

A2+ Business/General Interactions 2 Curriculum - LESSON PLANNING

Student: Alexander Lara

Classes per week: 3


Position: Change management consultant

Level: A2+

Curriculum:  A2+ Business/General Interactions 2 Curriculum

Current week: 4-8

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 - Effective Communication (BUSINESS)

Aims:

TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
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Date/teacher: August 2, 2024 **Dowse (DNH)** August 9th, Jaime

Lesson 1: Analyzing general workplace communication

- Grammar: Question making - present tenses

- Client is able to

Comments/ Suggestions for next lesson:

Date/teacher: 08/07 Eka

Lesson 2: Dealing with workplace discussions

- Grammar: Reporting verbs

- Client is able to

Comments/ Suggestions for next lesson:

Date/teacher: Aug 19, 2024 Bernardo

Aug 14, 2024 Bernardo dnh

08/12 Eka (DNH)

Lesson 3: Agreeing and disagreeing

- Grammar: Present simple and progressive

- Client is able to

Comments/ Suggestions for next lesson:

Week 2 - Feedback and Interactions(GENERAL)

Aims:

TOPIC & CONTENT

LANGUAGE FOCUS

PRODUCTION

MATERIALS / SKILLS

Date/teacher: 20 August Julio

Lesson 4: Praising friends

- Grammar: Coordinating conjunctions

- Client is able to

Comments/ Suggestions for next lesson:

Date/teacher:

Aug 23, 2024 Bernardo dnh

August 21, 2024 Dowse DNH

Lesson 5: Latest news and bias

- Grammar: Raising and falling intonation in statements

- Client is able to discuss the latest news and discern truth from fiction

Comments/ Suggestions for next lesson:

Date/teacher: agust 28th, mildred????			
: August 27, 2024 Dowse (teaching Bernardo's previous class) DNH			
Lesson 6: Making new friends	<ul style="list-style-type: none"> Grammar: Characteristics of a pep talk 	<ul style="list-style-type: none"> Client is able to 	
Comments/ Suggestions for next lesson:			

Week 3 -Conflict Resolution (BUSINESS)			
Aims:			
TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS

Date/teacher: Sep 3, 2024 Bernardo			
8/29 Dowse DNH			
Lesson 7: Mediating and reaching compromises	<ul style="list-style-type: none"> Grammar: Comparatives and Superlatives 	<ul style="list-style-type: none"> Client is able to 	
Comments/ Suggestions for next lesson:			

Date/teacher: 09/04 Eka			
Lesson 8: Solving a conflict in the office	<ul style="list-style-type: none"> Grammar: Linking words 	<ul style="list-style-type: none"> Client is able to 	
Comments/ Suggestions for next lesson:			

Date/teacher:			
Sep 9, 2024 Bernardo dnh			
09/05 Eka (DNH)			

Lesson 9: Giving full details to your boss	<ul style="list-style-type: none"> Grammar: Reported speech 	<ul style="list-style-type: none"> Client is able to 	
Comments/ Suggestions for next lesson:			

Week 4 - Cultivating Empathy (GENERAL)

Aims:

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

Lesson 10: Identifying emotions in family and friends	<ul style="list-style-type: none"> Grammar: ed and -ing adjectives 	<ul style="list-style-type: none"> Client is able to 	
Comments/ Suggestions for next lesson:			

Date/teacher:

Lesson 11: Introvert vs. Extrovert spectrum.	<ul style="list-style-type: none"> Grammar: Vocabulary to describe emotions 	<ul style="list-style-type: none"> Client is able to 	
Comments/ Suggestions for next lesson:			

Date/teacher:

Lesson 12: Tones and accents	<ul style="list-style-type: none"> Grammar: Intonation in formal and informal contexts 	<ul style="list-style-type: none"> Client is able to 	
Comments/ Suggestions for next lesson:			

Week 5 - Strengthening Relationships (BUSINESS)

Aims:

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

Lesson 13: Workplace relationships

- Grammar: Present perfect: life experiences

- Client is able to

Comments/ Suggestions for next lesson:

Date/teacher:

Lesson 14: Polite statements and intonation

- Grammar: Conditionals

- Client is able to

Comments/ Suggestions for next lesson:

Date/teacher:

Lesson 15: Identifying and activating mutual team member interests

- Grammar: Vocabulary for Persuasive expression

- Client is able to

Comments/ Suggestions for next lesson:

Week 6 - Apology Process (GENERAL)

Aims:

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

Lesson 16: Maturity, what is it?

- Grammar: Modals

- Client is able to

Comments/ Suggestions for next lesson:

Date/teacher:

Lesson 17: Apologizing and debating

- Grammar: Expressing result: therefore, thus, so, as a result, due to, etc.

- Client is able to

Comments/ Suggestions for next lesson:

Date/teacher:

Lesson 18: Correcting your friends, about moral and ethics

- Grammar: Writing: emails

- Client is able to

Comments/ Suggestions for next lesson:

Week 7 - Asking for help (BUSINESS)

Aims:

TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
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Date/teacher:			
Lesson 19: Requesting help politely and formally to coworkers	<ul style="list-style-type: none"> Grammar: Making polite requests 	<ul style="list-style-type: none"> Client is able to 	
Comments/ Suggestions for next lesson:			

Date/teacher:			
Lesson 20: Offering help	<ul style="list-style-type: none"> Grammar: Conditionals 	<ul style="list-style-type: none"> Client is able to 	
Comments/ Suggestions for next lesson:			

Date/teacher:			
Lesson 21: Accepting or rejecting help	<ul style="list-style-type: none"> Grammar: Passive voice: simple past and simple present 	<ul style="list-style-type: none"> Client is able to 	
Comments/ Suggestions for next lesson:			

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

Date/teacher:			
Lesson 22: Review weeks 1-3	<ul style="list-style-type: none"> Review weeks 1-3 		

Comments/ Suggestions for next lesson:

Date/teacher:

Lesson 23: Review weeks 4-6

- Review weeks 4-6

Comments/ Suggestions for next lesson:

Date/teacher:

Lesson 24: Review weeks 6-7

- Review weeks 6-7

Client's comments about evaluation/next curriculum:

Lesson 25: Final speaking evaluation -

Date/consultant:


Observations:

Next curriculum (learner's path):

A2+Business interactions


Student: Alexander Lara
Classes per week: 3
Position: Change management consultant

Level:A2+

Curriculum:  A2+ Business Interactions 2 Curriculum

Current topic: 8-8

Decompress:

Here's the template:  Needs analysis/Decompress template

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

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Week 1 - Effective Communication

TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
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Date/teacher: 4/ March Julio

Lesson 1: Analyzing general workplace communication	Grammar: -Question making -Present tenses	<ul style="list-style-type: none">Client is able to make and answer questions about communication issues.	What is Effective Communication? Definition, Characteristics, Skills, Significance, Barriers - The Investors Book
Comments/ Suggestions for next lesson:			

Date/teacher: 5th March Julio

Lesson 2: Dealing with workplace discussions	Grammar: -Reporting verbs	<ul style="list-style-type: none">Client is able to discuss in a polite way.	Direct Discussion – How to Approach a Co-Worker Managing Workplace Conflict Vancouver Island University Canada
Comments/ Suggestions for next lesson:			

Date/teacher: 8/March Julio

Lesson 3: Agreeing and disagreeing

Grammar:
-Present simple and progressive

- Client is able to agree or disagree with co-workers.

[Useful phrases for discussions](#)

Comments/ Suggestions for next lesson:

Week 2 - Constructive feedback

TOPIC & CONTENT

LANGUAGE FOCUS

PRODUCTION

MATERIALS / SKILLS

Date/teacher: 11 march Julio

Lesson 4: Praising coworkers

Grammar:
- Coordinating conjunctions

- The client is able to give constructive feedback to co workers and speak up about his/her own opinions.

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

Comments/ Suggestions for next lesson:

Date/teacher: 13/March Julio

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: **Mar 21, 2024** **Bernardo**
15 March Julio DHP

Lesson 6: Using rising and falling intonation	Grammar: - Characteristics of a pep talk	<ul style="list-style-type: none">Client is able to give correct intonation lectures.	▶ Learn the English term ... 11 Best Inspirational Pep Talks In Movies ScreenRant https://www.johnmillen.com/blog/how-to-give-a-winning-pep-talk
Comments/ Suggestions for next lesson:			

Week 3 - Conflict Resolution

TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
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Date/teacher: **22 March Julio**

Lesson 7: Mediating and reaching compromises	Grammar: -Comparatives and Superlatives	<ul style="list-style-type: none">Client is able to express goals and deliverables of a project.	Conflict Resolution: Definition, Process, Skills, Examples
Comments/ Suggestions for next lesson:			

Date/teacher: **03/23 Edgar**

Lesson 8: Solving a conflict	Grammar: -Modals -Linking words	<ul style="list-style-type: none">Client is able toGive opinionsAgree and Disagree	Section 6. Training for Conflict Resolution.
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	Reported speech		
Comments/ Suggestions for next lesson:			

Date/teacher: March 26th, Jaime

Lesson 9: Giving full details	Grammar: -Modals review and reported speech	<ul style="list-style-type: none"> 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
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Date/teacher:march 27 March Julio

Lesson 10: Identifying emotions, complex feelings and tendencies in others	Grammar: -ed and -ing adjectives	<ul style="list-style-type: none"> Client is able to identify and name different emotions and describe complex feelings. 	Emotions and Types of Emotional Responses
Comments/ Suggestions for next lesson:			

Date/teacher: 04/03 Eka

Lesson 11: Introvert vs. Extrovert spectrum	Grammar: -Vocabulary to describe emotions	<ul style="list-style-type: none"> 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
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Comments/ Suggestions for next lesson:

Date/teacher: April 4th, Jaime

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

Grammar:
-Intonation in formal and informal contexts

- Client is able to differentiate between one tone and another and also notice which one works for what situation.

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

Comments/ Suggestions for next lesson:

Week 5 - Strengthening Relationships

TOPIC & CONTENT

LANGUAGE FOCUS

PRODUCTION

MATERIALS / SKILLS


Date/teacher: April 5th, Jaime **DHP** 9/April Julio

Lesson 13: Workplace relationships

Grammar:
-Present perfect: life experiences

- Client is able to describe work relationships.

[10 Types of Workplace Relationships and How To Improve Them | Indeed.com](#)

 Improving Workplac...

Comments/ Suggestions for next lesson:

Date/teacher: 04/11 Eka

9/April Julio **OFF CURRICULUM, PLEASE RE-TAKE**

Lesson 14: Polite statements and intonation

Grammar:

- Client is able to give an educated point of

[Pronunciation: Want to be Polite? Learn English](#)

	-Conditionals	view with the right intonation.	Intonation – Guest Post English with a Twist
Comments/ Suggestions for next lesson:			

Date/teacher: 12/April Julio			
Lesson 15: Identifying and activating mutual team member interests.	Grammar: -Vocabulary for Persuasive expression	<ul style="list-style-type: none"> Client is able to communicate with coworkers to work as a team. 	Successful teamwork: A case study
Comments/ Suggestions for next lesson:			

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

Date/teacher: April 17th, Jaime			
Lesson 16: Apologizing - formal.	Grammar: -Modals	<ul style="list-style-type: none"> Client is able to apologize formally with co-workers or owner of the company. 	How to say sorry at work
Comments/ Suggestions for next lesson:			

Date/teacher: 04/22 Eka			
Lesson 17: Apologizing to a client for not meeting expectations.	Grammar:	<ul style="list-style-type: none"> Client is able to apologize to a client and manage conflict conversations. 	How to Apologize Like a Professional

	-Expressing result: therefore, thus, so, as a result, due to, etc.		How to apologize to a customer: A 3-step plan RingCentral
Comments/ Suggestions for next lesson:			


Date/teacher: 23/April Julio			
Lesson 18: Writing an apology email.	Grammar: - Writing: emails	<ul style="list-style-type: none"> Client is able to write an email apologizing for a mistake in customer service. 	How to Apologize to a Client (With Email Template!) The Muse 6 excellent apology emails to send to your customers Front
Comments/ Suggestions for next lesson:			

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

Date/teacher: 25/April Julio			
Lesson 19: Requesting help politely to coworkers.	Grammar: - Making polite requests	<ul style="list-style-type: none"> Client is able to ask for help around the office. 	https://www.themuse.com/advice/the-right-way-to-ask-for-help-at-work
Comments/ Suggestions for next lesson:			

**DEAR CONSULTANT: HE IS RESTARTING. PLEASE
ASK HIM HIS GOALS AND OBJECTIVES SO HE**

WE KNOW WHAT TO DO NEXT

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

Date/teacher: Jaime July 18th			
Lesson 20: Offering help.	Grammar: -Conditionals	<ul style="list-style-type: none"> Client is able to offer advice and support to other co-workers. 	10 Ways To Help and Support Colleagues at Work Indeed.com
Comments/ Suggestions for next lesson:			

DEAR CONSULTANT: HE WILL TAKE A TWO HOURS LESSON. PLEASE USE TWO GRAMMAR TOPICS

Date/teacher: 07/16 Eka			
Lesson 21 and 22: Accepting or rejecting help.	Grammar: -Passive voice: simple past and simple present -: Review week 1,2&3	<ul style="list-style-type: none"> Client is able to say yes or no depending on the situation. 	How to Make, Accept and Reject Offers in English-Bespeaking Blog
Comments/ Suggestions for next lesson:			

Week 8 - Review

Aims: Review previous lessons

TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
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Date/teacher: 07/24 Eka

07/22 Edgar **DNH**

07/19 Edgar **DNH**

Lesson 23: Review week 4, 5

- Review

Comments/ Suggestions for next lesson:

Date/teacher: 07/26 Edgar

25 July Julio **DHP**

Lesson 24: Review week 6 &7

- Review

Client's comments about evaluation/next curriculum:

Lesson 25: Final speaking evaluation -

Date/consultant: 07/29 Edgar

Observations:

Next curriculum (learner's path):