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Curriculum: **Business Beginners 2p Summary**

- Remote document color code and components
- Remote doc template

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Remotes:

Date / Consultant: Nov 18, 2025, Alejandro

Lesson number/week: Lesson 4, week 1

Topic: Getting to know your colleagues

Aim: Client describes and introduces other people.

Catch-up/Homework review:

Workspace:

Think of a colleague from your team.
Describe him/her by only using phrases with “her/his”.

Example:

This is...

Her office is next to my office.

Her boss is really grumpy.

Her car is a mom-minivan.

Possessive adjectives

Pronoun	Possessive adjective	Example
I You She He It	My Your Her His Its	This is my cellphone This is your computer She is always in her place.

They We	Their Our	His car is white. / Her car is white.
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Christmas tree
Light

Asking **yes/no** questions (or closed questions).

Do/does... (actions)	Are/is... (descriptions) <i>Age, position, personality, nationality, professional description (responsible, organized, proactive...)</i>
Do you work with Paulina? Do you run in the mornings? Do you like pizza? Do you like beer? 	Are you busy ? Are you interested in French classes? Are you happy? - organized 

Listen to the following conversation between two coworkers.

<https://learnenglish.britishcouncil.org/skills/listening/a1-listening/meeting-new-team-member>

What did you hear about Peter and Carla?

Peter	Carla

What else can you ask about them using yes/no questions?

Pick one person and write 5 questions. I'll answer.

-
-
-
-
-

Introduce a team member I don't know. Start with an easy introduction:

*That is Bruno. He is my supplier. I think he is 40 years old.
He works in marketing...*

What else can I ask about Bruno?

- Does he...
- Is he...

Errors/Opportunity for growth/Pronunciation/Feedback:

Vocabulary/Phrases:

Homework:

Date / Consultant: Oct 21, 2025, Alejandro

Lesson number/week: Lesson 3, week 1

Topic: Describing people and things

Aim: Clients ask and answer questions about people and objects.

Catch-up/Homework review:

Workspace:

What rooms or spaces can we find at Coppel Corporativo 2?

- Restroom
- Auditorium ✓
- **Training room** ✓
- Cafeteria/Canteen ✓
- Kitchen ✓
- **Meeting rooms** ✓
- Bank ✓

What is the function of each room?

*At Corporativo 2, we have a restroom... **WHERE** you can freshen up.*

Also... Besides... Additionally...

Prepare... your meals... microwave

Less people than in the auditorium

Less -

More +

Make transactions

Describing other people and places

THAT... things and people

WHO... people

WHERE... places 

What relevant information can you say about these?

That is the projector... **THAT** we use in meetings.

This is my boss. He is... **WHO** **closes** the deals. **negotiate** / **negotiation**

The auditorium is... **WHERE** we have conferences.

That is Kareli. She is WHO supervises the team.

This is the room THAT *my boss uses.*

Lead = Liderar

Leader = Líder

Strategic Client Management

Client Personalization

- She is Kareli. She is WHO analyzes...

A-NA-LY-ZES

LAY

Alejandro's cellphone

Glady's baby

Marielos' team

Let's do some listening practice:

Who's who in the office?

[Who's who in the office | LearnEnglish](#)

Who is mentioned in the conversation? What are their descriptions?

1.

- 2.
- 3.

Give me a tour around the office.

Relevant places	Relevant people	Relevant things

Errors/Opportunity for growth/Pronunciation/Feedback:

Vocabulary/Phrases:

Homework:

Write the ideas for your office tour. Repeat the same ideas from the last activity.

Date / Consultant: Oct 14, 2025, Alejandro

Lesson number/week: Lesson 2, week 1

Topic: Talking about others

Aim = Objective: Client describes and talks about other individuals.

Catch-up/Homework review:

Workspace:

Think of your boss or manager. Can you describe her or him in one sentence?

My boss... is a man.

- He coordinates topics with different areas.
- He negotiates campaigns.
- He is relaxed... responsible... organized (NICE!)...
- He is 30 something... 40 something...

Possessions

You – Your

He – His ✓

She – Her

Screen: Monitor

Printer: Impresora

ID

Watch 

Choose one of these people and think. What are activities they normally do?

SHE, HE, IT --- VERB + S

My colleague always **talks** about movies at lunch.

My boss **supervises** my work.

My client always **watches** videos in our meetings. 😞

GUILLERMO is... LEADER of PERSONALIZATION 1 (position)	MARLEY is... LEADER of PERSONALIZATION 2 (position)
He talks in meetings WITH strategic areas. He coordinates camPAIGNS for the team. He negotiates with the areas.	She creates a documents of budget. She checks activities of campaigns. She authorizes actions. AY

Budget: Presupuesto

A/AN... singular

_____... plural

Who is... this?

(name, position, activity)

She is... Lupita

She is... Leader of Control Tower

She **monitors** channels... campaigns... KPIs

Data Analyst (position)

Control Tower Analyst

Creates

Analyzes

AY

Co-ordinator

Organize (NICE!)

Errors/Opportunity for growth/Pronunciation/Feedback:

Vocabulary/Phrases:

Homework:

Write a short description (adjectives and verbs) for your favorite person in the office.

Date / Consultant: Oct 7, 2025, Alejandro

Lesson number/week: Lesson 1, week 1

Topic: Talking about yourself

Aim = Objective: Clients describe **themselves** and introduce **themselves** to others.

Catch-up/Homework review:

Myself: Yo misma

Yourself: Tu mismo

Themselves: Ellos mismos

Workspace:

If you meet a person at a **work convention** in the US... What can you say about yourself?

I work **at...** Coppel (company)

Let's make a list of 5 verbs for work.

in... Marketing (department)
 on... campaigns for customers, campaigns of sales,
 crossed-selling (projects)
 with... Design, Digital Analytics and Categories (other
 coworkers/departments)

Let's work on introductions. What can you say with "I am..."?

– DESCRIPTIONS

(job/occupation, age, nationality, personality, professional description)

- I am... an architect. I am a project leader.
- I am 44 years old.
- I am from Mexico / I am Mexican.
- I am responsible... experienced, **ORganized**, proactive, dedicated. NICE
- I have 10 years of experience.

Marketer
 Commercial Analyst
 Coordinator
 But officially...

1. Create plans and strategy
2. **Organize** sessions with my team
3. Update documents
4. Learn about new platforms
5. Lead my team

It takes longer...

STRATEGY
 R

STRATEGY

Imagine that you have 30 seconds to convince the other person to give you a job interview.
 WHY ARE YOU THE BEST OPTION FOR THEM?

What are good questions to know about a person?

1. What is your job? / What is your profession?
2. Do you like it?
3. What do you do?
4. Where do you work?
5. How old are you?
6. Where are you from?
7. What are your abilities?
8. What's your name?

Let's make a list of 5 verbs for work.

6. Create plans and strategy

R

7. Organize sessions with my team
8. Update documents
9. Learn about new platforms
10. Lead my team

It takes longer = Toma más tiempo

Imagine you are attending an international design event. You are meeting a new colleague or supplier. Role-play the conversation with your partners.

Errors/Opportunity for growth/Pronunciation/Feedback:

Vocabulary/Phrases:

Oven: Horno
Stove: Estufa
I **don't** have an oven.

Homework:

Send me a voice note with your personal introduction. Don't read the information and tell me an additional fun fact that you didn't mention in the class.