

Tech and Systems - LESSON PLANNING

Student: Black Trust Group 4

Classes per week: 3

Position:

Level: B1/B1+

Curriculum:  Tech and Systems Curriculum

Current week:

Decompress: Oct 24 Maja

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 - Technology

Aims: To analyse, describe and correctly summarise how technology trends have evolved in the last decades.

TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
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Date/teacher: Oct 27 Maja

Lesson 1: Discuss the latest technology trends	- Grammar: Discourse markers - Vocabulary: Tech trends	Client is proficient in discussing and analyzing contemporary technology trends, including their impact on various industries and daily life.	DISCOURSE MARKERS - LINKING WORDS - The English Bureau https://www.forbes.com/sites/bernardmarr/2022/11/21/the-top-10-tech-trends-in-2023-everyone-must-be-ready-for/?sh=42ad942b7df0
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Comments/ Suggestions for next lesson:

Date/teacher: Oct 28 Maja

Lesson 2: Read an article about technology and summarise it	- Grammar: Reported speech - Vocabulary: Technology	Client can effectively read and comprehend articles on various technology topics and provide concise and informative summaries of the key points and findings.	https://images.app.goo.gl/u8PQ7TFqMiYnEQhJA https://www.nytimes.com/international/section/technology
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Comments/ Suggestions for next lesson:

Date/teacher: Oct 31 Maja

Lesson 3: Discuss how tech trends evolved over the years

- Grammar: Past tenses (past simple/continuous/perfect)
- Vocabulary: Tech trends

- Client can trace the evolution of tech trends from their origins to the present and discuss their societal and industrial impact.

<https://images.app.goo.gl/qiFPhtKLAojKQ2Sx5>
[Unveiling the Future: Top 10 Tech Trends In 2023](#)

Comments/ Suggestions for next lesson:

Week 2 - Cybersecurity

Aims: To fully understand the importance of cyber security and its role in protecting technology users.

TOPIC & CONTENT

LANGUAGE FOCUS

PRODUCTION

MATERIALS / SKILLS

Date/teacher: Nov 3 Maja

Lesson 4: Explain what cyber security is

- Grammar: Relative clauses
- Vocabulary: Cybersecurity

- Client can succinctly define cybersecurity and understand its significance in protecting digital assets.

<https://images.app.goo.gl/hjeD5eRhkJTx2Sc9>
[What is Cybersecurity? Everything You Need to Know | TechTarget](#)

Comments/ Suggestions for next lesson:

Date/teacher: Nov 4 Maja

Lesson 5: Discuss the dangers linked to data for companies

- Grammar: Intensifiers
- Vocabulary: dangers on the web

- Client will be able to discuss the risks associated with company data, including potential breaches and their implications for businesses.

<https://images.app.goo.gl/9xGA6kdEJwVuBw9T7>
[Internet Safety 101: Dangers](#)

Comments/ Suggestions for next lesson:

Date/teacher: Nov 7 Maja

Lesson 6: Explain how companies should reinforce their security systems	- Grammar: Modal verbs - Vocabulary: tech security and business	Client can articulate strategies for strengthening company security systems.	https://images.app.goo.gl/gSTUpAobjhmeEn3J8 5 Essential Cyber Security Technologies Every Business Must Implement to Protect Against Potential Threats
Comments/ Suggestions for next lesson:			

Week 3 - Artificial Intelligence

Aims: To follow up AI trends and incorporate their benefits to work activities.

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

Lesson 7: Summarise the latest news in AI	- Grammar: Adjectives & Adverbs - Vocabulary: Artificial intelligence	The client can effectively summarize recent developments in the field of AI.	https://images.app.goo.gl/wsVMQ14CAxkcygnVA What is Artificial Intelligence (AI) ? IBM
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Comments/ Suggestions for next lesson:

Date/teacher:

Lesson 8: Discuss AI and its impact on the future of work	- Grammar: Future - Vocabulary: business and AI	The client can engage in a thoughtful discussion about AI and its influence on the future of employment.	https://images.app.goo.gl/DXmNcnrVB2WqoYMA9 How Artificial Intelligence Is Transforming Business - businessnewsdaily.com
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Comments/ Suggestions for next lesson:

Date/teacher:

Lesson 9: Describe how AI could help you in your processes	- Grammar: Sequencers - Vocabulary: tech and job	The client can describe how AI can enhance their operational processes.	https://images.app.goo.gl/N9hQXEPM9E7bhcrU9  What's going to happen...
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Comments/ Suggestions for next lesson:

Week 4 - Technology giants

Aims: To fully understand the role of giant tech companies in today's world.

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

Lesson 10: Describe the latest news from tech companies

- Grammar: Reported speech
- Vocabulary: tech news

- The client can provide descriptions of recent news and developments from tech companies.

[Indirect speech – reported speech - Test-English](#)
[Today's Latest Technology News | Reuters](#)

Comments/ Suggestions for next lesson:

Date/teacher:

Lesson 11: Discuss tech's advantages/disadvantages as employers

- Grammar: Connecting words expressing contrast
- Vocabulary: tech companies

- The client can engage in discussions about the pros and cons of technology as an employer.

<https://images.app.goo.gl/XQmmTBu9EM5sRkbDA>
[10 Biggest Technology Companies](#)

Comments/ Suggestions for next lesson:

Date/teacher:

Lesson 12: Debate the political impact of tech giants

- Grammar: Writing skills
- Vocabulary: politics

- The client can participate in debates about the political influence of technology giants.

[7 Ways to Improve Your Writing Skills | Coursera](#)
[Politics and technology](#)

Comments/ Suggestions for next lesson:

Week 5 - Social Networks

Aims: To understand how social networks affect daily life and evaluate their information quality.

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

Lesson 13: Compare social networks, their audience and their goals	- Grammar: Complex comparisons - Vocabulary: social media	The client can compare various social networks, analysing their respective user bases and primary objectives.	Comparisons - Grammar - Academic Guides at Walden University Social Media Today
Comments/ Suggestions for next lesson:			

Date/teacher:			
Lesson 14: Discuss the role of social media in the spread of misinformation	- Grammar: Phrasal verbs - Vocabulary: tech news	Client is able to engage in discussions about the role of social media in the dissemination of misinformation.	Comparisons - Grammar - Academic Guides at Walden University  Meta rolls out new AI ...
Comments/ Suggestions for next lesson:			

Date/teacher:			
Lesson 15: Give a hypothesis on the future of social media	- Grammar: Future & conditionals - Vocabulary: social media	The client can formulate a hypothesis regarding the future of social media, considering potential trends and developments.	Future Conditional Forms ENGLISH PAGE  Social media addiction...
Comments/ Suggestions for next lesson:			

Week 6 - Data and Knowledge management Aims: To correctly analyse data risks and management.			
TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS

Date/teacher:			
Lesson 16: Analyse the privacy risks linked to use of private data	- Grammar: Sequencers - Vocabulary: safety	The client can perform an analysis of the privacy risks associated with the utilisation of private data.	Telling Stories: Sequencing for ESL Students Technology Safety Quick Tips
Comments/ Suggestions for next lesson:			

Date/teacher:			
Lesson 17: Describe how companies can leverage data	- Grammar: Opinion phrases - Vocabulary: tech security	The client can describe how companies can effectively utilise data to their advantage.	Giving Opinions Vocabulary EnglishClub How will Artificial Intelligence and Internet of Things change the world?
Comments/ Suggestions for next lesson:			

Date/teacher:			
Lesson 18: Explain knowledge management	- Grammar: Rephrasing skills - Vocabulary: cybersecurity data	The client can provide an explanation of knowledge management, encompassing its significance and methods for effectively handling organisational knowledge.	Paraphrasing for Beginners IOE Writing Centre - UCL What is Cybersecurity? IBM
Comments/ Suggestions for next lesson:			

Week 7 - Internet of Things and lifestyle Aims: To infer how IoT is changing the way society interacts and consumes.			
TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS

Date/teacher:			
Lesson 19: Describe how IoT is changing the way we live	- Grammar: Passive form - Vocabulary: IoT	The client can describe how the Internet of Things (IoT) is reshaping our daily lives.	https://images.app.goo.gl/hPuNfkk2JQ1ibo5Y7 What is IoT (Internet of Things) and How Does it Work? Definition from TechTarget
Comments/ Suggestions for next lesson:			

Date/teacher:			
Lesson 20: Debate the right of companies to gather personal data	- Grammar: Connectors - Vocabulary: companies	The client can engage in a debate regarding the ethical and legal aspects of companies collecting	https://images.app.goo.gl/roDAaAEajVLm3qN1A  Why Tech Firms Flock t...

		personal data.	
Comments/ Suggestions for next lesson:			

Date/teacher:			
Lesson 21: Analyse the change in our consumption habits	- Grammar: Cause-consequence - Vocabulary: consumption	The client can conduct an analysis of the evolving patterns in our consumption habits.	Showing Cause / Effect in Written English Meeting of Giants: How can Technology and Consumption Team up for Sustainability Frontiers Research Topic
Comments/ Suggestions for next lesson:			

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

Date/teacher:			
Lesson 22: Evaluation prep	Discuss the impact of different digital trends: Content from week 1-3		
Comments/ Suggestions for next lesson:			

Date/teacher:			
Lesson 23: Evaluation prep	Analyze the consequences of these trends on society: Content from week 4-5		
Comments/ Suggestions for next lesson:			

Date/teacher:			
Lesson 24: Evaluation prep	Express your opinion on future digital trends: 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):

MCL ORAL EXPRESSION - LESSON PLANNING

Student: Black Trust Group 4

Classes per week: 3

Position:

Level:

Curriculum:  Masterclass Oral Expression skills - 1p summary

Current week: 5-5

Week 1 - Sounding natural

Aims: To be able to communicate in a natural, articulated and professional way in English.

TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
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- Decompress: 08/22 Eka

Date/teacher: 8/25 Maja

Lesson 1: Pronunciation	Grammar: Pronunciation of vowels and consonants.	Client is able to correctly pronounce the letters of the English alphabet as well as business terms.	 English Pronunciation T...
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Comments/ Suggestions for next lesson:

Date/teacher: 08/26 Eka

Lesson 2: Tone and pitch	Grammar: Flow of words and sentences	Client is able to use the correct intonation in affirmative, negative and interrogative statements.	 English Lesson The Five ...
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Comments/ Suggestions for next lesson:

Date/teacher: 08/29 Eka

Lesson 3: Controlling speed and pauses

- Grammar: Intonation in sentences and questions
- Useful fillers - Discourse markers

- Client can control his oral speed and pauses.

<https://www.linkedin.com/adv/ice/0/how-can-you-use-pauses-pacing-control-flow-zlj8c>

Comments/ Suggestions for next lesson:

Week 2 - Articulating and connecting ideas

Aims: To properly transmit concrete ideas in a professional way.

TOPIC & CONTENT

LANGUAGE FOCUS

PRODUCTION

MATERIALS / SKILLS

Date/teacher: 09/01 Eka

Lesson 4: Organizing and connecting ideas

- Grammar: Discourse markers

- Client can organize and prioritize ideas.

<https://getsling.com/blog/how-to-be-organized-at-work/>

Comments/ Suggestions for next lesson:

Date/teacher: 09/02 Eka

Lesson 5: Rephrasing and explanations

- Grammar: Sequencers.
- Useful vocabulary: Synonyms and antonyms.

- Client is able to provide explanations and causes while rephrasing original statements.

<https://www.futurelearn.com/info/courses/english-for-study-intermediate/0/steps/35241>

Comments/ Suggestions for next lesson:

Date/teacher: 09/05 Eka

Lesson 6: Framing

- Grammar: Sentence starters.
- Vocabulary: Cause and effect words.

- Client is able to give cause and consequence with framing examples.

<https://www.hmhco.com/blog/sentence-frames-for-ell-students>

Comments/ Suggestions for next lesson:

Week 3 - Speaking concisely**Aims:** To properly communicate organized ideas without redundancies and repetitions.

TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
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Date/teacher: 09/08 Eka

Lesson 7: Avoiding redundant language

- Grammar: Synonyms and related words.

- Client is able to avoid redundant language when communicating.

<https://howtoapplyforgrants.com/continue/avoid-redundancy/>

Comments/ Suggestions for next lesson:

Date/teacher: 09/09 Eka

Lesson 8: Listing items in a single sentence

- Grammar: Parallel sentences.

- Client can communicate with complex statements.

<https://www.grammarly.com/blog/parallelism/>

Comments/ Suggestions for next lesson:

Date/teacher: 09/15 Eka

09/12 Eka (off curr)

Lesson 9: Summarizing

- Grammar: Relevant words identification strategies.

- Client is able to create summarized statements.

<https://serben.weebly.com/summarize.html>

Comments/ Suggestions for next lesson:

Week 4 - Elements of style**Aims:** To determine what tenses and expressions need to be used to correctly communicate.

TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
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Date/teacher: 9/19 Eka (review)
09/18 Eka

Lesson 10: Avoiding colloquialisms, contractions and cliches

- Grammar: Words, adjectives and adverbs order.

- Client is able to directly issue a statement in an adequate way.

 How to Avoid Colloquial...

Comments/ Suggestions for next lesson: 09/18.- Only Alex connected, he arrived 20 minutes late and he was taking the class on the buss

Date/teacher: 10/07 Eka
10/06 Eka
09/25 Eka
09/23 Eka (they need to review)
09/22 Eka (off curr)

Lesson 11: Using active vs passive voice

- Grammar: Active and passive voice

- Client is able to distinguish contexts that require active voice statements.

<https://www.youtube.com/watch?v=Bgdn5OLHIMU>

Comments/ Suggestions for next lesson:

Date/teacher: 10/13 Eka (review)
10/10 Eka

Lesson 12: Choosing the right tenses

Grammar: Present, past and future tenses review.

Client is able to use grammar tenses in a correct way.

<https://linguix.com/blog/how-to-choose-the-right-tense-thr-ee-practical-tips/>

Comments/ Suggestions for next lesson:

Week 5 - Project preparation + EVAL

Aims: To synthesize the course content in preparing an oral project.

TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
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Date/teacher: 14 Oct -Karelle

Lesson 13: Prepare a speech

- Review Lessons 1 to 9

Comments/ Suggestions for next lesson: We ended up reviewing statement of purpose - please repeat class

Date/teacher: Oct 17 Maja

Lesson 14: Give a speech

- Review Lessons 10 to 12

Comments/ Suggestions for next lesson:

Date/teacher: 10/21 Eka

Lesson 15: Final Eval

Comments/ Suggestions for next lesson:

End of course - Decompress

Negotiation - LESSON PLANNING

Student: Black Trust Group 4

Classes per week: 3

Position:

Level: B1+/B2

Curriculum:  B1+/B2 Negotiation curriculum

Current week: 6-8

Material for classes:

 Material - Negotiations

Decompress: June 16 Maja

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

TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
Week 1 - Listening for detail in Business conversations Aims: To be able to fully identify the adequate terms and words to present a professional business offer.			

Date/teacher: June 17 Maja

Lesson 1: Listen to a business pitch and identify keywords	- Grammar: imperative, sequencers - Vocabulary: Identifying keywords	Client is able to create their own business speech	https://piktochart.com/blog/business-pitch/
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Comments/ Suggestions for next lesson:

Date/teacher: 06/20 Eka

Lesson 2: Use your notes to create complete ideas	- Grammar: sentence structure, linking words - Vocabulary: ideas, key message, communication skills, clarify	Client is able to generate, express and discuss complete ideas	https://englishwithkim.com/express-ideas-clearly/
Comments/ Suggestions for next lesson:			

Date/teacher: 6/23			
Lesson 3: Explain and classify potential offers	- Grammar: present perfect - Vocabulary: Using negotiation vocabulary	Client is able to explain and classify potential offers.	https://hbr.org/2017/04/how-to-evaluate-accept-reject-or-negotiate-a-job-offer https://www.fluentu.com/blog/business-english/business-english-negotiation-phrases/
Comments/ Suggestions for next lesson:			

Week 2 - Finding Sellers Aims: To adequately identify leads as well as their needs.			
TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS

Date/teacher: 6/24 Maja			
Lesson 4: Find sellers (leads)	- Grammar: comparative and superlative - Vocabulary: irregular verbs	Client is able to identify the characteristics of a vendor.	https://www.businessenglishpod.com/2020/04/26/business-english-pod-357-english-for-purchasing-3-vendor-qualification/
Comments/ Suggestions for next lesson:			

Date/teacher: Ryan 6 /27			
Lesson 5: Identify needs	- Grammar: Conditionals review (all) - Vocabulary: customer, needs, wants, sale process, sales person	Client is able to identify and understand the needs of a customer.	https://www.businessenglishpod.com/2015/12/06/bep-280-english-for-sales-process-2-understanding-customer-needs/
Comments/ Suggestions for next lesson:			

Date/teacher: July 1 Maja

Lesson 6: Match the needs w/ target market - "finding a good fit"

- Grammar: present perfect continuous
- Vocabulary: Phrasal verbs , target market, strategy

- Client is able to identify and approach the target market

 How to identify my Tar...

Comments/ Suggestions for next lesson:

Week 3 - Connecting with sellers

Aims: To correctly evaluate leads quality and establish techniques for successfully connecting with them.

TOPIC & CONTENT

LANGUAGE FOCUS

PRODUCTION

MATERIALS / SKILLS

Date/teacher: July 3 Maja

Lesson 7: Identify and qualify ideas

- Grammar: past perfect and past perfect continuous
- Vocabulary: Vocabulary for ideas and relationships

- Client is able to identify and qualify leads

<https://www.thebalancesmb.com/marketing-sales-prospect-1794386#:~:text=A%20lead%20is%20an%20unqualified,your%20sales%20funnel%20or%20process.https://www.salesreadinessgroup.com/blog/five-types-of-sales-relationships>

Comments/ Suggestions for next lesson:

Date/teacher: July 4 Ryan

Lesson 8: Questions to establish the idea quality

- Grammar: wh questions present, past and future
- Vocabulary: Question forms

- Client is able to identify and measure the lead quality

<https://www.monsterinsights.com/how-to-measure-lead-quality/>

Comments/ Suggestions for next lesson:

Date/teacher: July 7 Maja

Lesson 9: Evaluating ideas and connecting with people

- Grammar: greetings and regards structure
- Vocabulary: Formal emails - connecting with leads

- Client is able to use proper strategies to evaluate and connect with leads

<https://www.linkedin.com/pulse/7-ways-you-need-connecting-your-best-leads-alexi-lambert-e-i-t->

Comments/ Suggestions for next lesson:

Week 4 - Making a pitch

Aims: To define and practice useful and key expressions in your own sales pitch.

TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
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Date/teacher: July 8 Maja

Lesson 10: Identifying who your target is and what you can offer	- Grammar: possessive adjectives and pronouns - Vocabulary: marketing phrasal verbs	Client is able to describe and identify their target	https://www.inc.com/guides/2010/06/defining-your-target-market.html
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Comments/ Suggestions for next lesson:

Date/teacher: July 11 Ryan

Lesson 11: Creating the English version of your sales pitch	- Grammar: linking words - Vocabulary: Useful expressions for a pitch	Client creates the english version of their sales pitch	https://www.saleshandy.com/blog/15-words-power-sales-pitch/
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Comments/ Suggestions for next lesson:

Date/teacher: July 14 Maja

Lesson 12: Getting the sale (role play + feedback)	- Grammar: Selecting the correct tense to use. - Vocabulary: Discourse markers	Client is able to close the sale properly.	https://www.resourcefulselling.com/closing-the-sale/
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Comments/ Suggestions for next lesson:

Week 5 - Negotiating a deal

Aims: To identify expected numbers during the negotiation process and make them clear for both parts.

TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
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Date/teacher: 7/15 Maja

Lesson 13: Discussing Revenue, Budget, Product

- Grammar: Comparatives and superlatives.
- Vocabulary: Finances.

- Clients learn useful expressions, talking about numbers

<https://www.indeed.com/career-advice/career-development/revenue-definition>

Comments/ Suggestions for next lesson:

Date/teacher: 7/18 Ryan

Lesson 14: Expectations and meeting them

- Grammar: Future tense.
- Vocabulary: Will vs would. Goals.

- Clients set expectations to work using will/would.

<https://www.forbes.com/sites/forbescoachescouncil/2019/11/26/14-ways-to-effectively-set-expectations-with-your-employees/?sh=408f5ac06a20>

Comments/ Suggestions for next lesson:

Date/teacher: 7/21 Maja

Lesson 15: Clarifying Service level Agreements / Settling

- Grammar: Adverbs of degree.
- Vocabulary: SLA

- Client understands SLA to create common understanding with provider

<https://meetlogistics.com/cadena-suministro/service-level-agreements/>

Comments/ Suggestions for next lesson:

Week 6 - Clarifying details

Aims: To clearly understand the negotiation process and identify each of its stages.

TOPIC & CONTENT

LANGUAGE FOCUS

PRODUCTION

MATERIALS / SKILLS

Date/teacher: 07/22 Eka

Lesson 16: Negotiations expectations and timelines

- Grammar: Prepositions of time, agendas.
- Vocabulary:

- Client sets a considerable timeline for expectations.

<https://www.whizlabs.com/blog/how-to-negotiate-for-timelines-and-schedule-of-a-project/>

Comments/ Suggestions for next lesson:

Date/teacher: July 25 Ryan

Lesson 17: Walking someone through an agreement

- Grammar: Conditionals.
- Vocabulary: Deal agreements

- Client is able to carefully explain the points of an agreement with a vendor.

<https://ironcladapp.com/journal/contract-process/contract-negotiation/>

Comments/ Suggestions for next lesson:

Date/teacher: Aug 4 Maja

Lesson 18: Identifying what to ask and what not to ask (framing)

- Grammar: W/H Questions, Modals.
- Vocabulary: Can, could, might, may, should, must.

- Client is able to identify the best questions to close a deal, meeting, or event.

<https://www.pon.harvard.edu/daily/negotiation-skills-daily/ask-better-questions-in-negotiation-nb/>

Comments/ Suggestions for next lesson:

Week 7 - Closing the deal

Aims: To correctly manage the best strategies to close and follow up deals.

TOPIC & CONTENT

LANGUAGE FOCUS

PRODUCTION

MATERIALS / SKILLS

Date/teacher: 08/05 Eka

Lesson 19: Analysing and closing the deal strategies and when to use each

- Grammar: cause and effect
- Vocabulary: negotiation step

- Clients discuss and detail different negotiation strategies

<https://www.vistage.com/research-center/business-growth-strategy/six-successful-strategies-for-negotiation/>

Comments/ Suggestions for next lesson:

Date/teacher: 08/08 Eka

Lesson 20: Closing the deal scenarios

- Grammar: Third conditional.
- Vocabulary: Could, would.

- Client is able to close a deal successfully.

<https://www.efficacy.com/techniques-close-deals/>

Comments/ Suggestions for next lesson:

Date/teacher: Aug 11 Maja

Lesson 21: Follow-up on a deal

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

- Client is able to follow up past discussion deals and close them.

<https://www.pipedrive.com/en/blog/sales-follow-up-email-templates>

Comments/ Suggestions for next lesson:

Week 8 - Evaluation preparation

Aims: General review

TOPIC & CONTENT

LANGUAGE FOCUS

PRODUCTION

MATERIALS / SKILLS

Date/teacher: 08/12 Eka

Lesson 22: Evaluation prep

- Content from week 1-3

Comments/ Suggestions for next lesson:

Date/teacher: 08/15 Eka

Lesson 23: Evaluation prep

- Content from week 4-5

Comments/ Suggestions for next lesson:

Date/teacher: 8/18 Maja

Lesson 24: Evaluation prep

- Content from week 6-7

Client's comments about evaluation/next curriculum:

Lesson 25: Final speaking evaluation -

Date/consultant: 08/19 Eka

Observations:

Next curriculum (learner's path):

B1+ Presentations/Meetings LESSON PLANNING

Student: Black Trust Group 4

Classes per week: 3

Position:

Level: B1+

Curriculum:  B1+ Presentations/Meetings Curriculum

Current week: 1-8

Material for classes:

 Presentations/Meetings Material

1. Martha Lizbeth Valencia Lopez - B1+
2. Cecilia Alejandra Anastasio Jimenez - B1+/B2
3. Orquídea de María Cobos Nava - B1+
4. Oscar Yamel Picazo - B2
5. Alejandro González Velázquez - B1+
6. Christian Gonzalez - B1+
7. Agustín Torres - B2
8. Anastasio Jimenez Cecilia Alejandra B1+/B2

Topic 1 - Projects

Aims: Describing current projects you are involved in, your deliverables, people involved as well as past and future project your department is looking forward to initiating.

TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
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Date/teacher: April 21 Maja

Lesson 1: Projects and deliverables	• Present Perfect Simple and Continuous • Projects and deliverables	• Describe your current projects, deliverables and goals	50 common business idioms http://www.blairenglish.com/exercises/projects/exercises/projectessentials/projectessentials.html
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Comments/ Suggestions for next lesson:

Date/teacher: April 22 Maja

Lesson 2: Staffing a project	• Adjectives and Adverbs • Staffing	• Discuss the people involved in your projects	https://linkstaffing.com/resources/a-guide-to-recruitment-and-staffing-terms/
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Comments/ Suggestions for next lesson:

Date/teacher: april 25 Maja

Lesson 3: Past and future projects

- Past tenses - simple and continuous
- Future tenses

- Explain and discuss your past and future projects

<https://www.youtube.com/watch?v=d0wV9EC3t14>

Comments/ Suggestions for next lesson:

Topic 2 - The concept of presentations

Aims: Describe the components of a presentation, starting and ending a presentation and explaining the outline of a presentation

TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
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Date/teacher: 28 april - Camille

Lesson 4: Components of a presentation

- Presentation etiquette
- Sequencers

- Describe the components of a presentation

[English Presentations | Presenting in English](#)

Comments/ Suggestions for next lesson:

Date/teacher: 29 April Ryan

Lesson 5: Starting and ending a presentation

- Intonation & tone
- Useful phrases

- How to start & end a presentation

[How to start a presentation](#)

[Business English Presentations- Roleplays & Phrases - ESL Lesson Plans](#)

<https://mannerofspeaking.org/2019/05/12/transitions-in-a-speech-or-presentation/>

Comments/ Suggestions for next lesson:

Date/teacher: May 2 Maja

Lesson 6: Introduction	- Phrasal verbs in meeting setting - Vocab for starting a presentation	Explain what you cover in your presentations	Intonation & Stress in Public Speaking: Definition & Examples - Video & Lesson Transcript IELTS Life Skills B1 Listening test 11 (British settlement and citizenship)
Comments/ Suggestions for next lesson:			

Topic 3 - Presentation interactions			
Aims: Keeping the attention during a presentation, asking and answering questions on what you hear			
TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS

Date/teacher: May 5 Maja			
Lesson 7: Components of a presentation	- Phrases to command an audience - IF and UNLESS	How to keep the focus on topic during a presentation.	30 phrasal verbs often used in business small talk and meetings 30 useful phrases for presentations in English The 6 Components of a Great Presentation
Comments/ Suggestions for next lesson:			

Date/teacher: May 6 Maja			
Lesson 8: Questions	Question formation	Discuss possible follow up questions of your presentation	Vocabulary and Phrases for Making Presentations in English http://worldwidefrontier.com/2018/02/grammar-tip-b2-making-questions-easy-way/
Comments/ Suggestions for next lesson:			

Date/teacher: May 9 Maja

Lesson 9: Answers

- Answering strategies
- Useful phrases
- Answer follow up questions about your presentation

[Transcript of "How to speak so that people want to listen"](#)

Comments/ Suggestions for next lesson:

Topic 4 - Sharing information

Aims: Give your opinion (agree/disagree) on what has been said during the last meeting, give ideas or input during meeting and clarify complex situations for outsiders

TOPIC & CONTENT

LANGUAGE FOCUS

PRODUCTION

MATERIALS / SKILLS

Date/teacher: May 12 maja

Lesson 10: Giving your opinion

- Modals (should, must, could, might)
- Agreeing and disagreeing
- Give opinion/ agree/disagree on what has been said during the last meeting

[Modal verbs 4 – Requests, offers, permission and invitations: ESL/EFL Lesson Plan and Worksheet](#)

Comments/ Suggestions for next lesson:

Date/teacher: 05/13 Eka

Lesson 11: Sharing ideas

- Pitching - conditionals
- Expressing opinions
- Pitching ideas and sharing opinions

[11 Steps to a Perfect Startup Pitch: Expert Insights From Bianca Praetorius](#)

Comments/ Suggestions for next lesson:

Date/teacher: May 16 Maja

Lesson 12: Clarifying

- Discourse markers
- Tag questions
- Clarify complex situations for outsiders

<https://www.youtube.com/watch?v=kEAjrjqACDs>

[Discourse markers | Learning English](#)

Comments/ Suggestions for next lesson:

Topic 5 - 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
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Date/teacher: 5/19 Maja

Lesson 13: Meeting components	- Meeting components and strategies - Conditionals	Discuss meeting components and strategies	12 Useful Phrasal Verbs for Business Meetings - Impactfulenglish.com
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Comments/ Suggestions for next lesson:

Date/teacher: May 20 Maja

Lesson 14: Leading a meeting	- Starting and finishing a meeting - Leadership strategies	Leading a successful meeting from start to finish	Business Etiquette Basics (INTERMEDIATE (B1) - UPPER-INTERMEDIATE (B2)) — Fluentize
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Comments/ Suggestions for next lesson:

Date/teacher: May 23 maja

Lesson 15: Participating in meetings	- Interrupting politely - Expressing your opinion - Asking for clarification - Changing the topic	Effectively participating in a meeting	Technical Presentation Workbook: Winning Strategies for Effective Public Speaking
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Comments/ Suggestions for next lesson:

Topic 6 - Emails

Aims: Defining the differences between formal & informal emails, sending an email requesting, or rescheduling a meeting, and with the minutes of your last meeting

TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
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Date/teacher: May 26 Maja

Lesson 16: Formal and informal emails

- Formal and informal expressions for emails
- Business email structure

- Draft formal & informal emails

<http://english.teamdev.com/resources/useful-phrases>

<https://learnenglish.britishcouncil.org/business-english/english-for-emails/unit-4-starting-and-finishing-emails>

Comments/ Suggestions for next lesson:

Date/teacher: May 27 Maja

Lesson 17: Requesting or rescheduling a meeting

- Modals for offers/requests
- Apologizing

- Schedule and reschedule meetings

<https://learnenglish.britishcouncil.org/grammar/intermediate-grammar/can-could-would-invitations-offers-requests-permission>

Comments/ Suggestions for next lesson:

Date/teacher: June 2, 25/Tere

Lesson 18: Meeting minutes

- Summarizing/being concise
- Discourse markers

- Send a summary of your meeting to your team members/boss

<https://corporatefinanceinstitute.com/resources/knowledge/other/meeting-minutes/>

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: 06/03 Eka

Lesson 19: Reporting numbers

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

- Discuss and report on numbers, percentages and trends

<https://preply.com/en/blog/charts-graphs-and-diagrams-in-the-presentation/#scroll-to-heading-5>

Comments/ Suggestions for next lesson:

Date/teacher: 6/6 Ryan

Lesson 20: Charts and graphs

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

- Discuss and report on visuals

<https://academic-englishuk.com/describing-graphs/>

Comments/ Suggestions for next lesson:

Date/teacher: 9/6 Maja

Lesson 21: Reports

- Passive voice
- Writing skills / reports

- Draft a report on your project/presentation/meeting

<https://edu.gcfglobal.org/en/business-communication/how-to-write-a-powerful-business-report/1/>

Comments/ Suggestions for next lesson:

Week 8 - Review week: Project preparation

TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
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Date/teacher: June 10 Maja

Lesson 22: Review

- Prepare a presentation on a current project

Comments/ Suggestions for next lesson:

Date/teacher: SKIPPING - eval next class

Lesson 23: Review

- Question answering techniques

Comments/ Suggestions for next lesson:

Date/teacher: skipping - eval next class

Lesson 24: Review

- Reporting on presentations/meetings

Comments/ Suggestions for next lesson:

Lesson 25: Final speaking evaluation -present your project, answer questions about your presentation and draft an email to report to your manager on the presentation meeting

Date/consultant: June 13 Camille

Observations:

Next curriculum (learner's path):

PROJECT MANAGEMENT LESSON PLANNING

Student: Black Trust Group 4

Classes per week: 3

Position:

Level: B1

Curriculum: [B1 Project Management Curriculum](#)

1. Martha Lizbeth Valencia Lopez (B1/B1+)
2. Cecilia Alejandra Anastasio Jimenez (B1+)
3. Orquídea de María Cobos Nava (B1/B1+)
4. Oscar Yamel Picazo (B1+/B2)
5. Alejandro González Velázquez (B1/B1+)
6. Christian Gonzalez (B1/B1+)
7. Agustin Torres (B1+/B2)

Decompress: April 16 Maja

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: Feb 16 Maja

Lesson 1: Introduce yourself & describe your position

- Grammar: Present tense / Sentence structure with conjunctions
- Vocabulary: Action verbs

- Clients introduce themselves and describe their job

[What is project management? \(video\)](#)

	necessary for the position		
Comments/ Suggestions for next lesson:			
Date/teacher: Feb 17 Maja			
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: Feb 21 Maja			
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: feb 24 Maja			
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: Feb 25 Maja			
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: Feb 28 Maja			
Lesson 6: Explain the relation	Grammar: Modal verbs	Clients talks about the	Modal verbs exercises

with suppliers & clients	(possibilities & requests) - Vocabulary: work relationships	relationships at work	
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: Mar 3 Maja			
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: Mar 4 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: Mar 7 Maja			
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: Mar 10			
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: Mar 11			
Lesson 11: Explain who is responsible for what or in charge of	- Grammar: verb + Prepositions/ gerunds and infinitives - Vocabulary:	Client details the departments in their company and their duties	Draw the setup of your company

	departments		
Comments/ Suggestions for next lesson:			
Date/teacher: Mar 14			
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: Mar 18 Maja			
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: Mar 21 Maja			
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: Mar 24 Maja			
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 25 Maja			
Lesson 16: Minimum vs preferred qualities (write a	Grammar: passive voice, Royal order of adjectives	Client details and describes a job vacancy	Job Description Vocabulary

vacancy)	- Skills: writing - Vocabulary: skills hard and soft		Job Description Template
Comments/ Suggestions for next lesson:			
Date/teacher: March 28 Maja			
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: March 31 Maja			
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 1 st Maja			
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 4th Maja			
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 7 Maja			
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 8 Maja			
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 11 Maja April 11 recovery class karen			
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 12 Maja			
Lesson 24: Evaluation prep	Content from week 6-7	Explain the KPIs of your project	
Comments/ Suggestions for next lesson:			
Lesson 25: Final eval	April 15 Maja		
Client's comments about evaluation/next curriculum: B1+ Intermediate Business			

MCL ORAL EXPRESSION - LESSON PLANNING
Student: Black Trust Group 4 Classes per week: 3 Position: Level: Curriculum:  Masterclass Oral Expression skills - 1p summary Current week: 5-5

Week 1 - Sounding natural Aims: To be able to communicate in a natural, articulated and professional way in English.			
TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS

- **Decompress: 08/22 Eka**

Date/teacher: 8/25 Maja			
Lesson 1: Pronunciation	Grammar: Pronunciation of vowels and consonants.	Client is able to correctly pronounce the letters of the English alphabet as well as business terms.	 English Pronunciation T...
Comments/ Suggestions for next lesson:			

Date/teacher: 08/26 Eka

Lesson 2: Tone and pitch

- Grammar: Flow of words and sentences
- Client is able to use the correct intonation in affirmative, negative and interrogative statements.

 English Lesson The Five ...

Comments/ Suggestions for next lesson:

Date/teacher: 08/29 Eka

Lesson 3: Controlling speed and pauses

- Grammar: Intonation in sentences and questions
- Useful fillers - Discourse markers
- Client can control his oral speed and pauses.

<https://www.linkedin.com/advice/0/how-can-you-use-pauses-pacing-control-flow-zlj8c>

Comments/ Suggestions for next lesson:

Week 2 - Articulating and connecting ideas

Aims: To properly transmit concrete ideas in a professional way.

TOPIC & CONTENT

LANGUAGE FOCUS

PRODUCTION

MATERIALS / SKILLS

Date/teacher: 09/01 Eka

Lesson 4: Organizing and connecting ideas

- Grammar: Discourse markers
- Client can organize and prioritize ideas.

<https://getsling.com/blog/how-to-be-organized-at-work/>

Comments/ Suggestions for next lesson:

Date/teacher: 09/02 Eka

Lesson 5: Rephrasing and explanations

- Grammar: Sequencers.
- Useful vocabulary: Synonyms and antonyms.
- Client is able to provide explanations and causes while rephrasing original statements.

<https://www.futurelearn.com/info/courses/english-for-study-intermediate/0/steps/35241>

Comments/ Suggestions for next lesson:

Date/teacher: 09/05 Eka

Lesson 6: Framing

- Grammar: Sentence starters.
- Vocabulary: Cause and effect words.
- Client is able to give cause and consequence with framing examples.

<https://www.hmhco.com/blog/sentence-frames-for-ell-students>

Comments/ Suggestions for next lesson:

Week 3 - Speaking concisely

Aims: To properly communicate organized ideas without redundancies and repetitions.

TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
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Date/teacher: 09/08 Eka

Lesson 7: Avoiding redundant language

- Grammar: Synonyms and related words.
- Client is able to avoid redundant language when communicating.

<https://howtoapplyforgrants.com/continue/avoid-redundancy/>

Comments/ Suggestions for next lesson:

Date/teacher: 09/09 Eka

Lesson 8: Listing items in a single sentence

- Grammar: Parallel sentences.
- Client can communicate with complex statements.

<https://www.grammarly.com/blog/parallelism/>

Comments/ Suggestions for next lesson:

Date/teacher: 09/15 Eka

09/12 Eka (off curr)

Lesson 9: Summarizing

- Grammar: Relevant words identification strategies.
- Client is able to create summarized statements.

<https://serben.weebly.com/summarize.html>

Comments/ Suggestions for next lesson:

Week 4 - Elements of style

Aims: To determine what tenses and expressions need to be used to correctly communicate.

TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
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Date/teacher: 9/19 Eka (review)
09/18 Eka

Lesson 10: Avoiding colloquialisms, contractions and cliches

- Grammar: Words, adjectives and adverbs order.

- Client is able to directly issue a statement in an adequate way.

 How to Avoid Colloquial...

Comments/ Suggestions for next lesson: 09/18.- Only Alex connected, he arrived 20 minutes late and he was taking the class on the buss

Date/teacher: 10/07 Eka
10/06 Eka
09/25 Eka
09/23 Eka (they need to review)
09/22 Eka (off curr)

Lesson 11: Using active vs passive voice

- Grammar: Active and passive voice

- Client is able to distinguish contexts that require active voice statements.

<https://www.youtube.com/watch?v=Bgdn5OLHIMU>

Comments/ Suggestions for next lesson:

Date/teacher: 10/13 Eka (review)
10/10 Eka

Lesson 12: Choosing the right tenses

Grammar: Present, past and future tenses review.

Client is able to use grammar tenses in a correct way.

<https://linguix.com/blog/how-to-choose-the-right-tense-three-practical-tips/>

Comments/ Suggestions for next lesson:

Week 5 - Project preparation + EVAL

Aims: To synthesize the course content in preparing an oral project.

TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
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Date/teacher: 14 Oct -Karelle

Lesson 13: Prepare a speech

- Review Lessons 1 to 9

Comments/ Suggestions for next lesson: We ended up reviewing statement of purpose - please repeat class

Date/teacher: Oct 17 Maja

Lesson 14: Give a speech

- Review Lessons 10 to 12

Comments/ Suggestions for next lesson:

Date/teacher: 10/21 Eka

Lesson 15: Final Eval

Comments/ Suggestions for next lesson:

End of course - Decompress

Negotiation - LESSON PLANNING

Student: Black Trust Group 4

Classes per week: 3

Position:

Level: B1+/B2

Curriculum:  B1+/B2 Negotiation curriculum

Current week: 6-8

Material for classes:

 Material - Negotiations

Decompress: June 16 Maja

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

TOPIC & CONTENT

LANGUAGE FOCUS

PRODUCTION

MATERIALS / SKILLS

Week 1 - Listening for detail in Business conversations

Aims: To be able to fully identify the adequate terms and words to present a professional business offer.

Date/teacher: June 17 Maja

Lesson 1: Listen to a business pitch and identity keywords	- Grammar: imperative, sequencers - Vocabulary: Identifying keywords	Client is able to create their own business speech	https://piktochart.com/blog/business-pitch/
Comments/ Suggestions for next lesson:			

Date/teacher: 06/20 Eka			
Lesson 2: Use your notes to create complete ideas	- Grammar: sentence structure, linking words - Vocabulary: ideas, key message, communication skills, clarify	Client is able to generate, express and discuss complete ideas	https://englishwithkim.com/express-ideas-clearly/
Comments/ Suggestions for next lesson:			

Date/teacher: 6/23			
Lesson 3: Explain and classify potential offers	- Grammar: present perfect - Vocabulary: Using negotiation vocabulary	Client is able to explain and classify potential offers.	https://hbr.org/2017/04/how-to-evaluate-accept-reject-or-negotiate-a-job-offer https://www.fluentu.com/blog/business-english/business-english-negotiation-phrases/
Comments/ Suggestions for next lesson:			

Week 2 - Finding Sellers Aims: To adequately identify leads as well as their needs.			
TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS

Date/teacher: 6/24 Maja			
Lesson 4: Find sellers (leads)	- Grammar: comparative and superlative - Vocabulary: irregular verbs	Client is able to identify the characteristics of a vendor.	https://www.businessenglishpod.com/2020/04/26/business-english-pod-357-english-for-purchasing-3-vendor-qualification/
Comments/ Suggestions for next lesson:			

Date/teacher: Ryan 6 /27

Lesson 5: Identify needs

- Grammar: Conditionals review (all)
- Vocabulary: customer, needs, wants, sale process, sales person

- Client is able to identify and understand the needs of a customer.

<https://www.businessenglishpod.com/2015/12/06/bep-280-english-for-sales-process-2-understanding-customer-needs/>

Comments/ Suggestions for next lesson:

Date/teacher: July 1 Maja

Lesson 6: Match the needs w/ target market - "finding a good fit

- Grammar: present perfect continuous
- Vocabulary: Phrasal verbs , target market, strategy

- Client is able to identify and approach the target market

 How to identify my Tar...

Comments/ Suggestions for next lesson:

Week 3 - Connecting with sellers

Aims: To correctly evaluate leads quality and establish techniques for successfully connecting with them.

TOPIC & CONTENT

LANGUAGE FOCUS

PRODUCTION

MATERIALS / SKILLS

Date/teacher: July 3 Maja

Lesson 7: Identify and qualify ideas

- Grammar: past perfect and past perfect continuous
- Vocabulary: Vocabulary for ideas and relationships

- Client is able to identify and qualify leads

<https://www.thebalancesmb.com/marketing-sales-prospect-1794386#:~:text=A%20lead%20is%20an%20unqualified,your%20sales%20funnel%20or%20process.>
<https://www.salesreadinessgroup.com/blog/five-types-of-sales-relationships>

Comments/ Suggestions for next lesson:

Date/teacher: July 4 Ryan

Lesson 8: Questions to establish the idea quality

- Grammar: wh questions present, past and future
- Vocabulary: Question forms

- Client is able to identify and measure the lead quality

<https://www.monsterinsights.com/how-to-measure-lead-quality/>

Comments/ Suggestions for next lesson:

Date/teacher: July 7 Maja

Lesson 9: Evaluating ideas and connecting with people

- Grammar: greetings and regards structure
- Vocabulary: Formal emails - connecting with leads

- Client is able to use proper strategies to evaluate and connect with leads

<https://www.linkedin.com/pulse/7-ways-you-need-connecting-your-best-leads-alexi-lambert-e-i-t->

Comments/ Suggestions for next lesson:

Week 4 - Making a pitch

Aims: To define and practice useful and key expressions in your own sales pitch.

TOPIC & CONTENT

LANGUAGE FOCUS

PRODUCTION

MATERIALS / SKILLS

Date/teacher: July 8 Maja

Lesson 10: Identifying who your target is and what you can offer

- Grammar: possessive adjectives and pronouns
- Vocabulary: marketing phrasal verbs

- Client is able to describe and identify their target

<https://www.inc.com/guides/2010/06/defining-your-target-market.html>

Comments/ Suggestions for next lesson:

Date/teacher: July 11 Ryan

Lesson 11: Creating the English version of your sales pitch

- Grammar: linking words
- Vocabulary: Useful expressions for a pitch

- Client creates the english version of their sales pitch

<https://www.saleshandy.com/blog/15-words-power-sales-pitch/>

Comments/ Suggestions for next lesson:

Date/teacher: July 14 Maja

Lesson 12: Getting the sale (role play + feedback)

- Grammar: Selecting the correct tense to use.
- Vocabulary: Discourse markers

- Client is able to close the sale properly.

<https://www.resourcefulselling.com/closing-the-sale/>

Comments/ Suggestions for next lesson:

Week 5 - Negotiating a deal**Aims:** To identify expected numbers during the negotiation process and make them clear for both parts.

TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
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Date/teacher: 7/15 Maja

Lesson 13: Discussing Revenue, Budget, Product

- Grammar: Comparatives and superlatives.
- Vocabulary: Finances.

- Clients learn useful expressions, talking about numbers

<https://www.indeed.com/career-advice/career-development/revenue-definition>

Comments/ Suggestions for next lesson:

Date/teacher: 7/18 Ryan

Lesson 14: Expectations and meeting them

- Grammar: Future tense.
- Vocabulary: Will vs would. Goals.

- Clients set expectations to work using will/would.

<https://www.forbes.com/sites/forbescoachescouncil/2019/11/26/14-ways-to-effectively-set-expectations-with-your-employees/?sh=408f5ac06a20>

Comments/ Suggestions for next lesson:

Date/teacher: 7/21 Maja

Lesson 15: Clarifying Service level Agreements / Settling

- Grammar: Adverbs of degree.
- Vocabulary: SLA

- Client understands SLA to create common understanding with provider

<https://meetlogistics.com/cadena-suministro/service-level-agreements/>

Comments/ Suggestions for next lesson:

Week 6 - Clarifying details**Aims:** To clearly understand the negotiation process and identify each of its stages.

TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
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Date/teacher: 07/22 Eka

Lesson 16: Negotiations expectations and timelines

- Grammar: Prepositions of time, agendas.
- Vocabulary:

- Client sets a considerable timeline for expectations.

<https://www.whizlabs.com/blog/how-to-negotiate-for-timelines-and-schedule-of-a-project/>

Comments/ Suggestions for next lesson:

Date/teacher: July 25 Ryan

Lesson 17: Walking someone through an agreement

- Grammar: Conditionals.
- Vocabulary: Deal agreements

- Client is able to carefully explain the points of an agreement with a vendor.

<https://ironcladapp.com/journal/contract-process/contract-negotiation/>

Comments/ Suggestions for next lesson:

Date/teacher: Aug 4 Maja

Lesson 18: Identifying what to ask and what not to ask (framing)

- Grammar: W/H Questions, Modals.
- Vocabulary: Can, could, might, may, should, must.

- Client is able to identify the best questions to close a deal, meeting, or event.

<https://www.pon.harvard.edu/daily/negotiation-skills-daily/ask-better-questions-in-negotiation-nb/>

Comments/ Suggestions for next lesson:

Week 7 - Closing the deal

Aims: To correctly manage the best strategies to close and follow up deals.

TOPIC & CONTENT

LANGUAGE FOCUS

PRODUCTION

MATERIALS / SKILLS

Date/teacher: 08/05 Eka

Lesson 19: Analysing and closing the deal strategies and when to use each

- Grammar: cause and effect
- Vocabulary: negotiation step

- Clients discuss and detail different negotiation strategies

<https://www.vistage.com/research-center/business-growth-strategy/six-successful-strategies-for-negotiation/>

Comments/ Suggestions for next lesson:

Date/teacher: 08/08 Eka

Lesson 20: Closing the deal scenarios

- Grammar: Third conditional.
- Vocabulary: Could, would.

- Client is able to close a deal successfully.

<https://www.efficacy.com/techniques-close-deals/>

Comments/ Suggestions for next lesson:

Date/teacher: Aug 11 Maja

Lesson 21: Follow-up on a deal

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

- Client is able to follow up past discussion deals and close them.

<https://www.pipedrive.com/en/blog/sales-follow-up-email-templates>

Comments/ Suggestions for next lesson:

Week 8 - Evaluation preparation

Aims: General review

TOPIC & CONTENT

LANGUAGE FOCUS

PRODUCTION

MATERIALS / SKILLS

Date/teacher: 08/12 Eka

Lesson 22: Evaluation prep

- Content from week 1-3

Comments/ Suggestions for next lesson:

Date/teacher: 08/15 Eka

Lesson 23: Evaluation prep

- Content from week 4-5

Comments/ Suggestions for next lesson:

Date/teacher: 8/18 Maja

Lesson 24: Evaluation prep

- Content from week 6-7

Client's comments about evaluation/next curriculum:

Lesson 25: Final speaking evaluation -

Date/consultant: 08/19 Eka

Observations:

Next curriculum (learner's path):

B1+ Presentations/Meetings LESSON PLANNING

Student: Black Trust Group 4

Classes per week: 3

Position:

Level: B1+

Curriculum:  B1+ Presentations/Meetings Curriculum

Current week: 1-8

Material for classes:

 Presentations/Meetings Material

9. Martha Lizbeth Valencia Lopez - B1+
10. Cecilia Alejandra Anastasio Jimenez - B1+/B2
11. Orquídea de María Cobos Nava - B1+
12. Oscar Yamel Picazo - B2
13. Alejandro González Velázquez - B1+
14. Christian Gonzalez - B1+
15. Agustín Torres - B2
16. Anastasio Jimenez Cecilia Alejandra B1+/B2

Topic 1 - Projects

Aims: Describing current projects you are involved in, your deliverables, people involved as well as past and future project your department is looking forward to initiating.

TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
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Date/teacher: April 21 Maja

Lesson 1: Projects and deliverables	• Present Perfect Simple and Continuous • Projects and deliverables	• Describe your current projects, deliverables and goals	50 common business idioms http://www.blairenglish.com/exercises/projects/exercises/projectessentials/projectessentials.html
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Comments/ Suggestions for next lesson:

Date/teacher: April 22 Maja

Lesson 2: Staffing a project

- Adjectives and Adverbs
- Staffing

- Discuss the people involved in your projects

<https://linkstaffing.com/resources/a-guide-to-recruitment-and-staffing-terms/>

Comments/ Suggestions for next lesson:

Date/teacher: april 25 Maja

Lesson 3: Past and future projects

- Past tenses - simple and continuous
- Future tenses

- Explain and discuss your past and future projects

<https://www.youtube.com/watch?v=d0wV9EC3t14>

Comments/ Suggestions for next lesson:

Topic 2 - The concept of presentations

Aims: Describe the components of a presentation, starting and ending a presentation and explaining the outline of a presentation

TOPIC & CONTENT

LANGUAGE FOCUS

PRODUCTION

MATERIALS / SKILLS

Date/teacher: 28 april - Camille

Lesson 4: Components of a presentation

- Presentation etiquette
- Sequencers

- Describe the components of a presentation

[English Presentations | Presenting in English](#)

Comments/ Suggestions for next lesson:

Date/teacher: 29 April Ryan

Lesson 5: Starting and ending a presentation

- Intonation & tone
- Useful phrases

- How to start & end a presentation

[How to start a presentation](#)
[Business English Presentations- Roleplays & Phrases - ESL Lesson Plans](#)

			https://mannerofspeaking.org/2019/05/12/transitions-in-a-speech-or-presentation/
Comments/ Suggestions for next lesson:			

Date/teacher: May 2 Maja			
Lesson 6: Introduction	- Phrasal verbs in meeting setting - Vocab for starting a presentation	Explain what you cover in your presentations	Intonation & Stress in Public Speaking: Definition & Examples - Video & Lesson Transcript IELTS Life Skills B1 Listening test 11 (British settlement and citizenship)
Comments/ Suggestions for next lesson:			

Topic 3 - Presentation interactions			
Aims: Keeping the attention during a presentation, asking and answering questions on what you hear			
TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS

Date/teacher: May 5 Maja			
Lesson 7: Components of a presentation	- Phrases to command an audience - IF and UNLESS	How to keep the focus on topic during a presentation.	30 phrasal verbs often used in business small talk and meetings 30 useful phrases for presentations in English The 6 Components of a Great Presentation
Comments/ Suggestions for next lesson:			

Date/teacher: May 6 Maja			
Lesson 8: Questions	Question formation	Discuss possible follow up questions of your presentation	Vocabulary and Phrases for Making Presentations in English

			http://worldwidefrontier.com/2018/02/grammar-tip-b2-making-questions-easy-way/
Comments/ Suggestions for next lesson:			

Date/teacher: May 9 Maja			
Lesson 9: Answers	• Answering strategies • Useful phrases	• Answer follow up questions about your presentation	Transcript of "How to speak so that people want to listen"
Comments/ Suggestions for next lesson:			

Topic 4 - Sharing information Aims: Give your opinion (agree/disagree) on what has been said during the last meeting, give ideas or input during meeting and clarify complex situations for outstanders			
TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS

Date/teacher: May 12 maja			
Lesson 10: Giving your opinion	• Modals (should, must, could, might) • Agreeing and disagreeing	• Give opinion/ agree/disagree on what has been said during the last meeting	Modal verbs 4 – Requests, offers, permission and invitations: ESL/EFL Lesson Plan and Worksheet
Comments/ Suggestions for next lesson:			

Date/teacher: 05/13 Eka			
Lesson 11: Sharing ideas	• Pitching - conditionals • Expressing opinions	• Pitching ideas and sharing opinions	11 Steps to a Perfect Startup Pitch: Expert Insights From Bianca Praetorius
Comments/ Suggestions for next lesson:			

Date/teacher: May 16 Maja			
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Lesson 12: Clarifying	• Discourse markers • Tag questions	• Clarify complex situations for outstanders	https://www.youtube.com/watch?v=kEAjrjgACDs Discourse markers Learning English
Comments/ Suggestions for next lesson:			

Topic 5 - 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
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Date/teacher: 5/19 Maja

Lesson 13: Meeting components	• Meeting components and strategies • Conditionals	• Discuss meeting components and strategies	12 Useful Phrasal Verbs for Business Meetings - Impactfulenglish.com
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Comments/ Suggestions for next lesson:

Date/teacher: May 20 Maja

Lesson 14: Leading a meeting	• Starting and finishing a meeting • Leadership strategies	• Leading a successful meeting from start to finish	Business Etiquette Basics (INTERMEDIATE (B1) - UPPER-INTERMEDIATE (B2)) — Fluentize
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Comments/ Suggestions for next lesson:

Date/teacher: May 23 maja

Lesson 15: Participating in meetings	• Interrupting politely • Expressing your opinion • Asking for clarification • Changing the topic	• Effectively participating in a meeting	Technical Presentation Workbook: Winning Strategies for Effective Public Speaking
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Comments/ Suggestions for next lesson:

Topic 6 - Emails

Aims: Defining the differences between formal & informal emails, sending an email requesting, or rescheduling a meeting, and with the minutes of your last meeting

TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
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Date/teacher: May 26 Maja

Lesson 16: Formal and informal emails	- Formal and informal expressions for emails - Business email structure	Draft formal & informal emails	http://english.teamdev.com/resources/useful-phrases https://learnenglish.britishcouncil.org/business-english/english-for-emails/unit-4-starting-and-finishing-emails
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Comments/ Suggestions for next lesson:

Date/teacher: May 27 Maja

Lesson 17: Requesting or rescheduling a meeting	- Modals for offers/requests - Apologizing	Schedule and reschedule meetings	https://learnenglishteens.britishcouncil.org/grammar/intermediate-grammar/can-could-would-invitations-offers-requests-permission
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Comments/ Suggestions for next lesson:

Date/teacher: June 2, 25/Tere

Lesson 18: Meeting minutes	- Summarizing/being concise - Discourse markers	Send a summary of your meeting to your team members/boss	https://corporatefinanceinstitute.com/resources/knowledge/other/meeting-minutes/
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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
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Date/teacher: 06/03 Eka

Lesson 19: Reporting numbers	- Phrasal verbs for Statistics, percentages , trends - Numbers - ordinal and cardinal, percentages,	Discuss and report on numbers, percentages and trends	https://preply.com/en/blog/charts-graphs-and-diagrams-in-the-presentation/#scroll-to-heading-5
Comments/ Suggestions for next lesson:			

Date/teacher: 6/6 Ryan			
Lesson 20: Charts and graphs	- Phrasal verbs for describing visuals - discourse markers - Comparison and contrast	Discuss and report on visuals	https://academic-englishuk.com/describing-graphs/
Comments/ Suggestions for next lesson:			

Date/teacher: 9/6 Maja			
Lesson 21: Reports	- Passive voice - Writing skills / reports	Draft a report on your project/presentation/meeting	https://edu.gcglobal.org/en/business-communication/how-to-write-a-powerful-business-report/1/
Comments/ Suggestions for next lesson:			

Week 8 - Review week: Project preparation			
TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS

Date/teacher: June 10 Maja			
Lesson 22: Review	Prepare a presentation on a current project		
Comments/ Suggestions for next lesson:			

Date/teacher: SKIPPING - eval next class			
Lesson 23: Review	Question answering techniques		

Comments/ Suggestions for next lesson:

Date/teacher: skipping - eval next class

Lesson 24: Review

- Reporting on presentations/meetings

Comments/ Suggestions for next lesson:

Lesson 25: Final speaking evaluation -present your project, answer questions about your presentation and draft an email to report to your manager on the presentation meeting

Date/consultant: June 13 Camille

Observations:

Next curriculum (learner's path):

PROJECT MANAGEMENT LESSON PLANNING

Student: Black Trust Group 4

Classes per week: 3

Position:

Level: B1

Curriculum: [B1 Project Management Curriculum](#)

8. Martha Lizbeth Valencia Lopez (B1/B1+)
9. Cecilia Alejandra Anastasio Jimenez (B1+)
10. Orquídea de María Cobos Nava (B1/B1+)
11. Oscar Yamel Picazo (B1+/B2)
12. Alejandro González Velázquez (B1/B1+)
13. Christian Gonzalez (B1/B1+)
14. Agustin Torres (B1+/B2)

Decompress: April 16 Maja

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: Feb 16 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: Feb 17 Maja

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: Feb 21 Maja

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: feb 24 Maja

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: Feb 25 Maja

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: Feb 28 Maja

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
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Date/teacher: Mar 3 Maja

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.
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Comments/ Suggestions for next lesson:

Date/teacher: Mar 4 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
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Comments/ Suggestions for next lesson:

Date/teacher: Mar 7 Maja

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: Mar 10

Lesson 10: Explain the	Conditionals (0 & 1st)	Client details the	Create organizational chart
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hierarchy of your company - Who works where?	Vocabulary: jobs and tasks	hierarchy and structure of their company	
Comments/ Suggestions for next lesson:			
Date/teacher: Mar 11			
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: Mar 14			
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: Mar 18 Maja			
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: Mar 21 Maja			
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: Mar 24 Maja			
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 25 Maja

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 28 Maja

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: March 31 Maja

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 1 st Maja

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 4th Maja

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 7 Maja

Lesson 21: Risk and Result

- Grammar: will vs would/ conditionals review

- Client is able to discuss how to calculate cost,

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

	Vocabulary: predictions	outcome and manage risks and results	
Comments/ Suggestions for next lesson:			
Topic 8 - Evaluation - Formal			
Date/teacher: April 8 Maja			
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 11 Maja April 11 recovery class karen			
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 12 Maja			
Lesson 24: Evaluation prep	Content from week 6-7	Explain the KPIs of your project	
Comments/ Suggestions for next lesson:			
Lesson 25: Final eval	April 15 Maja		
Client's comments about evaluation/next curriculum:			
B1+ Intermediate Business			