identify You...
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Comments/ Suggestions for next lesson:

Date/teacher: August 22nd/Ryan

Lesson 5: Creating the English version of your sales pitch	Useful expressions for a pitch	Client can issue a quality sales pitch.	 My 1 Minute Sales Pitch
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Comments/ Suggestions for next lesson:

Date/teacher: August 23rd/Ryan

Lesson 6: Getting the sale (role play + feedback)	Discourse markers	Client can close sale deals.	https://blog.hubspot.com/sales/sales-closing-techniques-and-why-they-work
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Comments/ Suggestions for next lesson:

Week 3 - Negotiating a deal**Aims:** To use the best negotiation terms that lead to a quality agreement.

TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
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Date/teacher: August 27th,María Luisa			
Lesson 7: Discussing negotiation strategies	Reading practice, Business Phrasal verbs	Client can analyze and discuss several negotiation strategies.	https://www.investopedia.com/terms/n/negotiation.asp
Comments/ Suggestions for next lesson:			


Date/teacher: August 29th,María Luisa			
Lesson 8: Negotiating terms and meeting them	Modal verbs review + IF and UNLESS	Client can use terms related to negotiation.	https://procurementtactics.com/negotiation-terminology/
Comments/ Suggestions for next lesson:			

Date/teacher: september 2nd Mildred			
Lesson 9: Walking someone through an agreement	Sequencers and prepositions	Client can follow the path to close an agreement.	https://www.youtube.com/watch?v=mHNHd-_021Y
Comments/ Suggestions for next lesson:			

Week 4 - Closing the deal and follow up Aims: To apply deal closing strategies and follow-up actions.			
TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS

Date/teacher: September 4 Ryan			
Lesson 10: Analyzing closing the deal strategies and when to use each	Listening practice - Gradation of adverbs	Client can distinguish deal strategies and use them.	https://www.businessnewsdaily.com/16076-close-the-deal.html
Comments/ Suggestions for next lesson:			

Date/teacher: September 6 Ryan			
Lesson 11: Closing the deal! Scenarios	Phrasal verbs and useful expressions	Client is able to close agreement deals.	https://www.pipedrive.com/en/blog/how-to-close-a-sale
Comments/ Suggestions for next lesson:			

Date/teacher: September 11th, Alejandro			
Lesson 12: Follow-up on a deal	Writing skills / emails - Reported speech	Client can follow up closed deals.	 The Best Sales Follow ...
Comments/ Suggestions for next lesson:			

Week 5 - Project preparation + EVAL Aims: To review the course contents.			
TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS

Date/teacher: September 12th			
Lesson 13: Prepare a pitch and connect with leads	Review		
Comments/ Suggestions for next lesson:			

Date/teacher: September 13th			
Lesson 14: Do your pitch and negotiate it	Review		
Comments/ Suggestions for next lesson:			

Date/teacher: September 18th, Alejandro (DNH) Sept. 19./Ruth Sep 20/Ryan			
Lesson 15: Prepare post meeting notes and a follow up email	Review		
Comments/ Suggestions for next lesson:			

Date/teacher: September 25th, Alejandro /September 26,Ryan September 27th, Alejandro			
Lesson 16: Review	Review		
Comments/ Suggestions for next lesson:			

Date/teacher: October 2nd, Alejandro (DNH)			
Lesson 17: Review	Review		
Comments/ Suggestions for next lesson:			


Date/teacher: October 7th, Alejandro			
Lesson 18: Off-curriculum			
Comments/ Suggestions for next lesson:			


Lesson 16: Final speaking evaluation -
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Date/consultant: October 14th, Alejandro
Observations:
Next curriculum (learner's path):

DEAR CONSULTANT: PLEASE DO THE EVAL AND USE THE FOLLOWING DOC

 **CEIBA 5 B2 Grammar Evaluation**

SPECIALIZED CURRICULUM - LESSON PLANNING	
Student: CEIBA 5 Classes per week: 3 Position: Buyer Level: B2 Curriculum:  B2 Organizational Structure- 1p summary Current week: 8-8	
Client	Level
Emmanuel Moreno Urquidez	-B2
Enrique Naum Lopez	B2
Daniela Velazquez	B2

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 (off curriculum)			
Aims:			
TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS

Date/teacher: March 1st/Ryan			
Lesson 1:	• Grammar:	• Client is able to	
Comments/ Suggestions for next lesson:			

Date/teacher: March 6th/Ryan			
Lesson 2:	• Grammar:	• Client is able to	
Comments/ Suggestions for next lesson:			

Date/teacher: March 8th/Ryan			
Lesson 3:	• Grammar:	• Client is able to	
Comments/ Suggestions for next lesson:			

Week 1 -

Aims:			
TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS

Date/teacher: March 11th/Ryan			
Lesson 1:	• Grammar:	• Client is able to	
Comments/ Suggestions for next lesson:			

Date/teacher: March 13th/Ryan			
Lesson 2:	• Grammar:	• Client is able to	
Comments/ Suggestions for next lesson:			

Date/teacher: March 20th/Ryan			
Lesson 3:	• Grammar:	• Client is able to	
Comments/ Suggestions for next lesson:			

Week 2 -			
Aims:			

TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
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Date/teacher: March 21st/Ryan			
Lesson 4:	• Grammar:	• Client is able to	
Comments/ Suggestions for next lesson:			

Date/teacher: March 26th/Ryan			
Lesson 5:	• Grammar:	• Client is able to	
Comments/ Suggestions for next lesson:			

Date/teacher: April 10th, Alejandro			
Lesson 6:	• Grammar:	• Client is able to	
Comments/ Suggestions for next lesson:			

Week 3 - Aims:			
TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS

Date/teacher: April 11th, Ryan			
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Lesson 7:	• Grammar:	• Client is able to	
Comments/ Suggestions for next lesson:			

Date/teacher: April 12th, Ryan			
Lesson 8:	• Grammar:	• Client is able to	
Comments/ Suggestions for next lesson:			

Date/teacher: April 18, Ryan			
Lesson 9:	• Grammar:	• Client is able to	
Comments/ Suggestions for next lesson:			

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

Date/teacher: April 19th, Ryan			
Lesson 10:	• Grammar:	• Client is able to	
Comments/ Suggestions for next lesson:			

Date/teacher: April 22nd/Ryan			
Lesson 11:	• Grammar:	• Client is able to	
Comments/ Suggestions for next lesson:			

Date/teacher: April 26th, Alejandro			
Lesson 12:	• Grammar:	• Client is able to	
Comments/ Suggestions for next lesson:			

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

Date/teacher: April 29th, Alejandro			
Lesson 13:	• Grammar:	• Client is able to	
Comments/ Suggestions for next lesson:			

Date/teacher: May 2nd/Ryan			
Lesson 14:	• Grammar:	• Client is able to	

Comments/ Suggestions for next lesson:

Date/teacher: May 3rd/Ryan

Lesson 15:

- Grammar:

- Client is able to

Comments/ Suggestions for next lesson:

Topic 6 -

Aims:

TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
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Date/teacher: May 09th/Ryan

Lesson 16:

- Grammar:

- Client is able to

Comments/ Suggestions for next lesson:

Date/teacher: May 10th/Ryan

Lesson 17:

- Grammar:

- Client is able to

Comments/ Suggestions for next lesson:

Date/teacher: May 14th/Ryan			
Lesson 18:	• Grammar:	• Client is able to	
Comments/ Suggestions for next lesson:			

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

Date/teacher: May 16th/Ryan			
Lesson 19:	• Grammar:	• Client is able to	
Comments/ Suggestions for next lesson:			

Date/teacher: May 22nd/Ryan			
Lesson 20:	• Grammar:	• Client is able to	
Comments/ Suggestions for next lesson:			

Date/teacher: May 23rd Warren			
Lesson 21:	• Grammar:	• Client is able to	
Comments/ Suggestions for next lesson:			

Week 8 - Review**Aims:** Review previous lessons

TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
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Date/teacher: May 24th, Alejandro

Lesson 22:	<ul style="list-style-type: none">Review		
Comments/ Suggestions for next lesson:			

Date/teacher: May 29th Warren

Lesson 23:	<ul style="list-style-type: none">Review		
Comments/ Suggestions for next lesson:			

Date/teacher: May 30th Warren


Lesson 24:	<ul style="list-style-type: none">Review		
Client's comments about evaluation/next curriculum:			


Date/teacher: May 31st Warren

Lesson 25:	• Review		
Client's comments about evaluation/next curriculum:			

Date/teacher: June 5th, Alejandro (DNH)/June 06th Ryan -June 07th/Ryan			
Lesson 26:	• Review		
Client's comments about evaluation/next curriculum:			

DEAR CONSULTANT: PLEASE DO THE EVAL

Lesson 27: Final speaking evaluation PRINT THIS DOCUMENT  CEIBA 5 B2 Grammar Evaluation + Voice notes
Date/consultant: June 21st, Alejandro
Observations:
Next curriculum (learner's path):

Lesson 28: Final speaking evaluation PRINT THIS DOCUMENT  CEIBA 5 B2 Grammar Evaluation + Voice notes
Date/consultant:
Observations:
Next curriculum (learner's path):

Negotiation - LESSON PLANNING

Student: CEIBA 5

Classes per week: 3


Position: Buyer

Level: B1/B1+

Curriculum:  **B1+/B2 Negotiation curriculum**

Current week: 8-8

Decompress:

Here's the template:  Needs analysis/Decompress template

Notes on Client (Changes on new curriculum, suggestions, needs another curriculum, etc.):

Remember to notify your leader when decompress is completed, or contact directly with Jaime via Slack

TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
Week 1 - Listening for detail in Business conversations <u>Aims:</u>			

Date/teacher: December 12th, Ryan			
Lesson 1: Listen to a business pitch and identify keywords	<ul style="list-style-type: none">Grammar: imperative, sequencersVocabulary: Identifying keywords	<ul style="list-style-type: none">Client is able to create their own business speech	https://piktochart.com/blog/business-pitch/
Comments/ Suggestions for next lesson:			

Date/teacher: December 13th, Ryan			
Lesson 2: Use your notes to create complete ideas	<ul style="list-style-type: none">Grammar: sentence structure, linking words	<ul style="list-style-type: none">Client is able to generate, express and discuss complete ideas	https://englishwithkim.com/express-ideas-clearly/

	<ul style="list-style-type: none"> Vocabulary: ideas, key message, communication skills, clarify 		
Comments/ Suggestions for next lesson:			

Date/teacher: December 14th, Ryan			
Lesson 3: Explain and classify potential offers	<ul style="list-style-type: none"> Grammar: present perfect Vocabulary: Using negotiation vocabulary 	<ul style="list-style-type: none"> Client is able to explain and classify potential offers. 	<ul style="list-style-type: none"> https://hbr.org/2017/04/how-to-evaluate-accept-reject-or-negotiate-a-job-offer https://www.fluentu.com/blog/business-english/business-english-negotiation-phrases/
Comments/ Suggestions for next lesson:			

Week 2 - Finding Sellers <u>Aims:</u>			
TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS

Date/teacher: December 20th, Alejandro			
Lesson 4: Find sellers (leads)	<ul style="list-style-type: none"> Grammar: comparative and superlative Vocabulary: irregular verbs 	<ul style="list-style-type: none"> Client is able to identify the characteristics of a vendor. 	<ul style="list-style-type: none"> https://www.businessenglishpod.com/2020/04/26/business-english-pod-357-english-for-purchasing-3-vendor-qualification/

Comments/ Suggestions for next lesson:

Date/teacher: december 21st, Ryan

Lesson 5: Identify needs

- Grammar: Conditionals review (all)
- Vocabulary: customer,

- Client is able to identify and understand the needs of a customer.

- <https://www.businesseenglishpod.com/2015/12/06/bep-280-english-for-sales-process-2-understanding-customer-needs/>

Comments/ Suggestions for next lesson:

Date/teacher: January 12th, Orlando

Lesson 6: Match the needs w/ target market - "finding a good fit

- Grammar: present perfect continuous
- Vocabulary: Phrasal verbs , target market, strategy

- Client is able to identify and approach the target market

<https://www.youtube.com/watch?v=p2AboI8Pzp4>

Comments/ Suggestions for next lesson:

Week 3 - Connecting with sellers

Aims:

TOPIC & CONTENT

LANGUAGE FOCUS

PRODUCTION

MATERIALS / SKILLS

Date/teacher: jan 10th, Ryan

Lesson 7: Identify and qualify leads	<ul style="list-style-type: none"> Grammar: past perfect and past perfect continuous Vocabulary: Vocabulary for sales relationships 	<ul style="list-style-type: none"> Client is able to identify and qualify leads 	<ul style="list-style-type: none"> https://www.thebalancesmb.com/marketing-sales-prospect-1794386#:~:text=A%20lead%20is%20an%20unqualified,your%20sales%20funnel%20or%20process. https://www.salesreadinessgroup.com/blog/five-types-of-sales-relationships
Comments/ Suggestions for next lesson:			

Date/teacher: jan 11th, Ryan			
Lesson 8: Questions to establish the lead quality	<ul style="list-style-type: none"> Grammar: wh questions present, past and future Vocabulary: Question forms 	<ul style="list-style-type: none"> Client is able to identify and measure the lead quality 	<ul style="list-style-type: none"> https://www.monsterinsights.com/how-to-measure-lead-quality/
Comments/ Suggestions for next lesson:			

Date/teacher: Jan 17th/Ryan			
Lesson 9: Evaluating leads and connecting with them	<ul style="list-style-type: none"> Grammar: greetings and regards structure Vocabulary: Formal emails - connecting with leads 	<ul style="list-style-type: none"> Client is able to use proper strategies to evaluate and connect with leads 	<ul style="list-style-type: none"> https://www.linkedin.com/pulse/7-ways-you-need-connecting-your-best-leads-alexi-lambrt-e-i-t-
Comments/ Suggestions for next lesson:			

Week 4 - Making a pitch**Aims:**

TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
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Date/teacher: Jan 18th / Ryan

Lesson 10: Identifying who your target is and what you can offer	<ul style="list-style-type: none">Grammar: possessive adjectives and pronounsVocabulary: marketing phrasal verbs	<ul style="list-style-type: none">Client is able to describe and identify their target	<ul style="list-style-type: none">https://www.inc.com/guides/2010/06/defining-your-target-market.html
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Comments/ Suggestions for next lesson:

Date/teacher: Jan 19th / Orlando

Lesson 11: Creating the English version of your sales pitch	<ul style="list-style-type: none">Grammar: linking wordsVocabulary: Useful expressions for a pitch	<ul style="list-style-type: none">Client creates the english version of their sales pitch	<ul style="list-style-type: none">https://www.saleshandy.com/blog/15-words-power-sales-pitch/
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Comments/ Suggestions for next lesson:

Date/teacher: January 25th, Alejandro

Lesson 12: Getting the sale (role play + feedback)	<ul style="list-style-type: none">Grammar:Vocabulary: Discourse markers	Client is able to close the sale properly.	<ul style="list-style-type: none">https://www.resourcefulselling.com/closing-the-sale/
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Comments/ Suggestions for next lesson:

Week 5 - Negotiating a deal**Aims:**

TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
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Date/teacher: Jan 24th/Ryan

Lesson 13: Discussing Revenue, Budget, Product	<ul style="list-style-type: none">Grammar: Comparatives and superlatives.Vocabulary: Finances.	<ul style="list-style-type: none">Clients learn useful expressions, talking about numbers	<ul style="list-style-type: none">https://www.indeed.com/career-advice/career-development/revenue-definition
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Comments/ Suggestions for next lesson:

Date/teacher: Jan 26th/Ryan, Jan 31st/Ryan, Feb 1st/Ryan

Lesson 14: Expectations and meeting them	<ul style="list-style-type: none">Grammar: Future tense.Vocabulary: Will vs would. Goals.	<ul style="list-style-type: none">Clients set expectations to work using will/would.	<ul style="list-style-type: none">https://www.forbes.com/sites/forbescoachescouncil/2019/11/26/14-ways-to-effectively-set-expectations-with-your-employees/?sh=408f5ac06a20
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Comments/ Suggestions for next lesson:

Date/teacher: February 2nd, Alejandro

Lesson 15: Clarifying Service level Agreements / settling	<ul style="list-style-type: none">Grammar: Adverbs of degree.Vocabulary: SLA	Client understands SLA to create common understanding with provider	https://meetlogistics.com/cadena-su-ministro/service-level-agreements/
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Comments/ Suggestions for next lesson:			

Week 6 - Clarifying details <u>Aims:</u>			
TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS

Date/teacher: Feb 07/Ryan			
Lesson 16: Negotiations expectations and timelines	<ul style="list-style-type: none"> Grammar: Prepositions of time, agendas. 	Client sets a considerable timeline for expectations.	<ul style="list-style-type: none"> https://www.whizlabs.com/blog/how-to-negotiate-for-timelines-and-schedule-of-a-project/
Comments/ Suggestions for next lesson:			

Date/teacher: Feb 08/Ryan			
Lesson 17: Walking someone through an agreement	<ul style="list-style-type: none"> Grammar: Conditionals. Vocabulary: Deal agreements 	Client is able to carefully explain the points of an agreement with a vendor.	<ul style="list-style-type: none"> https://www.whizlabs.com/blog/how-to-negotiate-for-timelines-and-schedule-of-a-project/
Comments/ Suggestions for next lesson:			

Date/teacher: Feb 09/Ryan			
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Lesson 18: Identifying what to ask and what not to ask (framing)	<ul style="list-style-type: none"> Grammar: W/H Questions, Modals. Vocabulary: Can, could, might, may, should, must. 	<ul style="list-style-type: none"> Client is able to identify the best questions to close a deal, meeting, or event. 	https://www.pon.harvard.edu/daily/negotiation-skills-daily/ask-better-questions-in-negotiation-nb/
Comments/ Suggestions for next lesson:			

Week 7 - Closing the deal			
<u>Aims:</u>			
TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS

Date/teacher: Feb 21th/Ryan			
Lesson 19: Analyzing closing the deal strategies and when to use each	<ul style="list-style-type: none"> Grammar: Cause and effect Vocabulary: negotiation step 	Clients discuss and detail different negotiation strategies	https://www.vistage.com/research-center/business-growth-strategy/six-successful-strategies-for-negotiation/
Comments/ Suggestions for next lesson:			

Date/teacher: Feb 22th/Ryan			
Lesson 20: Closing the deal! Scenarios.	<ul style="list-style-type: none"> Grammar : Third conditional. Vocabulary: Could, would. 	<ul style="list-style-type: none"> Client is able to close a deal successfully. 	<ul style="list-style-type: none"> https://www.efficacy.com/techniques-close-deals/
Comments/ Suggestions for next lesson:			

Date/teacher: Feb 23th/Ryan			
Lesson 21: Follow-up on a deal	<ul style="list-style-type: none"> Grammar: phrasal verbs / prepositions Vocabulary: Feedback, useful expressions 	<ul style="list-style-type: none"> Client is able to follow up past discussion deals and close them. 	https://www.pipedrive.com/en/blog/sales-follow-up-email-templates
Comments/ Suggestions for next lesson:			

Week 8 - Review week			
TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS


Date/teacher: 26 Feb Ryan			
Lesson 22: Evaluation prep	<ul style="list-style-type: none"> Review Content from week 1-3 		
Comments/ Suggestions for next lesson:			

Date/teacher: 28 Feb Ryan			
Lesson 23: Evaluation prep	<ul style="list-style-type: none"> Review Content from week 4-5 		
Comments/ Suggestions for next lesson:			

Date/teacher: 29 Feb Ryan			
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Lesson 24: Evaluation prep	<ul style="list-style-type: none"> Review Content from week 6-7 		
Client's comments about evaluation/next curriculum:			

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

B1+ Presentations/Meetings LESSON PLANNING
Student: CEIBA 5 Classes per week: 3 Level: B1/B1+ Curriculum:  B1+ Presentations/Meetings Curriculum Current week: 8-8

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: 10/11 Eka			
Lesson 1: Projects and deliverables	<ul style="list-style-type: none"> Present Perfect Simple and Continuous Projects and deliverables 	<ul style="list-style-type: none"> Describe your current projects, deliverables and goals 	

Comments/ Suggestions for next lesson:

Date/teacher: 10/12 José Luiss

Lesson 2: Staffing a project

- Adjectives and Adverbs
- Staffing

- Discuss the people involved in your projects

Lesson 2: Staffing a project

Comments/ Suggestions for next lesson:

Date/teacher: 10/13 Alejandro

Lesson 3: Past and future projects

- Past tenses - simple and continuous
- Future tenses

- Explain and discuss your past and future projects

Lesson 3: Past and future projects

Comments/ Suggestions for next lesson:

Topic 2 - The concept of presentations

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

TOPIC & CONTENT

LANGUAGE FOCUS

PRODUCTION

MATERIALS / SKILLS

Date/teacher: 10/18 Alejandro

Lesson 4: Components of a presentation

- Presentation etiquette
- Sequencers

- Describe the components of a presentation

Comments/ Suggestions for next lesson:

Date/teacher: 10/19 Alejandro

Lesson 5: Starting and ending a presentation	<ul style="list-style-type: none"> • Intonation & tone • Useful phrases 	<ul style="list-style-type: none"> • How to start & end a presentation 	
Comments/ Suggestions for next lesson:			

Date/teacher:10/20 Alejandro			
Lesson 6: Introduction	<ul style="list-style-type: none"> • Phrasal verbs in meeting setting • Vocab for starting a presentation 	<ul style="list-style-type: none"> • Explain what your cover in your presentations 	Lesson 6: Introduction
Comments/ Suggestions for next lesson:			

Topic 3 - Presentation interactions			
Aims: Keeping the attention during a presentation, asking and answering questions on what you hear			
TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS

Date/teacher: 10/25 Alejandro			
Lesson 7: Components of a presentation	<ul style="list-style-type: none"> • Phrases to command an audience • IF and UNLESS 	<ul style="list-style-type: none"> • How to keep the focus on topic during a presentation 	Lesson 7: Components of a presentation
Comments/ Suggestions for next lesson:			

Date/teacher: 10/26 Alejandro			
Lesson 8: Questions	<ul style="list-style-type: none"> • Question formation 	<ul style="list-style-type: none"> • Discuss possible follow up questions of your presentation 	
Comments/ Suggestions for next lesson:			

Date/teacher: 10/27 Alejandro			
Lesson 9: Answers	<ul style="list-style-type: none"> • Answering strategies • Useful phrases 	<ul style="list-style-type: none"> • Answer follow up questions about your presentation 	Lesson 9: Answers
Comments/ Suggestions for next lesson:			

Topic 4 - Sharing information Aims: Give your opinion (agree/disagree) on what has been said during the last meeting, give ideas or input during meeting and clarify complex situations for outsiders			
TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS

Date/teacher: 11/01 Alejandro			
Lesson 10: Giving your opinion	<ul style="list-style-type: none"> • Modals (should, must, could, might) • Agreeing and disagreeing 	<ul style="list-style-type: none"> • Give opinion/ agree/disagree on what has been said during the last meeting 	
Comments/ Suggestions for next lesson:			

Date/teacher: 11/02 Alejandro			
Lesson 11: Sharing ideas	<ul style="list-style-type: none"> • Pitching - conditionals • Expressing opinions 	<ul style="list-style-type: none"> • Pitching ideas and sharing opinions 	
Comments/ Suggestions for next lesson:			

Date/teacher: 11/03 Alejandro			
Lesson 12: Clarifying	<ul style="list-style-type: none"> • Discourse markers • Tag questions 	<ul style="list-style-type: none"> • Clarify complex situations for outsiders 	

Comments/ Suggestions for next lesson:			

Topic 5 - Meetings

Aims: Leading a meeting, participating in a meeting and covering some strategies how to politely interrupt, ask for clarification or jump to a different topic.

TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
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Date/teacher: 11/08 Alejandro

Lesson 13: Meeting components	<ul style="list-style-type: none"> Meeting components and strategies Conditionals 	<ul style="list-style-type: none"> Discuss meeting components and strategies 	
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Comments/ Suggestions for next lesson:

Date/teacher: 11/09 Alejandro

Lesson 14: Leading a meeting	<ul style="list-style-type: none"> Starting and finishing a meeting Leadership strategies 	<ul style="list-style-type: none"> Leading a successful meeting from start to finish 	
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Comments/ Suggestions for next lesson:

Date/teacher: 11/10 Alejandro

Lesson 15: Participating in meetings	<ul style="list-style-type: none"> Interrupting politely Expressing your opinion Asking for clarification Changing the topic 	<ul style="list-style-type: none"> Effectively participating in a meeting 	
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Comments/ Suggestions for next lesson:

Topic 6 - Emails

Aims: Defining the differences between formal & informal emails, sending an email requesting, or rescheduling a meeting, and with the minutes of your last meeting

TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
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Date/teacher: 11/15 Eka

Lesson 16: Formal and informal emails	<ul style="list-style-type: none">Formal and informal expressions for emailsBusiness email structure	<ul style="list-style-type: none">Draft formal & informal emails	
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Comments/ Suggestions for next lesson:

Date/teacher: November 16th, Ryan

Lesson 17: Requesting or rescheduling a meeting	<ul style="list-style-type: none">Modals for offers/requestsApologizing	<ul style="list-style-type: none">Schedule and reschedule meetings	
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Comments/ Suggestions for next lesson:

Date/teacher: November 17th, Alejandro

Lesson 18: Meeting minutes	<ul style="list-style-type: none">Summarizing/being conciseDiscourse markers	<ul style="list-style-type: none">Send a summary of your meeting to your team members/boss	
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Comments/ Suggestions for next lesson:

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
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Date/teacher: 11/22 Eka

Lesson 19: Reporting numbers	<ul style="list-style-type: none">Phrasal verbs for Statistics, percentages , trendsNumbers - ordinal and cardinal, percentages,	<ul style="list-style-type: none">Discuss and report on numbers, percentages and trends	
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Comments/ Suggestions for next lesson:

Date/teacher: November 23rd, Alejandro

Lesson 20: Charts and graphs	<ul style="list-style-type: none">Phrasal verbs for describing visualsdiscourse markersComparison and contrast	<ul style="list-style-type: none">Discuss and report on visuals	
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Comments/ Suggestions for next lesson:

Date/teacher: November 24th/Ryan

Lesson 21: Reports	<ul style="list-style-type: none">Passive voiceWriting skills / reports	<ul style="list-style-type: none">Draft a report on your project/presentation /meeting	
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Comments/ Suggestions for next lesson:

Week 8 - Review week: Project preparation

TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
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Date/teacher: November 30th, Alejandro			
Lesson 22: Review	<ul style="list-style-type: none"> Prepare a presentation on a current project 		Conduct the Perfect Job Interview in Twelve Simple Steps https://www.linkedin.com/pulse/20140210135852-20017018-conduct-the-perfect-job-in-interview-in-twelve-simple-steps
Comments/ Suggestions for next lesson:			

Date/teacher: November 29th/Ryan			
Lesson 23: Review	<ul style="list-style-type: none"> Question answering techniques 		
Comments/ Suggestions for next lesson:			

Date/teacher: December 1st/Ryan			
Lesson 24: Review	<ul style="list-style-type: none"> Reporting on presentations/meetings 		
Comments/ Suggestions for next lesson:			

Lesson 25: Final speaking evaluation -present your project, answer questions about your presentation and draft an email to report to your manager on the presentation meeting			
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Ryan dec 7th

B1 Curriculum: Transformation Module 1 - LESSON PLANNING

Student: Ceiba 5
Classes per week: 3
Level: B1/B1+
Curriculum: [B1 Transformation Curriculum Module 1- 1p summary](#)
Current week: 8/8

This group was merged with CEIBA 7, make sure to make the transition for both groups easier, since they are in different levels

[W](#) CEIBA Group 7 LP.docx

Decompress: 06/10 Eka

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 - Bottom of the pyramid

Aims:

TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
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Date/teacher: 7/26 Eka

Lesson 1: Describe your company to someone who has never heard of it (WH)

- Grammar: To be (3th pers. sing.)
Questions words

- Client is able to

Comments/ Suggestions for next lesson:

Date/teacher: 7/27 Eka			
Lesson 2: Explain your job/activities within the company	<ul style="list-style-type: none"> Grammar: There is/ there are vs have/has 	<ul style="list-style-type: none"> Client is able to 	
Comments/ Suggestions for next lesson:			

Date/teacher: 8/2 Eka			
Lesson 3: Describing marketing aspects	<ul style="list-style-type: none"> Grammar: Organizational chart explanation 	<ul style="list-style-type: none"> Client is able to 	
Comments/ Suggestions for next lesson:			

Week 2 - The purpose of the company Aims:			
TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS

Date/teacher: 8/3 Eka			
Lesson 4: What is your company's purpose?	<ul style="list-style-type: none"> Grammar: Discourse markers 	<ul style="list-style-type: none"> Client is able to 	
Comments/ Suggestions for next lesson:			

Date/teacher: 8/4 Eka			
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Lesson 5: Make an intro presentation of the purpose of your job	<ul style="list-style-type: none"> Grammar: Fluent présentation 	<ul style="list-style-type: none"> Client is able to 	
Comments/ Suggestions for next lesson:			

Date/teacher: 8/9 Eka			
Lesson 6: Write an email where you give advice on how to do a business presentation	<ul style="list-style-type: none"> Grammar: Formal email writing 	<ul style="list-style-type: none"> Client is able to 	
Comments/ Suggestions for next lesson:			

Week 3 - My company Aims:			
TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS

Date/teacher: 8/10 Eka			
Lesson 7: Introducing specific roles - Who is who	<ul style="list-style-type: none"> Grammar: Formal vs informal vocabulary 	<ul style="list-style-type: none"> Client is able to 	
Comments/ Suggestions for next lesson:			

Date/teacher: Aug/ 11th Orlando			
Lesson 8: Explain the organizational chart	<ul style="list-style-type: none"> Grammar: Passive voice 	<ul style="list-style-type: none"> Client is able to 	

Comments/ Suggestions for next lesson:

Date/teacher: 8/16 Eka

Lesson 9: Describe the different roles and responsibilities within the company

- Grammar: Relative clauses

- Client is able to

Comments/ Suggestions for next lesson:

Week 4 - Skimming and summarizing of important information

Aims:

TOPIC & CONTENT

LANGUAGE FOCUS

PRODUCTION

MATERIALS / SKILLS

Date/teacher: 8/17 Eka

Lesson 10: Skim text for important information

- Grammar: Find main ideas and keywords

- Client is able to

Comments/ Suggestions for next lesson:

Date/teacher: Aug 18th / Orlando

Lesson 11: Writing a summary from the identified main ideas.

- Grammar: Skimming
- Scanning
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- Client is able to produce texts from the skimming and scanning of texts.

Comments/ Suggestions for next lesson:

Date/teacher: August 23rd, Ryan			
Lesson 12: Identifying the components and structure of a memo and writing your version.	<ul style="list-style-type: none"> Grammar: Focus on pause and intonation 	<ul style="list-style-type: none"> Client is able to 	
Comments/ Suggestions for next lesson:			

Week 5 - Introduction to transformation Aims:			
TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS

Date/teacher: 8/24th José Luis			
Lesson 13: What are the reasons for a company to transition (transition drivers)	<ul style="list-style-type: none"> Grammar: If-clauses- 1st Conditional 	<ul style="list-style-type: none"> Client is able to 	
Comments/ Suggestions for next lesson:			

Date/teacher: 8/30 Eka			
Lesson 14: Explain transformation/changes in the past 5 and 10 years	<ul style="list-style-type: none"> Grammar: 2nd Conditional 	<ul style="list-style-type: none"> Client is able to 	
Comments/ Suggestions for next lesson:			

Date/teacher: August 31st, Ryan			
Lesson 15: Creating a flowchart to explain a transformation strategy	<ul style="list-style-type: none"> Grammar: Business vocabulary 	<ul style="list-style-type: none"> Client is able to 	
Comments/ Suggestions for next lesson:			

Topic 6 - Transformation part II			
Aims:			
TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS

Date/teacher: 9/01 José Luis			
Lesson 16: Explain the transformation process to an outsider	<ul style="list-style-type: none"> Grammar: Comparisons 	<ul style="list-style-type: none"> Client is able to 	
Comments/ Suggestions for next lesson:			

Date/teacher: September 6th, Ryan			
Lesson 17: Comparing project objectives with current progress	<ul style="list-style-type: none"> Grammar: Future tense 	<ul style="list-style-type: none"> Client is able to 	
Comments/ Suggestions for next lesson:			

Date/teacher: September 7th, Ryan			
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Lesson 18: Identifying sectors/areas to improve	<ul style="list-style-type: none"> Grammar: Modal verbs 	<ul style="list-style-type: none"> Client is able to 	
Comments/ Suggestions for next lesson:			

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

Date/teacher: 9/13 Eka			
Lesson 19: Why a company need transformation strategy	<ul style="list-style-type: none"> Grammar: Questions words- WH 	<ul style="list-style-type: none"> Client is able to 	
Comments/ Suggestions for next lesson:			

Date/teacher: September 20th, Ryan			
Lesson 20: Defend an idea, and counter arguments	<ul style="list-style-type: none"> Grammar: Reported speech 	<ul style="list-style-type: none"> Client is able to 	
Comments/ Suggestions for next lesson:			

Date/teacher: September 21th, Ryan			
Lesson 21: Present new changes for your strategy	<ul style="list-style-type: none"> Grammar: Conjunctions: because, for this reason, due to 	<ul style="list-style-type: none"> Client is able to 	
Comments/ Suggestions for next lesson:			

Date/teacher: September 22nd / Orlando			
Lesson 22: Team building	<ul style="list-style-type: none"> Review week 1-3 		
Comments/ Suggestions for next lesson:			

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

Date/teacher: 9/27 Eka			
Lesson 22: Sum up!	<ul style="list-style-type: none"> Review week 1-3 		
Comments/ Suggestions for next lesson:			

Date/teacher: 9/28 José Luis			
Lesson 23:	<ul style="list-style-type: none"> Review week 4-5 		
Comments/ Suggestions for next lesson:			

Date/teacher: 9/29 José Luis			
Lesson 24:	<ul style="list-style-type: none"> Review week 6-7 		

Client's comments about evaluation/next curriculum:			

Lesson 25: Final speaking evaluation
Date/consultant: 10/4 Eka
Observations:
Next curriculum (learner's path):

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PROCUREMENT MODULE 2- LESSON PLANNING

Student: CEIBA 5

Classes per week: 3

Position:

Level: A2+/B1-

Curriculum:  **Procurement Curriculum 2**

Current week: 6

Week 1 - Negotiation

Aims:

TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
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Date/teacher: 5/12 Eka 5/11 Eka (decompress) DO DECOMPRESS FIRST			
Lesson 1: What is negotiation?	<ul style="list-style-type: none"> Grammar: Sequencers, ordinal numbers 	<ul style="list-style-type: none"> Clients gives a definition of negotiation 	<ul style="list-style-type: none"> Negotiation stages The harvard principles of negotiation (video)
Comments/ Suggestions for next lesson:			

Date/teacher: 05/17 Lucía			
Lesson 2: How to prepare before a negotiation?	<ul style="list-style-type: none"> Grammar: WHs questions about negotiation 	<ul style="list-style-type: none"> Clients explains how to prepare for a negotiation 	<ul style="list-style-type: none"> Negotiation vocab How to prepare for a negotiation
Comments/ Suggestions for next lesson:			

Date/teacher: 5/18 Eka			
Lesson 3: The negotiation process	<ul style="list-style-type: none"> Grammar: 1st conditionals 	<ul style="list-style-type: none"> Clients gives details about the negotiation process 	<ul style="list-style-type: none"> The negotiation process
Comments/ Suggestions for next lesson:			

Week 2 - Complexity of the job			
Aims:			
TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS

Date/teacher: 5/19 Ryan			
Lesson 4: Explain the complexities of the operations	<ul style="list-style-type: none"> Grammar: ED and ING adjectives 	<ul style="list-style-type: none"> Client presents the difficulties of the procurement job 	<ul style="list-style-type: none">
Comments/ Suggestions for next lesson:			

Date/teacher: 5/25 Eka			
Lesson 5: Explain the complex Network technology equipment, international travel needs, acquisition of workspaces, ...	<ul style="list-style-type: none"> Grammar: Past tenses 	<ul style="list-style-type: none"> Client describes the steps in an acquisition 	<ul style="list-style-type: none"> Connectors Types of organizational structures
Comments/ Suggestions for next lesson:			

Date/teacher: 5/26 Eka			
Lesson 6: Explain outsourcing and technological advances → negative effects?	<ul style="list-style-type: none"> Grammar: Discourse markers 	<ul style="list-style-type: none"> Clients debates outsourcing and technology 	<ul style="list-style-type: none"> Modal verbs exercises Grammar - interactive exercises
Comments/ Suggestions for next lesson:			

Week 3 - KPIs Aims:			
TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
Date/teacher: 6/4			
Lesson 7: Define your company's/department's KPIs	<ul style="list-style-type: none"> Grammar: Numerical 	<ul style="list-style-type: none"> Client defines their own KPIs 	<ul style="list-style-type: none"> What are KPIs (video)
Comments/ Suggestions for next lesson:			

Date/teacher: 6/5			
Lesson 8: How do you measure the KPIs?	<ul style="list-style-type: none"> Grammar: Connecting words 	<ul style="list-style-type: none"> Client explains the best ways to measure KPIs 	
Comments/ Suggestions for next lesson:			

Date/teacher: Ryan 6/7 and 6/8 Review class here			
Lesson 9: Which are the problematic KPIs? Which are the easy ones?	<ul style="list-style-type: none"> Grammar: Adverbs 	<ul style="list-style-type: none"> Client debates useful KPIs and others 	Why you need personal KPIs to achieve your goals

Comments/ Suggestions for next lesson:

Week 4 - After contract activities

Aims:

TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
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Date/teacher: Ryan 6/14 off curriculum

Lesson 10: How do you monitor after you've signed a contract?	<ul style="list-style-type: none">Grammar: Modals can/could	<ul style="list-style-type: none">Client details post-contract monitoring process	<ul style="list-style-type: none">
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Comments/ Suggestions for next lesson:

Date/teacher: 6/15 off curric, Ryan

Lesson 11: Explain the supply chain	<ul style="list-style-type: none">Grammar: WOULD	<ul style="list-style-type: none">Client explains the details of the purchasing supply chain	<ul style="list-style-type: none">
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Comments/ Suggestions for next lesson:

Date/teacher: 6/16th, Ryan

Lesson 12: What if the conditions of the contract aren't followed?	<ul style="list-style-type: none">Grammar: 2nd conditional	<ul style="list-style-type: none">Client explores the scenarios when contracts are broken	<ul style="list-style-type: none">
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Comments/ Suggestions for next lesson:

Week 5 - Finances

Aims:

TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
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Date/teacher: 6/22 José Luis

Lesson 13: Competitive and non-competitive bidding processes	<ul style="list-style-type: none">Grammar: Conditionals review	<ul style="list-style-type: none">Client explains bidding processes	<ul style="list-style-type: none">
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Comments/ Suggestions for next lesson:

Date/teacher: 6/23 José Luis

Lesson 14: Procuring the goods and services in a timely manner	<ul style="list-style-type: none">Grammar: Should/must/have to	<ul style="list-style-type: none">Client explains deadlines in procurement	<ul style="list-style-type: none">
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Comments/ Suggestions for next lesson:

Date/teacher: June 28th, Ryan

Lesson 15: how to maintain the company's financial health	<ul style="list-style-type: none">Grammar: Numbers & percentages	<ul style="list-style-type: none">Client discusses the company's	<ul style="list-style-type: none">
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		financial health and gives advice	
Comments/ Suggestions for next lesson:			

Topic 6 - The marketplace			
Aims:			
TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS

Date/teacher: 6/30 Eka Review 6/29 Eka			
Lesson 16: How do you analyze the market?	<ul style="list-style-type: none"> Grammar: Present perfect/simple 	<ul style="list-style-type: none"> Client discusses analyzing the market 	<ul style="list-style-type: none">
Comments/ Suggestions for next lesson:			

Date/teacher: July 5th, Ryan			
Lesson 17: Describe the marketplace	<ul style="list-style-type: none"> Grammar: adjectives and adverbs 	<ul style="list-style-type: none"> Client describes the marketplace 	<ul style="list-style-type: none">
Comments/ Suggestions for next lesson:			

Date/teacher: 7/6 Eka Off curr			
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Lesson 18: National vs International dealers	<ul style="list-style-type: none"> Grammar: Comparing and contrasting 	<ul style="list-style-type: none"> Client compares national and international dealers 	<ul style="list-style-type: none">
Comments/ Suggestions for next lesson: Merged with Ceiba 5 for this an another class, Note from Ryan: left both classes on combining phrases with conjunctions while using target vocabulary and transitioning that from writing to speaking production			

Topic 7 - Business trip Aims:			
TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS

Date/teacher: 7/7 Eka			
Lesson 19: Off curriculum	<ul style="list-style-type: none"> 	<ul style="list-style-type: none"> 	
Comments/ Suggestions for next lesson:			

Date/teacher: 7/12 José Luis			
Lesson 20: Your free time	<ul style="list-style-type: none"> Grammar: possessives 	<ul style="list-style-type: none"> Client inquires about products of interest in a variety of shops and asks for assistance from sales people 	<ul style="list-style-type: none"> https://breakingnewsenglish.com/ (Use Level 0-1) Role play: You need to buy new clothes for your business meeting. Role play the dialogue between a customer and salesperson.
Comments/ Suggestions for next lesson:			

Date/teacher: 7/13 José Luis			
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Lesson 21: Restaurants	<ul style="list-style-type: none"> Grammar: modal verbs for requests and offers/ adjectives Vocabulary: food and restaurants 	<ul style="list-style-type: none"> Client inquires about food and orders in a restaurant 	<ul style="list-style-type: none"> Listening - restaurants <p>FINAL TASK: You are having lunch with your business partner. Role play the dialogue between a waiter and a customer in a restaurant</p>
Comments/ Suggestions for next lesson:			

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


Date/teacher: 7/14 Eka			
Lesson 22:	<ul style="list-style-type: none"> Review Content from week 1-3 		
Comments/ Suggestions for next lesson:			

Date/teacher: July 19th, Ryan			
Lesson 23:	<ul style="list-style-type: none"> Review Content from week 4-5 		
Comments/ Suggestions for next lesson:			

Date/teacher: July 20th, José Luis			
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Lesson 24:	<ul style="list-style-type: none"> Content from week 7-8 		
Comments/ Suggestions for next lesson:			

Lesson 25: Final speaking evaluation 7/21 Eka

PROCUREMENT MODULE 1 CURRICULUM - LESSON PLANNING
Student: Classes per week: Position: Level: A2 Curriculum:  Procurement Curriculum 1 Current week: 8

Week 1 - What you do and when			
Aims:			
TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS

Date/teacher: 01/31 Eka			
	<ul style="list-style-type: none"> Grammar: Present tense/ 	<ul style="list-style-type: none"> Clients introduce themselves and describe 	<ul style="list-style-type: none">

Lesson 1: Describe your work activities and responsibilities	<p>Sentence structure</p> <ul style="list-style-type: none"> Vocabulary: Action verbs necessary for the position 	their job	
Comments/ Suggestions for next lesson:			

Date/teacher: 02/02 Eka			
Lesson 2: How is your daily work routine	<ul style="list-style-type: none"> Grammar: Sequencers & adverbs of time Vocabulary: work activities and responsibilities 	<ul style="list-style-type: none"> Clients talk about work activities and responsibilities 	<ul style="list-style-type: none"> Talking About Daily Job Routines Present Simple - Learn English With Pocket Passport Vocabulary daily routines
Comments/ Suggestions for next lesson:			

Date/teacher: 2/8 Eka			
Lesson 3: What does your week look like	<ul style="list-style-type: none"> Grammar: Adverbs of time (in, on, at) Vocabulary: adjectives 	<ul style="list-style-type: none"> Clients are able to talk about their schedule 	<ul style="list-style-type: none">
Comments/ Suggestions for next lesson:			

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

Date/teacher: 2/15 Eka 02/10 Eka (off curr)			
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Lesson 4: Describe your department	<ul style="list-style-type: none"> Grammar: Adjectives - word order Vocabulary: company history, time markers for the past 	<ul style="list-style-type: none"> Client presents his department 	<ul style="list-style-type: none">
Comments/ Suggestions for next lesson:			

Date/teacher: 2/22 Roberto			
Lesson 5: What is necessary in your department?	<ul style="list-style-type: none"> Grammar: Wants and need, likes and dislikes Vocabulary: organizational structure 	<ul style="list-style-type: none"> Client describes the organizational structure of their company and how departments are connected 	<ul style="list-style-type: none"> Connectors Types of organizational structures
Comments/ Suggestions for next lesson:			

Date/teacher: 3/1 Roberto & Lucia			
Lesson 6: Describe your team and their activities	<ul style="list-style-type: none"> Grammar: Connecting words Vocabulary: work relationships 	<ul style="list-style-type: none"> Clients talks about the relationships at work 	<ul style="list-style-type: none"> Modal verbs exercises Grammar - interactive exercises
Comments/ Suggestions for next lesson:			

Week 3 - Connected departments			
Aims:			
TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS

Date/teacher: 3/4 Lucia			
Lesson 7: Which	<ul style="list-style-type: none"> Grammar: 	<ul style="list-style-type: none"> Client describes how departments work 	

departments are you connected to and how?	Modals/Connections words (cause & effects)	together	
Comments/ Suggestions for next lesson:			

Date/teacher: Ryan 3/8			
Lesson 8: Describe the problems you can encounter with certain departments	<ul style="list-style-type: none"> Grammar: Present continuous Vocabulary: adjectives, projects 	<ul style="list-style-type: none"> Client describes problems and expresses criticism 	<ul style="list-style-type: none"> <i>Good project managers vs bad managers</i>
Comments/ Suggestions for next lesson:			

Date/teacher: 3/9 Lucía			
Lesson 9: Let's find some solutions for previous mentioned problems	<ul style="list-style-type: none"> Grammar: SHOULD and MUST 	<ul style="list-style-type: none"> Client explores problem-solving strategies 	<ul style="list-style-type: none"> Modals
Comments/ Suggestions for next lesson:			

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

Date/teacher: 3/10 Lucía			
Lesson 10: Explain the process of procuring goods & services	<ul style="list-style-type: none"> Grammar: MUCH/MANY/SOME/ANY Vocabulary: 	<ul style="list-style-type: none"> Client details the procurement process 	<ul style="list-style-type: none">

Comments/ Suggestions for next lesson:			

Date/teacher: 14/march Ryan			
Lesson 11: Local or state purchase departments	<ul style="list-style-type: none"> Grammar: comparatives 	<ul style="list-style-type: none"> Client compares local/state purchasing 	<ul style="list-style-type: none">
Comments/ Suggestions for next lesson:			

Date/teacher: 22/3 Ryan			
Lesson 12: Explain the process of contracting a dealer	<ul style="list-style-type: none"> Grammar: Zero conditional 	<ul style="list-style-type: none"> Client details the process of selecting and contracting a dealer 	<ul style="list-style-type: none">
Comments/ Suggestions for next lesson: Continuing here but no grammar today.			

Week 5 - Policies and procedures Aims:			
TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS

Date/teacher: 3/29 Ryan			
Lesson 13: How do you establish procurement policies and procedures	<ul style="list-style-type: none"> Grammar: Present simple vs continuous Vocabulary: policies and rules 	<ul style="list-style-type: none"> Client explains the process of setting procedures for purchasing 	<ul style="list-style-type: none">

Comments/ Suggestions for next lesson:

Date/teacher: 3/30 Roberto

Lesson 14: Explain the different policies & procedures

- Grammar: : zero conditional

- Client explains the rules in the procurement department

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Comments/ Suggestions for next lesson:

Date/teacher: 04/04 -04/05 Lucía

Lesson 15: Who are authorized vendors? How do they qualify?

- Grammar: Comparative and superlative
- Vocabulary: vendors

- Client discusses the selection of authorized vendors

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Comments/ Suggestions for next lesson:

Topic 6 - Ethics

Aims:

TOPIC & CONTENT

LANGUAGE FOCUS

PRODUCTION

MATERIALS / SKILLS

Date/teacher: 04/12 Lucía

Lesson 16: Explain why ethics are important in the procurement department

- Grammar: Linking words
- Vocabulary: ethics

- Client discusses the moral ramifications of their job

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Comments/ Suggestions for next lesson:

Date/teacher: 04/14 Lucía			
Lesson 17: What are different effects & consequences of unethical behavior?	<ul style="list-style-type: none"> • Grammar: modals • Vocabulary: consequences 	<ul style="list-style-type: none"> • Client explores different scenarios for unethical behaviors 	<ul style="list-style-type: none"> •
Comments/ Suggestions for next lesson:			

Date/teacher: 4/19 Eka			
Lesson 18: Explain the process of ethical training	<ul style="list-style-type: none"> • Grammar: Future tenses • 	<ul style="list-style-type: none"> • Client details the process of ethical training 	<ul style="list-style-type: none"> • Ethics in procurement • Is your company as ethical as it seems?
Comments/ Suggestions for next lesson:			

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

Date/teacher: 4/20			
Lesson 19: My schedule	<ul style="list-style-type: none"> • Grammar: Modal verbs for obligation - MUST vs SHOULD/ prepositions of time • Vocabulary: Verbs for expressing obligation and need/ work routines/time 	<ul style="list-style-type: none"> • Client discusses their personal and professional agenda 	<ul style="list-style-type: none"> • Listening for beginners- many topics <p>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</p>

Comments/ Suggestions for next lesson:			

Date/teacher: 4/21 Eka			
Lesson 20: Current projects	<ul style="list-style-type: none"> Grammar: Present Continuous Vocabulary : hobbies and leisure activities/work tasks 	<ul style="list-style-type: none"> Client explains their current engagements and projects 	<ul style="list-style-type: none"> Grammar - interactive exercises <p>Homework: Role play: An overly enthusiastic new colleague calls when you are busy doing a number of other activities at work and home</p>
Comments/ Suggestions for next lesson:			

Date/teacher: April 26th, Ryan			
Lesson 21: Reporting work	<ul style="list-style-type: none"> Grammar: Present Simple and Continuous/reporting verbs Skills: reports Vocabulary: reporting verbs 	<ul style="list-style-type: none"> Client is able to report on their and other people's agenda 	<ul style="list-style-type: none"> Using Present tenses to talk about work <p>FINAL TASK: Create a report for your boss on your and your team's agendas and current activities.</p>
Comments/ Suggestions for next lesson:			

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

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

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

Date/teacher:			
Lesson 24: Evaluation prep	<ul style="list-style-type: none"> Content from week 6-7 		
Comments/ Suggestions for next lesson:			

Lesson 25: Final speaking evaluation			
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