

American Industries Group 2 (starting level A2)

Curriculum:  Business Interactions 1 Curriculum - 1p summary

Canvas: <https://canvas.instructure.com/courses/13200596>

Date: / Consultant: Nov 6 Maja

Lesson number/week:3/9

Topic: give feedback on coworkers presentation

Aim:

Catch up/Homework review: record yourself convincing your team about the proposal - use new phrases

Present this to everyone - persuade us to say yes

Jorge	Cesar	Kareli	Edna
Reduce time for payroll Automate the system for finance The benefit is to ... And = Besides the project will eliminate this step... Surely / Certainly / Definitely / Absolutely , but we also need information for... Bank account	In my opinion , American Industries should use more artificial intelligence and automation in all our processES - iz , that kind of tools can reduce the time of the process and the cost of the operations, in other words we would be more productive. I strongly believe that if we can be more productive, we will be in a better position with respect to our competitors. FURTHERMORE = We must identify the processes that are	In my opinion we must establish a day for payments, I feel that we need to make payments just once a week and before 12 noon, I'm certain this will improve our organization. First of all, we should send a mail to the suppliers, let them know the new policy, and then we need to talk with the buyer, so they can let the new suppliers know about this new policy from the beginning. I believe this is the best moment to do it, because	In my opinion we need to update the processes to prepare new employees First= Firstly, we need to Second, Secondly we need to have a meeting ... Once we have all processes with updates we need to prepare a another meeting to review Likewise , Similarly____ If all parties agree we can take it to the boss for review I hope/ I am sure that / It is certain it will be

	repetitive and implement automation. Moreover, The automation can reduce mistakes and allow people to focus on analyzing the data Artificial intelligence can be used, for example in search of information or make professional presentations. In conclusion, the trend is to use more artificial intelligence and more automation in companies consequently we must use those tools too.	the company is just starting its operations, which is better than later when the company has more suppliers. As you can see, at this moment implementing this policy is easier. I think it will be finished by the end of the month.	finished by the end of the year Finally, I think we can do it because we have synergy and we have done it before in less time
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WORKSPACE:

Giving feedback - give feedback about each other's presentations

POSITIVE	NEGATIVE

Giving feedback - positive and negative -

<https://learnenglish.britishcouncil.org/skills/speaking/b1-speaking/agreeing-disagreeing>

Positive:

-
-

Negative:

-
-

POSITIVE	NEXT STEPS
✓ Phenomenal job on... ✓ I believe your example was... ✓ Terrific work on... ✓ You did a superior job on... ✓ You did an astronomical job on... ✓ You did a profound job on...	✓ One suggestion would be... ✓ I believe you should add... ✓ Don't forget to... ✓ Next time you should... ✓ I am confused by... ✓ Take into consideration changing...

Let's use the new phrases and give each other feedback - find the solutions together

-
-
-
-

Errors/Opportunity for growth/Pronunciation/Feedback:

Vocabulary/Phrases:

Homework: <https://www.mybeonline.com/business-english-skills-360-giving-and-receiving-feedback-2/>

Date: / Consultant: Nov 5 Maja

Lesson number/week: 3/8

Topic: persuading

Aim: useful expressions

Catch up/Homework review: send a voice note to your boss - present your project and proposal - a plan with a timeline

Let me explain

We should review

Many change s - IZ

ES - IZ

Procedure - pro Sldiur

To my boss,

In my opinion, American Industries should use more artificial intelligence and automation in all our processES - iz, that kind of tools can reduce the time of the process and the cost of the operations, in other words we would be more productive.

I strongly believe that if we can be more productive, we will be in a better position with respect to our competitors.

We must identify the processes that are repetitive and implement automation.

The automation can reduce mistakes and allow people to focus on analyzing the data

Artificial intelligence can be used, for example in search of information or make professional presentations.

In conclusion, the trend is to use more artificial intelligence and more automation in companies consequently we must use those tools too.

WORKSPACE:

Persuading your boss/team

Jorge	Cesar	Kareli	Edna
Reduce time for payroll Automate the system for finance The benefit is to ... And = Besides the project will eliminate this step... Surely / Certainly / Definitely / Absolutely, but we also need information for...	In my opinion, American Industries should use more artificial intelligence and automation in all our processES - iz, that kind of tools can reduce the time of the process and the cost of the operations, in other words we would be more productive. I strongly believe that if we can be more productive, we will be in a better	In my opinion we must establish a day for payments, I feel that we need to make payments just once a week and before 12 noon, I'm certain this will improve our organization. First of all, we should send a mail to the suppliers, let them know the new policy, and then we need to talk	In my opinion we need to update the processes to prepare new employees First= Firstly, we need to Second, Secondly we need to have a meeting ... Once we have all processes with updates we need to prepare a another meeting to review Likewise, Similarly_____

Bank account	position with respect to our competitors. FURTHERMORE =, We must identify the processes that are repetitive and implement automation. Moreover, The automation can reduce mistakes and allow people to focus on analyzing the data Artificial intelligence can be used, for example in search of information or make professional presentations. In conclusion, the trend is to use more artificial intelligence and more automation in companies consequently we must use those tools too.	with the buyer, so they can let the new suppliers know about this new policy from the beginning. I believe this is the best moment to do it, because the company is just starting its operations, which is better than later when the company has more suppliers. As you can see, at this moment implementing this policy is easier. I think it will be finished by the end of the month.	If all parties agree we can take it to the boss for review I hope/ I am sure that / It is certain it will be finished by the end of the year Finally, I think we can do it because we have synergy and we have done it before in less time
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Persuade the other person - your partner

Persuasive Writing

Introductions

I think...
For this reason...
I feel that...
I am sure that...
It is certain...
I am writing to...
Of course...
In the same way...
On the other hand...
In this situation...

Making your point

Firstly, secondly,
thirdly...
Furthermore...
In addition...
Also...
Finally...
Likewise...
Besides...
Again...
Moreover...
Similarly...
Surely...
Certainly...
Specifically...
If...then...
because...

Details

For example...
In fact...
For instance...
As evidence...
In support of this...
Endings
For these reasons...
As you can see...
In other words...
On the whole...
In short...
Without a doubt...
In brief...
Undoubtedly...

Other Words

reasons
arguments
for
against
unfair
pros
cons



<https://www.businessenglishpod.com/2009/05/03/bep-130-adv-presentations-pitching-an-idea-part-2/> - start at 2 finish at 3:55

1. As you can SEE it really is possible to revamp a website...
2. Well...I can show you how we can do it ourselves...
3. While I understand what you are saying, I (strongly) believe it is possible to make due with what we've got...
4. I'm telling you...with only 5 thousand and a bit of input...
5. There you go! You're already dealing with technical issues...
6. Definitely, let me explain...My assistant has tracked down...
7. It's going to be easier than you think, really, I can't stress this enough...

Adapt your convincing speech with these phrases and present it naturally

Errors/Opportunity for growth/Pronunciation/Feedback:

Vocabulary/Phrases:

Organize - organization
Automate - automation

	Determine - determination
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Homework: record yourself convincing your team about the proposal - use new phrases

Date: / Consultant: Nov 4 Maja

Lesson number/week: week 3 lesson 7

Topic: describing project strategy

Aim: time expressions / prepositions

Catch up/Homework review:

discuss the ideas you heard today about making your job /company more efficient - express your opinion about them - write an email to your boss

CESAR'S HOMEWORK

To my boss,

In my opinion, American Industries should use more artificial intelligence and automation in all our process, that kind of tools can reduce the time of the process and the cost of the operations, in other words we would be more productive.

I strongly believe that if we can be more productive, we will be in a better position with respect to our competitors.

We must identify the processes that are repetitive and implement automation.

The automation can reduce mistakes and allow people to focus on analyzing the data

Artificial intelligence can be used, for example in search of information or make professional presentations.

In conclusion, the trend is to use more artificial intelligence and more automation in companies consequently we must use those tools too.

DEAR Cesar,

I want to talk you about the idea to use AI at work, I would like implement because our work would be easier, maybe our monthly report can be ready in 2 hours instead 2 days, but as you know it is not as simple as it seems, first we must have **authorization from the direction** to use AI in our work and for this we will need a plan with details of how it will help us. **If you agree** with this idea, I can work this week with the plan and once we have the authorization I could coordinate training sesión with IT team.

I hope you are interested in it, **I will wait** - I look forward to your answer.

I look forward to = I am waiting (polite)

Regards, Edna.

I am agree - I go , I work, I agree, I disagree

AGREE /DISAGREE + EXPRESS OPINION + MODALS

It will Allow me _TO___ be more productive

I need _TO_ improve my English

Not a modal in most cases - VERB(only the 1st changes) + TO + VERB (simple form , never change it)

I like to swim

Parade

Classmate

ON + day

WORKSPACE:

Project PROPOSALS - how do you decide to start or propose a project? What does it depend on? Or who decides this if not you?

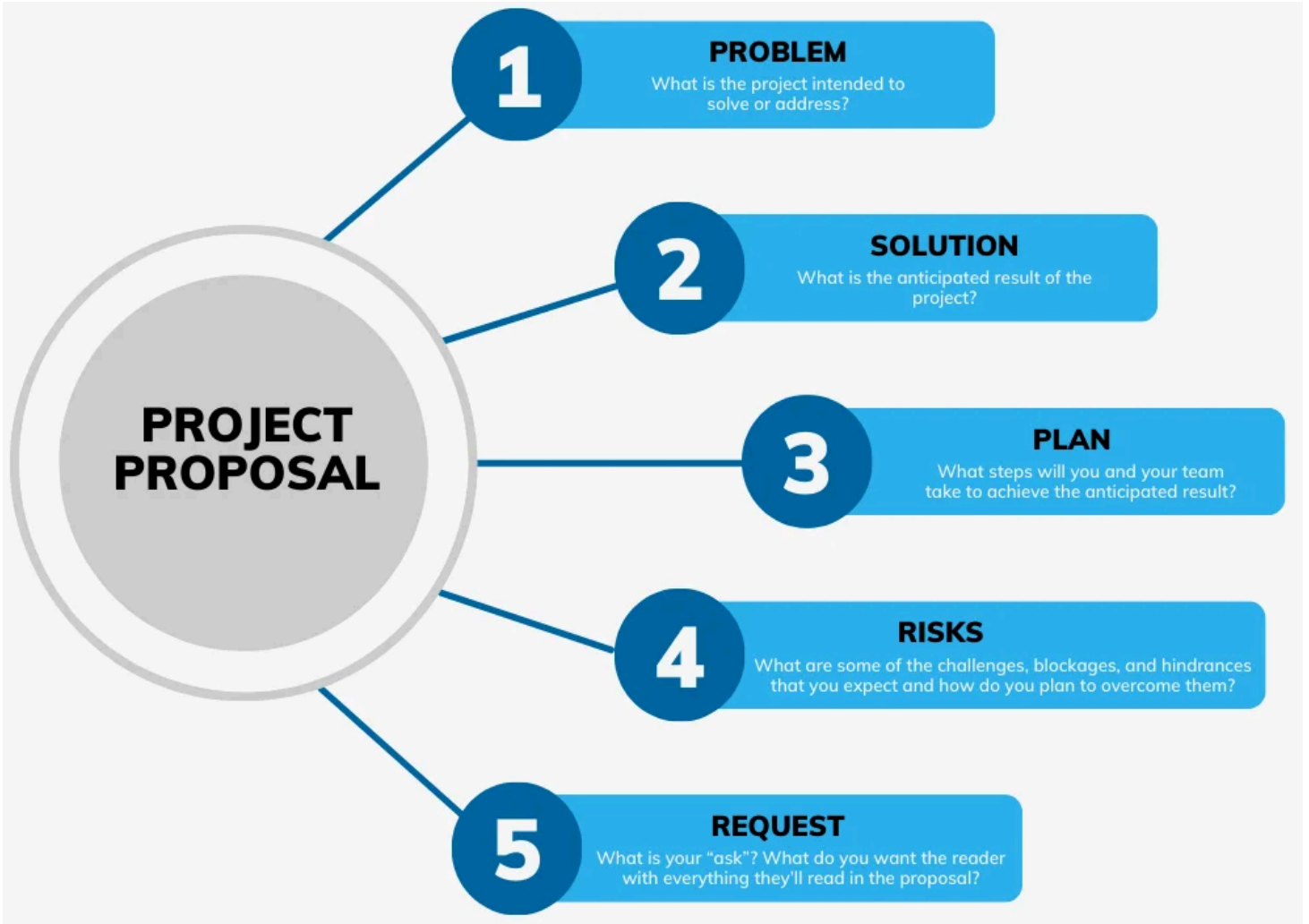
Edna	Cesar	Kareli	Jorge
Commonly the company decides Involucrate - involve	In some cases I decide and in some my boss Some projects I am the leader	Sometimes my boss in China and sometimes by boss in Mex My project is every month My bosses decide the deadline	In some cases I decide and in some my boss Make the deadline - MEET the deadline - finish on time
PROBLEM: New customs assistant need more comprehensive training, today they ask a lot of about the processes. SOLUTION: We must review processes and add more details about the operation, including screens and step by step how to do an operation PLAN: We will organize a	PROBLEM: (modal) The company must Comply with "controles volumetricos" obligations SOLUTION: We have to Implement a software that record the consume of natural gas in the plants by the end of this year. PLAN: I will organise a meeting with several people to explain the need and what we need	(modal)WE Must establish a day for payments, the problem we need to solve is make payments just once a week and before 12 noon, this to be more organization We should send a mail to the suppliers, let them know the new information	PROBELM: (modal) We could Reduce time Solution: the pay roll system make the files to send to bank to pay PLAN: * capture data in sistem pay roll • Make de files to bank in sistem pay roll Risks: the information for pay en frist not have

meeting with all assistants to know exactly what we need to include on processes, maybe we could program a session to see how they are doing operations to detect mistakes and then can we work to edit processes. RISKS: I think we can spend a lot of time to finish all corrections and omit some point is we do not have meetings with assistants. REQUEST:	to do. RISKS: If we don't have that software the mexican IRS can cancel some authorizations of the company like CIVA REQUEST: I need the availability of ESG, Tax people and "Ejecutivo de cuenta" (Accounts Executive) and people from our clients.	We have to ask buyers	
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Share with your partner

- When do the projects start
- What are the objectives
- What is the strategy - is there anything you MUST SHOULD CAN do before you start

PROPOSE A NEW PROJECT - PROPOSE YOUR NEXT PROJECT



Include these in your project proposal

ALSO FOCUS ON THE TIME FRAMES

Preposition	Usage	Example
At	Specific point in time	I have a meeting at 10:00 AM.
In	Period of time or duration	She will be back in an hour.
On	Days and dates	The party is on Friday.
For	Duration of time	He studied for two hours.
Since	Starting point of an action	I have been waiting here since 9 o'clock.
Until/Till	End point of an action	Please wait here until I come back.
From...to	Starting and ending points of a period of time	The store is open from Monday to Friday.
By	Deadline or the latest time something will happen	Please finish your homework by 8 PM.

Present it again - this time improved version

Errors/Opportunity for growth/Pronunciation/Feedback:

Vocabulary/Phrases:

Involucrate - INVOLVE
Actually- really
CURRENTLY

Homework:send a voice note to your boss - present your project and proposal - a plan with a timeline

Date: / Consultant: Oct 30 Maja

Lesson number/week:2/6

Topic: Identify areas of growth

Aim: being polite, modals

Catch up/Homework review:

express your opinion how to make your job more efficient - use new expressions - record a voice note

We will be more **efficient - adjective**

To be + adjective - I am slow

We will _ WORK/ FINISH / OPERATE / DO _ more efficientLY

VERB + LY (ADVERB) - I work slowly

I need an assistant **to help me .../ that helpSSSSSS me**

WORKSPACE:

Costume - COSTYUM vs customs

Trick or treat

Do HOUSEWORK

Do HOME OFFICE

Grave

Cemetery or GRAVE YARD

Present your ideas

I think my job would be easier if I implement a tax document repository that I can check at any time.

I feel if I have an assistant that helps me , I would have more time to implement the tools.

To be perfectly frank, I am limited in the use of systems, so I must learn to use AI more.

In conclusion, if I can I learn more about AUTOMATION I can work faster

My job can be more automatic and people can help automate the process

People catch the plans but the process is not standard and has a lot of issues - This can be done by an AI

We have different dates for processes, we need to make it standard

We need more people to back up the others, because it's a lot of rotation/ **TURNOVER** and we have a lot of incidents while people are in **TRAINING** or work **without training**

People is more focused to make the report...

AUTOMATION - AUTOMATE

ORGANIZE

Incidents or INCONSISTENCIES

TRAINING not capacitation

Without

Express your opinion about ideas you just heard

- I agree with Jorge about...
- I completely agree with you, _____ That situation causes a lot of mistakes
-
- ___ I'm with you, _____ New employees have to practice...
- Maybe they take the training face to face...
- Maybe have interns

What if we have a not so positive opinion about an idea? How can you express that?

- I'm not sure if the training plan is working... People MUST have training before starting ...
- I completely disagree. Maybe you know AMER process but you don't know the client's and they have different processes
- ___ I don't think so, _____ I SHOULD have people to back up not learn other forms to work with clients
- WE MIGHT find better solution

CAN YOU USE AI TO FIX THIS?

Should the clients do something to fix this? Or have a person to help the employees in American IND?

Being polite

Agreement



- I agree with you/ him
- I am at one with him on that point.
- I am of the same opinion.
- I am with you.
- I approve of it.
- I completely / absolutely agree with you.
- I couldn't agree with you more.

Partial Agreement

- It is only partly true that...
- That's true, but...
- I can agree with that only with reservations.
- That seems obvious, but...
- That is not necessarily so.
- It is not as simple as it seems.
- I agree with you in principle, but...

Disagreement



- I completely disagree...
- I don't think so....
- I (very much) doubt whether...
- I agree up to a point, but....
- I am of a different opinion because ...
- I can't/ couldn't go along with that....
- I cannot agree with this idea.

Modals + VERB

MODAL VERBS

Type	Modal Verbs	Examples
ABILITY	Can, Could	• David can speak three languages. • He could speak fluent French when he was 5.
PERMISSION	Can, Could, May	• Can I sit in that chair please? • Could I open the window? • May I borrow your dictionary?
ADVICE	Should	• You should visit your dentist at least twice a year. • You should try to lose weight.
OBLIGATION	Must, Have to	• I must memorize all of these rules about tenses. • You have to take off your shoes before you get into the mosque.
POSSIBILITY	Might, May, Could, Can	• It looks nice, but it might be very expensive. • Richard may be coming to see us tomorrow.



AGREE /DISAGREE + EXPRESS OPINION + MODALS

I don;t think the training is the problem, If you ask me We must use AI to automate the process

Errors/Opportunity for growth/Pronunciation/Feedback:

Job vs work

I have a lot of WORK

Work - activities / tasks

Job- position / title

Vocabulary/Phrases:

Homework: discuss the ideas you heard today about making your job /company more efficient - express your opinion about them - write an email to your boss

AGREE /DISAGREE + EXPRESS OPINION + MODALS

Cesar,

I want to talk you about the idea to use AI at work, I would like implement because our work would be easier, maybe our monthly report can be ready in 2 hours instead 2 days, but as you know it is not as simple as it seems, first we must have direction's authorization to use AI in our work and for this we will need a plan with details of how it will help us. If you are agree with this idea, I can work this week with the plan and once we have the authorization I could cordinate training sesión with IT team.

I hope you are interested in it, I will wait for your answer.

Regards, Edna.

Date: / Consultant: Oct 29 Maja

Lesson number/week:2/5

Topic: offer opinion on a product strategy

Aim: expressing opinions

Catch up/Homework review: send a voice note - expand this project or choose another project and discuss the same components, add cause and effect to explain it

U = A

Re - RI

Result - RISALT

Customs- KA

STRAkchur - structure

Determinate - determine

Organizate - organize

DATES - how do we read . say dates?

November 5TH or December 7TH

1st 2nd 3 rd 4 th 5 th etc etc - **ORDINAL**

Short: November 5th / Oct 29th

Long: the 5th of November

WORKSPACE:

What are some current projects you are working on ?

Project	Description - choose 1 - objective, activities, people, deadline etc
Kareli - closing of the month / Start of factory Ops	Currently, I am working on Closing of the month's project The objective of the closing of the month is to determine all accounting and financial information that occurred in the company during the month, in order to send the information to the Chinese team so they can make important decisions. My deliverables are the follow, I have to reconcile accounts, like suppliers, banks and debtors Do monthly valuations of USD accounts, due to exchanged rates To prepare Financial Statements, like trial balance, balance sheet and income statement I have to finish by the 7th day every month.
Edna - closing of the month report, new webpage	For closing the month we will do two reports about september operations, one to report taxes that we paid on PENDINGs and another to report all invoices we processed on the month for the client can see who HOW many operations they done.
Cesar - review TAX projection/ forecast ,	I will have a meeting with the tax accountants, I will review their tax forecast, I will make sure they consider all of the principal elements, I have to present a report no later THAN november 15, that report must have the tax forecast and my proposals to reduce the tax at the end of this year.
Jorge - payroll for savings fund, reconciliation	This week is the last to close the saving fund, finish de payroll to run a report de all employed, this report to the same in tha account bank, When I finish I make a report I need to distribute this to all employees =

Aportacion - CONTRIBUTION
CONTRIBUTE

Pensions - retirement fund
CHILD support - alimony

Politics - government

vs policy - rules in a company or institution

Registered / business name that belongs to a company

Mother company

Umbrella company

Offering opinions

How can we make the project more efficient/faster /more successful?

- I think Jorge could finish faster if he had an assistant
- I think he needs another person / an AI to assist him
- I think we need to implement a system to do her job FASTER
- We need to connect better and organize the work
- I think you could be more efficient if you had less people
- It could be more efficient if we all worked in the same place
- Maybe we need to change the structure and organize differently
- In my opinion....
- I consider....

<https://www.businessenglishpod.com/2018/07/14/bep-327-expressing-opinions-in-english/> - start at 2:55 - stop at 4:40

1. In my VIEW I think we should give it a bit more time...
2. I FEEL we could probably give it another week
3. To be perfectly frank, I think we need to take a hard line here.
4. It would SEEM to me the copy is pretty close to being finished...
5. To be honest they were pretty close, right?

Expressing your opinion on other people's projects and ideas

Giving Your Opinion

Introducing Your Argument

It is undeniable that....

I strongly believe that...

It is obvious that...

It is clear that...

My position is that...

The fact is that...

In my opinion, ...

It is evident that...



BEYOND
ENGLISH

Errors/Opportunity for growth/Pronunciation/Feedback:

DO You have to do a presentation....?

ARE there people who...?

Must pay / can do / should make - MODALS
never with TO

Verb + to + verb

Vocabulary/Phrases:

Contribute

It seems to me (not I seem...)

People ARE / not is

Homework: express your opinion how to make your job more efficient - use new expressions - record a voice note

Date: / Consultant: Oct 28 Maja

Lesson number/week: 4/2

Topic: describing projects

Aim: cause and effect, vocab

Catch up/Homework review:

explain work and social norms for foreigners who want to work in Mexico

Edna:

In México we have an amazing culture, mexicans are very welcoming and for this reason we usually greet each other with a kiss and sometimes (include) a hug. We are so grateful and we say "thanks" for all. Most mexicans are Impunctual, so if some one say he will arrive at one hour, consider he maybe will arrive 10 o 20 minutes late, but for party we are ready always, we want to HAVE a party for each celebration of the calendar.

HAVE + events (meeting, party, appointment)

We see our job as a second home and we see our colleagues as friends, when we have visit of foreign suppliers or people from other country we usually give a tour for the city or invite them to dinner. In a business environment we wear FORMAL and we greet only with a handshake. And finally we are recognized for being good workers, in all levels or environments.

Formal vs casual - clothes

César:

THE Mexican are friendly and we try to make foreigners feel good. It is common to shake hands with people.

In the Mexican workplace, personal relationships are highly valued; building trust is essential before discussing formal matters.

Communication is usually indirect and careful, avoiding direct rejections so as not to damage the harmony.

Formal meals are common to strengthen relationships

The Catholic religion is primarily a cultural influence; respect in religious celebrations and practices is important.

In Mexico we use phrases like in a minute, in a second, or "my house is your house," but you shouldn't take them literally

Maja's house/ Cesar's computer - possession

THE MEXICAN - THE AMERICAN - THE FRENCH = people

French fries

WORKSPACE:

Describing projects

What projects are you currently working on?

What are some current projects you are working on ?

Project	Description - choose 1 - objective, activities, people, deadline etc
Kareli - closing of the month / Start of factory Ops	Currently, I am working on Closing of the month's project The objective of the closing of the month is to determine all accounting and financial information that occurred in the company during the month, in order to send the information to the Chinese team so they can make important decisions. My deliverables are the follow, I have to reconcile accounts, like suppliers, banks and debtors Do monthly valuations of USD accounts, due to exchanged rates To prepare Financial Statemnts, like trial balance, balance sheet and income statement I have to finish by the 7th day every month.
Edna - closing of the month report, new webpage	For closing the month we will do two reports about september operations, one to report taxes that we paid on PENDINGS and another to report all invoices we processed on the month for the client can see who HOW many operations they done.
Cesar - review TAX projection/ forecast ,	I will have a meeting with the tax accountants, I will review their tax forecast, I will make sure they consider all of the principal elements, I have to present a report no later THAN november 15, that report must have the tax forecast and my proposals to reduce the tax at the end of this year.
Jorge - payroll for savings fund, reconciliation	This week is the last to close the saving fund, finish de payroll to run a report de all employed, this report to the same in tha account bank, When I finish I make a report I need to distribute this to all employees Frequency ONE TIME TO YEAR - ONCE a year TWO TIMES - TWICE a month / week/ day

Project SCOPE - what is it? - summary of the most important components of a project

- Objective : goal, why we do this project , final expectation
- Deliverable: tasks you must complete in order
- Milestones: smaller timelines inside a bigger project
- Requirements: permits, tools, people, time , budget
- Limits: issues and problems



Let's add these to your projects description, together with some sequencers and connectors

WHY??? REASON

Cesar - I have to prepare a report and send it no later than 15 days **because** I write proposals to review the tax...

Jorge - The process is slow I have to go to the bank and finish the process **because** it is necessary to continue

Edna - We need to do two reports **because** one is for the taxes and the other is for invoices

Kareli - We need to send it to the Chinese team **so they can make a decision**

I have to do monthly evaluations in USD, **because** the credit is ...

ON + DAY November 3

On IN November + MONTH

Deliver - able

TRANSITION WORDS

CAUSE

★ **BECAUSE OF**

We were unable to go by train because of the rail strike.

★ **WITH THIS MIND**

With this in mind, we must ensure more job security.

★ **IN FACT**

In fact, the fighting became even more brutal on Sunday.

★ **IN ORDER TO**

In order to achieve this, we need a budget.

★ **DUE TO**

The event is off due to a scheduling error.



EFFECT

★ **AS A RESULT**

His wife left him. As a result, he became very depressed.

★ **AS A CONSEQUENCE (OF)**

She has lived in France, and as a consequence speaks French fluently.

★ **THEREFORE**

He's only 17 and therefore not eligible to vote.

★ **THUS**

He didn't work hard. Thus he was fired.

★ **CONSEQUENTLY**

My car broke down and consequently I was late.

★ **HENCE**

It is very late; hence you must go to bed.

★ **FOR THIS REASON**

For this reason, they are not a good choice for exterior use.

★ **DUE TO**

Due to a broken wing, this bird can't fly.



Errors/Opportunity for growth/Pronunciation/Feedback:

Vocabulary/Phrases:

Savings fund

Historical film/series

Homework: send a voice note - expand this project or choose another project and discuss the same components, add cause and effect to explain it

Date: / Consultant: Oct 23 Maja

Lesson number/week:3/1

Topic: discussion cultural differences mex vs us

Aim: comparatives and superlatives

Catch up/Homework review:

send a voice note to the WA group - talk about your professional experience but add the details from the questions

BUS ???- BAS
TRUMP - TRAMP

U= A

Public - PABLIK
Customs - KA
Culture - KAlchur
Supplier - SA

Gathering

WORKSPACE:

Working with other cultures - do you have experience with it?

What are some common cultural differences when working with other cultures?

- Language
- Temper
- Strict vs flexible
- Regulations / Laws
- Time perceptions

Mexico vs Us - brainstorm some cultural and work differences - breakout rooms

Mexico	The USA
Not so punctual Avoid the law More kind KINDER Better treatment of people Friendlier Spicy	More Punctual Compliance with the law Colder More Direct More Independent Clear - clearer or more clear

Comparative and superlatives

Positive	Comparative	Superlative	
 big	 bigger	 biggest	(Note: Put THE before a superlative)
One syllable	-er		-est
	clear	clearer	clearest
	dark	darker	darkest
One syllable ending with -e	-r		-st
	wise	wiser	wisest
	simple	simpler	simplest
Adjectives ending with one vowel and one consonant	-er		-est
	thin	thinner	thinnest
	fat	fatter	fattest
Two syllables ending in -y	-er		-est
	busy	busier	busiest
	merry	merrier	merriest
Three or more syllables	more +		most +
	creative	more creative	most creative
	popular	more popular	most popular
Irregular Adjectives	good	better	best
	bad	worse	worst
	little	less	least
	much	more	most

<https://www.lingoda.com/blog/en/cultural-differences-us-mexico/> - quick reading

Team 1 - social norms - gentleman

Team 2 - food and work - ladies

Change partners and compare what you learned about Mexico and US
Do you agree or not and why

Can you add more things that are different?

We eat dinner more late - LATER

They leave the house more early - EARLIER

We like more spicy food - SPICIER

They work very hard / __MUCH__ harder compared to other countries

Much + more expensive

The hours are THE highest

- Read - past? - read / red- color/

Errors/Opportunity for growth/Pronunciation/Feedback:

Vocabulary/Phrases:

Close relationships
Distant

Homework:explain work and social norms for foreigners who want to work in Mexico

Edna:

In México we have an amazing culture, mexicans are very welcoming and for this reason we usually greet each other with a kiss and sometimes includes a hug. We are so grateful and we say "thanks" for all. Most mexicans are unpunctual, so if some one say he will arrived at one hour, consider he maybe will arrive 10 o 20 minutes late, but for party we are ready always, we want to do a party for each celebration of the calendar.

We see our job as a second home and we see our colleagues as friends, when we have visit of foreign suppliers or people from other country we usually give a tour for the city or invite them to dinner. In a bussines environment we wear so nice and we greet only with a handshake. And finally we are recognized for being good workers, in all levels or environments.

César:

Mexican's are friendly and we try to make foreigners feel good. It is common to shake hands with people.

In the Mexican workplace, personal relationships are highly valued; building trust is essential before discussing formal matters.

Communication is usually indirect and careful, avoiding direct rejections so as not to damage the harmony.

Formal meals are common to strengthen relationships

The Catholic religion is primarily a cultural influence; respect in religious celebrations and practices is important.

In Mexico we use phrases like in a minute, in a second, or "my house is your house," but you shouldn't take them literally

Date: / Consultant: Oct 22 Maja

Lesson number/week: 2/1

Topic: Explain your professional experience

Aim: sequencers

Catch up/Homework review:

At this moment I am working on a project related to transferring the corporate employees from A company to a B company. I am **responsible for finishing** the transfer **in 2025/ BY THE END OF THE YEAR**. I have to manage 4 people for this project. I will report my activities to my boss (General Director).

By - for the deadline

WORKSPACE:

Introducing yourself professionally

I am a Tax Director for AI ,a manufacturing export company. I report to general Director, I am responsible for the Tax strategy and compliance with tax related issues. I supervise 9 people but I almost never have to deal with clients.

I work in the customs team, **I am committed to supporting** the team. I am responsible **for supervising** the systems **if necessary** for the I don't have project at the moment, **I work on** **updating** my presentation to do **onboarding**

Commit - commitment = are very dedicated to this

Compromise - false synonym

I work as a Sr Accountant, **AT / FOR** AI company but I am OUTSOURCED by a Chinese company
I am responsible for accounting and finance. At the moment I am working on the previous month's close.

I have worked/ have been working AT American Industries, **FOR 24 years**. My position in Payroll Chief, my responsibility is to all the employers pay salaries. I don't have a project but next week is an important payroll ...and I am preparing for this.

Depositing the Savings funds

Match - **reconcile (economics and finance)**

I started **24 years ago/- specific point in the past when something happened**

FOR + time - duration of the action

To work for/at a company

Daniel works for a car dealer.

To work in a department or a team

I currently work **in** the accounts department.

To be responsible or accountable to their manager/boss

As part of the sales team, you'll be accountable **to** the Head of Sales.

To work as (position)

I've been working as a secretary in this company **for** ten years.

To manage a team of people.

Now that I've been promoted, I will manage a team **of** 20 telemarketers.

To work on a project

We'll be working all hours while we work **on** this project.

To be part of a team

Andrew seems to enjoy being part **of** the marketing team.

To work in an industry.

Both James and Sarah work **in** fashion.

To be responsible for other staff/for doing their work.

I'm responsible **for** assessing workers' performance.

To be in charge of something/doing something.

Who is **in** charge **of** contacting prospective clients?

To report to your manager/boss...

If there's an incidence, report **to** your supervisor.

To negotiate with people

My duties include negotiating **with** suppliers.

To be committed to something

I'm totally committed **to** my job.

To deal with clients/problems...

The Customer Service team deals **with** our clients' claims.

Talking about your professional experience

Studies

First job

Career development (change of company, promotions, etc)

Additional courses/certifications

Edna	Kareli	Jorge	Cesar
First , _____ I graduated from International Commerce from ULSA. My first job was in Invingston, giving service to Ford Motor Company IN	First of all, I graduated from UACH University as a Public Accountant, then I studied a master's degree in finance. Soon, I started my frist job	____First__I graduated from Instituto tecnologico de jimenez. ____My first job AS cost assistant in Tijuana ____ I have 30 year in	First I graduated from de UACH as an Accountant, I have two masters degrees (Tax and Finance). My first job was at an accountant firm in a tax

Customs Department, I was At this company for 5 years and then I changed to DSV Company as Customs Analyst (the difference was the business activity) after 2.5 years, i received a call from American Industries and finally I have been here for 2 years.	at a freight Company as a general Accountant, 12 years ago. In my last job I worked in the public sector as a treasurer at City Hall of Meoqui. My responsibilities included managing a team of 25 people, accounting and budget control. Nowadays, I work as a Sr Accountant, AT / FOR AI company but I am OUTSOURCED by a Chinese company I am responsible for accounting and finance. At the moment I am working on the previous month's close.	payroll experience	position. At American Industries I started to work in a Real Estate department, then I was moved to Shelter and finally I was moved to corporate. In conclusion, I have 25 years experience in maquiladora/ manufacturing and real estate tax regimen.
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AT - company

IN- department

AS - position

ON - project

Sequencers

SEQUENCE WORDS

Beginning



- In the beginning
- First of all
- Once upon a time
- One day
- First/ Firstly
- To begin
- To start
- Once

Middle

- Soon
- Meanwhile
- Then
- After that
- Third/ Thirdly
- And
- In addition
- Also
- Later
- After/ Before
- Next
- Second/ Secondly
- Furthermore
- Subsequently
- Moreover
- Another

Interruption



(something unexpected)

- Suddenly
- All of a sudden
- But then

Ending

- Finally
- At last
- In conclusion
- To summarise
- After all
- By the end
- At the end
- Afterward
- In the end
- Lastly
- By this point
- Eventually

Love English

www.loveenglish.org

Breakout rooms - talk about your professional experience with your partner
Ask extra questions about it

- Start - Started TID

- Work - worked T

- Accountant Public - Public Accountant

- ADJ + NOUN

- Chocolate icecream

Errors/Opportunity for growth/Pronunciation/Feedback:

Vocabulary/Phrases:

Homework: send a voice note to the WA group - talk about your professional experience but add the details from the questions

Date: / Consultant: Oct 21 Maja

Lesson number/week: 1/1

Topic: Discussing your professional background

Aim:

Catch up/Homework review:

In the night
Make calculations

Repetitive
Degree celsius

WORKSPACE:

Introduce yourself professionally

-
-
- I'm an Accountant, I work for a Mexican Company, its name is AI, that offers services to foreign companies. **I**
We work in the Real Estate and Export Manufacturing Industry. We have operations in Chi, Que, Cd Juarez,
etc. and more than 10 000 employees.
-
- I'm the Tax Director , I've been working in AI since...1999
- I'm responsible for (doing) Tax strategies — I like ice cream / I like eating icecream
- **I am in charge of** the compliance (verb + ING)
-
- I deal with the Tax risks . **I am committed to AVOIDING the risk** and developing tools to avoid tax risks
-
- I supervise other Tax Accountants but they don't depend directly **ON** me
- I **report to the** General Director
-

Let's look at some useful phrases

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The Customer Service team deals **with** our clients' claims.

Errors/Opportunity for growth/Pronunciation/Feedback:

Vocabulary/Phrases:

RETAIL - when I buy something and then resell it

	DEPEND ON
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Homework:

record and send a voice note - your professional introduction + what you are working on at the moment - use new vocabulary - as many phrases as useful for your job description

https://canvas.instructure.com/courses/13200596/assignments/59369121?module_item_id=141861755