High level interactions-LP
Student: David Ceceña Classes per week: 3The company sold administrative and manufacturing services 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
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
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
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 checked 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 14th, Ivan Date/teacher: Oct 1st, Marisol DNH			
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

Date/teacher: Oct 15th, Edgar **DNH** - October 22, 2026/Tere			
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: Oct 23rd Jared			
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: Oct 27th, Edgar			
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.jagranjosh.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: Oct 29th Jared			
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: Karele			
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: Nov 6th Jared			
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: 11 nov 2026, Andreé			
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: November 18th 2026 Yasmine			
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: 18/11: we finished the class at the reading part, continue with the rest of the class if you think it's necessary. Thank you			
Date/teacher: November 12th, Edgar			
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**

Date/teacher: 11/19 Eka			
Lesson 22: Evaluation prep	• Content from week 1-3		
Comments/ Suggestions for next lesson:			

Date/teacher: 24/9 Karelle			
Lesson 23: Evaluation prep	• Content from week 4-5		
Comments/ Suggestions for next lesson:			

Date/teacher: November 26th, Claudia			
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

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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
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/
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
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
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
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]
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**
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
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
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
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**
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

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 discusses 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**			