

LESSON PLANNING
Student: Julio Peraza Classes per week: 3 Level: A2+ Curriculum:  A2+ Business Interactions 2 Curriculum
Materials for classes:  Material Business Interactions 2

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 - EFFECTIVE COMMUNICATION Aims: To effectively handle communication within a professional environment.			
TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS

Date/teacher:			
Lesson 1: Analyzing general workplace communication	- Grammar: question making - present - Vocabulary: communication	Client is able to analyze and ask about the current communication in the workplace.	Survey generator app What is Effective Communication? Definition, Characteristics, Skills, Significance, Barriers - The Investors Book
Comments/ Suggestions for next lesson:			

Date/teacher: October 31, 2024 Dowse

Lesson 2: Dealing with workplace discussions	- Grammar: Reporting verbs - Vocabulary: Business communication.	Client is able to discuss in a polite way.	Direct Discussion – How to Approach a Co-Worker Managing Workplace Conflict Vancouver Island University Canada
Comments/ Suggestions for next lesson:			

Date/teacher:			
Lesson 3: Agreeing and disagreeing	- Grammar: Present Continuous and simple review - Vocabulary: agree and disagree	Client is able to agree and disagree with what was said.	Useful phrases for discussions
Comments/ Suggestions for next lesson:			

Week 2 - Constructive Feedback Aims: To maintain positive communication in a business environment using the adequate intonation to confirm it.			
TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS

Date/teacher:			
Lesson 4: Praising coworkers	- Grammar: Adjectives - Vocabulary: praise, pep talk	- Client is able to give positive feedback to team - The client is able to give constructive feedback to co workers and speak up about his/her own opinions.	The Importance of Praising Your Employees - MIBluesPerspectives
Comments/ Suggestions for next lesson:			

Date/teacher:			
Lesson 5: Giving and managing compliments	- Conjunctions / cause / linkers - Raising and falling intonation in statements / Would have - Vocabulary : Useful phrases	Client is able to give and receive compliments.	 Best Compliment
Comments/ Suggestions for next lesson:			

Date/teacher:			
Lesson 6: Using rising and falling intonation	- Skills: Raising and falling intonation in statements - Characteristics of a pep talk - Grammar: questions - present, past and future - Vocabulary: feedback	- Client is able to use appropriate intonation when speaking and asking questions. - Client is able to give correct intonation lectures.	 Learn the English term ... 11 Best Inspirational Pep Talks In Movies ScreenRant https://www.johnmillen.com/blog/how-to-give-a-winning-pep-talk
Comments/ Suggestions for next lesson:			

Week 3 - Conflict Resolution Aims: To acquire all necessary resources to mediate and solve conflicts and further report the situation and agreements held.			
TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS

Date/teacher:

Lesson 7: Mediating and reaching compromises	- Grammar: adjectives - comparative and superlatives - Vocabulary: compromises	- Client is able to discuss mediating and compromising. - Client is able to express goals and deliverables of a project.	Conflict Resolution: Definition, Process, Skills, Examples
Comments/ Suggestions for next lesson:			

Date/teacher:			
Lesson 8: Solving a conflict	- Grammar: Linking words - Modals - Reported Speech - Vocabulary: solving a problem	Client solves a conflict with a coworker through giving details about his/her perspective of the situation.	Section 6. Training for Conflict Resolution.
Comments/ Suggestions for next lesson:			

Date/teacher:			
Lesson 9: Giving full details	- Grammar: Reported speech - Vocabulary: Reporting and emails.	- Client is able to report on a conflict and its resolution. - Client is able to give full details and report what others say.	Joey doesn't share food, Friends 1080p
Comments/ Suggestions for next lesson:			

Week 4 - Cultivating Empathy Aims: To fully understand how to manage emotions in a business environment.

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

Lesson 10: Identifying emotions, complex feelings and tendencies in others

- Grammar: adjectives, feelings, -ed and -ing adjectives
- Vocabulary: feelings

- Client is able to Identify emotions, complex feelings and tendencies in coworkers.

[Emotions and Types of Emotional Responses](#)

Comments/ Suggestions for next lesson:

Date/teacher:

Lesson 11: Introvert vs. Extrovert

- Grammar: comparatives and superlatives / adverbs
- Vocabulary: intro and extroverts

- Client is able to discuss and compare the difference between extroverts and introverts.
- Client is able to place themselves into the spectrum and describe what an introvert or extrovert is like.

[Explanation: Introvert vs. Extrovert by Simon Sinek | Educational Speech | BillionaireBehaviour](#)

Comments/ Suggestions for next lesson:

Date/teacher:

Lesson 12: Using tone to express intentions in a real life situation

- Grammar: tone, intonation, pitch, pronunciation
- Intonation in formal and informal contexts

- Client is able to use tone to express intentions in a real life situation.
- Client is able to differentiate between one tone and another and also notice which one works for what situation.

[Tone Is Hard to Grasp Online. Can Tone Indicators Help?](#)

Comments/ Suggestions for next lesson:

Week 5 - Strengthening Relationships**Aims:** To identify work relationships and get the best results from them.

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

Lesson 13: Workplace relationships

- Grammar: Present perfect: life experiences
- Vocabulary; relationships at work

- Client is able to describe past .and current work relationships

[10 Types of Workplace Relationships and How To Improve Them | Indeed.com](#) Improving Workplac...

Comments/ Suggestions for next lesson:

Date/teacher:

Lesson 14: Polite statements and intonation

- Grammar: conditionals zero and first
- Vocabulary: Persuasive expressions

- Client is able to give an educated point of view with the right intonation.
- Client is able to use tone to express polite intentions in a real life situation.

[Pronunciation: Want to be Polite? Learn English Intonation – Guest Post | English with a Twist](#)

Comments/ Suggestions for next lesson:

Date/teacher: 2

Lesson 15: Identifying and activating mutual team member interests.

- Grammar: modals,
- Skills: tone, intonation, pitch , pronunciation
- Vocabulary for Persuasive expression

- Client is able to identify mutual interests and persuade the other party.
- Client is able to communicate with coworkers to work as a team.

[Successful teamwork: A case study](#)

Comments/ Suggestions for next lesson:

Week 6 - Apology Process

Aims: To know and handle situations that require a formal apology.

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

Lesson 15: Identifying and activating mutual team member interests.

- Grammar: modals,
- Skills: tone, intonation, pitch , pronunciation
- Vocabulary for Persuasive expression

- Client is able to identify mutual interests and persuade the other party.
- Client is able to communicate with coworkers to work as a team.

[Successful teamwork: A case study](#)

Comments/ Suggestions for next lesson:

Date/teacher:

Lesson 16: Formal Apologies

- Grammar: Modals, formal expressions
- Vocabulary: apologies

- Client is able to explain with reasons and supporting details fissures (e.g.delays and missed deadlines) .
- Client is able to apologize formally with co-workers or owner of the company.

[How to say sorry at work](#)

Comments/ Suggestions for next lesson:

Date/teacher:

Lesson 17: Apologizing to a client	- Grammar: Expressing result: therefore, thus, so, as a result, due to, etc. - Vocabulary;: apologizing in a formal context.	- Client is able to describe the procedure or guideline for amending or apologizing to a client. - Client is able to apologize to a client and manage conflict conversations.	How to Apologize Like a Professional How to apologize to a customer: A 3-step plan RingCentral
Comments/ Suggestions for next lesson:			

Date/teacher:			
Lesson 18: Writing an apology email	- Grammar: formal email writing - Vocabulary: emails	Client is able to write an email apologizing for a mistake in customer service.	How to Apologize to a Client (With Email Template!) The Muse 6 excellent apology emails to send to your customers Front
Comments/ Suggestions for next lesson:			

Week 7 - Asking for help Aims: To identify how to request and offer help in a business environment as well as accepting or rejecting offers.			
TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS

Date/teacher:			
Lesson 19: Requesting help from coworkers	- Grammar: Modals, - Vocabulary: useful expressions - Making polite requests	- Client is able to request help from others in a polite way. - Client is able to ask for help around the office.	https://www.themuse.com/advice/the-right-way-to-ask-for-help-at-work
Comments/ Suggestions for next lesson:			

Date/teacher:			
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Lesson 20: Offering help to coworkers	Grammar: conditionals review, 2nd conditional	Client is able to offer help and support to others in a polite way	10 Ways To Help and Support Colleagues at Work Indeed.com
Comments/ Suggestions for next lesson:			

Date/teacher:			
Lesson 21: Accepting and rejecting formally	- Grammar: passive voice - present and past - Vocabulary: formal expressions	Client is able to accept and reject in a formal way requests and offers.	How to Make, Accept and Reject Offers in English-Bespeaking Blog
Comments/ Suggestions for next lesson:			

Week 8 - Review			
Aims: Review previous lessons			
TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS

Date/teacher:			
Lesson 22: Eval prep 1	Review topics 1, 2, 3.		
Comments/ Suggestions for next lesson:			

Date/teacher:			
Lesson 23: Eval prep 2	Review topics 4, 5		

Comments/ Suggestions for next lesson:

Date/teacher:

Lesson 24: Eval prep 3

- Review topics 6, 7

Client's comments about evaluation/next curriculum:

Lesson 25: Final speaking evaluation -

Date/consultant:

Observations:

Next curriculum (learner's path):

LESSON PLANNING

Student: Julio Peraza

Classes per week: 3

Position:

Level:

Curriculum:  A2+ Business Interactions 2 Curriculum

Current topic: 3-8

Materials for classes:

 Material Business Interactions 2

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 - Effective Communication			
TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS

DEAR CONSULTANT: JULIO WILL TAKE A 1.5 HOURS CLASS, SO PLEASE TAKE 2 TOPICS

Date/teacher: April 24th - Camille			
Lesson 1: Analyzing general workplace communication and workplace discussions	Grammar: -Question making -Present tenses -Reporting verbs	Client is able to make and answer questions about communication issues.	What is Effective Communication? Definition, Characteristics, Skills, Significance, Barriers - The Investors Book Direct Discussion – How to Approach a Co-Worker Managing Workplace Conflict Vancouver Island University Canada
Comments/ Suggestions for next lesson:			

DEAR CONSULTANT: JULIO WILL TAKE A 1.5 HOURS CLASS, SO PLEASE TAKE 2 TOPICS

Date/teacher: April 25, 24/ Tere

Lesson 2: Praising coworkers:
Agreeing and disagreeing with them

Grammar:
-Present simple and progressive
- Coordinating conjunctions

- Client is able to agree or disagree with co-workers while giving feedback to them

[Useful phrases for discussions](#)
[The Importance of Praising Your Employees - MIBluesPerspectives](#)

Comments/ Suggestions for next lesson:

Week 2 - Constructive feedback

TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
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DEAR CONSULTANT: JULIO WILL TAKE A 1.5 HOURS CLASS, SO PLEASE TAKE 2 TOPICS

Date/teacher: 2/May Julio DHP- May 3rd, Jaime

Lesson 5: Giving and managing compliments with correct intonation

Grammar
- Raising and falling intonation in statements / Would have v3
- Characteristics of a pep talk

- Client is able to pay compliments and respond to them at work.

 Best Compliment
 Learn the English term ...
[11 Best Inspirational Pep Talks In Movies | ScreenRant](#)
<https://www.johnmillen.com/blog/how-to-give-a-winning-pep-talk>

Comments/ Suggestions for next lesson:

Week 3 - Conflict Resolution

TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
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Date/teacher:			
Lesson 7: Mediating and reaching compromises	Grammar: -Comparatives and Superlatives	Client is able to express goals and deliverables of a project.	Conflict Resolution: Definition, Process, Skills, Examples
Comments/ Suggestions for next lesson:			

Date/teacher:			
Lesson 8: Solving a conflict	Grammar: -Modals -Linking words Reported speech	- Client is able to Give opinions - Agree and Disagree	Section 6. Training for Conflict Resolution.
Comments/ Suggestions for next lesson:			

Date/teacher:			
Lesson 9: Giving full details	Grammar: -Modals review and reported speech	Client is able to give full details and report what others say	Joey doesn't share food. Friends 1080p
Comments/ Suggestions for next lesson:			

Week 4 - Cultivating Empathy			
TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS

Date/teacher:			
Lesson 10: Identifying emotions, complex feelings and tendencies in others	Grammar: -ed and -ing adjectives	Client is able to identify and name different emotions and describe complex feelings.	Emotions and Types of Emotional Responses
Comments/ Suggestions for next lesson:			

Date/teacher:			
Lesson 11: Introvert vs. Extrovert spectrum	Grammar: -Vocabulary to describe emotions	Client is able to place themselves into the spectrum and describe what an introvert or extrovert is like.	Explanation: Introvert vs. Extrovert by Simon Sinek Educational Speech BillionaireBehaviour
Comments/ Suggestions for next lesson:			

Date/teacher:			
Lesson 12: Using tone to express intentions in a real life situation	Grammar: -Intonation in formal and informal contexts	Client is able to differentiate between one tone and another and also notice which one works for what situation.	Tone Is Hard to Grasp Online. Can Tone Indicators Help?
Comments/ Suggestions for next lesson:			

Week 5 - Strengthening Relationships			
TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS

Date/teacher:			
Lesson 13: Workplace relationships	Grammar: -Present perfect: life experiences	Client is able to describe work relationships.	10 Types of Workplace Relationships and How To Improve Them Indeed.com  Improving Workplac...
Comments/ Suggestions for next lesson:			

Date/teacher:			
Lesson 14: Polite statements and intonation	Grammar: -Conditionals	Client is able to give an educated point of view with the right intonation.	Pronunciation: Want to be Polite? Learn English Intonation – Guest Post English with a Twist
Comments/ Suggestions for next lesson:			

Date/teacher: 2			
Lesson 15: Identifying and activating mutual team member interests.	Grammar: -Vocabulary for Persuasive expression	Client is able to communicate with coworkers to work as a team.	Successful teamwork: A case study
Comments/ Suggestions for next lesson:			

Topic 6 - Apology Process			
TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS

Date/teacher:			
Lesson 16: Apologizing - formal.	Grammar: -Modals	Client is able to apologize formally with co-workers or owner of the company.	How to say sorry at work
Comments/ Suggestions for next lesson:			

Date/teacher:			
Lesson 17: Apologizing to a client for not meeting expectations.	Grammar: -Expressing result: therefore, thus, so, as a result, due to, etc.	Client is able to apologize to a client and manage conflict conversations.	How to Apologize Like a Professional How to apologize to a customer: A 3-step plan RingCentral
Comments/ Suggestions for next lesson:			

Date/teacher:			
Lesson 18: Writing an apology email.	Grammar: - Writing: emails	Client is able to write an email apologizing for a mistake in customer service.	How to Apologize to a Client (With Email Template!) The Muse 6 excellent apology emails to send to your customers Front
Comments/ Suggestions for next lesson:			

Topic 7 - Asking for help			
TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS

Date/teacher:			
Lesson 19: Requesting help politely to coworkers.	Grammar: - Making polite requests	Client is able to ask for help around the office.	https://www.themuse.com/advice/the-right-way-to-ask-for-help-at-work
Comments/ Suggestions for next lesson:			

Date/teacher:			
Lesson 20: Offering help.	Grammar: -Conditionals	Client is able to offer advice and support to other co-workers.	10 Ways To Help and Support Colleagues at Work Indeed.com
Comments/ Suggestions for next lesson:			

Date/teacher:			
Lesson 21: Accepting or rejecting help.	Grammar: -Passive voice: simple past and simple present	Client is able to say yes or no depending on the situation.	How to Make, Accept and Reject Offers in English-Bespeaking Blog
Comments/ Suggestions for next lesson:			

Week 8 - Review			
Aims: Review previous lessons			
TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS

Date/teacher:

Lesson 22: Review week 1,2&3	• Review		
Comments/ Suggestions for next lesson:			

Date/teacher:			
Lesson 23: Review week 4,5&6	• Review		
Comments/ Suggestions for next lesson:			

Date/teacher:			
Lesson 24: Review week 7&8	• Review		
Client's comments about evaluation/next curriculum:			

Lesson 25: Final speaking evaluation -			
Date/consultant:			
Observations:			
Next curriculum (learner's path):			

SPECIALIZED CURRICULUM - LESSON PLANNING

Student: Julio Peraza
Classes per week: 3
Position: Buyer at Coppel
Level:
Curriculum:
Current week: 1/8

DEAR CONSULTANT: PLEASE ASK HIM ABOUT HIS GOALS AND OBJECTIVES SO WE CAN ASSIGN THE PROPER THE CURRICULUM FOR HIM. PLEASE SHOW HIM BUSINESS INTERACTIONS LP

A2 Business Interactions 1 (1.5 hours class version) LP

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 -

Aims:

TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
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Date/teacher: April 24 - Camille

Lesson 1:	• Grammar:	• Client is able to	
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Comments/ Suggestions for next lesson:

Date/teacher: April 24 - Hour 2 - Camille			
Lesson 2:	• Grammar:	• Client is able to	
Comments/ Suggestions for next lesson:			

Date/teacher:			
Lesson 3:	• Grammar:	• Client is able to	
Comments/ Suggestions for next lesson:			

Week 2 -			
Aims:			
TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS

Date/teacher:			
Lesson 4:	• Grammar:	• Client is able to	
Comments/ Suggestions for next lesson:			

Date/teacher:			
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Lesson 5:	• Grammar:	• Client is able to	
Comments/ Suggestions for next lesson:			

Date/teacher:			
Lesson 6:	• Grammar:	• Client is able to	
Comments/ Suggestions for next lesson:			

Week 3 - Aims:			
TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS

Date/teacher:			
Lesson 7:	• Grammar:	• Client is able to	
Comments/ Suggestions for next lesson:			

Date/teacher:			
Lesson 8:	• Grammar:	• Client is able to	
Comments/ Suggestions for next lesson:			

Date/teacher:			
Lesson 9:	• Grammar:	• Client is able to	
Comments/ Suggestions for next lesson:			

Week 4 - Aims:			
TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS

Date/teacher:			
Lesson 10:	• Grammar:	• Client is able to	
Comments/ Suggestions for next lesson:			

Date/teacher:			
Lesson 11:	• Grammar:	• Client is able to	
Comments/ Suggestions for next lesson:			

Date/teacher:			
Lesson 12:	• Grammar:	• Client is able to	

Comments/ Suggestions for next lesson:

Week 5 -

Aims:

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

Lesson 13:

- Grammar:

- Client is able to

Comments/ Suggestions for next lesson:

Date/teacher:

Lesson 14:

- Grammar:

- Client is able to

Comments/ Suggestions for next lesson:

Date/teacher:

Lesson 15:

- Grammar:

- Client is able to

Comments/ Suggestions for next lesson:

Topic 6 -**Aims:**

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

Lesson 16:	• Grammar:	• Client is able to	
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Comments/ Suggestions for next lesson:

Date/teacher:

Lesson 17:	• Grammar:	• Client is able to	
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Comments/ Suggestions for next lesson:

Date/teacher:

Lesson 18:	• Grammar:	• Client is able to	
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Comments/ Suggestions for next lesson:

Topic 7 -**Aims:**

TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
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Date/teacher:			
Lesson 19:	• Grammar:	• Client is able to	
Comments/ Suggestions for next lesson:			

Date/teacher:			
Lesson 20:	• Grammar:	• Client is able to	
Comments/ Suggestions for next lesson:			

Date/teacher:			
Lesson 21:	• Grammar:	• Client is able to	
Comments/ Suggestions for next lesson:			

Week 8 - Review			
Aims: Review previous lessons			
TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS

Date/teacher:			
Lesson 22:	• Review		

Comments/ Suggestions for next lesson:

Date/teacher:

Lesson 23:

- Review

Comments/ Suggestions for next lesson:

Date/teacher:

Lesson 24:

- Review

Client's comments about evaluation/next curriculum:

Lesson 25: Final speaking evaluation -

Date/consultant:

Observations:

Next curriculum (learner's path):

A2 Business Interactions 1 - LESSON PLANNING

Student: Julio Peraza

Classes per week: 3

Position: Buyer at Coppel

Level: A2

Curriculum:  A2 Business Interactions 1 Curriculum

Current week: 8/8

he'll have one extra review class

Week 1 - First Day

Aims:

TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
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Date/teacher: August 2nd, Edgar

Lesson 1: Present your educational background

- Grammar: Present tenses review
- Vocabulary: educational background

- Client is able to talk about their educational background

Comments/ Suggestions for next lesson:

Date/teacher: 08/07 Edgar

Lesson 2: Explain your professional experience

- Grammar: sequencers , past review
- Vocabulary: work experience

- Client is able to describe their past professional experience

Comments/ Suggestions for next lesson:

Date/teacher: 08/10 Edgar

Lesson 3: Discuss cultural differences between Mexico and the US

- Grammar: comparatives
- Vocabulary: work cultures, adjectives

- Client is able to describe the differences/similarities and compare different work cultures

Comments/ Suggestions for next lesson:

Week 2 - Current Projects

Aims:

TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
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Date/teacher: 08/14 Marisol

Lesson 4: Explain what projects you're currently working on	- Grammar: Connecting words for cause and effect - Vocabulary: projects, cause and effect	Client is able to describe their current projects	
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Comments/ Suggestions for next lesson:

Date/teacher: 12/August Julio

Lesson 5: Offer your opinion on a project strategy	- Grammar: Expressions for personal opinion - Vocabulary: opinions	Client can give positive and negative opinions on project strategies	
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Comments/ Suggestions for next lesson:

Date/teacher: August 14th, Jaime

Lesson 6: Identify areas of growth in a results presentation	- Grammar: modals - Vocabulary: being polite	Client can politely point out areas of growth and suggest next steps	
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Comments/ Suggestions for next lesson:			

Week 3 - Proposing a project			
Aims:			
TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS

Date/teacher: 16/August Julio			
Lesson 7: Describe your strategy for creating a project proposal	- Grammar: Prepositions of time - Vocabulary: time expressions	Client is able to detail the strategy of a project	
Comments/ Suggestions for next lesson:			

expressions for negotiating

Date/teacher: 18th/Aug - Edgar			
Lesson 8: Back up your proposal with substantial arguments	- Grammar: Argumentation - Vocabulary: useful expressions	Client is able to argue in favor of their proposal	
Comments/ Suggestions for next lesson:			

Date/teacher: 22nd / Aug - Roberto			
Lesson 9: Give feedback on a coworker's presentation	Grammar: Giving feedback	Client gives positive and negative feedback to others	

	Vocabulary: positive and negative feedback		
Comments/ Suggestions for next lesson:			

Week 4 - Negotiation Aims:			
TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS

Date/teacher: Aug 24th / Orlando			
Lesson 10: Analyze different negotiation strategies	- Grammar: cause and effect - Vocabulary: negotiation steps	Clients discuss and detail different negotiation strategies	
Comments/ Suggestions for next lesson:			

Date/teacher: August 26th, Bernardo			
Lesson 11: Debate which strategy works best for a vendor/client/boss	- Grammar: superlatives - Vocabulary: adjectives	Client is able to identify the best negotiation strategy for different situations	
Comments/ Suggestions for next lesson:			

Date/teacher: August 29th / Karel

Lesson 12: Useful vocabulary and expressions for negotiating

- Grammar: phrasal verbs / prepositions
- Vocabulary: useful expressions

- Client is able to conduct a successful negotiation

Role play

Comments/ Suggestions for next lesson:

Week 5 - Presentation strategies

Aims:

TOPIC & CONTENT

LANGUAGE FOCUS

PRODUCTION

MATERIALS / SKILLS

Date/teacher: August 31st, Bernardo

Lesson 13: Start a presentation efficiently

- Grammar: Intonation, tone and pace
- Skills: intonation and pronunciation
- Vocabulary: presentations - starting

- Client is able to start a presentation and give an overview of the topics covered

Comments/ Suggestions for next lesson:

Date/teacher: 6th /September Julio

Lesson 14: Transmit ideas

- Grammar: Word choice
- Vocabulary: strong verbs, adjectives and nouns

- Client is able to successfully transmit ideas using powerful vocabulary

Comments/ Suggestions for next lesson:

Date/teacher: 09/07 Lucía

Lesson 15: Asking and answering questions

- Grammar: questions forms
- Vocabulary: questions

- Client is able to ask and answer questions related to a presentation

Comments/ Suggestions for next lesson:

Topic 6 - 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.

TOPIC & CONTENT

LANGUAGE FOCUS

PRODUCTION

MATERIALS / SKILLS

Date/teacher: September 12th, Bernardo

Lesson 16: Meeting components

- Meeting components and strategies
- Conditionals

- Discuss meeting components and strategies

Comments/ Suggestions for next lesson:

Date/teacher: 13/September Julio

Lesson 17: Leading a meeting

- Starting and finishing a meeting
- Leadership strategies

- Leading a successful meeting from start to finish

Comments/ Suggestions for next lesson:

Date/teacher: september 14th, Bernardo

Lesson 18: Participating in meetings

- Interrupting politely
- Expressing your opinion
- Asking for clarification
- Changing the topic

- Effectively participating in a meeting

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

TOPIC & CONTENT

LANGUAGE FOCUS

PRODUCTION

MATERIALS / SKILLS

Date/teacher: 9/15 Maja

Lesson 19: Reporting numbers

- Phrasal verbs for Statistics, percentages , trends
- Numbers - ordinal and cardinal, percentages,

- Discuss and report on numbers, percentages and trends

Comments/ Suggestions for next lesson:

Date/teacher: 9/18 Roberto

Lesson 20: Charts and graphs

- Phrasal verbs for describing visuals
- discourse markers
- Comparison and contrast

- Discuss and report on visuals

Comments/ Suggestions for next lesson:

Date/teacher: 09/25 Orlando

Lesson 21: Reports

- Passive voice
- Writing skills / reports

- Draft a report on your project/presentation /meeting

Comments/ Suggestions for next lesson:

Week 8 - Review

Aims: Review previous lessons

TOPIC & CONTENT

LANGUAGE FOCUS

PRODUCTION

MATERIALS / SKILLS

Date/teacher: 26 September Camille

Lesson 22:

- **Presenting a project in a meeting**

Comments/ Suggestions for next lesson:

Date/teacher: Sept 27 Maja

Lesson 23:

- **Negotiating the terms of the project**

Comments/ Suggestions for next lesson:

Date/teacher: 9/28 Maja

Lesson 24:

- Dealing with risks and conflicts regarding the project

Date/teacher: 10/24 Roberto

October 14th / Karel

10/13 Eka DNH

Oct 10th / Orlando DNH

OFF CURRICULUM

- EXTRA REVIEW

Client's comments about evaluation/next curriculum:

Lesson 25: Final speaking evaluation - 26/October Julio

Date/consultant:

Observations:

Next curriculum (learner's path):