

B1+ Presentations/Meetings LESSON PLANNING

Student: Saraí Loaiza
Classes per week: 3
Position: Astra Zeneca Global Meeting and Event Planner
Level: B1+
Curriculum: [B1+ Presentations/Meetings Curriculum](#)
Current week: 1-8

Material for classes:
[Presentations/Meetings Material](#)

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
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Date/teacher:

Lesson 1: Projects and deliverables

- Present Perfect Simple and Continuous
- Projects and deliverables

- Describe your current projects, deliverables and goals

50 common business idioms
<http://www.blairenglish.com/exercises/projects/exercises/projectessentials/projectessentials.html>

Comments/ Suggestions for next lesson:

Date/teacher:

Lesson 2: Staffing a project

- Adjectives and Adverbs
- Staffing

- Discuss the people involved in your projects

<https://linkstaffing.com/resources/a-guide-to-recruitment-and-staffing-terms/>

Comments/ Suggestions for next lesson:

Date/teacher:			
Lesson 3: Past and future projects	- Past tenses - simple and continuous - Future tenses	Explain and discuss your past and future projects	https://www.youtube.com/watch?v=d0wV9EC3t14
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			
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Date/teacher:			
Lesson 4: Components of a presentation	- Presentation etiquette - Sequencers	Describe the components of a presentation	English Presentations Presenting in English
Comments/ Suggestions for next lesson:			

Date/teacher:			
Lesson 5: Starting and ending a presentation	- Intonation & tone - Useful phrases	How to start & end a presentation	How to start a presentation Business English Presentations- Roleplays & Phrases - ESL Lesson Plans https://mannerofspeaking.org/2019/05/12/transitions-in-a-speech-or-presentation/
Comments/ Suggestions for next lesson:			

Date/teacher:			
Lesson 6: Introduction	- Phrasal verbs in meeting setting - Vocab for starting a presentation	Explain what you cover in your presentations	Intonation & Stress in Public Speaking: Definition & Examples - Video & Lesson Transcript IELTS Life Skills B1 Listening test 11 (British settlement and citizenship) https://www.youtube.com/watch?v=liRYtck3dXc&ab_channel=BHVTinH%E1%BB%8Dc
Comments/ Suggestions for next lesson:			

Topic 3 - Presentation interactions			
Aims: Keeping the attention during a presentation, asking and answering questions on what you hear			
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Date/teacher:			
Lesson 7: Components of a presentation	- Phrases to command an audience - IF and UNLESS	How to keep the focus on topic during a presentation.	30 phrasal verbs often used in business small talk and meetings 30 useful phrases for presentations in English The 6 Components of a Great Presentation
Comments/ Suggestions for next lesson:			

Date/teacher:

Lesson 8: Questions	• Question formation	• Discuss possible follow up questions of your presentation	Vocabulary and Phrases for Making Presentations in English http://worldwidefrontier.com/2018/02/grammar-tip-b2-making-questions-easy-way/
Comments/ Suggestions for next lesson:			

Date/teacher:			
Lesson 9: Answers	• Answering strategies • Useful phrases	• Answer follow up questions about your presentation	Transcript of "How to speak so that people want to listen"
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			
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Date/teacher:			
Lesson 10: Giving your opinion	• Modals (should, must, could, might) • Agreeing and disagreeing	• Give opinion/ agree/disagree on what has been said during the last meeting	Modal verbs 4 – Requests, offers, permission and invitations: ESL/EFL Lesson Plan and Worksheet
Comments/ Suggestions for next lesson:			

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Lesson 11: Sharing ideas	- Pitching - conditionals - Expressing opinions	Pitching ideas and sharing opinions	11 Steps to a Perfect Startup Pitch: Expert Insights From Bianca Praetorius
Comments/ Suggestions for next lesson:			

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Lesson 12: Clarifying	- Discourse markers - Tag questions	Clarify complex situations for outsiders	https://www.youtube.com/watch?v=kEAjrjgACDs Discourse markers Learning English
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.			
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Date/teacher:			
Lesson 13: Meeting components	- Meeting components and strategies - Conditionals	Discuss meeting components and strategies	12 Useful Phrasal Verbs for Business Meetings - Impactfulenglish.com
Comments/ Suggestions for next lesson:			

Date/teacher:			
Lesson 14: Leading a meeting	- Starting and finishing a meeting - Leadership strategies	Leading a successful meeting from start to finish	Business Etiquette Basics (INTERMEDIATE (B1) - UPPER-INTERMEDIATE (B2)) — Fluentize

Comments/ Suggestions for next lesson:			

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Lesson 15: Participating in meetings	- Interrupting politely - Expressing your opinion - Asking for clarification - Changing the topic	Effectively participating in a meeting	Technical Presentation Workbook: Winning Strategies for Effective Public Speaking
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			
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Date/teacher:			
Lesson 16: Formal and informal emails	- Formal and informal expressions for emails - Business email structure	Draft formal & informal emails	http://english.teamdev.com/resources/useful-phrases https://learnenglish.britishcouncil.org/business-english/english-for-emails/unit-4-starting-and-finishing-emails
Comments/ Suggestions for next lesson:			

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Lesson 17: Requesting or rescheduling a meeting	- Modals for offers/requests - Apologizing	Schedule and reschedule meetings	https://learnenglishteens.britishcouncil.org/grammar/intermediate-grammar/can-could-would-invitations-offers-requests-permission
Comments/ Suggestions for next lesson:			

Date/teacher:			
Lesson 18: Meeting minutes	- Summarizing/being concise - Discourse markers	Send a summary of your meeting to your team members/boss	https://corporatefinanceinstitute.com/resources/knowledge/other/meeting-minutes/
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			
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Date/teacher:			
Lesson 19: Reporting numbers	- Phrasal verbs for Statistics, percentages , trends - Numbers - ordinal and cardinal, percentages,	Discuss and report on numbers, percentages and trends	https://preply.com/en/blog/charts-graphs-and-diagrams-in-the-presentation/#scroll-to-heading-5
Comments/ Suggestions for next lesson:			

Date/teacher:			
Lesson 20: Charts and graphs	- Phrasal verbs for describing visuals - discourse markers - Comparison and contrast	Discuss and report on visuals	https://academic-englishuk.com/describing-graphs/

Comments/ Suggestions for next lesson:

Date/teacher:

Lesson 21: Reports

- Passive voice
- Writing skills / reports

- Draft a report on your project/presentation/meeting

<https://edu.gcfglobal.org/en/business-communication/how-to-write-a-powerful-business-report/1/>

Comments/ Suggestions for next lesson:

Week 8 - Review week: Project preparation

TOPIC & CONTENT

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Date/teacher:

Lesson 22: Review

- Prepare a presentation on a current project

Comments/ Suggestions for next lesson:

Date/teacher:

Lesson 23: Review

- Question answering techniques

Comments/ Suggestions for next lesson:

Date/teacher:

Lesson 24: Review

- 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

Date/consultant:

Observations:

Next curriculum (learner's path):