

A1+ LESSON PLANNING

Student: Belen Gamez
 Classes per week: 1-2
 Position: Manager, Coppel
 Level: A1+
 Curriculum: [W](#) A1+ Beginners Business Curriculum
 Current topic: Week 7-12

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

Topic 1 - Meeting people

Aims: Describing individuals and objects using a variety of adjectives, the correct forms of the verb TO BE and other common verbs in English, and introducing yourself to other individuals.

TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
Date/teacher: Feb 21st, Marisol			
Lesson 1: Talking about yourself	<ul style="list-style-type: none"> Grammar: Present Simple of TO BE and common verbs (all forms) / contractions of verb TO BE Skills: word order / pronunciation Vocabulary: adjectives 	<ul style="list-style-type: none"> Clients describe themselves and introduce themselves to others 	<ul style="list-style-type: none"> Video SVO Speaking about your job Role Play: Imagine you and your client are meeting for the first time. Roleplay the introductions.

Comments/ Suggestions for next lesson:

Date/teacher: Feb 22 alejandra

Lesson 2: Talking about others	<ul style="list-style-type: none"> Grammar: SVO and word order /Present simple review/possessive adjectives Skills: pronunciation -s Vocabulary:Adjectives - describing people 	<ul style="list-style-type: none"> Client describes and discusses other individuals 	<ul style="list-style-type: none"> <ul style="list-style-type: none"> Reading and grammar exercises for lower levels <p>Role play: Imagine you and your client are at a party with many people, but you don't know all of them. Talk about them.</p>
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Comments/ Suggestions for next lesson: Belen was 45 min late

Date/teacher: FEB 29 ale

Lesson 3: Describing people and things	<ul style="list-style-type: none"> Grammar: Present simple questions/ WHO-WHICH -THAT in relative clauses/ possessive adjectives Vocabulary: Everyday objects 	<ul style="list-style-type: none"> Clients ask and answer questions about people and objects 	<ul style="list-style-type: none"> <ul style="list-style-type: none"> Office voc Reading and grammar exercises for lower levels <p>FINAL TASK: Voicenote: You recently moved to a new office, but it is full of stuff from the people who worked there before. Talk about the stuff.</p>
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Comments/ Suggestions for next lesson:

Topic 2 - Business Small talk

Aims: Describing your and other people's preferences using more complex verb structures, having further than initial interactions with people and discussing every day topics of family life, hobbies, leisure and dining.

TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
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Date/teacher: feb 29th Ale

Lesson 4: Getting to know your colleagues	<ul style="list-style-type: none"> Grammar: Questions in simple present (Do/does versus Am/Is/Are) / possessives Skills: pronunciation of -s Vocabulary: family and basic info 	<ul style="list-style-type: none"> Client describes own personal life and family 	<ul style="list-style-type: none"> <ul style="list-style-type: none"> Pronunciation -s Vocabulary - Family <p>Homework: Voice note: You are getting to know a new colleague at work. Ask about his/her life and family and tell them about yours.</p>
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Comments/ Suggestions for next lesson:			
Date/teacher: march 7th Ale			
Lesson 5: Talking about free time	<ul style="list-style-type: none"> Grammar: likes and dislikes/ two verb combinations (gerund and infinitive) Vocabulary: hobbies and free time 	<ul style="list-style-type: none"> Client describes what they enjoy doing in their free time 	<ul style="list-style-type: none"> <ul style="list-style-type: none"> Grammar - interactive exercises Role play You are getting to know a new coworker at a coffee break. Ask about his/her likes, hobbies and interests.
Comments/ Suggestions for next lesson:			
Date/teacher: March 8 Ale			
Lesson 6: Business lunch	<ul style="list-style-type: none"> Grammar: SOME and ANY and MUCH and MANY/ countable and uncountable nouns Vocabulary: food and meals 	<ul style="list-style-type: none"> Client discusses their eating preferences and habits 	<ul style="list-style-type: none"> <ul style="list-style-type: none"> Grammar - interactive exercises FINAL TASK: Role play: You are inviting a client to lunch, ask about their eating preferences and give some options of where to eat.
Comments/ Suggestions for next lesson:			
Topic 3 - Around town			
Aims: Introducing other people, describing places and giving suggestions using expressions with there and have, with correct forms of regular and irregular nouns and appropriate articles, adding adjectives to descriptions, as well as exchanging information about different points of interest.			
TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
Date/teacher: april 11 Ale			
Lesson 7: My office	<ul style="list-style-type: none"> Grammar: Using this is and forms of have in conversation/A and AN for jobs Skills: pronunciation Vocabulary : jobs and departments 	<ul style="list-style-type: none"> Client is able to describe their office and introduce people 	<ul style="list-style-type: none"> <ul style="list-style-type: none"> Job titles Homework: A colleague from another branch of the company is visiting. Introduce him/her to people in the building and give him/her a tour.
Comments/ Suggestions for next lesson:			

Date/teacher: March 21, 2024 Dowse			
Lesson 8: Around the office	<ul style="list-style-type: none"> Grammar: There is /are / prepositions of place/ articles Skills: intonation -questions Vocabulary : adjectives, places in the neighborhood 	<ul style="list-style-type: none"> Client is able to inquire about places around the office 	<ul style="list-style-type: none"> Prepositions of place Grammar - interactive exercises <p>Homework: You are visiting a branch of the company - ask and answer questions about what is in the neighborhood.</p>
Comments/ Suggestions for next lesson:			
Date/teacher: March 22, 2024 Dowse			
Lesson 9: Company visit	<ul style="list-style-type: none"> Grammar: There is/are vs HAVE/HAS / prepositions and articles Skills: intonation in questions Vocabulary: adjectives/ places of interest 	<ul style="list-style-type: none"> Client is able to discuss and inquire about different places of interest 	<ul style="list-style-type: none"> There is/are- places in a city <p>FINAL TASK: Your foreign client is visiting your city for the first time. Ask and answer questions about your client's hometown and your city.</p>
Comments/ Suggestions for next lesson:			
Topic 4 - Work Events Aims: Understanding and providing specific directions using imperatives and modal should, discussing a variety of places and routes using target vocabulary, as well as comparing and contrasting preferences related to places and events.			
TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
Date/teacher: March 26, 2024 Dowse			
Lesson 10: Lost on a business trip	<ul style="list-style-type: none"> Grammar: Imperatives/prepositions of place / there and have in questions Vocabulary: verbs and directions/ places in a city 	<ul style="list-style-type: none"> Client gives and understands basic directions 	<ul style="list-style-type: none"> Video - AT IN ON <p>Roleplay: You have gone on a business trip but have lost your phone. You still want to do many things but need directions. Ask for directions at the reception.</p>
Comments/ Suggestions for next lesson:			
Date/teacher: MARCH 27, Julio			
Lesson 11: Business Events	<ul style="list-style-type: none"> Grammar: Comparatives and superlatives 	<ul style="list-style-type: none"> Client is able to discuss different events and 	<ul style="list-style-type: none"> Comparatives & superlatives

	/Prepositions of place in questions / <ul style="list-style-type: none"> Vocabulary: events 	preferences on places of interest	<ul style="list-style-type: none"> Convention map Homework: You are going to a convention and want to plan your time with your co-worker. Talk about when different events start and what you're going to attend.
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Comments/ Suggestions for next lesson:

Date/teacher: april 4 Ale (DNH)

Lesson 12: Your work route	<ul style="list-style-type: none"> Grammar: Present simple review/SHOULD for advice/prepositions of place Skills: pronunciation TH Vocabulary: places in a city/events 	<ul style="list-style-type: none"> Client is able to exchange opinions and give suggestions on places of interest and events 	<ul style="list-style-type: none"> Unvoiced TH - English Pronunciation FINAL TASK: You meet a new friend at the convention and ask for suggestions on things to visit while in town. Roleplay the dialogue asking and giving directions for things to visit.
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Comments/ Suggestions for next lesson:

Topic 5 - Projects

Aims: Giving details about current events and projects, and your personal and professional agenda, as well as reporting on other people's agenda, using forms of present simple and continuous and modal verbs.

TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
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Date/teacher: April 15th, Jaime

Lesson 13: My schedule	<ul style="list-style-type: none"> Grammar: Modal verbs for obligation - MUST vs SHOULD/ prepositions of time Vocabulary: Verbs for expressing obligation and need/ work routines/time 	<ul style="list-style-type: none"> Client discusses their personal and professional agenda 	<ul style="list-style-type: none"> Listening for beginners- many topics Homework: Role play: Imagine you and your client want to schedule a meeting and need to find a time you are both free. Ask about each other's routines
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Comments/ Suggestions for next lesson:

Date/teacher: april 16th Mildred

Lesson 14: Current projects	<ul style="list-style-type: none"> Grammar: Present Continuous Vocabulary : hobbies 	<ul style="list-style-type: none"> Client explains their current engagements and projects 	<ul style="list-style-type: none"> Grammar - interactive exercises Homework: Role play: An
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	and leisure activities/work tasks		overly enthusiastic new colleague calls when you are busy doing a number of other activities at work and home
Comments/ Suggestions for next lesson:			
Date/teacher: april 4 Ale (DNH) class was skipped, please retake			
Lesson 12: Your work route	<ul style="list-style-type: none"> Grammar: Present simple review/SHOULD for advice/prepositions of place Skills: pronunciation TH Vocabulary: places in a city/events 	<ul style="list-style-type: none"> Client is able to exchange opinions and give suggestions on places of interest and events 	<ul style="list-style-type: none"> Unvoiced TH - English Pronunciation <p>FINAL TASK: You meet a new friend at the convention and ask for suggestions on things to visit while in town. Roleplay the dialogue asking and giving directions for things to visit.</p>
Comments/ Suggestions for next lesson:			
Comments/ Suggestions for next lesson:			
Topic 6 - Evaluation - Informal			
Date/teacher: April 25th Michael			
Lesson 16: Eval Prep	<ul style="list-style-type: none"> Review 	<ul style="list-style-type: none"> This week focuses on resolving client's doubts and perfecting previously learned content 	
Comments/ Suggestions for next lesson:			
Date/teacher: 26 April Julio			
Lesson 17: Informal Evaluation:	<ul style="list-style-type: none"> Informal evaluation 		
Comments/ Suggestions for next lesson:			
Date/teacher:			
Lesson 18: Feedback and follow-up	<ul style="list-style-type: none"> Feedback 	<ul style="list-style-type: none"> This week focuses on reviewing mistakes and clarifying previously learned content 	

Comments/ Suggestions for next lesson:

Topic 7 - Business Trip

Aims: Using expressions to describe preferences, discuss prices and inquire about a variety of products and stores, as well as ordering in restaurants.

TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
Date/teacher:			
Lesson 19: Going out	<ul style="list-style-type: none">Grammar: WH questions/ questions with HOW much/manyVocabulary: entertainment/going out	<ul style="list-style-type: none">Client describes their preferences when it comes to entertainment and inquires about other people's preferences	<ul style="list-style-type: none">Grammar - interactive exercises Homework: You and your colleague are on a business trip, discuss options on what to do this weekend

Comments/ Suggestions for next lesson:

Date/teacher:

Lesson 20: Your free time	<ul style="list-style-type: none">Grammar:Wh question/ can and could for polite requestsVocabulary : shopping and prices	<ul style="list-style-type: none">Client inquires about products of interest in a variety of shops and asks for assistance from salespeople	<ul style="list-style-type: none">https://breakingnewsenglish.com/ (Use Level 0-1) Role play: You need to buy new clothes for your business meeting. Role play the dialogue between a customer and salesperson.
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Comments/ Suggestions for next lesson:

Date/teacher:

Lesson 21: Restaurants	<ul style="list-style-type: none">Grammar: modal verbs for requests and offers/ adjectivesVocabulary :food and restaurants	<ul style="list-style-type: none">Client inquires about food and orders in a restaurant	<ul style="list-style-type: none">Listening - restaurants FINAL TASK: You are having lunch with your business partner. Role play the dialogue between a waiter and a customer in a restaurant
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Comments/ Suggestions for next lesson:

Topic 8 - Appointments

Aims: Comparing agendas and scheduling personal and professional appointments using modals and present tenses to express opinions, using expressions of time, as well as organizing ideas using ordinal numbers and sequencers, and checking

for understanding with tag questions.

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

Lesson 22: Comparing agendas	<ul style="list-style-type: none"> Grammar: Present Simple and Continuous/ talking about time Vocabulary: time expressions/ agendas 	<ul style="list-style-type: none"> Client describes their and other people's agenda, and inquires about them 	<ul style="list-style-type: none"> Jobs and work activities <p>Homework: Send a voice note to your team checking their agendas and confirming yours</p>
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Comments/ Suggestions for next lesson:

Date/teacher:

Lesson 23: Priorities	<ul style="list-style-type: none"> Grammar: modal verbs MUST and HAVE TO/ talking about important tasks Vocabulary: ordinal numbers and sequencers / apologizing 	<ul style="list-style-type: none"> Client discusses important tasks and organizes them in orders of priority 	<ul style="list-style-type: none"> Conversation questions- Jobs and Occupations <p>Homework: Your PA accidentally set up two appointments on the same day, you need to apologize to one of them and explain your priorities</p>
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Comments/ Suggestions for next lesson:

Date/teacher:

Lesson 24: Setting appointments	<ul style="list-style-type: none"> Grammar: tag questions Skill: intonation in questions Vocabulary : setting appointments / accepting and rejecting 	<ul style="list-style-type: none"> Client compares agendas, sets appointment, accepts or rejects meetings 	<ul style="list-style-type: none"> Business meetings in English <p>FINAL TASK: Role play a conversation with a colleague to compare your agendas and set an appointment for next week</p>
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Comments/ Suggestions for next lesson:

Topic 9 - Problem solving

Aims: Discussing and comparing issues using modal verbs in present and past forms, as well as the present and past forms of be and do, using a variety of sequencers to indicate causality, requesting help and favors politely and offering your assistance to other individuals.

TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
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Date/teacher:			
Lesson 25: Complaining	<ul style="list-style-type: none"> Grammar: prefix UN- and variants/ past simple BE and DO Vocabulary: personal and professional issues/ because and because of 	<ul style="list-style-type: none"> Client discusses their personal professional issues, in the present and past 	<ul style="list-style-type: none"> Homework: Send a voice note to your boss complaining about an issue
Comments/ Suggestions for next lesson:			
Date/teacher:			
Lesson 26: Problem solving	<ul style="list-style-type: none"> Grammar: Expressing your opinion/ giving advice SHOULD and MUST/ FOR vs TO Vocabulary: problems and solutions 	<ul style="list-style-type: none"> Client discusses issues from personal and professional life and possible solutions 	<ul style="list-style-type: none"> Homework: Role play a dialogue with your colleague discussing an issue at work and proposing possible solutions
Comments/ Suggestions for next lesson:			
Date/teacher:			
Lesson 27: Requesting assistance	<ul style="list-style-type: none"> Grammar: offers and requests - modal WOULD/ FOR vs TO/ past simple review Vocabulary: problems and solutions/ adjectives 	<ul style="list-style-type: none"> Client discusses important issues and requests assistance from others 	<ul style="list-style-type: none"> Homework: Send an email to your boss requesting assistance with the issue at work
Comments/ Suggestions for next lesson:			
Topic 10 - Careers Aims: Inquiring and providing information about past personal and professional experiences, using the past simple tense of regular and irregular verbs, as well as describing timelines and histories of a variety of individuals and companies.			
TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
Date/teacher:			
Lesson 28: Timelines	<ul style="list-style-type: none"> Grammar: Past Simple regular verbs Skill: Pronunciation /ED/ Vocabulary: adjectives /occupations/ years 	<ul style="list-style-type: none"> Client describes their past life experiences 	<ul style="list-style-type: none"> Homework: Role play a conversation with your colleague about last week at work

Comments/ Suggestions for next lesson:			
Date/teacher:			
Lesson 29: Work experience	<ul style="list-style-type: none"> Grammar: Past Simple irregular verbs Skill: Pronunciation Vocabulary : discourse markers for talking about the past / duties 	<ul style="list-style-type: none"> Client discusses their past work experience 	<ul style="list-style-type: none"> Homework: Voice note to a headhunter about your work experience
Comments/ Suggestions for next lesson:			
Date/teacher:			
Lesson 30: Company history	<ul style="list-style-type: none"> Grammar: Past Simple questions Skill: intonation in questions Vocabulary : company history 	<ul style="list-style-type: none"> Client discusses their company history 	<ul style="list-style-type: none"> FINAL TASK: Role play a dialogue with a new partner discussing your companies' histories
Comments/ Suggestions for next lesson:			
Topic 11 - Goals			
<u>Aims:</u> Describing goals and objectives, present and future projects related to your personal and professional life using a variety of tenses and sequencers to organize ideas coherently, as well as discussing future plans and engagements.			
TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
Date/teacher:			
Lesson 31: Personal and professional goals	Grammar: expressing past and present wants and needs/ future with will and going to <ul style="list-style-type: none"> Vocabulary: Verbs for expressing wants and needs/ goals and ambitions 	<ul style="list-style-type: none"> Client describes personal and professional goals and compares them with others 	<ul style="list-style-type: none"> Homework: Voice note to your boss on your goals for this year
Comments/ Suggestions for next lesson:			
Date/teacher:			
Lesson 32: Setting goals	<ul style="list-style-type: none"> Grammar: future with WILL and GOING TO and Present Continuous Vocabulary: goals and ambitions 	<ul style="list-style-type: none"> Client describes their future goals and plans on how to achieve them 	<ul style="list-style-type: none"> Homework: Write a list of your goals for next year and how you plan to achieve this

Comments/ Suggestions for next lesson:

Date/teacher:

Lesson 33: Future projects	<ul style="list-style-type: none">• Grammar: future/ future in the past• Vocabulary: reporting verbs	<ul style="list-style-type: none">• Client discusses their and other people's future projects and reports other people's opinions	<ul style="list-style-type: none">• FINAL TASK: You just had a meeting with your biggest partner about their plans for next year. Report this information to your boss.
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Comments/ Suggestions for next lesson:

Topic 12 - Evaluation - Formal

Date/teacher:

Lesson 34: Eval Prep	<ul style="list-style-type: none">• Review Topics 6-8	<ul style="list-style-type: none">• This week focuses on resolving client's doubts and perfecting previously learned content	
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Comments/ Suggestions for next lesson:

Date/teacher:

Lesson 35: Eval Prep	<ul style="list-style-type: none">• Review Topics 9-11	<ul style="list-style-type: none">• This week focuses on resolving client's doubts and perfecting previously learned content	
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Comments/ Suggestions for next lesson:

Date/teacher:

Lesson 36: End of level Evaluation	<ul style="list-style-type: none">• Formal Evaluation		
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Observations:
Next curriculum (learner's path):

Client's comments about evaluation/next curriculum:

A2 Introduction to professional life

A1 LESSON PLANNING

Student: Belen Gamez
 Classes per week: 3
 Position: Manager, Coppel
 Level:- A1
 Curriculum: [A1 Professional Beginners Curriculum](#)
 Current week: 12-12

**make sure to adjust the lessons to a pre A1 LEVEL, REACH YOUR LEADER IF YOU HAVE ANY QUESTIONS
 (bernardo: Dec 1, 2023)**

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 - Facts and Routines

Aims: Describing yourself using the correct forms of the verb TO BE and other common verbs in English, talking about your every-day and work routines.

TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
Date/teacher: November 7th, Marisol			
Lesson 1: Talking about oneself	<ul style="list-style-type: none"> Grammar: Present Simple of verbs (positive forms) Vocabulary: verbs and adjectives for describing oneself 	<ul style="list-style-type: none"> Clients describe themselves and introduce themselves to others 	<ul style="list-style-type: none"> Speaking about your job Homework: Send a short voice note introducing yourself

Comments/ Suggestions for next lesson:

Date/teacher: November 9th, Marisol

Lesson 2: Daily and work routines	<ul style="list-style-type: none">Grammar: SVO /Present simple negatives/ verb TO LIKEVocabulary: verbs for work routines	<ul style="list-style-type: none">Client describes their job and tasks, as well as daily routines	<ul style="list-style-type: none">Vocabulary daily routines Homework: Send a short voice note describing your job and your tasks
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Comments/ Suggestions for next lesson:

Date/teacher: November 10th, Michael

Lesson 3: Frequency of routines	<ul style="list-style-type: none">Grammar: Adverbs of frequency/Present simple questions/prepositions of time (AT IN ON)Vocabulary: expressions of time	<ul style="list-style-type: none">Clients ask and answer questions about work and personal details	<ul style="list-style-type: none">Reading and grammar exercises for lower levels FINAL TASK: Create your business card and introduce yourself in a professional setting
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Comments/ Suggestions for next lesson:

Week 2 - Relationships

Aims: Describing other individuals from personal and professional life, using the present tense to detail facts about individuals and enterprises.

TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
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Date/teacher: November 14th, Paulina

Lesson 4: Family members	<ul style="list-style-type: none">Grammar: Present Simple 3rd person affirmativeSkills: pronunciation of -sVocabulary: family and relatives	<ul style="list-style-type: none">Client describes own family and their routines	<ul style="list-style-type: none">Pronunciation -sVocabulary - Family Homework: Send a voice note about one family member of your choice.
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Comments/ Suggestions for next lesson:

Date/teacher: November 15th, Michael

Lesson 5: Work relationships	<ul style="list-style-type: none">Grammar: Present Simple 3rd person negativesVocabulary: jobs - positions in company	<ul style="list-style-type: none">Client describes the people they work with	<ul style="list-style-type: none">Grammar - interactive exercises Homework: Write a short profile for your
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			boss/colleague/ client
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Comments/ Suggestions for next lesson:

Date/teacher: November 16th, Paulina

Lesson 6: Organizational Charts	<ul style="list-style-type: none"> Vocabulary for company structure and processes Grammar: Countable/uncountable nouns 	<ul style="list-style-type: none"> Client details their company's structure and explain what their company does 	<ul style="list-style-type: none"> Vocabulary-describing companies <p>FINAL TASK: Prepare a short presentation on your company and your role in it</p>
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Comments/ Suggestions for next lesson:

Week 3 - Places

Aims: Describing places using expressions with there is and are and correct forms of regular and irregular nouns, adding adjectives to descriptions, and discussing and inquiring about different points of interest.

TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
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Date/teacher: 11/22 Eka

Lesson 7: My city	<ul style="list-style-type: none"> Grammar: There is and There are/plurals Skills: pronunciation -s Vocabulary : buildings and places in a city 	<ul style="list-style-type: none"> Client is able to describe their hometown 	<ul style="list-style-type: none"> Pronunciation -s There is/are- places in a city <p>Homework: Send a voice note describing a city you know</p>
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Comments/ Suggestions for next lesson:

Date/teacher: November 23rd, Marisol

Lesson 8: In the neighborhood	<ul style="list-style-type: none"> Grammar: There is /are questions/prepositions of place/ irregular plurals Skills: intonation -questions Vocabulary : adjectives 	<ul style="list-style-type: none"> Client is able to inquire about places in a city 	<ul style="list-style-type: none"> There is/are- places in a city <p>Homework: Send a voice note to a friend asking about their city</p>
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Comments/ Suggestions for next lesson:

Date/teacher: November 24th Michael

Lesson 9: Describing places	<ul style="list-style-type: none"> Grammar: There is/are negatives and questions/irregular plurals/adjectives Skills: pronunciation plurals/ intonation in questions Vocabulary: adjectives/ places of interest 	<ul style="list-style-type: none"> Client is able to discuss and inquire about different places of interest 	<ul style="list-style-type: none"> Vocabulary reference list Grammar - interactive exercises <p>FINAL TASK: Send a voice note describing your office building and the places you visit there. Ask the other party about their office space.</p>
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Comments/ Suggestions for next lesson:

Week 4 - Directions

Aims: Understanding and providing specific directions using imperatives, discussing usual routes using target vocabulary, as well as comparing and contrasting preferences related to daily commute.

TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
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Date/teacher: November 27th, Michael

Lesson 10: Giving and following directions	<ul style="list-style-type: none"> Grammar: Imperatives/prepositions of place Vocabulary: verbs and directions 	<ul style="list-style-type: none"> Client gives and understands basic directions 	<ul style="list-style-type: none"> Video - AT IN ON Grammar - imperatives <p>Homework: Send a voice note on how you get from home to work</p>
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Comments/ Suggestions for next lesson:

Date/teacher: Nov 28, 2023 Bernardo

Lesson 11: Transportation	<ul style="list-style-type: none"> Grammar: Comparatives and superlatives Vocabulary: transport 	<ul style="list-style-type: none"> Client is able to discuss different forms of commuting 	<ul style="list-style-type: none"> An interactive map Directions - interactive <p>Homework: Send a voice message comparing two forms of transport you use to go to work</p>
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Comments/ Suggestions for next lesson:

Date/teacher: Nov 29th Michael

Lesson 12: Your work route	<ul style="list-style-type: none"> Grammar: Present simple review/prepositions of place Vocabulary: places in a city 	<ul style="list-style-type: none"> Client is able to explain their daily commute, and of others 	<ul style="list-style-type: none"> Grammar - interactive exercises <p>FINAL TASK: Send a voice message with directions to your office for a colleague you are meeting</p>
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Comments/ Suggestions for next lesson:

Week 5 - Small talk

Aims: Expressing likes and dislikes, discussing events and interests, and using present continuous forms to give details about current events, and personal and professional agendas.

TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
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Date/teacher: November 30th, Marisol

Lesson 13: Likes and dislikes	<ul style="list-style-type: none">Grammar: VERB+ gerund or infinitiveVocabulary: Verbs for expressing likes and dislikes/food	<ul style="list-style-type: none">Client discusses preferences regarding personal taste and work	<ul style="list-style-type: none">A menu exampleListening for beginners- many topics <p>Homework: Send a voice note talking about the food you like/dislike</p>
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Comments/ Suggestions for next lesson:

Date/teacher: December 5th, 2023

Lesson 14: Hobbies and free time	<ul style="list-style-type: none">Grammar: Present Continuous positive and negative formsVocabulary : hobbies and leisure activities	<ul style="list-style-type: none">Client explains their hobbies and current events/projects	<ul style="list-style-type: none">News in English <p>Homework: Send a voice note talking about your hobbies and current projects</p>
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Comments/ Suggestions for next lesson:

Date/teacher: December 6th, Paulina

Lesson 15: Making small talk	<ul style="list-style-type: none">Grammar: Present Simple and Continuous question formsSOME and ANY and MUCH and MANYVocabulary: small talk	<ul style="list-style-type: none">Client is able to informally chat about current events	<ul style="list-style-type: none">Using Present tenses to talk about work <p>FINAL TASK: Create a list of questions to ask a new acquaintance you meet at a networking event.</p>
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Comments/ Suggestions for next lesson:

Week 6 - Evaluation - Informal

Date/teacher: 12/20th Eka
12/07 Eka

Lesson 16: Eval Prep	<ul style="list-style-type: none"> Review 	<ul style="list-style-type: none"> This week focuses on resolving client's doubts and perfecting previously learned content 	
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Comments/ Suggestions for next lesson: **The next consultant please finish her review or have a whole review pt 2**

Date/teacher: 12/22 Eka (DNH) , January 3rd, Paulina (another review)

4 January Julio

Lesson 17: Informal Evaluation:	<ul style="list-style-type: none"> Informal evaluation 		
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Comments/ Suggestions for next lesson:

Date/teacher: Jan 5, 2024 Bernardo

Lesson 18: Feedback and follow-up	<ul style="list-style-type: none"> Feedback 	<ul style="list-style-type: none"> This week focuses on reviewing mistakes and clarifying previously learned content 	
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Comments/ Suggestions for next lesson:

Week 7 - Skills

Aims: Using expressions of present and past ability and different ending adjectives to describe your own personal and professional skills, as well as discuss the ones of others.

TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
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Date/teacher: 01/09 Eka
01/08 Eka (DNH)

Lesson 19: Skills and abilities	<ul style="list-style-type: none"> Grammar: CAN and TO BE ABLE TO Vocabulary: abilities and skills / adverbs 	<ul style="list-style-type: none"> Client describes their skills and abilities 	<ul style="list-style-type: none"> Grammar - interactive exercises <p>Homework: Send a voice message describing your skills</p>
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Comments/ Suggestions for next lesson:

Date/teacher: 01/10 Edgar

Lesson 20: Hard and Soft	<ul style="list-style-type: none"> Grammar: Present and Past ability 	<ul style="list-style-type: none"> Client discusses the hard and soft skills needed for 	<ul style="list-style-type: none"> Listening for beginners-
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Skills	<ul style="list-style-type: none"> Vocabulary : adjectives -ED and -ING/ hard and soft skills 	their job and how they learned them	many topics Homework: Voice note on your hard and soft skills and how you learned them
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Comments/ Suggestions for next lesson:

Date/teacher: 01/11 Edgar

Lesson 21: Learning new skills	<ul style="list-style-type: none"> Grammar: Conjunctions/ causal sentences Vocabulary : adjectives -ED and -ING 	<ul style="list-style-type: none"> Client discusses the skills they lack and would like to learn 	<ul style="list-style-type: none"> FINAL TASK: Find a job profile that would match your skill set
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Comments/ Suggestions for next lesson:

Week 8 - Work Experience

Aims: Inquiring and providing information about past personal and professional experiences, using the past simple tense of regular and irregular verbs.

TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
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Date/teacher: 01/12 Edgar

Lesson 22: Describing experiences	<ul style="list-style-type: none"> Grammar: Past Simple verb TO BE / regular verbs Skill: Pronunciation /ED/ Vocabulary: adjectives 	<ul style="list-style-type: none"> Client describes their past life experiences 	<ul style="list-style-type: none"> Jobs and work activities Homework: Voice note about your last holiday/weekend
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Comments/ Suggestions for next lesson:

Date/teacher: 01/16 Michael

Lesson 23: Work experience	<ul style="list-style-type: none"> Grammar: Past Simple irregular verbs Skill: Pronunciation Vocabulary : discourse markers for talking about the past 	<ul style="list-style-type: none"> Client discusses their past work experience and company history 	<ul style="list-style-type: none"> Conversation questions- Jobs and Occupations Homework: Voice note about your last job / company history
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Comments/ Suggestions for next lesson:

Date/teacher: 01/17 Edgar

Lesson 24: Job interviews	<ul style="list-style-type: none"> Grammar: Past Simple questions 	<ul style="list-style-type: none"> Client identifies and answers questions about 	<ul style="list-style-type: none"> Job interview example
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	<ul style="list-style-type: none"> • Skill: intonation in questions • Vocabulary : job interviews 	his previous work experience	FINAL TASK: Prep answers to common questions in a job interview
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Comments/ Suggestions for next lesson:

Week 9- Travel

Aims: Comparing and contrasting travel preferences when planning a trip, discussing wants and needs using verb combinations, and using future simple tense to discuss future arrangements.

TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
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Date/teacher: 01/18 Michael

Lesson 25: Travel wants and needs	<ul style="list-style-type: none"> • Grammar: 2 verb combinations/ comparatives and superlatives • Vocabulary: Verbs for expressing wants and needs, travel vocabulary 	<ul style="list-style-type: none"> • Client discusses their travel preferences 	<ul style="list-style-type: none"> • Travel worksheets <p>Homework: Send a voice note about your travel preferences - holidays and business trips</p>
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Comments/ Suggestions for next lesson: We got stuck with the comparatives and superlatives due to Belen arriving late for class. We didn't have time to go over expressing wants and needs, so cover this before moving on.

Date/teacher: Jan 19, 2024 Bernardo

Lesson 26: Holidays	<ul style="list-style-type: none"> • Grammar: Future with WILL • Vocabulary: dates and holidays 	<ul style="list-style-type: none"> • Client can discuss their holiday plans 	<ul style="list-style-type: none"> • Travel activities <p>Homework: Send a voice note about your next trip</p>
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Comments/ Suggestions for next lesson:

Date/teacher: 01/24 Edgar

Lesson 27: Planning a trip	<ul style="list-style-type: none"> • Grammar: Future with will/WOULD LIKE • Vocabulary: time markers for future/trips 	<ul style="list-style-type: none"> • Client plans a trip to a chosen destination 	<ul style="list-style-type: none"> • Writing for beginners <p>FINAL TASK: Plan your next business trip</p>
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Comments/ Suggestions for next lesson:

Week 10 - Emails

Aims: Organizing ideas, understanding and creating informal and formal emails using appropriate structure and relevant vocabulary, as well as asking and answering questions in present, past and future tenses.

TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
Date/teacher: 01/25 Michael			
Lesson 28: Informal emails	<ul style="list-style-type: none"> Grammar: WH questions - present, past and future Vocabulary: informal email vocabulary 	<ul style="list-style-type: none"> Client interprets and writes informal emails 	<ul style="list-style-type: none"> Homework: Send an informal voice note to a colleague

Comments/ Suggestions for next lesson:

Date/teacher: January 26th, Jaime			
Lesson 29: Formal emails	<ul style="list-style-type: none"> Grammar: WH questions Vocabulary: formal email structure and vocabulary 	<ul style="list-style-type: none"> Client interprets and writes formal emails 	<ul style="list-style-type: none"> Writing for beginners Homework: Send a formal email to your client to request information

Comments/ Suggestions for next lesson:

Date/teacher: January 29th, 2024 Dowse			
Lesson 30: Email writing	<ul style="list-style-type: none"> Grammar: Conjunctions Vocabulary: emailing Formal and informal language as it relates to emails. 	<ul style="list-style-type: none"> Client is able to coherently unite their ideas using conjunctions Client demonstrates competency by writing a short email using multiple conjunctions 	<ul style="list-style-type: none"> Writing for beginners FINAL TASK: Send an email to inquire about a position in a new company you'd like to apply for.

Comments/ Suggestions for next lesson:

Week 11 - Meetings

Aims: Explaining different types of on-line and off-line meetings, using modal verbs for giving advice, making offers and requests, and using relevant vocabulary to arrange, prepare and conduct meetings.

TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
Date/teacher: January 30th, Alejandro			
Lesson 31: Preparing for a meeting	<ul style="list-style-type: none"> Grammar: SHOULD and SHOULDN'T Vocabulary: types of 	<ul style="list-style-type: none"> Client describes the types of meetings they participate in and give 	<ul style="list-style-type: none"> Business meetings in English Homework: Voice note with

	meetings on-line and off-line/tips for meetings	advice on how to prepare for a successful meeting	some advice about your next meeting
Comments/ Suggestions for next lesson:			
Date/teacher: January 31 Edgar			
Lesson 32: Conducting a meeting	<ul style="list-style-type: none"> Grammar: CAN and COULD for polite request Skill: intonation - requests Vocabulary: requests 	<ul style="list-style-type: none"> Client is able to understand and produce polite requests 	<ul style="list-style-type: none"> Business meetings in English <p>Homework: Voice note about some things you need to ask your colleagues/boss/family members</p>
Comments/ Suggestions for next lesson:			
Date/teacher: 02/01 Edgar			
Lesson 33: Scheduling a meeting	<ul style="list-style-type: none"> Grammar: WOULD in requests/ offers and requests with modals Skills: talking about time Vocabulary: time and dates 	<ul style="list-style-type: none"> Client is able to discuss availability and schedule a meeting with a party Client grasps the use of the modal, "would" in requests and offers 	<ul style="list-style-type: none"> Business meetings in English <p>FINAL TASK: Send an voice note to your boss to check availability and schedule your next meeting</p>
Comments/ Suggestions for next lesson:			
Week 12 - Evaluation - Formal			
Date/teacher: 2/2/2024 Dowse			
Lesson 34: Eval Prep	<ul style="list-style-type: none"> Review weeks 6-8 	<ul style="list-style-type: none"> This week focuses on resolving client's doubts and perfecting previously learned content 	
Comments/ Suggestions for next lesson:			
Date/teacher: 02/07 Edgar			
Lesson 35: Eval Prep	<ul style="list-style-type: none"> Review weeks 9-11 	<ul style="list-style-type: none"> This week focuses on resolving client's doubts and perfecting previously learned content 	

Comments/ Suggestions for next lesson:

Date/teacher: Feb 12, 2024 Bernardo dnh

Lesson 36: End of level
Evaluation

- Formal Evaluation

Observations:

Client's comments about evaluation/next curriculum:

A1+ Beginner Business Course