






<h1>Karen Yadira Aguilar</h1> <p>Curriculum:  Curriculum - Onboarding 2p summary</p>	<ul style="list-style-type: none"> Remote document color code and components Remote doc template 2023
<p>Schedule your next lesson: Schedule - Alcanza Consultants</p> <p>Pay for your lessons:</p> <p>https://www.alcanzaconsultants.mx/client/payment-options/</p>	<p>Feedback form:</p> <p>https://forms.gle/NpuFTuD1eqTCdFvV6</p>
<p>Eval reports:</p>	<p>Remotes:</p>

<p>Date: / Consultant: March 5, 25/Tere</p> <p>Lesson number/week: 6/2</p> <p>Topic: Writing a vacancy</p> <p>Aim:</p>	
<p>Catch up/Homework review:</p> <p>WORKSPACE:</p>	
<p>Errors/Opportunity for growth/Pronunciation/Feedback:</p>	<p>Vocabulary/Phrases:</p>

Homework:	

Date / Consultant: Mar. 03, 2025 Brian DNH Lesson number/week: Topic: Writing a vacancy Aim: Create a job position with the job requirements	
<p>You are invited to learn, practice and improve your English skills with me today. You are most welcome to join!</p> <p>Join Zoom Meeting https://us06web.zoom.us/j/3621744770 Meeting ID: 362 174 4770</p> <p>Catch-up/Homework review: What are the responsibilities for your position? I am responsible for ... / I am in charge of ...</p> <p>Workspace:</p>	
Errors/Opportunity for growth/Pronunciation/Feedback:	Vocabulary/Phrases:
Homework:	

Date / Consultant: Feb 15, 2025 Bernardo Lesson number/week: 5-2 Topic: Job descriptions aim: Creating a job position organizational chart , outlining the job requirements.	
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Catch-up/Homework review:

Workspace:

Here's the link: <https://meet.google.com/ujd-ivns-uwe>


Look at the following job titles. What do you think their responsibilities are? Try to describe them in one sentence.

- Sales Manager - Planning the visit to clients it's important for a SM.
- HR Coordinator - Organizing all the profiles of the organization or researching the positions.
- Software Engineer - Knowing the systems operating in the organization.
- Customer Service Representative - Managing a team that talks with the clients.

Use **gerunds** if possible (e.g., **Managing** a team is important for a Sales Manager).

I am teaching
*She **is** researching*

1. Reading & Identifying Imperatives & Gerunds

 Reading: "Job Posting for a Marketing Specialist"

We **are** looking for a creative Marketing Specialist. This person must be experienced in developing digital campaigns and analyzing market

trends. The role includes creating content, managing social media, and collaborating with sales teams.



Responsibilities:

- ✓ Create marketing strategies.
- ✓ Analyze customer data.
- ✓ Work closely with designers and writers.
- ✓ Improve engagement on social media.
- ✓ **Develop** advertising campaigns.



Underline all verbs that use gerunds (-ing forms).

2. Imperatives & Gerunds

✓ Gerunds (-ing form)

Gerunds are verbs that act like nouns.

Formula: Verb + -ing

Examples:

Writing job descriptions is important.

The job require/e/s analyzing data.

Managing a team is a key responsibility.

*The main responsibility for this role include **analyzing** the structure of the team to make decisions, making a list of the tools the team needs for your job.*

tools

✓ Imperatives (Command Form)

Imperatives give direct **instructions** or **commands**.

Formula: Base verb (without subject)

Examples:

Write a clear job description.

Analyze the candidates' skills.

Review applications carefully.

Write a list **of** the bonus we have to pay next week

Send a mail with the last candidates



Notice: In job descriptions, we use gerunds to describe tasks and imperatives to give instructions.

3. Write a Job Description

- Choose a job position (e.g., HR Manager, Sales Associate, IT Specialist).
- Write a short job description (5-6 sentences) including:
- A brief introduction to the role
- 3 responsibilities (using gerunds)
- 3 job expectations (using imperatives)

Example:



Job Title: Customer Support Representative

We are looking for a Customer Support Representative to join our team. The job involves helping customers with inquiries, resolving technical issues, and maintaining client satisfaction.



Responsibilities:

- ✓ Answer customer emails and calls professionally.
- ✓ Provide solutions to client problems.
- ✓ Improve customer relationships through excellent service.

Read your job description aloud!

Job title: National Manager of supply chain

We are looking for a National Manager of Supply Chain to join our team. The job involves creating the strategy for the team based in warehouse can work.

Errors/Opportunity for growth/Pronunciation/Feedback:

requires- no E pronunciation

for - reason - I use the software for developing profiles.

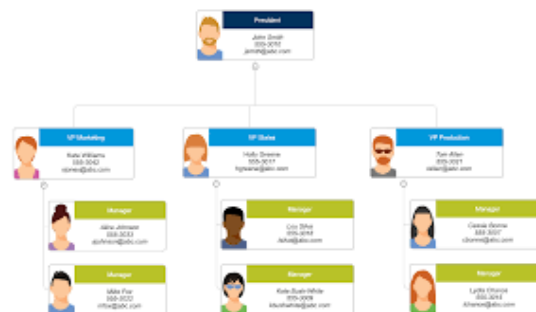
to - objective - I go to the office.

of - contains - A file of the positions.

Vocabulary/Phrases:

[Merriam-Webster](#)

organizational chart



Develop

tools

bonus

supply chain

warehouse

Homework:

Finish your job description and practice reading it.

Date / Consultant: Feb 10, 2025 Alejandro

Lesson number/week: Lesson 4, week 2

Topic: Identifying a candidate profile

Aim: Analyzing the company's needs and wants for a specific position, outlining the candidate profile.

Catch-up/Homework review:

Workspace:

Here's the link: <https://meet.google.com/hmw-ukpc-uvk>

Warm up

Imagine you are hiring for a new role at your company. Describe the ideal candidate for this job using adjectives: **Assistant**

- What qualities should they have? **Organized**, honest, **trustworthy**, proactive
- Why are these qualities important for this role?

It's a position that...

TAKE A DECISION

MAKE A DECISION 

AGENDA

PERSON (1)

PEOPLE (1+)

Hard and soft skills

Look at the pictures. What is the difference between hard and soft skills?

HARD SKILLS



SOFT SKILLS




TECHNICAL

RELATIONSHIP/SOCIAL

Instructions: Watch a video about hard and soft skills and check your ideas in the last exercise.


▶ Hard Skills vs Soft Skills

Decide which sentences are about soft skills and which are about hard skills.

- a) You can't do your work without them. -H
- b) They are also called "people skills". -S
- c) Communication is an example of this type of skill. -S
- d) You can learn them in school or when you work. -H
- e) You need to practise them with other people. -S
- f) You can measure  them easily. -H
- g) You need them if you want to be **successful** in your job. -BOTH

Practice

1. Can you explain the difference between hard skills and soft skills?
2. Which skills would you prioritize for the role you are hiring for?
3. Give examples of hard skills and soft skills for a marketing manager.

Hard skills	Soft skills
Knowledge of the data of the	Leadership 

organization Knowledge of design Knowledge of benchmarking	Teamwork Effective communication
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Language focus: Describing requirements

Read the following speech from a recruiter.

For this position, we're looking for someone who is **organized** and **proactive**.
You'll need to **be good at managing** teams, **ensuring** that everyone works together efficiently and stays on track. Additionally, **we expect candidates to have strong communication skills**, as clear and effective communication is key to collaborating with both internal teams and external partners.

ensuring = make sure

organize – organized

we're looking for someone who is **organized** and **proactive**. - description

You'll need to **be good at managing** teams -skills

we expect candidates to have strong communication skills - skills

Let's analyze the phrases in colors. Make your own version for the following positions:

a) Assistant

We're looking for someone who is honest and trustworthy

You'll need to **be good at managing** the director's agenda

We expect candidates to have an active listening

b) Programmer

We're looking for someone who is **focused on** results and with knowledge in programming.

You'll need to **be good at delivering** on time the work you received

We expect candidates to have knowledge in different systems

c) HR Analyst

good at communicating

**Errors/Opportunity for
growth/Pronunciation/Feedback:**

I am good at listening to other people.
I am good at planning my classes.
I am good at talking to my clients.

I have a computer at work.
I have an hour to eat my lunch.

Vocabulary/Phrases:
[Merriam-Webster](#)

Homework:

Think about a position that is typically difficult to fill during the recruiting process.
Reflect on it by answering the following question:

If you were hiring a specialist of programmatic, what hard and soft skills would you focus on for the candidate profile? Why? I'm focused on hard skills, mostly in knowledge SEO

programming- back end
programmatic - detecting the most popular words: analyze

Date: / Consultant: Feb 7th, 2025. Jared

Lesson number/week: 1 Lesson 3:

Topic: Body language in a job interview

Aim: Client is able to talk about his work history and resume.

Catch up/Homework review:

Workspace:

Grammar: Modal verbs review (should, must, have to, can, might, etc.)

Vocabulary Focus: Body language, interviews

Lesson Objectives

By the end of the lesson, students will be able to:

1. Identify appropriate and inappropriate body language for job interviews.
2. Use modal verbs to give advice about body language.
3. Apply new vocabulary in role-play interview scenarios.

Lesson Plan Structure

1. Warm-up (10-15 minutes)

Activity: Discussion & Brainstorming

- "What do you think is important in a job interview?" (Elicit responses: confidence, preparation, good answers, etc.)
- (e.g., crossed arms, eye contact, handshake, slouching).
- "Which gestures are good for a job interview? Which are bad?"

2. Vocabulary Introduction (15 minutes)

Activity: Matching & Categorizing

- **body language vocabulary** (e.g., eye contact, firm handshake, posture, fidgeting, nodding, arms crossed, smiling, leaning forward).

Date: / Consultant: Feb 7th, 2025. Jared

Lesson number/week: 1 Lesson 3:

Topic: Body language in a job interview

Aim: Client is able to talk about his work history and resume.

- **match words to pictures** or sort into two categories: **Positive Body Language** and **Negative Body Language**.
 - Practice pronunciation and meaning in pairs.
-

3. Grammar Focus: Modal Verbs Review (15 minutes)

Activity: Giving Advice for a Job Interview

- Review modal verbs for **advice, necessity, and possibility**:
 - *You should maintain eye contact.*
 - *You must arrive on time.*
 - *You don't have to wear a suit, but it helps.*
 - *You shouldn't fidget during an interview.*
 - **Guided Practice**: Students complete a gap-fill exercise with modal verbs based on job interview scenarios.
 - **Speaking Practice**: In pairs, students give advice using modals (*"In a job interview, you should..."*).
-

4. Role-Play Activity: Job Interview (20 minutes)

Activity: Interview Simulation

- **interviewers** and **candidates**.
 - **list of common interview questions** (e.g., *Tell me about yourself. What are your strengths? Why do you want this job?*).
 - The **interviewers observe body language** and take notes.
 - **feedback session**: Interviewers give feedback using modal verbs (*"You should sit up straight."* *"You must smile more."*).
 - Swap roles and repeat.
-

5. Wrap-up & Reflection (10 minutes)

Date: / Consultant: Feb 7th, 2025. Jared

Lesson number/week: 1 Lesson 3:

Topic: Body language in a job interview

Aim: Client is able to talk about his work history and resume.

Activity: Exit Ticket

-

G

Errors/Opportunity for growth/Pronunciation/Feedback:

Vocabulary/Phrases:

Homework:

- student writes **one piece of advice** using a modal verb for job interviews.

You should come to the interview with a copy of your CV.

- *"What was the most important thing you learned today? I learned the way to use modal verbs into an interview."*

Catch up/Homework review:

WORKSPACE:

Errors/Opportunity for growth/Pronunciation/Feedback:	Vocabulary/Phrases:
Homework:	

Date / Consultant: Feb 5, 2025 Bernardo

Lesson number/week: 2-1

Topic: Interview questions

aim: to ask and answer job interview questions.

Catch-up/Homework review:



Workspace:

Here's the link: <https://meet.google.com/zdv-uhdi-rxw>

1. Look at the following job descriptions.
2. Guess the correct job title.

Examples:

Job Description

Job Title?

This person writes software programs.

programer

This person takes care of sick people in a hospital.

Doctor

This person builds houses and buildings.

Architect/
Engineer

This person serves food in a restaurant.

Waitress (F)
Waiter (M)
Waitperson

salesperson

salesman

1. Discovering – "Common Interview Questions"

Look at these **interview questions** and **match** them with the correct category:

Interview Questions:

- ☒ "Where do you work?"
- ☒ "Why did you leave your last job?"
- ☒ "What do you like about your job?"
- ☒ "Did you work in a team before?"
- ☒ "What skills do you have?"

Categories:

Category	Questions
Work	"Why <u>did</u> you <u>leave</u> your <u>last</u> <u>job</u> ?"
Experience	" <u>Did</u> you work in a team <u>before</u> ?"
Personal Skills	"What skills do you have?"

Current Job "Where do you work?"
"What do you like about your job?"

- ♦ Write your answers and discuss!

2. Grammar Explanation – Present & Past Simple Questions

AUXILIARY

BASE FORM - BE, WORK, LEAVE

Subject - pronouns-

 Study how to form interview questions in the Present and Past Simple.

1 Present Simple Questions (for current job & skills)

♦ **Formula:** (Wh- word) + Auxiliary (do- you, I, we, they/does -she, he, it) + Subject + Verb base form + ? (question mark)

✓ **Examples:**

- "What do you do?"
- "Where does he work?"
- "What skills do you have?"

2 Past Simple Questions (for past work experience)

♦ **Formula:** (Wh-word) + Auxiliary (did) + (Subject) + Verb base form + Mark of time + ? question mark

✓ **Examples:**

- "Where did you work before?"

- "Why **did** you **leave** your last job?"
- "What **did** you **like** about your last job?"

◆ **Practice: Complete the interview questions with the correct verb.**

 **Example:**

1. Where **did** you **work** before?
2. What do you have in your current job? (**have**)
3. Why did you leave your last work? (**leave**)
4. What do you like about your teamwork? (**like**)

3. Practice – "Interview Role-Play"

- Imagine you are a **recruiter** interviewing a candidate.
- Ask **five questions** using **Present and Past Simple**.

 **Recruiter:**


Why are you interested in the job?

What do you think is the most important skill for your current job?

Why did you leave your last job?

Where do you currently live?

Why do you want to work in this place?

 **Candidate:** Answer using **full sentences**:

- "I work at a technology company."
- "I left my last job because I wanted new challenges."
- "I have strong communication skills."

Errors/Opportunity for growth/Pronunciation/Feedback:

actually, I work in HR
CURRENTLY ✓

Vocabulary/Phrases:

[Merriam-Webster](#)

Current - now
hire- contratar
monthly

Homework:

1. Write **five interview questions** using **Present and Past Simple**.
2. Imagine you are **hiring someone for a job**.
3. **Example questions:**
 - "What skills do you have?"
 - "Where did you work before?"
 - "Why did you leave your last job?"

◆ **Write your five questions and bring them to the next class!**

What do you want in your next job?

Why did you change to the last job?

Where did you study your degree?

What do you think is your most important skill?

Why do you work here?

Date: February 4th/ Consultant: Eka

Lesson number: #1/week: #1

Topic: Resume, aptitudes/skills

Aim: Talk about your work history and resume.

Catch up/Homework review:

Workspace:

1. Decide which of these you would include in a CV and which you would not. Give reasons for your answers.

- your photo
- your home address
- your hobbies
- the first job you had
- the name of the school/university you went to
- your biggest achievement
- a list of languages you speak
- your date of birth

Blind resume

2. Explain what the speakers in a–e mean by matching the statements with their follow-ups 1–5.

- a) I use online CV templates. (3) ✓
- b) I like to use bullet points in my CV. (5) ✓
- c) When I write about my work experience, I put the information in chronological order. (4) ✓
- d) I only write about relevant experience and education. (2) ✓
- e) I put my CV objective at the top of the CV and it is usually very short. (1) ✓

- 1) I write a couple of sentences about myself and my career goals.
- 2) For instance, I once did a painting course but I won't write about it if I decide to try and get a job in accounting.
- 3) They have nice designs and when I use them I don't have to think about details like where to put my email address.
- 4) This way, the most recent job is at the top and the first job is at the bottom.
- 5) I can use them to clearly list what my jobs involve.

3. Discuss the questions.

- Think about the last time you wrote a CV (in English or any other language).

- Which of these did you use: a template, bullet points, chronological order in the education and experience sections?
- Did you write a CV objective? Do you remember what was in it?
- What are some examples of experience which are not relevant in a CV?
- Do you adapt your CV to the job description or do you use the same CV for all job applications? Why/Why not?
- Have you ever used any online CV writing tips?

4. Watch the first part of a video [<https://youtu.be/KKJnZSCH1ko>] (to 01:23) about writing a résumé (another word for CV) and match the types of résumés with the statements.

- a) chronological résumé (3) ✓
- b) functional résumé (1) ✓
- c) combination résumé (2) ✓

- 1) This type of résumé is good for people who have had a long break from work.
- 2) Your skills are as important as your work experience in this résumé.
- 3) In this résumé the earliest experience is written at the bottom.

5. Watch the second part of the video (from 01:24–02:58) and decide if the statements are true or false according to the speaker. Correct the false statements.

- a) You have to include your phone number in the contact information section. T ✓
- b) The résumé objective should say something about your skills. T ✓
- c) You should write at least two bullet points under each job title. F ✓
- d) You should only list soft skills. F ✓
- e) You don't have to write where your school/university is F ✓

6. Discuss the questions.

- Which of the three types of CV (chronological, functional, combination) do you think works best for you? Why?
- Which of the tips from the video listed below do you find useful? Why?
 - You have to include your phone number in the contact information section.
 - The résumé objective should say something about your skills.
 - You should write between three and five bullet points under each job title.
 - You should include both hard and soft skills.
 - You should write where your school/university is.
- What tips would you add to the list?

7. Look at the CV on the next page and discuss the questions.

- Is it a chronological, functional or combination CV?

- Which pieces of advice did the writer use?
 - You have to include your phone number in the contact information section.
 - The résumé objective should say something about your skills.
 - You should write between three and five bullet points under each job title.
 - You should include both hard and soft skills.
 - You should write where your school/university is.
- Which of the skills in the CV are soft and which are hard? Why do you think so?
- Would you add any of those skills to your CV? Why/Why not?
- What do you like or dislike about the CV?

DANIEL MORALES

 danielmo@mailbox.com  123-456-7890



I am a human resources professional with over five years of experience. I specialise in employee training and development. I would like to work for a company that helps employees unlock their full potential.

EDUCATION

B.A. in Psychology

San Dias University
2014-2017

SKILLS

Communication skills
Finance skills
Knowledge of HR software
Public speaking
Teamwork
Time management

EXPERIENCE

HR PROFESSIONAL

Really Great Company | 2020-Present

- Organised and conducted employee training
- Carried out surveys among employees
- Collaborated with managers to improve employee satisfaction
- Managed and planned HR budget

HR COORDINATOR

Great Company | 2017-2020

- Created and posted job ads
- Scheduled interviews with candidates
- Collected job requirements
- Improved the onboarding process
- Assisted with benefits administration

8. Look at the CV objective again and complete the notes.

- a) name of Daniel's profession: human resources professional
- b) how much experience Daniel has in the profession: over 5 years
- c) the important skill Daniel includes: employee training and development
- d) Daniel's career goal: work in a company that helps employees unlock their full potential

9. Complete the notes so that they are true for you.

a) name of your profession: HRBP

b) how much experience you have in the profession: over 9 years

c) the important skill you want to include: effective communication, teamwork, focus to results

d) your career goal: Work in a company which helps its employees to develop both personally and professionally

10. Write your CV objective using the notes you made in ex. 9. Use between two and four sentences.

**Mi name is Karen Aguilar, I'm a HRBP with over 9 years of experience. I specialise to work with people, I try to use effective communication and focus to results for create a better team.
I would like work in a company which helps its employees to develop both personally and professionally.**

Errors/Opportunity for growth/Pronunciation/Feedback:

To the job you are applying to
Works best for me*

which helps to develop its employees both personally and professionally

Vocabulary/Phrases:

Interviewer: Entrevistador
Interviewee: Entrevistado

What was your last position?
What did you do in your last position?
What are your skills?
What is your last degree?
Can you tell me more about you?

Homework:

Think which of the verbs from the bullet points you could use in your CV to describe your responsibilities in the job you have now or had in the past. Then, write your bullet points.

Experience
Human Resources Management

- Collaborate in the decision making with general management to achieve the goals of the organization.
- Give to general management a **MONTHLY** payroll report.

- Achieve with the search and correct staff placement in the requestED profiles.

Date: December 26th / Consultant: Eka

Topic: **WELCOME TO YOUR TRIAL LESSON!**

Aim (objective):

Workspace:

A1 + Business Curriculum

This trial class has been taken from our **A1 + Business study plan Week 1 Meeting people**

Week 1 - Meeting people - today we are here!

Week 2 - Business Small talk

Week 3 - Business trip

Week 4 - Business Events

Week 5 - Agendas

Week 6 - Evaluation - Informal

Week 7 - Entertainment

Week 8 - Appointments

Week 9 - Problem solving

Week 10 - Careers

Week 11 - Goals

Week 12 - Formal Evaluation - Advance to next level

Dynamic: 45 min lesson + 5 min chat on program + 10 min comments and questions

Warm up:

- **Work** Activities during the week:
 - Check my email every morning
 - Connect to sessions in my calendar to see different topics/Prioritize activities
 - I meet with other areas to follow up on movements of positions, etc...
- Free time activities on weekends: Mod dog 🐶 / Great Dane
What things do you like to do in your free time?

Activity 1:

Adjectives/descriptions for work activities

Light vs heavy	Boring vs interesting	Slow vs fast	Stressful vs relaxed	High vs low

Activities/ Professional Routine

Grammar :) Structure....

Idea= subject negative verb object.

(Do(es) not)

Verb: present tense = routines/habits/normal

Activity 2

Main activities for your position

subject	neg.	verb	Object	
I		visit		
I		check		
		Take		
I		Talk		

I		Sell		
		Attend		
I		do		
I		Coordinate		
I		control		
		Collaborate		
I		report		
		Charge		
		Follow up		
I		Track down		
I		Review		

Activity 3

Negative / questions:

- Do you manage...other people in your team?
- I do not manage other people.

Let's roleplay a conversation: We have just met at a conference - introduce yourself, your job and tasks and ask some questions about my job and tasks

Wrap up:

New vocabulary	Feedback

Thank you!

Let's talk about your program:

What schedule suits you best for your course to begin?

Your Lesson Plan (adaptable):

 **A1+ Curriculum: Business Beginners 2p Summary**

Comments based on student's preferences and interests:

THANK YOU FOR YOUR TIME!

Feedback:

New vocabulary:

Comments based on student's preferences and interests:

 **Business Beginners 2p Summary**

HRBP for the Dallas group (purpose)
Works at Coppel
Recruiter/ Interviews
Review budget
Business services
Payroll

Define the budget for each position's payroll

