MCL ORAL EXPRESSION - LESSON PLANNING
Student: Emma Beltrán Classes per week: 3 Position: On sabbatical Level: -B1 Curriculum: Masterclass Oral Expression skills - 1p summary Current week:

Week 1 - Sounding natural
Aims: To be able to communicate in a natural, articulated and professional way in English.

TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
Date/teacher: October 20, 2026/Tere			
Lesson 1: Pronunciation	• Grammar: Pronunciation of vowels and consonants.	• Client is able to correctly pronounce the letters of the English alphabet as well as business terms.	English Pronunciation T…
Comments/ Suggestions for next lesson:			
Date/teacher: Occtober 21, 2026/Tere			
Lesson 2: Tone and pitch	• Grammar: Flow of words and sentences	• Client is able to use the correct intonation in affirmative, negative and interrogative statements.	English Lesson The Five …
Comments/ Suggestions for next lesson:			
Date/teacher: Oct 22nd, Tere			
Lesson 3: Controlling speed and pauses	• Grammar: Intonation in sentences and questions • Useful fillers - Discourse markers	• Client can control his oral speed and pauses.	https://www.linkedin.com/advice/0/how-can-you-use-pauses-pacing-control-flow-zlj8c
Comments/ Suggestions for next lesson:			

Week 2 - Articulating and connecting ideas **Aims:** To properly transmit concrete ideas in a professional way.			
TOPIC & CONTENT	**LANGUAGE FOCUS**	**PRODUCTION**	**MATERIALS / SKILLS**
Date/teacher: Oct 27, 2026 Alejandro			
Lesson 4: Organizing and connecting ideas	• Grammar: Discourse markers	• Client can organize and prioritize ideas.	https://getsling.com/blog/how-to-be-organized-at-work/
Comments/ Suggestions for next lesson:			
Date/teacher: October 28th, Edgar			
Lesson 5: Rephrasing and explanations	• Grammar: Sequencers. • Useful vocabulary: Synonyms and antonyms.	• Client is able to provide explanations and causes while rephrasing original statements.	https://www.futurelearn.com/info/courses/english-for-study-intermediate/0/steps/35241
Comments/ Suggestions for next lesson:			
Date/teacher: 29 oct 2026 Karen			
Lesson 6: Framing	• Grammar: Sentence starters. • Vocabulary: Cause and effect words.	• Client is able to give cause and consequence with framing examples.	https://www.hmhco.com/blog/sentence-frames-for-ell-students
Comments/ Suggestions for next lesson:			

Week 3 - Speaking concisely **Aims:** To properly communicate organized ideas without redundancies and repetitions.			
TOPIC & CONTENT	**LANGUAGE FOCUS**	**PRODUCTION**	**MATERIALS / SKILLS**
Date/teacher: November 3, 2026/Tere			
Lesson 7: Avoiding redundant language	• Grammar: Synonyms and related words.	• Client is able to avoid redundant language when communicating.	https://howtoapplyforgrants.com/continue/avoid-redundancy/

Comments/ Suggestions for next lesson:

Date/teacher: 11/11 Eka 11/04 Eka (OFF CURR)			
Lesson 8: Listing items in a single sentence	• Grammar: Parallel sentences.	• Client can communicate with complex statements.	https://www.grammarly.com/blog/parallelism/
Comments/ Suggestions for next lesson:			

Date/teacher: November 5, 2026/Tere			
Lesson 9: Summarizing	• Grammar: Relevant words identification strategies.	• Client is able to create summarized statements.	https://serben.weebly.com/summarize.html
Comments/ Suggestions for next lesson:			

Week 4 - Elements of style
Aims: To determine what tenses and expressions need to be used to correctly communicate.

TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
Date/teacher: November 10, 2026/Tere			
Lesson 10: Avoiding colloquialisms, contractions and cliches	• Grammar: Words, adjectives and adverbs order.	• Client is able to directly issue a statement in an adequate way.	How to Avoid Colloquial…
Comments/ Suggestions for next lesson:			

Date/teacher: 11/17 Yasmine November 12th, Ivan **OFF CURRICULUM**			
Lesson 11: Using active vs passive voice	• Grammar: Active and passive voice	• Client is able to distinguish contexts that require active voice statements.	https://www.youtube.com/watch?v=Bgdn5OLHlMU
Comments/ Suggestions for next lesson:			

Date/teacher: 18 nov 2026 David

Lesson 12: Choosing the right tenses	Grammar: Present, past and future tenses review.	Client is able to use grammar tenses in a correct way.	https://linguix.com/blog/how-to-choose-the-right-tense-three-practical-tips/
Comments/ Suggestions for next lesson:			

Week 5 - Project preparation + EVAL **Aims:** To synthesize the course content in preparing an oral project.			
TOPIC & CONTENT	**LANGUAGE FOCUS**	**PRODUCTION**	**MATERIALS / SKILLS**
Date/teacher: November 23rd, Ivan			
Lesson 13: Prepare a speech	• Review Lessons 1 to 9		
Comments/ Suggestions for next lesson:			
Date/teacher: Nov 24, 2026 Alejandro			
Lesson 14: Give a speech	• Review Lessons 10 to 12		
Comments/ Suggestions for next lesson:			
Date/teacher: November 25th, Claudia			
Lesson 15: Final Eval			
Comments/ Suggestions for next lesson:			
End of course - Decompress			

ORAL EXPRESSION + TRAVEL INTERACTIONS LESSON PLANNING
Student: Emma Beltrán Classes per week: 3 Position: On sabbatical Level: Curriculum: Current week:

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

Week 1 - Sounding Natural			
TOPIC & CONTENT	**LANGUAGE FOCUS**	**PRODUCTION**	**MATERIALS / SKILLS**
Date/teacher: 08/18 Eka Aug 11th Jared dnh – PLEASE REMEMBER TO MARK WHEN CLASSES DON'T HAPPEN SO NEXT CONSULTANT CAN PLAN ACCORDINGLY			
Lesson 1: Pronunciation	Grammar: Pronunciation of vowels and consonants	•	
Comments/ Suggestions for next lesson:			
Date/teacher: 08/17 Eka August 12th, Claudia **(DNH)**			
Lesson 2: Tone and pitch	Grammar: Flow and Intonation in sentences and questions	•	
Comments/ Suggestions for next lesson:			

Date/teacher: August 19th, Claudia			
Lesson 3: Controlling speed and pauses	Grammar: Useful fillers - Discourse markers	•	
Comments/ Suggestions for next lesson:			

Week 2 - Travel Interactions			
TOPIC & CONTENT	**LANGUAGE FOCUS**	**PRODUCTION**	**MATERIALS / SKILLS**
Date/teacher: August 20th, Claudia			
Lesson 4: Information counter	Grammar: Modal verbs - questions	•	
Comments/ Suggestions for next lesson:			

Date/teacher: August 21st, Claudia			
Lesson 5: Travel itineraries	Grammar: Conditionals - zero and 1	•	
Comments/ Suggestions for next lesson:			
Date/teacher: August 25th, Claudia			
Lesson 6: Travel scenarios and problems	Grammar: Conditionals - 2 and 3	•	
Comments/ Suggestions for next lesson:			

Week 3 - Articulating and Connecting Ideas			
TOPIC & CONTENT	**LANGUAGE FOCUS**	**PRODUCTION**	**MATERIALS / SKILLS**
Date/teacher: 27 ago 2026 David			
Lesson 7: Organizing and connecting ideas	Grammar: Discourse markers	•	
Comments/ Suggestions for next lesson:			
Date/teacher: August 28th, Claudia			
Lesson 8: Rephrasing and explanations	Grammar: Sequencers	•	
Comments/ Suggestions for next lesson:			
Date/teacher: September 1st, Claudia			
Lesson 9: Framing	Grammar: Polite expressions	•	
Comments/ Suggestions for next lesson:			
Week 4 - Shopping Interactions			
TOPIC & CONTENT	**LANGUAGE FOCUS**	**PRODUCTION**	**MATERIALS / SKILLS**
Date/teacher: September 2nd, Claudia			
Lesson 10: Let's go shopping	Grammar: Numbers and prices, prepositions	•	
Comments/ Suggestions for next lesson:			
Date/teacher: September 3rd, Claudia			
Lesson 11: At the store	Grammar: Questions review – all	•	

Comments/ Suggestions for next lesson:			
Date/teacher: September 7th, Claudia			
Lesson 12: Looking for the ideal product	Grammar: Adjectives and adverbs	•	
Comments/ Suggestions for next lesson:			
Week 5 - Speaking Concisely			
TOPIC & CONTENT	**LANGUAGE FOCUS**	**PRODUCTION**	**MATERIALS / SKILLS**
Date/teacher: September 8th, Claudia			
Lesson 13: Avoiding redundant language	Grammar: Synonyms and antonyms	•	
Comments/ Suggestions for next lesson:			
Date/teacher: September 15th, Claudia			
Lesson 14: Listing items in a single sentence	Grammar: Parallel sentences	•	
Comments/ Suggestions for next lesson:			
Date/teacher: September 17th, Claudia			
Lesson 15: Summarizing	Grammar: Vocabulary and useful phrases	•	
Comments/ Suggestions for next lesson:			
Week 6 - Asking For And Offering Help			
Date/teacher: September 18th, Claudia			
Lesson 16: Requesting help politely	Grammar: Making polite requests	•	
Comments/ Suggestions for next lesson:			
Date/teacher: 09/22 Eka			
Lesson 17: Offering help, convincing	Grammar: Conditionals review	•	
Comments/ Suggestions for next lesson:			
Date/teacher: September 23rd, Ivan			
Lesson 18: Accepting or rejecting help	Grammar: Useful expressions and euphemisms	•	

Comments/ Suggestions for next lesson:			
Week 7 - Elements of Style			
TOPIC & CONTENT	**LANGUAGE FOCUS**	**PRODUCTION**	**MATERIALS / SKILLS**
Date/teacher: September 24th, Yasmine			
Lesson 19: Avoiding colloquialisms, contractions and cliches	Grammar: Vocabulary	•	
Comments/ Suggestions for next lesson:			
Date/teacher: September 30, 2026/Tere			
Lesson 20: Using active vs passive voice	Grammar: Active and passive voice	•	
Comments/ Suggestions for next lesson:			
Date/teacher: 10/06 Eka			
Lesson 21: Choosing the right tenses	Grammar: Tenses	•	
Comments/ Suggestions for next lesson:			
Week 8 - Review week before evaluation			
TOPIC & CONTENT	**LANGUAGE FOCUS**	**PRODUCTION**	**MATERIALS / SKILLS**
Date/teacher: October 7, 2026/Tere			
Lesson 22: Review 1	Grammar:	•	
Comments/ Suggestions for next lesson:			
Date/teacher: October 8, 2026/Tere			
Lesson 23: Review 2	Grammar:	•	
Comments/ Suggestions for next lesson:			
Date/teacher: October 13, 2026/Tere			
Lesson 24: Review 3	Grammar:	•	
Comments/ Suggestions for next lesson:			

Lesson 25: Final speaking evaluation
Date/consultant: October 15, 2026 Yamine
Observations:
Next curriculum (learner's path):

CLIENT REQUESTED A CURRICULUM CHANGE

Intermediate Business - LESSON PLANNING
Student: Emma Beltrán Classes per week: 3 Position: On sabbatical Level: A2/A2+ Curriculum: Intermediate Business - Curriculum Current week:

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

Week 1 - Recruitment

Aims:

TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
Date/teacher: 08/06 Eka (OFF CURR) 08/05 Eka (OFF CURR) 08/04 Eka (OFF CURR)			
Lesson 1: Minimum vs. preferred qualifications	• Grammar: Gerund vs infinitives	• Client is able to know when to use gerunds and when to use infinitives	- https://promova.com/english-grammar/gerund-vs-infinitive-in-english -
Comments/ Suggestions for next lesson:			

PROJECT MANAGEMENT LESSON PLANNING			
Student: Emma Beltrán Classes per week: 3 Position: On sabbatical Level: A2 Curriculum: B1 Project Management Curriculum Current topic: 1-8			
Week 1 - Professional profile **Aims:** To adequately describe your job position, the responsibilities it involves as well as properly introduce each member of your team.			
TOPIC & CONTENT	**LANGUAGE FOCUS**	**PRODUCTION**	**MATERIALS / SKILLS**
Date/teacher: 06/02 Eka			
Lesson 1: Introduce yourself & describe your position	• Grammar: Present tense / Sentence structure with conjunctions • Vocabulary: Action verbs necessary for the position	• Clients introduce themselves and describe their job	What is project management? (video)
Comments/ Suggestions for next lesson:			
Date/teacher: 06/03 Eka			
Lesson 2: Go over activities & responsibilities	• Grammar: Gerunds (for activities & verbs that take gerunds) • Vocabulary: work activities and responsibilities	• Clients talk about work activities and responsibilities	Linkedin profiles
Comments/ Suggestions for next lesson:			
Date/teacher: 06/04 Eka			
Lesson 3: Introduce your team members	• Grammar: Present Simple and Continuous • Vocabulary: Adjectives	• Clients are able to introduce others and describe their responsibilities	https://pitchavatar.com/how-to-properly-introduce-your-team/
Comments/ Suggestions for next lesson:			
Week 2 - Your company **Aims:** To present a timeline of your company as well as its position within the industry.			
TOPIC & CONTENT	**LANGUAGE FOCUS**	**PRODUCTION**	**MATERIALS / SKILLS**

Date/teacher: June 9th, Ivan			
Lesson 4: Describe the evolution of your company	• Grammar: Past continuous vs past simple/ timelines • Vocabulary: company history, time markers for the past	• Client presents the timeline of their company	Ex Apple timeline
Comments/ Suggestions for next lesson:			
Date/teacher: June 10th, Marisol			
Lesson 5: Connect actions inside the company	• Grammar: Connectors (emphasize, addition, contrast, …) • Vocabulary: organizational structure	• Client describes the organizational structure of their company and how it is connected	Connectors Types of organizational structures
Comments/ Suggestions for next lesson: **NOTE: CLIENT MENTIONS SHE DOESN'T WANT TO KEEP USING THIS LESSON PLAN, SHE SAYS SHE DOESN'T WANT A BUSINESS CURRICULUM ANYMORE, SHE WOULD LIKE A MORE GENERAL ENGLISH PROFILE, DAILY AND ORDINARY TOPICS**			
Date/teacher: 06/11 Eka DNH			
Lesson 6: Explain the relation with suppliers & clients	• Grammar: Modal verbs (possibilities & requests) • Vocabulary:work relationships	• Clients talks about the relationships at work	Modal verbs exercises
Comments/ Suggestions for next lesson:			

PROGRAM CHANGE AS REQUESTED BY CLIENT

CURRENT EVENTS 1
Student: Emma Beltrán Classes per week: 3 Position: On sabbatical Level: A2 Curriculum: Current topic: 1-8

Topic 3 - CULTURES

Aims: Discussing, comparing and contrasting different cultures

TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
Date/teacher: Jun 12, 2026 Bernardo			
Lesson 7: Mexican Ancient Cultures	• Grammar: Past Simple • Vocabulary: Timelines, Mexican cultures	• Client describes ancient Mexican cultures and can talk	https://www.history.com/topics/mexico/history-of-mexico

		about a specific historic fact.	
Comments/ Suggestions for next lesson:			

Date/teacher: June 17th, Ivan			
Lesson 8: American ancient cultures	• Grammar: Present Perfect and Past Simple • Vocabulary: American cultures	• Client describes ancient American cultures and can talk about a specific historic fact.	10 Ancient American Civilizations Past perfect vs simple past
Comments/ Suggestions for next lesson:			

Date/teacher: June 18th, Ivan			
Lesson 9: Discussing modern cultures	• Grammar: prepositions of time • Vocabulary: modern cultures	• Client discusses and describes a variety of modern cultures • Client can write in a simple form a paragraph describing modern cultures.	At, in, on Simplified Modern Cultures Today
Comments/ Suggestions for next lesson:			

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

Date/teacher: June 23rd, Marisol			
Lesson 10: Mexican gastronomy	• Grammar: likes and dislikes • Vocabulary: verbs with TO and ING	• Clients discuss their preferences regarding Mexican food. • Client writes a short paragraph describing favorite Mexican dish.	Common verbs followed by Gerunds and Infinitives
Comments/ Suggestions for next lesson:			

Date/teacher: June 25th, Ivan

Lesson 11: Dining culture around the world	• Grammar: comparatives and superlatives • Vocabulary: international cuisine, dining	• Client discusses and compares international foods. • Clients sends voice note describing favorite international cuisine dish.	Adjectives to describe foods Reading World Dining Cultures
Comments/ Suggestions for next lesson:			

Date/teacher: June 26th Jared			
Lesson 12: Dining and restaurants	• Grammar: prepositions of place • Vocabulary: restaurants	• Client discusses dining and restaurants. • Client reads a VIP restaurant menu and creates an own one for his/her new restaurant.	Prepositions of place - study Listening - Restaurants
Comments/ Suggestions for next lesson:			

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

Date/teacher: 30 jun 2026 David			
Lesson 13: The history of Internet	• Grammar: past simple and continuous • Vocabulary: Internet	• 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: Ale			
Lesson 14: Technology today	• Grammar: articles • Vocabulary: technology	• 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: 2 jul 2026 Karen			
Lesson 15: Possibilities of technology	• Grammar: future tenses • Vocabulary: future technology	• 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: 7 jul 2026 David			
Lesson 16: Modern Entertainment	• Grammar: Gerund and infinitive verbs • Vocabulary: Modern entertainment	• 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: 07/08 Eka			
Lesson 17: Live TV and Streaming Services	• Grammar: Modal verbs - CAN/COULD/ WILL/ MIGHT /MAY • Vocabulary: TV	• 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: 07/09 Eka			
Lesson 18: Virtual Reality	• Grammar: Adverbs and gradation of adverbs • Vocabulary: VR	• 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

Date/teacher: 07/14 Eka			
Lesson 19: Discussing trends (fashion, tech, music, films, stock market, etc.)	• Grammar: zero conditional • Vocabulary: trends of interest	• 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: 07/15 Eka			
Lesson 20: Trends of the new generation	• Grammar : first conditional • Vocabulary: new and modern trends	• 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: 07/16 Eka			
Lesson 21: Dangers of following trends	• Grammar: advice - SHOULD • Vocabulary: dangers of trends, advice	• 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: IVAN 07/21 Eka (OFF CURR)			
Lesson 22: review	• Topic 1-2		
Comments/ Suggestions for next lesson:			

Date/teacher: 07/23 Eka			
Lesson 23: review	• Topic 3-4		
Comments/ Suggestions for next lesson:			

Date/teacher: 07/28 Eka			
Lesson 24: review	• Topic 5-7		
Comments/ Suggestions for next lesson:			

Client's comments about evaluation/next curriculum:

Lesson 25: Final speaking evaluation -
Date/consultant: 07/30 Eka (decompress) **07/29 Eka**
Observations:
Next curriculum (learner's path):