

High level interactions-LP

Student: David Ceceña

Classes per week: 3

Position: Coppel Stores Operation

Level: B1/B1+

Curriculum:  High level interactions curriculum

Current week:

Materials for classes:

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

Module 1 - General Conversation

Aims: To be able to effectively communicate past events as well as compare experiences.

TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
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Date/teacher: Aug 6th, 2026. Jared

Lesson 1: Storytelling – experiences

- Grammar: Tenses review: past simple, past continuous, past perfect
- Vocabulary: Adjectives

- Client is able to retell past life experiences.

 Describing Experience...

Comments/ Suggestions for next lesson:

Date/teacher: Aug 11th Jared

Lesson 2: Travel interactions

- Grammar: Asking for and offering help
- Vocabulary: WH Questions

- Client is able to describe travel situations in which help and directions are needed.

<https://englishlive.ef.com/en/blog/language-lab/five-key-phrases-for-asking-for-directions/>

Comments/ Suggestions for next lesson:

Date/teacher: Aug 13th Jared

Lesson 3: Explain cultural differences

- Grammar: Comparing and contrasting
- Vocabulary: Advanced adverbs

- Client is able to compare cultural differences between two countries.

<https://www.juicyenglish.com/blog/adjectives-to-describe-cultural-aspects>

Comments/ Suggestions for next lesson:

Module 2 - Executive Conversation

Aims: To be able to accurately describe current projects as well as issue opinions related to project strategies.

TOPIC & CONTENT

LANGUAGE FOCUS

PRODUCTION

MATERIALS / SKILLS

Date/teacher: Aug 25th Jared

Lesson 4: The Art of Small Talk

- Grammar: Asking questions
- Vocabulary: Small talk phrases

- Client is able to carry out small talk with business acquaintances.

 The Art of Small Talk: ...

Comments/ Suggestions for next lesson:

Date/teacher: Aug 28th Jared

Lesson 5: Explain what projects you're currently working on

- Grammar: Linking words
- Vocabulary: Correlative conjunctions

- Client is able to describe projects and their stages.

<https://www.smartsheet.com/content/project-description>

Comments/ Suggestions for next lesson:

Date/teacher: SEPTEMBER 1ST KARELLE

Lesson 6: Offer your opinion on a project strategy

- Grammar: How to prepare for an unplanned conversation
- Vocabulary: Business projects stages

- Client can issue opinions, both negative and positive, about a project strategy.

<https://supercopyeditors.com/blog/writing/opinions-in-business-writing/>

Comments/ Suggestions for next lesson:

Module 3 - High-Level Networking

Aims: To manage business-oriented conversations in a professional form.

TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
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Date/teacher: September 3 Karelle

Lesson 7: Giving your
“elevator pitch”

- Grammar: Being concise.
- Vocabulary: Adverbs to qualify achievements.

- Client can give their own elevator pitch with correct cue words and intonation.

 How to write an Elevat...

Comments/ Suggestions for next lesson:

Date/teacher: September 7th, Edgar

Lesson 8: Conversation
starters

- Grammar: Active listening, useful vocabulary.

- Client is able to start a high-level business conversation.

<https://www.businessenglishresources.com/conversation-starters/>

Comments/ Suggestions for next lesson:

Date/teacher: September 10 Karelle

Lesson 9: Asking exceptional
questions

- Grammar: Sending a follow-up email.
- Vocabulary: Uncommon business questions.

- Client can obtain any information by asking the right questions within a business environment.

<https://www.fluentu.com/blog/educator-english/business-english-conversation-topics/>

Comments/ Suggestions for next lesson:

Module 4 - Business Negotiation

Aims: To identify the best strategy to detect needs and be able to offer solutions.

TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
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Date/teacher: September 25th, Edgar pt2

Date/teacher: September 17th, Edgar pt2 **DNH**

Date/teacher: September 15th, Edgar pt1

Lesson 10: Analyse different negotiation strategies	- Grammar: Best strategies to convince someone - Vocabulary: Negotiation phrases	Client is able to distinguish and explain several negotiation strategies.	https://www.vistage.com/research-center/business-growth-strategy/six-successful-strategies-for-negotiation/
Comments/ Suggestions for next lesson: Client only joined for 25 minutes due to work. We so some strategies but it would be a good idea to check some more.			

Date/teacher: September 28 karelle :)

Lesson 11: Identify your counterpart's needs	- Grammar: Conditionals review. - Vocabulary: Need and want.	Client can identify the needs of counterpart by analysing their speech.	https://www.mural.co/blog/client-needs
Comments/ Suggestions for next lesson:			

Date/teacher: Oct 1st, Marisol

Lesson 12: Useful vocabulary and expressions for negotiating	- Grammar: Phrasal verbs. - Vocabulary: Requests.	Client can issue requests and offers to correctly negotiate.	 Business English Conv...
Comments/ Suggestions for next lesson:			

Module 5 - Must-haves of Anglo-Saxon culture

Aims: To identify the cultural and business differences among English-speaking countries.

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

Lesson 13: Famous American businessmen	- Grammar: Present perfect and present continuous review. - Vocabulary: Adjectives to qualify achievements.	Client can describe the life and achievements of successful businessmen.	 10 Famous Entreprene...
Comments/ Suggestions for next lesson:			

Date/teacher:

Lesson 14: Cult films of the English-speaking world

- Grammar: Emphasising skills.
- Vocabulary: Film summary words.

- Client is able to talk about the most popular English- language films.

<https://www.theringer.com/movies/2021/1/25/22244344/cult-movies-ranking-top-50>

Comments/ Suggestions for next lesson:

Date/teacher:

Lesson 15: England vs the US

- Grammar: Advanced comparisons.
- Vocabulary: Sports in the Commonwealth.

- Client can understand the cultural and sports differences between two countries.

<https://www.iagranjosh.com/general-knowledge/differences-between-us-and-uk-1693845143-1>

Comments/ Suggestions for next lesson:

Module 6 - Analysing and discussing current events

Aims: To forecast possible consequences arising from human activities and misdeeds.

TOPIC & CONTENT

LANGUAGE FOCUS

PRODUCTION

MATERIALS / SKILLS

Date/teacher:

Lesson 16: Politics in the US/Mexico

- Grammar: Expressing your opinion.
- Vocabulary: Political activities.

- Client is able to describe the differences between American and Mexican politics.

<https://www.indexmundi.com/factbook/compare/united-states.mexico/government>

Comments/ Suggestions for next lesson:

Date/teacher:

Lesson 17: Talking about trends and the future

- Grammar: Future tenses review.
- Vocabulary: AI prompts.

- Client can forecast technology trends in the future.

<https://www.meltwater.com/en/blog/trend-forecasting-prediction>

Comments/ Suggestions for next lesson:

Date/teacher:

Lesson 18: Health & science

- Grammar: Explaining causes and consequences.
- Vocabulary: Common scientific terms.

- Client is able to identify health and science consequences derived from human behaviour..

<https://teachingutopians.com/2019/06/05/expressing-effects-results-and-consequences-in-english-efl-esl-english-speaking-lessons-2/>

Comments/ Suggestions for next lesson:

Module 7 - Technology

Aims: To concisely identify technology trends and their implementation in the work environment.

TOPIC & CONTENT

LANGUAGE FOCUS

PRODUCTION

MATERIALS / SKILLS

Date/teacher:

Lesson 19: Technology and Apps

- Grammar: Relative clauses.
- Vocabulary: Technology words.

- Client can describe modern technology functions.

<https://promova.com/english-vocabulary/technology-vocabulary>

Comments/ Suggestions for next lesson:

Date/teacher:

Lesson 20: Technology and Innovation

- Grammar: Debate skills.
- Vocabulary: Adverbs to describe new technology.

- Client is able to debate about future technological trends.

<https://www.sciencefocus.com/future-technology/future-technology-22-ideas-about-to-change-our-world>

Comments/ Suggestions for next lesson:

Date/teacher:

Lesson 21: Technology at Work

- Grammar: Phrasal verbs.
- Vocabulary: Common technology phrases.

- Client can express complex ideas related to technology at work.

https://it-content.pearson.com/products/b1e6a087-bda8-4c49-9024-2dff2e9dcb6c/9788883394461_words_for_work_IT/index.html

Comments/ Suggestions for next lesson:

Week 8 - Evaluation preparation**Aims:** To review course content.

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

Lesson 22: Evaluation prep

- Content from week 1-3

Comments/ Suggestions for next lesson:

Date/teacher:

Lesson 23: Evaluation prep

- Content from week 4-5

Comments/ Suggestions for next lesson:

Date/teacher:

Lesson 24: Evaluation prep

- Content from week 6-7

Client's comments about evaluation/next curriculum:

Lesson 25: Final speaking evaluation.

Date/consultant:

Observations:

Next curriculum (learner's path):

PROJECT MANAGEMENT LESSON PLANNING

Student: David Ceceña

Classes per week: 3

Position: Coppel Stores Operation

Level: B1

Curriculum: [B1 Project Management Curriculum](#)

Current topic: 1-8

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 - 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: Oct 21, Maja			
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: October 24th, Alejandro

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
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Comments/ Suggestions for next lesson:

Date/teacher: October 29th, Ivan

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/
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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: Oct 31st Jared			
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: November 4th, Ivan

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
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Comments/ Suggestions for next lesson:

Date/teacher: November 6th, Ivan

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
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Comments/ Suggestions for next lesson:

Week 3 - Current projects

Aims: To thoroughly describe present, past and future projects as well as their creation process.

TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
Date/teacher: November 11th, Ivan			
Lesson 7: Explain the process when you start a project	- Grammar: Modals/Connection words (cause & effects) - Vocabulary: projects	Client discussed and describes a process of starting a project	Six questions to ask before starting a big project.

Comments/ Suggestions for next lesson:

Date/teacher: November 12th, Ivan DNH / November 20th, Ivan

Lesson 8: Describe your current project	- Grammar: Sequencers, Present Perfect - Vocabulary: adjectives, projects	Client describes and details current projects	Good project managers vs bad managers
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Comments/ Suggestions for next lesson:

Date/teacher: 21 nov 2025

Lesson 9: Describe past & future projects	- Grammar: Past Simple vs Present Perfect/ Future tense - Vocabulary: adjectives, projects	Client details past and future projects	How to Write a Project Plan [PROJECT PLANNING STEPS THAT WORK]
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Comments/ Suggestions for next lesson:

Week 4 - Organizational chart

Aims: To describe in an accurate form the positions within a company as well as their roles.

TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
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Date/teacher: 24 nov 2025 Karen

Lesson 10: Explain the hierarchy of your company - Who works where?	- Conditionals (0 & 1st) - Vocabulary: jobs and tasks	Client details the hierarchy and structure of their company	Create organizational chart
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Comments/ Suggestions for next lesson:

Date/teacher: 26 nov 2025 Karen

Lesson 11: Explain who is responsible for what or in charge of	- Grammar: verb + Prepositions/ gerunds and infinitives - Vocabulary: departments	Client details the departments in their company and their duties	Draw the setup of your company
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Comments/ Suggestions for next lesson:

Date/teacher: 2 dic 2025 Alejandro

Lesson 12: Compare different company structures	- Grammar: Comparatives & superlatives - Vocabulary: company structure	Client compares different company structures (Alcanza vs Coppel) - what are the pros and cons?	Difference between startups and SMEs
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Comments/ Suggestions for next lesson:

Week 5 - Meetings

Aims: To be able to manage all aspects related to a business meeting.

TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
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Date/teacher: 9 dic 2025 Karen

12/04 Eka **DNH**

Lesson 13: Scheduling & rescheduling meetings	- Grammar: Polite language (request & phrases)/ Preposition of time - Skill: More complex question formation - Vocabulary: meetings	Client is able to schedule and reschedule appointments, discuss availability	Meeting vocabulary Quiz meeting vocabulary
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Comments/ Suggestions for next lesson:

Date/teacher: 10 dic 2025 Karen

Lesson 14: Preparing a meeting

- Grammar: Phrasal verbs
- Vocabulary: wants and needs
- Client explains how they set up their meetings (wants & needs)

[Article your meetings stink & what to do about it.](#)

Comments/ Suggestions for next lesson:

Date/teacher: Dec 20, 2025 Bernardo

17 dic 2025 Karen dnh

Lesson 15: Having a meeting

- Grammar: Discourse markers / WH question forms
- Skill: participating in a meeting
- Vocabulary: meetings
- Client role plays participating in a meeting
- [Questions to ask in a meeting](#)
- [The most critical types of project management](#)

Comments/ Suggestions for next lesson:

Week 6 - Let's hire someone!

Aims: To fully prepare the needs of a new position within the company as well as select the proper candidate for it.

Date/teacher: March 20th Jared DNH /March 24-Karelle half / march 27-karelle:)

Lesson 16: Minimum vs preferred qualities (write a vacancy)

- Grammar: passive voice, Royal order of adjectives
- Skills: writing
- Vocabulary: skills hard and soft
- Client details and describes a job vacancy
- [Job Description Vocabulary](#)
- [Job Description Template](#)

Comments/ Suggestions for next lesson:

Date/teacher: March 31st, Claudia

Lesson 17: Job interview

- Grammar: questions in passive
- Vocabulary: job vacancy
- Client asks and answers questions for a job interview
- [Inclusive Language \(extension activity\)](#)

Comments/ Suggestions for next lesson:

Date/teacher: April 1st Jared

Lesson 18: Evaluate candidates

- Grammar: reported speech
- Vocabulary: skills
- Client evaluates potential candidates for a vacancy

Comments/ Suggestions for next lesson:

Week 7 Projects 2.0 - Into the deep

Aims: To fully evaluate the risks and benefits of a new project.

TOPIC & CONTENT

LANGUAGE FOCUS

PRODUCTION

MATERIALS / SKILLS

Date/teacher: April 6th, Ivan

Lesson 19: Managing time

- Grammar: Second Conditional / prepositions of time
- Vocabulary: time management
- Clients discuss their time management and deadlines

[Quiz vocab time management](#)
[Time management tips](#)

Comments/ Suggestions for next lesson:

Date/teacher: April 7 Karelle

Lesson 20: Scopes and capabilities

- Grammar: Tenses review (all)
- Vocabulary: intensifiers
- Client reflects on their scope and capabilities

[Avoid this time management mistakes](#)

Comments/ Suggestions for next lesson:

Date/teacher: April 13-Karelle

Lesson 21: Risk and Result

- Grammar: will vs would/ conditionals review
- Vocabulary: predictions
- Client is able to discuss how to calculate cost, outcome and manage risks and results

[How to prioritize your company's projects](#)

Comments/ Suggestions for next lesson:

Topic 8 - Evaluation - Formal**Date/teacher: April 21st Jared / April 15-Karelle DNH**

Lesson 22: Evaluation prep

- Content from week 1-3
- Explain who is involved in your current project

Comments/ Suggestions for next lesson:

Date/teacher: April 29th Jared/ April 23rd Jared DNH

Lesson 23: Evaluation prep

- Content from week 4-5
- Explain the problems & solutions from your previous projects

Comments/ Suggestions for next lesson:

Date/teacher: April 30th Jared

Lesson 24: Evaluation prep

- Content from week 6-7
- Explain the KPIs of your project

Comments/ Suggestions for next lesson:

Lesson 25: Final eval

Client's comments about evaluation/next curriculum:**B1+ Intermediate Business**