

PROJECT MANAGEMENT LESSON PLANNING

Student: Karla Aracely Romero
Classes per week: 3
Position: Coppel Data Scientist
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: October 20th, Alejandro

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 27th, Edgar

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: Nov 5th Jared / 3 nov 2025 Karen
10/29 Eka (Off curr)

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: 10/29.- I planned the wrong class. I was not aware we have two clients called Karla Romero and got it wrong. We reviewed describing her company and job responsibilities. Please repeat this 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: Nov 11th 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: Nov 10th Jared			
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: 19 nov 2025 Karen			
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: Nov 21 Claudia			
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: Nov 26 Maja			

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: 28 nov 2025 Karen			
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: 1 dic 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: 12/03 Eka			
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: 10 dic 2025 Karen			
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: 15 dic 2025 Karen (DNH), December 17th, Ivan			

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: 04/08 Eka

22 dic 2025 , Alejandro (DNH)

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.
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Comments/ Suggestions for next lesson:

Date/teacher: Apr 24, 2026 Bernardo CLAUDIA APRIL 17TH

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
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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: May 8, 2026 Bernardo

Lesson 16: Minimum vs preferred qualities (write a vacancy)	- Grammar: passive voice, - Skills: writing - Vocabulary: skills hard and soft	Client details and describes a job vacancy	Job Description Vocabulary Job Description Template
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Comments/ Suggestions for next lesson:

Date/teacher: May 15th, Edgar

Lesson 17: Job interview	- Grammar: questions in passive - Vocabulary: job vacancy	Client asks and answers questions for a job interview	Inclusive Language (extension activity)
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Comments/ Suggestions for next lesson:

Date/teacher: May 21st, Claudia

Lesson 18: Evaluate candidates	- Grammar: reported speech - Vocabulary: skills	Client evaluates potential candidates for a vacancy	
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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: May 30th, 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: June 19, 2026/Tere

Lesson 20: Scopes and capabilities	- Grammar: Tenses review (all) - Vocabulary: intensifiers	Client reflects on their scope and capabilities	Avoid this time management mistakes
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Comments/ Suggestions for next lesson:

Date/teacher: June 26, 2026/Tere

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
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Comments/ Suggestions for next lesson:

Topic 8 - Evaluation - Formal

Date/teacher: July 3, 2026/Tere (DNH) - July 10, 2026/Tere

Lesson 22: Evaluation prep	Content from week 1-3	Explain who is involved in your current project	
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Comments/ Suggestions for next lesson:

Date/teacher: July 24, 2026/Tere

Lesson 23: Evaluation prep	Content from week 4-5	Explain the problems & solutions from your previous projects	
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Comments/ Suggestions for next lesson:

Date/teacher: July 30, 2026/Tere (DNH) -

Lesson 24: Evaluation prep	Content from week 6-7	Explain the KPIs of your project	
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Comments/ Suggestions for next lesson:

Lesson 25: Final eval			
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Client's comments about evaluation/next curriculum:

B1+ Intermediate Business