

<b>Sylvia Munguía</b> Curriculum: <b>Networking Curriculum - 1p summary</b>	Remote document color code and components Remote doc template 2023
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**Date: September 22th / Consultant: Claudia**

**Lesson number: #10 /week: #4**

**Topic: Cultural Differences**

**Aim: Discussing, comparing and contrasting different cultures**

**Catch up/Homework review:**

WORKSPACE:

Hello Sylvia, how you doing today?

For an icebreaker we are going to guess landmarks around the world.

[https://www.youtube.com/watch?v=J\\_nmgntYZHU](https://www.youtube.com/watch?v=J_nmgntYZHU)

Today we are going to talk about cultural differences between Mexico and USA.

I invite you to watch a video about it:

<https://www.youtube.com/watch?v=Z1d5vQ-FMhQ>

Which other differences you find between Mexico and USA?

COMPARATIVE ADJECTIVES

Mexican events are **more informal** than American ones.

Networking in the USA is **faster** than in Mexico.

CONTRAST CONNECTORS:

In Mexico, people are friendly. **However**, business is sometimes slower.

In the USA, meetings are formal, **but** people are very punctual.

Now you will see a video about comparative adjectives:

<https://www.youtube.com/watch?v=wXiD0FdON7k>

Complete with the correct comparative form of the adjective:

- 1.- Networking in the USA is \_\_\_\_\_faster\_\_\_\_\_ (fast) than in Mexico.
- 2.- Mexican events are ( informal) \_\_\_\_\_more informal\_\_\_\_\_ than American ones.
- 3.- U.S.professionals are usually \_\_\_\_\_more punctual\_\_\_\_\_ (punctual) than Mexican professionals.
- 4.- Business dinners in Mexico are \_\_\_\_\_longer\_\_\_\_\_ (long) than in the USA.
- 5.- Conversations in Mexico are \_\_\_\_\_more personal\_\_\_\_\_ (personal) than in the USA.

- 6.- In the USA, presentations are \_\_\_clearer\_\_\_\_\_ (clear) than in Mexico.  
7.- Mexican professionals are \_\_\_more flexible\_\_\_\_\_ (flexible) than American ones.  
8.- American networking events are \_\_\_more organized\_\_\_\_\_ (organized) than Mexican ones.

Which type of Networking do you prefer, Mexican or American? Why?

**Errors/Opportunity for growth/Pronunciation/Feedback:**

**Vocabulary/Phrases:**

**Homework:**

Write a paragraph summarizing the seven ways to build a strong network. (100 words min).  
For the next consultant.

**Date: September 19th / Consultant: Eka**

**Lesson number: #9 /week: #3**

**Topic: How to use your personality to network**

**Aim: Discuss personality and network**

**Catch up/Homework review:**

WORKSPACE:

**1. Think about your answers given in the last class and discuss:**

- Who is better at networking, your or your boss? Why?
- Do you think your personality has something to do with it? Why?
- How can you use your personality in your favor to do networking?

**2. Choose the best ending to the definition. Professional networking is connecting with people who:**

- a) might be useful to you in your career.
- b) have a career you want to have.
- c) have a similar job to yours.

**3. Discuss the questions.**

- What does networking look like in your industry?
- Do you enjoy networking? Why/Why not?
- Who do you think might be useful to you in your career?
- Who do you think you could help with their career?

#### 4. Match the sentence halves.

- a) If you **have** ( 3 ) ✓  
b) When you meet someone outside work, it's good to not only **introduce** ( 6 ) ✓  
c) It's not easy to **benefit from** ( 2 ) ✓  
d) If you want to build professional relationships, you need to **stay in** ( 5 ) ✓  
e) It's OK if you ask someone for help, for example with finding a job, but then you will have to **return** ( 1 ) ✓  
f) Networking events like conferences are a great opportunity to **exchange** ( 4 ) ✓

- 1) the favour and do something for the person who helped you.  
2) networking and it is often just a waste of time.  
3) connections, it's always easier to get a job or get clients because people trust people they know personally.  
4) ideas and see how the market is changing.  
5) touch with people, which is not that easy.  
6) yourself but also talk about what you do.

#### 5. Choose three statements from the previous activity and discuss them.

**Errors/Opportunity for growth/Pronunciation/Feedback:**

**Vocabulary/Phrases:**

**Robe:** Bata

#### **Homework:**

Read the article and explain what it is about to your next consultant

<https://www.americanexpress.com/en-us/business/trends-and-insights/articles/7-ways-to-build-a-strong-network/>

**Date:** September 18th / **Consultant:** Eka

**Lesson number:** #8 / **week:** #3

**Topic:** Strengths & weaknesses of your personality

**Aim:** Describe personality traits

**Catch up/Homework review:**

WORKSPACE:

**1. Quick read about words to describe personality**<https://www.indeed.com/career-advice/career-development/words-to-describe-coworkers><https://www.wikihow.com/Describe-Someone%27s-Personality>**2. Write a short paragraph describing yourself.**

Linking words to express reason:

Because	▼	Due to	▼	As a result
Since	▼	As	▼	Cause
For	▼	Owing to	▼	So

**Owe to\***

I consider myself an independent person since I became a mother because now two little people depend on me.

I always want to know why things happen, since I'm a curious person, I always google it.

My husband is always telling me that I never hug him, because of that, I consider myself a cold person, but, owing to that, I don't like to express love with words or hugs, I prefer to express my love with actions.

*Independent, Proactive, Curious, Creative, Willing, funny, Naïve, cold, crude, gloomy*

**3. Compare strengths and weaknesses of your personality. After making the list, explain your answer.**

STRENGTHS	WEAKENESS
-----------	-----------

Creative  
Funny  
Willing  
Friendly  
Fashionable

Naive  
Crude  
Gloomy  
Moody  
Nosey

**Errors/Opportunity for growth/Pronunciation/Feedback:**

**Vocabulary/Phrases:**

**Homework:**

Describe your boss' or a coworker's personality using linking words:

*Daisy is a coworker and friend, but she was my boss before my new position. Every morning you can see Daisy being cheerful. When we talk at work, she detects when I am not feeling well, and as a result I consider her to be an insightful person. Owing to Daisy being a charismatic and funny person, the job parties were so funny. When there were difficulties at work, she appeared very calm and disciplined to solve them in the best possible way.*

Date: September 17th / Consultant: Eka

Lesson number: #7 /week: #3

Topic: What is your personality?

Aim: Describing your personality

**Catch up/Homework review:**

In WORKSPACE:

# I am an introverted and I love it

1. Look at the pictures and say why the people decided to spend their time this way.



## 2. Match the adjectives with their opposites.

- |                      |              |
|----------------------|--------------|
| a) anxious ( 2 ) ✓   | 1) dull      |
| b) energized ( 4 ) ✓ | 2) calm      |
| c) fun ( 1 ) ✓       | 3) confident |
| d) quiet ( 5 ) ✓     | 4) exhausted |
| e) shy ( 3 ) ✓       | 5) loud      |

## 3. Use the adjectives in ex. 2 to complete the sentences. Sometimes more than one option is possible.

- a) I don't have many friends but I always find hanging out with them fun. ✓ Some people may think I'm shy ✓ but they are wrong. I just don't need many friends to feel happy.
- b) I hardly ever spend my weekends alone. That's too dull ✓ for me. Lots of company, loud ✓ music – that's my kind of thing!
- c) I like spending my free time on my own in quiet/calm places. My favourite one is by the river. I feel at home there. ✓
- d) I often feel anxious when I have to talk to people I don't know. That's why I rarely go to big parties. When I do, I get quite exhausted. after them. ✓✓
- e) I'm always excited about meeting new people. I feel confident during a small talk because I always have something to say. ✓
- f) I'm happy to have so many great friends. I feel so energized after spending time with them that I'm ready to do it again! ✓

## 4. Watch the first part of a video (to 01:16) and decide which statements in ex. 3 are about introverts and which are about extroverts (or both). [The quiet power of introverts | BBC Ideas](#)

## 5. Watch the second part of the video (from 01:17) and discuss the questions.

- According to the video, why is life sometimes more difficult for introverts?
- Is it easier to be an introvert or an extrovert? Explain your opinion.
- Do you think you are more of an introvert or an extrovert? Does it depend on the situation?

**Errors/Opportunity for growth/Pronunciation/Feedback:**

**Vocabulary/Phrases:**

**Homework:**

Read the quotes and choose the quote that best sums up how you feel about being an introvert or an extrovert (or both). Explain your choice.

• “Quiet people have the loudest minds.” Stephen Hawking → I think this quote describe all about be an introvert or an extrovert person because an extrovert person is usually loud on the outside, that is, he/she talks and expresses what he/she feels. An introvert person usually does not express himself, and keeps to himself what he thinks or feels.

- “I’m a real extrovert, but when I’m round someone new, I’m super shy.” Serena Williams
- “Extroverts speak, while introverts write. That’s the only difference!” Ramana Pemmaraju

Date: September 11th / Consultant: Andreeé

Lesson number: #6 /week: #2

Topic: How to use social media to network

**Aim: Client compares formal and informal speech.**

**Catch up/Homework review:**

**WORKSPACE:** <https://meet.google.com/cvg-wfdn-ucn>

**Hello Sylvia! Nice to meet you!**

**Let’s get to know each other! [Small Talk Wheel](#)**

**Let’s talk about these questions.**

- Do you usually use social media for work or personal life?
- Which platform do you use most?
- What is one way you could use it for work?

Take a look at these messages:

- *“Dear Ms. Lopez, I would like to connect with you to discuss possible collaboration in fashion retail.”* Google chat, Company, Chat, Whatsapp,
- *“Hey Carla! Let’s connect 🙌 Wanna talk about collab in shoes?”* Instagram, Whatsapp, Facebook

**Greeting - Saludo**

**Fishy - Suspicious**

Which is formal? Which is informal? On what platform would you write the first message? And the second one?

What are some words you would say in these types of situations?

- Collab
- Follow
- Post
- Live stream
- Video blog
- Podcast
- GRWM
- Marketing campaign
- Oversell

Imagine you want to contact a shoe designer on LinkedIn. Write a formal message (3–4 simple sentences).



“Good morning Ms. Ramirez. I am Sylvia from Coppel, I was following your work and I think Ramirez’s designs are interesting, I would like to have a meeting with you and talk about a possible collaboration together in our shoe line for next year.”

Now imagine the same situation but on Instagram. Write an informal message (2–3 sentences).

*“Hi Carla! What’s up? I was thinking that your work is incredible and I think if we would record a video together could be a great idea, what do you think?”*

**Wrap-Up Questions:**

- When is it better to use formal style? When is informal ok?
- Have you ever received a message that felt “too informal” for business?

<b>Errors/Opportunity for growth/Pronunciation/Feedback:</b>	<b>Vocabulary/Phrases:</b>  Wrap up - to finish something Outgoing - Extroverted Shy - Introverted Timid Hierarchy - Jerarquía Trends Lifestyle Look for/Browse
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**Homework:**

Record yourself asking to have a collab with me for a campaign.

Hello Andréé, I have been following your content for a while and I think it would be a good idea to collaborate. We could invite Coppel's employees to enroll in the Alcanza English School to motivate them and let them know about the benefits of studying English.

Date: September 10th / Consultant: Eka

Lesson number: #5 /week: #2

Topic: Discuss tips for networking

Aim: Giving tips on networking

**Catch up/Homework review:**

In WORKSPACE:

## Good connections: work-social media

**Scan the article and answer the questions below.**

1. How many social networks or internet platforms are mentioned in the article?
2. What are their names?
3. Do you have an account with any of them? If yes, do you use it for private or professional reasons?
4. How often do you update your profile?

### **Article: Good connections**

*Social media can help you to find a job or sell a business idea. But remember: inappropriate posts could also damage your reputation. MARGARET DAVIS reports.*

1. If used properly, social networks like Facebook and Twitter and professional networks such as LinkedIn and XING can help you find a job, build useful contacts and promote your business. In fact, some career experts say a social-media presence is essential in the modern workplace.
2. While Facebook is often seen as simply private entertainment, you should be aware that your comments may be seen by a wider audience (friends of friends and their friends, for example). And although Facebook may have played a role in the Arab Spring revolutions, it might be better to keep political comments to a minimum to avoid unwelcome attention.
3. Discussions of religion are also best avoided. As one of my colleagues likes to say: "Facebook is a cocktail party." Like real-time cocktail parties, Facebook can be used for the sort of networking that will help you in your career – and not just for finding your highschool girlfriend. This is especially true if you run your own business. You can link to your website and encourage others to become 'fans' and to 'like' your products. You can (and should) post regular updates on your business as well as invite your fans to attend events such as product launches. Some companies offer their fans the chance to take part in contests and quizzes. The range of possible networking activities is limited only by your imagination – and by the fact that you still have to produce the product, whether it's a hammer or a novel.
4. "We have to think about social media in a new strategic way," says Sree Sreenivasan, dean of student affairs at the Columbia University Graduate School of Journalism. "It is no longer something that we can ignore. It is not a place to just wish your friends happy birthday. It is a place of business. It is a place where your career will be enhanced or degraded, depending on your use of these tools and services."
5. Probably the best-known of the professional networks is LinkedIn. Launched in 2003, it has more than 150 million registered users in 200 countries. About half of its members are in the US. Its German competitor, XING, has 12 million users. One reason for the popularity of LinkedIn is the mobile nature of the US workforce. With people frequently moving to new jobs in different regions, having a variety of connections is extremely important. The recession has also changed the way users present themselves, according to career experts. Don't be embarrassed to admit you have been laid off, for example.
6. "You exude confidence by not being ashamed to say that you're between jobs," executive coach Sandra A. VanGilder told Forbes. VanGilder says it is important to have a profile on LinkedIn because interviewers often check for them. "In creating a new profile or editing your current one, be very public about the fact that you're looking for new opportunities."

7. You can also use LinkedIn to search companies and find people you're connected to – you may be surprised who they are. For example, just for fun, I searched the BBC and discovered the profiles of three members of its staff. I don't know any of them, but one of my LinkedIn contacts does. This person could provide me with an introduction to the BBC employees or recommend that they add me to their professional network.
8. It is also useful to 'follow' a company; this means you can get email notifications that announce when someone is leaving a position. If this is a job that fits your qualifications and experience, you will find out about it early. American Molly Cain is a banker and CEO of the website GlassHeel.com, a careers and networking site for professional women. Cain says that it is important to have recommendations on your LinkedIn profile from former employers or people you have worked with successfully on business projects or charities. But don't suddenly go from having none to having 20, Cain warns. This will be a clear sign that you are looking for a new job – perhaps not the sort of information you want your current employer or colleagues to know. Instead, make sure that you regularly add recommendations to your LinkedIn profile, even if you are happy in your job. In general, make changes to your profile gradually, Cain advises.
9. If you run your own business, a new site called Pinterest might be useful. Launched in 2010, the 'online pinboard' has about 12 million users, the majority of them women. Users post photos and videos, with links to their favorite websites. The most popular Pinterest categories are food and drink, do-it-yourself (DIY) projects and clothing, but perhaps 'politics' could soon be added to the list. Ann Romney and Michelle Obama are using Pinterest to support their husbands' campaigns for the US presidency. Both are aiming to attract women, with posts that are managed by their respective campaign staff. Romney joined in February, Obama in June. They also have Twitter accounts.
10. Twitter is an online social-media and microblogging network. Members communicate via short messages limited to 140 characters. "On Twitter you can easily interact with people you wouldn't ordinarily meet," says personal branding coach Jennifer Holloway. "You might follow and start tweeting with the CEO of a company you're interested in working for. On LinkedIn, look at your contacts' contacts. Get them to put you in touch with people you wouldn't be able to get in touch with normally," Holloway told the Financial Times
11. What do you do if people react badly to something you say on Twitter or another social network? Apologize, says author and blogger Julien Smith. "Full disclosure and absolute honesty is the only option," Smith told the Financial Times. "Nothing looks shifter than taking down a tweet and pretending it never happened. It will always be archived somewhere."
12. The video-sharing website YouTube can also be used to promote products and services. Imaginative ways of using this medium include instructional videos showing your products in action, video blogging or interviews. You can also ask customers and potential customers to send in questions that you can answer online on your website or in a conventional blog.
13. And what if you want to set up your own social website? The Ning platform is useful for professional groups such as teachers who want to share information. The American Peace Corps Association has its own Ning group to encourage cooperation among volunteers worldwide and to provide them with news. Finally, remember that networking should not be one-sided. You can help yourself by helping others, according to Allan Hoffman, an expert on tech jobs at Monster.com, an international employment service. "If you're able to help people, they'll be more likely to remember you and return the favour," Hoffman says.



**MARGARET DAVIS** is a Canadian journalist and editor of the Careers and Global Business sections of *Business Spotlight International*.

**Errors/Opportunity for growth/Pronunciation/Feedback:**

**Vocabulary/Phrases:**

## **Homework:**

### **Homework– Further reading:**

**Read the interview with a career expert to see what advice she gives about using social media for professional reasons.**

“Your online presence is more and more the way people find out about you”

Should baby boomers put their age in their profiles? I don't think it's a good idea to put your age anywhere. It's certainly not done on people's CVs these days, as it can create bias.

### **Is a Twitter account good for your career?**

Using Twitter for your career is a good idea, but only if you spend the time and energy using it well. Just dipping in and out when it suits you and not taking part in the bigger community won't work. I know someone who uses Twitter a lot to connect with people she wouldn't normally get in front of. She followed the CEO of a company she wanted to work for and, over time, built up an online relationship with him, first retweeting some of his things and then adding comments, then a few direct messages. She then took the step of sending him a message to say she'd love to work for him and to ask if there were any opportunities. He put her onto his HR person, she met them for a chat and, within weeks, was working there.

### **Can social networks such as Facebook or Pinterest help your career?**

Like Twitter, a lot depends on how you use the network: it's true that people buy people, so if the people you're forming a network with are relevant to your career, it's possible to use them as a source of information. For instance, by asking questions that you wouldn't get the answer to elsewhere, such as finding out some insider information on a company that you're going for an interview with.

### **How important is it to have a LinkedIn profile?**

It's incredibly important. Your online presence is becoming more and more a factor in how people find out information about you and decide whether to buy into your brand – and LinkedIn is the number-one place for that in business circles. The great thing is that it ranks highly in Google searches, so if people search for you, it's likely to appear on the first page, where it matters. It's also an important opportunity to get your personal brand out there, so be sure to fill in as much as you can. In other words, make sure you have a profile photo (a professional one that looks as you would if I were to meet you for business) and be sure to fill in not just the experience but the summary too.

**Date:** September 9th / **Consultant:** Eka

**Lesson number:** #4 /**week:** #2

**Topic:** Pitching yourself

**Aim:** Speak with proficiency about themselves.

# Tell me about yourself – A job interview elevator pitch

## 1. Read the text and answer the questions below.

What is an elevator pitch?

This speech is all about you: who you are, what you do, and what you want to do (if you're job hunting). Your elevator pitch is a way to share your expertise and credentials quickly and effectively with people who don't know you. Your elevator pitch can be used during job interviews, especially when you're asked about yourself. Interviewers often begin with the question, "Tell me about yourself" — think of your elevator pitch as a super condensed version of your response to that request. It's named for the time it takes to ride an elevator from bottom to top of a building (roughly 30 seconds or 75 words).

- In your opinion, in what situations other than a job interview might you use an elevator pitch?
- Have you ever prepared an elevator pitch?

## 2. Complete these elevator pitches with correct prepositions.

### From – Under – By – Below – At

As a Digital Marketing Manager at XYZ, I coordinate all stages of creating audiovisual marketing materials: **From** ✓ the concept, through execution, to promotion. **At** ✓ the beginning of last year, I got a list of 15 campaigns and a set budget for all of them. Together with our Technology Department, we came up with a strategy of cross-departmental communications calibrating the tech solutions with all team's talents to cut redundant costs and increase efficiency. **Under** ✓ my leadership, we completed all 15 projects on time and over 10% **below** ✓ budget. By the end of the year, sales from all campaigns contributed to increasing revenue **by** ✓ 48%.

source: <https://zety.com/blog/elevator-pitch>

### As – For – In – About – About

Hi, my name is Mark. Thanks so much for ✓ sitting down with me today. After graduating with my Bachelor's degree in ✓ Business Administration, I've spent the last three years building professional experience as ✓ an Executive Assistant. I've successfully managed end-to-end event coordination and have generated a strong professional network for my colleagues. I was excited to learn about ✓ this opportunity in the sports management space—I've always been passionate about ✓ the way sport brings cultures together and would love the opportunity to bring my project management and leadership abilities to this position.

source: <https://www.indeed.com/career-advice/interviewing/how-to-give-an-elevator-pitch-examples>

### Among – Across/in – For – At – With

I'm a Senior Project Manager with ✓ a creative attitude to problem solving. In my current position as Chief of Project Management at ✓ Seton Hospital, my recent challenge has been the reduction of stockroom waste. I introduced a new kanban system and designed Lean training programs to be carried out in / across ✓ all departments. We managed to cut stockroom waste by 65% which, ultimately, slashed monthly costs by a quarter. I know cost-saving solutions for ✓ the infant ward are among ✓ your key priorities. I'm sure I can use my expertise to achieve great results with this initiative.

source: <https://zety.com/blog/elevator-pitch>

#### Errors/Opportunity for growth/Pronunciation/Feedback:

Make a decision ✓  
Take a decision ✗

#### Vocabulary/Phrases:

Swift → Quick  
Scroll up/down  
Carry out: Llevar a cabo

#### Homework:

**Write your own job interview elevator pitch. Remember to tell them all about you: who you are, what you do, and what you want to do.**

As a Chief of Staff of the Collaborative Methods Division, I act as confidant and a trusted strategic partner for the Divisional manager. My main role is to be a facilitator of information to facilitate decision making and enhance the Divisional Manager's leadership. I ensure that meetings and sessions for the area's project are on the Divisional Manager's agenda. As COS for following up on the Division's administrative issues, proposing solutions to optimize the use of time focused on strategic and important issues.

**Date / Consultant: Sep 5, 2025 Edgar**

Lesson number/week: 3/1

Topic: Do's & Don'ts of Networking

aim: Client is able to give their opinion on networking.

### Catch-up/Homework review:

Make 5 questions with different wh words following the QWASM structure.

1  
2  
3  
4  
5

### Workspace:

Hello Sylvia, nice to meet you!

How are you today?

Warm up/Icebreaker: [Small Talk Wheel](#)

What is Networking?

[https://www.youtube.com/watch?v=OVf5c7NthSw&t=150s&ab\\_channel=Indeed](https://www.youtube.com/watch?v=OVf5c7NthSw&t=150s&ab_channel=Indeed)

Have you ever been to a networking event?

What are modal verbs? We can express ability, possibility, recommendation, obligation, request, etc.

I can speak french.

I might arrive late today.

### **Will and Would**

Will you bring me a glass of water? Informal requests

Would you bring me a glass of water? - Formal Request

### **Must and Should**

### **Can and Could**

Can you help me? - Informal Request

Could you help me? - Formal request

## Might and May

### Errors/Opportunity for growth/Pronunciation/Feedback:

I agree...

Avoid using the verb to be when sharing an opinion.

### Vocabulary/Phrases:

[Merriam-Webster](#)

Taste-Probar

FOMO-Fear of missing out

### Homework: Give me some tips and recommendations for networking based on your experience and the video. Use modal verbs.

Could/ Can

Might / May

You can be yourself if you are comfortable.

You might not know the people at the networking event, but might have something in common with them.

You could give the person your business card, but only if they ask for it.

People may perceive you are paying attention to them if you tilt your head.

**Date / Consultant: Sep 2, 2025 Edgar**

Lesson number/week: 2/1

Topic:Talk about your career path

aim: Client is able to discuss their career path.

### Catch-up/Homework review:

#### ***Present Simple & 3rd Person Accuracy***

- CEOs often describe others (partners, board members, employees).
- Watch out for mistakes like: "He manage" ❌ → "He manages" ✅

### Workspace:



Hello Sylvia, nice to meet you!

How are you today?

Warm up/Icebreaker: [Small Talk Wheel](#)

Open Questions	Closed Questions
What do you like to do on your weekend?	Do you like to go out on weekends?

**QWASM-Question word+Auxiliary+Subject+Main verb**

Where does she live?-Present Simple

When are you coming to the event?-Present Continuous

What have you done?-Present Perfect

Talk about your daily activities:

Now talk about how did you get to your job position:

Ask about time/a specific moment	When?- When will you be ready?
Ask about a place/location	Where? Where did you live in your childhood?
Ask about a reason or motive	Why? Why are you an English teacher?
Ask about a person or people	Who? Who was your best friend in high school? Who is going with you at the party ?

Ask about possession	Whose?-Whose cell phone is that?
Ask about general information	What?- What did you do last summer?
Ask about a process	How?- How do we write in the document?
Ask about a choice	Which?- Which decision are you proud of?

#### Errors/Opportunity for growth/Pronunciation/Feedback:

Regular form of a verb: Go

Past form: Went

Past Participle: Gone

Text-ed /-ed

Clean-ed/-d

Look-ed/-t

#### Vocabulary/Phrases:

[Merriam-Webster](#)

#### Homework: Make 5 questions with different wh words following the QWASM structure.

1 When does the movie start?

2 What did you eat for dinner yesterday?

3 Why are you learning english?

4 Where did you go for vacation last summer?

5 Why are you so shy?

**Date / Consultant: Sep 1, 2025 Karen**

Lesson number/week: 1/1

Topic: Introduce yourself & ask questions when you meet a new person

- Grammar: **Present** tense - review to see if they use the 3rd person singular well

- Vocabulary: WH Questions

aim: Client is able to talk about his work and personal life.

### Catch-up/Homework review:

### Workspace:

- I'll play the role of someone at an **international business event**.
- You have **2 minutes** to introduce yourself naturally.
- After that, I'll introduce myself, and you must **ask me follow-up questions using WH- questions**.

What  
Where  
Why  
Who  
When

When **did** you graduate?

Where **do** you **work**? I **work** remotely... (+)... I **do** work remotely...(+)

What **is** your motivation to be a doctor?

Why **are** you an **English teacher**?

## WH Questions for Networking

Instead of the basic "**What's your name?**", use **power questions**:

- **What inspired you to start in this industry?**

- **Personally..** *In my opinion, I think, if you ask me...*
- *It **caught** my attention...*
- *International relationships..*

- Who do you usually collaborate with internationally?
- Where is your company focusing growth this year?

- When do you usually make strategic decisions (quarterly, yearly)?
- How does your company **measure** success?
  - Achieve, fulfill, **meet the standard...**
  - Performance evaluation...
- Why is this market important for your company?

#### Errors/Opportunity for growth/Pronunciation/Feedback:

##### **Say, Tell, Talk**

Bernardo said me...

Bernardo **told** me...

#### Vocabulary/Phrases:

[Merriam-Webster](#)



Age- edad

Measure- medir

KPIs

#### Homework:

### **Present Simple & 3rd Person Accuracy**

- CEOs often describe others (partners, board members, employees).
- Watch out for mistakes like: "He manage"  → "He manages" 

*Cynthia Uriarte is the CIO's chief of staff. She manages the daily operations and facilitates communications among each IT director, who are on the CIO's team. Cynthia supports aligning objectives with the overall strategy. She also leads strategic projects and solves operative problems. Her role is to be the IT Director's right hand and adviser.*

**Date / Consultant:** Aug 18, 2025Bernardo

Lesson number/week: 00-00

Topic: **WELCOME TO YOUR TRIAL LESSON! Get - meet**

aim: To show you how our classes work.

**Catch-up/Homework review:**

*Usually we check your homework or resolve any questions in this section*

**Workspace:**

- What are the most important things you have to say in a job interview?

- How did you do in the project and the project was a success
- How was the experience with the team
- What did you do with the team
- How was the experience with the people: team work is the most important
- Attitude with the problems and did you resolve it.
- Experience

You wouldn't have had the interview, unless you had the degree.

## 1. Discovering

**Tell me about you.**

We can use this if you need vocabulary: [Merriam-Webster](#)

My experience is resolve problemes, looking for the people that have the solution and connect it, I don't have technical preparation, but my skills are soft skills, I think that I'm looking for solving problems and I'm available to the people looking for me for questions. If I don't have the answers I search for other people. My 12 years in Coppel CIO team.

Staff Manager (position) - Chief Information Officer (role).

Structure

More professional vocabulary

## Subject + Verb + Object

*My experience is resolve problemes, - I resolve problems in the company.*

*looking for the people that have the solution and connect it*

**I connect people to search for the best way to resolve incidents.**

but my soft skills are the best -

I think that I'm looking for solving problems and I'm available to the people looking for me for questions.

**Write a better version:**

***I resolve problems in the company.***

**I connect people to search for the best way to resolve incidents.**

**My role is to be available for anything the team needs to be successful.**

Issues

Strong suit

**Errors/Opportunity for  
growth/Pronunciation/Feedback:**

**Vocabulary/Phrases:**  
[Merriam-Webster](#)

### **Homework:**

*Write full-sentence answers to these questions:*

- *"Why do you want this job?"*
- *"What are your strengths and weaknesses?"*
- *"Do you have any questions for us?"*

**Thank you!**

**Your Lesson Plan (adaptable):**  **A2 Curriculum - Onboarding 2p summary**

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**THANK YOU FOR YOUR TIME!**