

| Giovanni Caldera Curriculum: Project Management Curriculum - 1p summary | Remote document color code and components Remote doc template 2023 |
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Date / Consultant: April 23, 2025 Edgar DNH Apr. 24, 2025 Brian (off curriculum)

Lesson number/week: L14 W5 Topic: Preparing a meeting

Aim: Explains how to set up a meetings

You are invited to learn, practice and improve your English skills with me today.

You are most welcome to join!

Join Zoom Meeting

https://us06web.zoom.us/j/3621744770

Meeting ID: 362 174 4770

Catch-up/Homework review:

Workspace:

Warm-up

Discussion Questions:

How often do you attend meetings at work?

What types of meetings do you usually have (e.g., team meetings, client meetings, project updates)?

What do you usually do to prepare for a meeting?

<u>Errors/Opportunity for growth/Pronunciation/Feedback:</u>
<u>Vocabulary/Phrases:</u>

Date / Consultant: Apr 22, 2025 Bernardo

Lesson number/week: 13-5

Topic: Scheduling & rescheduling meetings

aim: to schedule and reschedule appointments, discuss availability

Catch-up/Homework review:



Workspace:

Here's the link: https://meet.google.com/jyg-mqkk-avs

Let's write some common situations and requests at your job

Ask about cost or prices to suppliers

Considering the quality that you are presenting, could you give me the best cost for the garment?

Schedule meetings with the mens team

We need to talk about planning a meeting, can we schedule a meeting on Monday?

Talk about the goals of the month

The CEO just gave us the new strategy, would you mind talking about your goals for this month?

Strategy - noun the strategy for sales is...

Strategic - adjective- we need to strategic with the sales this month

1. Discovering

How can we make it more polite?

Ask about cost or prices to suppliers

Considering the quality that you are presenting, could you give me the best cost for the garment?

Hello Miguel, how is it going? I really like your presentation about your company. The products in your catalog have nice materials, composition and a really nice touch. Would you mind sending me the quote for each garment?

It was really nice to talk with you. Looking forward to hearing from you soon.

- Addressing the person
- Characteristics of the garment

- Request: more polite expressions
- Good bye, farewell

Catalog

Looking forward to hearing from you soon.

2. Explanation

PREPOSITIONS OF TIME

test-english&com

AT

IN

TIMES OF DAY

- at 4 o'clock
- at 10:30
- at noon
- at midnight

MEALTIMES

- at lunchtime
- at dinnertime

HOLIDAYS

- at Christmas
- at Easter
- at the weekend

EXPRESSIONS

- at present
- at the moment
- at night

MONTHS

in April

SEASONS

- in the summer
- in the spring

YEARS

in 1990

DECADES

in the 80s

CENTURIES

in the 20th century

LONG PERIODS

- in the ice age
- in the present
- in the past

PARTS OF THE DAY

- in the morning
- in the afternoon
- in the evening
- 🗥 at night

DAYS

- on Tuesday
- on Saturday
- on my birthday
- on Christmas day
- on Halloween

DATES

- on 15th June
- on 20th May
- on our anniversary

PARTS OF SPECIFIC DAY

- on Monday morning
- on Friday evening
- on Saturday night
- on Sunday afternoon

(LAST/NEXT)

at/in/on

- Call me at the next weekend.
- Call me next weekend.
- I met her on the last Friday.
- I met her last Friday.

Compass 🛞



Specific time (moment):

General moment:

Specific date: 24 hrs

hour, moment: no period of time.

months (any day of it): any period.

period

3. Production

Now write a request to reschedule a meeting with your boss using prepositions of time

Hi Natalia, how have you been?

In the last meeting, we talked about the performance of global brands. I would like to propose a debate about the budget that we need to assign for the next season. Would you mind having a meeting with the team on Monday morning?

It was really nice to talk with you. Looking forward to hearing from you soon.

Errors/Opportunity for growth/Pronunciation/Feedback:

Vocabulary/Phrases:

Merriam-Webster

Be careful with the past tense consistency.

Homework:

Write an email for a coworker using polite language and prepositions of time, ask for their availability.

| V | V | ri | te | h | <u>@1</u> | ۰, | • |
|---|---|----|----|---|-----------|----|---|
| | | | | | | | |

Date / Consultant: Apr. 9, 2025 Brian DNH Apr. 10, 2025 Brian

Lesson number/week: L12 W4

Topic: Compare different company structures

Aim: Compare different company structures

You are invited to learn, practice and improve your English skills with me today.

You are most welcome to join!

Join Zoom Meeting

https://us06web.zoom.us/j/3621744770

Meeting ID: 362 174 4770

Catch-up/Homework review:

Workspace:

Warm up

In pairs, read the definitions and discuss the following questions.

hierarchy (n) - a system where people are organized in different levels of importance from highest to lowest

network (n) - a closely connected group of people who can share information and ideas

- 1. Does your company or department work as a network or a hierarchy? Why is that?
- 2. Do you think it is possible to change the structure of your management? Why/Why not?
- 3. Who makes the decisions that decide what work you do in your job?
- 4. If you need advice or you want to talk about a problem with your work, who do you discuss it with? Why?
- 5. Does the work you do require work in teams, or do you mostly work individually? Why?

My company works as a hierarchy because of the structure of the company

I don't think that it is possible to change the structure of the management because it is clear that the company needs to be given instructions from the top from the CEO

The person that makes the decisions is my boss and she is the National Management

If I need advice or I want to talk about a problem, I talk to one of my colleagues because maybe they can give some advice based on their experience. I can also speak to my boss if it is necessary Yes, it is required to work in teams, but it depends on the project that we are working on. I mostly work individually on my daily tasks

Video Link:

Great Leadership Is a Network, Not a Hierarchy

Understanding the talk: Part 1

Watch the first part of the talk (00:00-03:00) on management structure and choose the best answer a-c for each of the questions.

- 1. When Gitte Frederiksen says some people think they need to 'lean back' what does she mean?
- a. Some people need to be more relaxed about having a leader.
- b. Those who aren't involved in leadership have to accept their role.
- c. Leaders need to make their teams feel confident in their abilities.
- 2. She believes that current attitudes towards leadership...
- a. aren't going to help us deal with the challenges of the future.
- b. need to change to include people from different backgrounds.
- c. haven't been very effective in solving problems in the past.
- 3. She believes that networked leadership can...
- a. have improved outcomes for everyone involved when it does work.
- b. work in a few cases where traditional management doesn't work.
- c. replace traditional management in every situation
- 4. What does she say is the key problem with a hierarchical structure of management?
- a. Not everyone agrees with their manager's ideas on how to deal with a problem.
- b. Difficult problems are too complicated to be solved by one person's direction.
- c. Not everyone in the structure has the skill to deal with or understand difficult problems.
- 5. What does she see as the key benefit of the network model over a hierarchy?
- a. It's a more structured and organised approach.
- b. It's cost effective and more efficient.
- c. It's more flexible and can be sustained.

Focus on vocabulary

Part A: Complete the following vocabulary with the missing vowels (a,e,i,o,u).

capability

- c_p_b_l_ty (n) the ability to do something or to perform a particular function crowdsourcing
- 2. **cr_wds__rc_ng** (n) the act of getting information or help from a group of people empower
- 3. **emp_w_r** (v) give someone the ability or the authority to do a particular task
- leverage
 4. **I_v_r_g** (v) use something to give you an advantage parallelise
- 5. **p**_r_II_I_s_(v) work on two or more tasks at the same time multi-tasking
- sequentially
 6. s_q_nt_lly (adv.) in a way that deals with one thing after another
- transparent 7. tr_nsp_r_nt (adj.) being easy to understand and clear without hiding anything
- 8. vulnerability v_ln_r_b_l_ty (n) the fact of being able to be damaged or hurt, either physically or emotionally withhold
- 9. w_thh_ld (v) not give something to someone, often when it is of value to them

Collocations

Match the vocabulary on the left with the vocabulary on the right to create common collocations.

| g 1. | growth | a. | growth |
|------|-----------------|----|----------|
| a 2. | exponential | b. | team |
| f 3. | desired | c. | power |
| d 4. | work-life | d. | balance |
| b 5. | high-performing | e. | leave |
| e 6. | maternity | f. | outcome |
| h7. | complex | g. | mindset |
| C8. | consolidate | h. | problems |

Errors/Opportunity for growth/Pronunciation/Feedback:

Vocabulary/Phrases:

Homework:

Review the vocabulary and collocations that we covered in our class and complete the following activity:

Now complete the following sentences with the completed collocations.

| 1. | It's important for me | that I leave the office no la | ater than five so I can maint | ain a reasonable |
|---------------|--|--|---|--------------------|
| 2. | | enise any major tasks to do at a n't have her for six months. | the moment as she's due to go | on |
| 3. | • | or about six months, but ever varding to be part of such a _ | eryone in the department is e | excellent at what |
| 4. | I really try to have a _ towards my eventual s | | n't do well at something, just s | see that as a step |
| 5. | I think this product is a this year. | going to be incredibly success | sful and we will see an | in sales |
| 6. | | th the other members of mone of us could have dealt w | y team has allowed us to s with alone. | olve some really |
| 7. | I think buying the second | | ally a way to | by reducing the |
| 8. | Having the car catch f but I think there's a lo | | s not the we | were hoping for, |
| 1 | | 2 | 3 | 4 |
| <u>'</u> 5 | | 6 | 7 | 0 |

Date / Consultant: Apr 2, 2025 Bernardo DNH Apr. 7,2025 Brian

Lesson number/week:11-4

Topic: Explain who is responsible for what or in charge of aim: details the departments in their company and their duties

You are invited to learn, practice and improve your English skills with me today.

You are most welcome to join!

Join Zoom Meeting

https://us06web.zoom.us/j/3621744770

Meeting ID: 362 174 4770

Catch-up/Homework review:

Workspace:

Warm up

In pairs or small groups, explore the following questions.

- 1. What is your job?
- 2. What does a typical work week involve in this role?
- 3. Which department do you work in?
- 4. Which departments do you work with?
- 1 I am a domestic buyer for Coppel
- **2** I need to deal with suppliers and negotiate the terms in order to align with the strategy of the company

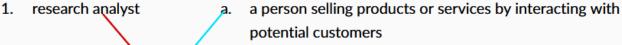
We develop products based on the current trends in the market

- 3 I work in the men's retail sales department / area
- 4 I mostly work with / I work closely with the exhibition and marketing departments

Focus on vocabulary: jobs and departments

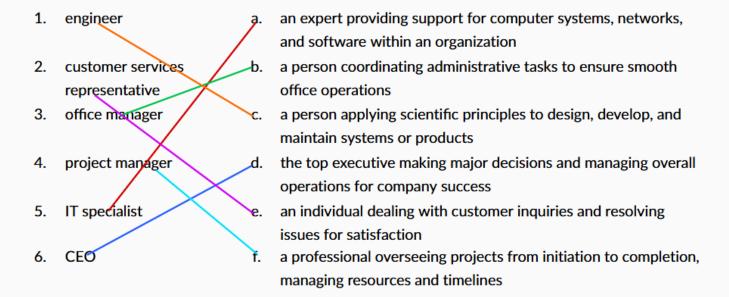
Part A: Match the job to the correction definition.

Group 1:



- human resources
 an administrative professional providing support by handling tasks like scheduling and correspondence
- 3. marketing manager c. a senior professional managing hiring, employee relations, and compliance
- 4. sales representative d. a person who studies information to help businesses make decisions by analyzing data and trends
- 5. <u>secretary</u> e. a person planning and executing marketing strategies to administrative assistant promote products or services
- 6. accountant ______f. a professional managing financial records and ensuring accuracy in transactions

Group 2:





1. Explanation

We use verb + preposition + gerund and verb + infinitive to talk about responsibilities.

USING VERB FORMS AS OBJECTS

In idiomatic English, certain verbs are followed only by a gerund, certain verbs by an infinitive, and certain verbs by either a gerund or an infinitive.

Gerund

He

avoided answering my questions.

complete

consider

delay

deny

discuss

Infinitive

Claim to

consent to

decide on

demand of

deserve to

expect to

Vocabulary:

Departments: Human Resources (HR), Marketing, Sales, IT, Finance, Customer Service, Logistics, R&D (Research and Development), Production, Legal

Verbs/phrases: responsible for, in charge of, report to, handle, manages, deals with

Grammar/Functions:

"She is responsible for recruitment."

"He is in charge of the IT department."

"They deal with customer complaints."

The exhibition department is in charge of supplying all stores with a adequate / sufficient assortment / variety of products

The marketing department manages with the annual budget from the different suppliers

2. Explaining Responsibilities

You will describe responsibilities in your company. Use "responsible for," "in charge of," "focus on," and verbs in the correct forms.

Task:

Describe what they do using verb + preposition + gerund or verb + infinitive.

Discuss how responsibilities are divided in your company.

responsible for, in charge of, report to, handle, manages, deals with

As a buyer in the purchasing department I'm in charge of monitoring different global brands like Levis, New Era, Dockers. I report directly to my Divisional Manager to give / provide results and deal with the budget that is assigned from the Director.

As a buyer in the purchasing department I'm in charge of identifying and monitoring different global brands like Levis, New Era, Dockers according to customer preferences. I am also responsible for evaluating supplier options based on the quality and the composition of the product to determine the best choices / options.

I report directly to my Divisional Manager to give / provide results and deal with the budget that is assigned from the Director.

Retail Buyer responsibilities include:

Identifying customer preferences and forecasting consumer trends

Evaluating supplier options according to prices, quality etc. and determine the best choices

Discovering and purchasing new products and checking the quality and popularity of those already on our shelves

Talking point

In pairs or small groups, explore the following questions.

- 1. What is important to you when choosing a job role?
- 2. Which skills are important in your job?
- 3. How many jobs have you had?

| 1. | |
|----|--|
| 2. | |
| 3. | |







Errors/Opportunity for growth/Pronunciation/Feedback:

Vocabulary/Phrases:
Merriam-Webster

Homework:

"The HR department is responsible for training new employees."

"Our manager decided to improve the workflow."

"The IT department focuses on updating security systems."

Be ready to share your description in the next class!

Date / Consultant: Apr 1, 2025 Bernardo

Lesson number/week: 10-4

Topic: details the **hierarchy** and structure of their company aim: Explain the hierarchy of your company - Who works where?

Catch-up/Homework review:

Past simple Present perfect

Future: will and going to

Workspace:

Here's the link: https://meet.google.com/qub-qzme-pgz

- 1. Look at the **job titles** below.
- 2. Match each title with the **correct responsibility** by copy pasting.
- 3. **Discuss**: Which of these roles exist in your company?

| Job Title | Responsibility |
|----------------------|--|
| CEO | A. Makes big decisions and leads the company. |
| Buyer | B. Chooses products and negotiates with suppliers. |
| Store Manager | C. Supervises sales and store operations. |
| Sales Associate | D. Helps customers in the store. |
| Warehouse Manager | E. Manages stock and deliveries. |

- F. Supervises sales and store operations.
- G. Manages stock and deliveries.
- H. Makes big decisions and leads the company.

- I. Helps customers in the store.
- J. Chooses products and negotiates with suppliers.

P Discussion Question:

 Who do you work with most often in Coppel? Director, suppliers.

1. Company Structure

★ Coppel's Company Structure:

In Coppel, // the CEO is at the top and// makes major business decisions. Below the CEO, there are different department managers, such as the Sales Director and the National Buying Manager. National Buyers work under the National Buying Manager to select and negotiate clothing and other product collections for stores across Mexico. Regional Managers oversee store operations and report to the Sales Director. Each store has a Store Manager, who supervises Sales Associates that assist customers. The Warehouse Manager controls inventory and ensures that products are delivered to stores on time, working closely with both the buying and sales teams.

store

2. Zero & First Conditionals

Zero Conditional: Talking About General Truths & Rules

- Formula:
- If + present simple, present simple (ALWAYS)
- Examples in a Business Context:
- If the CEO makes a decision, everyone follows it.
- If a Buyer do something illegal with a supplier, the buyer gets fired

Get fired

- First Conditional: Talking About Future Possibilities (HIGH POSS.)
- Formula:
- If + present simple, will + base verb
- Examples in a Work Context:
- If a Buyer chooses the wrong product, sales will decrease.
- If our suppliers deliver out of time, the store will be empty

Differences?

Zero- something that is a rule, not on paper

First - to talk about future, something in the present that is going to have a consequence

Everyone, someone, somebody (impersonal) - has (3rd person)

- 3. Describe Your Company Structure
- 1. Write a simple hierarchy chart of your company.
- 2. **Write 3 sentences** using the **zero conditional** to describe general company rules.

Summon

If the Divisional Manager summons for a meeting, everyone has to attend

Assist- to help Attend- to be present

3. Write 3 sentences using the first conditional to describe possible work situations.

If the purchasing team do not travel to other countries, the clothing will be always the same

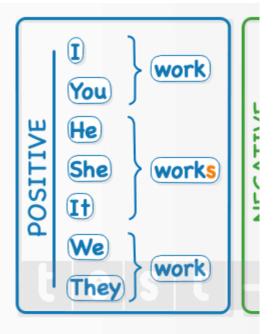
4. Present your company structure aloud.

Example Sentences:

- If a supplier delays an order, the buyer negotiates a new delivery date. (Zero)
- If we increase advertising, more customers will visit the store. (First)

Errors/Opportunity for growth/Pronunciation/Feedback:

Remember the S at the end of 3rd person.



Vocabulary/Phrases:

Merriam-Webster

Homework:

1. Complete the last exercise as homework.

Date / Consultant: Mar 27, 2025 Karen

Lesson number/week: 9-2

Topic: Describe past & future projects

Grammar: Past Simple vs Present Perfect/ Future tense

Vocabulary: adjectives, projects
 Aim: Client details past and future projects

Catch-up/Homework review:

Workspace:

Here's the link:



Discuss:

- 1. What is the most exciting project you have worked on?
- 2. Have you ever had a project that didn't go as planned? What happened?

I have had many projects that didn't go as we Planed...

I have this project in which I had to.... With the current system...

It wasn't needed...

3. What is one project you are looking forward to?

If I **could** take...
If I take suppliers... → result...

Target Language:

- Past experiences (I worked on... / I handled...)
- Future plans (*I am going to... / We will focus on...*)

Grammar Focus – Past Simple vs Present Perfect / Future Tenses

- Past Simple vs Present Perfect
- Past Simple → A finished action in a specific time
 - We launched a new collection in 2022.
 - I negotiated with that supplier last year.
- $\red responsible ag{Present Perfect} o ext{An action that happened at an undefined time or still affects the present}$
 - I have worked with multiple suppliers.
 - We have already finalized the production phase.
- Future Tenses
- ★ Will (Predictions & Decisions)
 - We will expand our supplier network next year.
 - Be Going To (Planned Future Actions)
 - We are going to attend a trade fair next month.
- ★ Present Continuous (Scheduled Plans)

| I am meeting with a supplier tomorrow. | |
|--|--|
| Quick Check: Complete the sentences with the correct tense. | |
| Last year, welaunched (launch) a new project. | |
| 2. We _have already finalized (finalize) the contract, so we can move forward. | |
| 3. Next quarter, we _are going to focus (focus) on sustainability. | |
| STRONGER CLEARER CHEAPER | |
| MORE EXPENSIVE | |
| Speaking Practice - Role-Play: Project Discussion | |
| Speaking Practice – Role-Play: Project Discussion Scenario: You are in a meeting with your manager (teacher). You need to update them about a current you are working on: | |
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| I LOVE DOGS |
|--|
| 3. What are your next steps in your current project? |
| My next steps will be sending the summarized information |
| Gathered information |
| 4. What do you think could go wrong in this project? |
| There are a lot of things that could go wrong but the Biggest issue could be that we don't deliver it on time Because we have a tigh frametime "frametime" |
| |
| SIMPLE PAST, PRESENT PERFET AND FUTURE TENSE MODAL VERBS- COULD, CAN, WOULD, MIGHT, MAY |
| |
| |
| |
| |
| |
| Errors/Opportunity for growth/Pronunciation/Feedback: Vocabulary/Phrases: Vocabular |
| Homework: |
| HOMEWORK – Voice Note Task Record a voice note describing a project you are working on. Use at least: ✓ sequencers |

I LOVE THE DOGS..

- ✓ adjectives
- ✓ present perfect, simple past and future..

Date / Consultant: Mar 25, 2025 Karen

Lesson number/week: 8-2

Topic: Describe your current project

• Grammar: Sequencers, Present Perfect

Vocabulary: adjectives, projects

Aim: Client describes and details current projects

Catch-up/Homework review:

Workspace:

Here's the link:

1 WARM-UP - Small Talk & Lead-In

Speaking Activity - Quick Check-In

- How has your workweek been so far?
- Are you currently working on a big project?

Inventory management

What's the most exciting part of it?

Compliment

2 GRAMMAR FOCUS: Sequencers & Present Perfect

Explanation with Examples

- Sequencers Words that help organize events in order:
 - First / To begin with Introduces the first step
 - Then / After that / Next Introduces following steps
 - Later / Eventually Introduces a step that happens after some time

• Finally / In the end – Introduces the last step

Example:

"First, we identify the market demand. Then, we contact potential suppliers. After that, we negotiate the best prices. Finally, we place the order."

Present Perfect – Used to describe experiences and actions that started in the past but are still relevant or have an <u>unfinished timeframe</u>.

V Form:

Subject + have/has + past participle + complement

Write—-wrote—---written

Drive-drove-driven

Ride—-rode—---riden

Know- knew-known Grow-grew-Grown

Key Uses in a Project Context:

- To talk about progress: We have already completed the design phase.
- To describe experiences: I have worked with international suppliers before.
- To highlight recent actions: We have just received the first samples.

I've worked in Coppel for 5 years. (experience)

I've worked in Coppel since 2020...

I've been eating ice cream since this morning...

I've eaten ice cream since I was a kid...

She has been working (action)

She has been <u>busy</u> this week...

Property Common words used with Present Perfect:

- Just (very recently) We <u>have just</u> signed the contract. We just have signed.
- Already (sooner than expected) I have already sent the proposal.

Yet (used in negative & questions) – We haven't approved the final version yet.

•

3 VOCABULARY: Project Adjectives

Adjective Meaning

Feasible Possible to do easily

Ongoing Still in progress

Cost-effective Producing good results without high costs

Challenging Difficult, but stimulating

Groundbreaking Innovative and new

Speaking Drill:

• Can you describe a project you are working on using one of these adjectives?

4 SPEAKING ACTIVITIES – Focus on Fluency

🎭 Activity 1: "Project Update Role-Play"

Scenario: You are having a **progress meeting** with your manager. Give a structured update on your current project using **sequencers** and the **present perfect**.

- Manager (Teacher): Can you update me on the status of your project?
- Client (Student): Sure! First, we have identified the key suppliers... Then, we negotiated the terms... It has been really easy...
- Encourage using:
 - Sequencers (First, Then, After that, Finally...)
 - Present Perfect (We have already finalized the design.)

Activity 2: "Project Experience Interview"

- Student asks & answers questions about past and current projects.
- **Example Questions:**
 - 1. Have you ever worked on an international project?

I haven't worked on an inter... yet...

I have never worked on an inter....

2. Have you had to change a project's direction?

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

Homework:



HOMEWORK – Voice Note Task

Record a voice note describing a project you are working on.

Use at least:

- ✓ sequencers
- ✓ adjectives
- ✓ present perfect structures

Date / Consultant: Mar 25, 2025 Karen

Lesson number/week: 7-2

Topic: Explain the process when you start a project

- Grammar: Modals/Connection words (cause & effects)
- Vocabulary: projects

aim: Client discussed and describes a process of starting a project

Catch-up/Homework review:

Workspace:

Here's the link: https://meet.google.com/riu-pokn-dmc

1 Warm-up – Small Talk

- Discussion questions:
 - Have you ever started a project from <u>scratch</u>?
 I usually take...
 - What steps do you usually follow when starting a new project?
 SCOPE
 - What challenges do you face in the initial stages of a project?

2 Vocabulary – Project Management Terms

Key words & phrases:

★ Stages of a Project

- 1. **Initiation** <u>defining</u> the project, <u>setting</u> objectives
- 2. **Planning** making a <u>timeline</u>, allocating resources
- 3. **Execution** putting the plan into <u>action</u>
- 4. **Monitoring** tracking progress, making adjustments
- 5. Closure evaluating results, finalizing work

📌 Common Project-Related Verbs

• Launch (We are launching a new product.)

- **Develop** (We need to develop a strategy.)
- Estimate (We should estimate the total cost.)
- Allocate (We must <u>allocate</u> resources effectively.)
- **Evaluate** (We will evaluate the results at the end.)

Modals for Project Management

- Must / Have to (You must set clear goals at the beginning.)
- Can / Could (We could change the deadline if necessary.)
- Might 30% / May 20% (This might take longer than expected.)
- Should / Ought to (You should/ought to follow the timeline closely.)
- **Need to** (We need to gather all requirements first.)
- WOULD/ will

Grammar Explanation – Connection Words (Cause & Effect)

Common structures:

- Because / Since / As \rightarrow explains the reason
- Since the market demand is hight, we decided to expand our operations...
 - We changed the supplier because the previous one was unreliable.
- **Due to / Owing to** \rightarrow more formal way to express reason
 - The project was delayed <u>due to</u> unexpected challenges.
- So / Therefore / Thus → shows the result (because of that)
 - We finished ahead of schedule, so we had extra time for revisions.
- Consequently / As a result → more formal way to express result

The budget was reduced. Consequently, we had to cut some features.



Linking Words in English

englishan.com



| Addition | Compare | Emphasis | Contrast | Conclusion | Example | Condition |
|---|--|--|--|---|---|---|
| In addition Further And then Another Also As well as Besides Furthermore | In comparison Just as Similarly Likewise On the contrary Instead of Unlike On the other hand | In particular Importantly In fact Especially Above all Significantly Even Without a doubt | In contrast to In spite of Alternatively Despite Whereas Although But However | To conclude In brief As shown above So Therefore On the whole To sum up Overall | For example For instance Such as To illustrate Like As a sample As revealed by To exemplify | If Unless Even if Only if Because of While Except if In that case |
| Sequence | Reason | Clarification | Result | Time Order | Restatement | Choice |
| First/firstly Second Afterward Initially Before Previously Finally Subsequently | For Due to In order to So that With the aim of For this reason Owing to Because | I mean To simplify To be clear Let me explain More precisely In other words In explanation To clearly define | As a result Thus Hence Eventually Accordingly Consequently Such that Therefore | In the beginning Then Later Meanwhile At the same time During Before After | In short To rephrase In a nutshell In simple terms I mean Expressed simply That is to say Otherwise | Eitheror Whetheror Alternatively Or Rather Choose eithe Preferablyo |

4 Speaking – Role Play

Task: The student explains how they would start a project. Use modals and connection words.

Example:

Teacher: "You are starting a new project to source a new supplier. Explain your process."

Student: "First, we must analyze the market. Since competition is high, we need to compare different suppliers.

Then, we should create a cost estimate so that we don't exceed the budget."

5 Writing Task – Project Proposal Summary

Mrite a short paragraph about starting a project in your company. Use at least three modals and two connection words.

• Example:

"To start a new project, we **must** first define our objectives. **Since** we need a clear structure, we should create a detailed plan. We also have to allocate resources efficiently. As a result, the project runs smoothly."

To achieve the goals that we define in the initiation project, we need to be clear about the steps. As an example, if we need to create a new style, firstly we have to create the design that we want. Eventually we can make adjustments during the process.

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

milestones

Homework:

📵 Homework – Voice Note Task 🌷



 Task: Record a 1-minute voice note explaining how you start a project in your company. Use at least three modals and two connection words.

Date / Consultant: Mar 25, 2025 Bernardo

Lesson number/week: 6-2

Topic: Explain the relation with suppliers & clients aim: talks about the relationships at work

| NA |
|--|
| Workspace: |
| Here's the link: https://meet.google.com/bab-tuhj-dvq |
| |
| Who are the most important people you communicate with at work? (e.g., colleagues, suppliers, clients, managers) THE MOST IMPORTANT IS THE PERSON WHO I'M IN CHARGE OF, COMMERCIAL EXECUTIVE, THE SECOND ONE ARE MY SUPPLIERS |
| MY CURRENT POSITION IS AS BUYER FOR COPPEL |
| CLOTHING FOR THE MEN'S CATEGORY |
| V - VERONICA B - BOAT |
| What makes a good work relationship? THE MOST IS TO TALK TO EACH OTHER RESPECTFULLY, AND BE CLEAR AND RESPECTING THE VALUES OF THE COMPANY. |
| Write or say your answers to get ready for today's topic. |
| |
| |

1. Work Relationship Scenarios

Read the following short conversations between a national buyer and different work contacts. Then, answer the questions below.

Conversation 1 – Supplier:

Buyer: Hello, we are expecting our order today. Can you confirm the delivery **time**?

Supplier: There might be a delay due to transportation issues. We can send it tomorrow morning.

Buyer: Could you send me an update as soon as **possible**?

Conversation 2 – Client:

Client: I'm interested in your latest product line. Can you send me more details?

Buyer: Certainly! I can send you a full **catalog** and pricing list today.

Client: That would be great. Also, could you arrange a meeting with your sales

team?

Buyer: Yes, I'll check their availability.

Questions:

Which words are used to request something politely? WOULD, COULD, CAN

Which words are used to express possibilities? *COULD, MIGHT, CAN*

WILL - 100%

What are the key differences in communication with a supplier vs. a client? WITH A SUPPLIER- CERTAINTY- STRAIGHTFORWARD

CLIENT- POLITE, BUT SELLING THE PRODUCT, MORE GOOD LISTENER

2. Modal Verbs for Possibilities & Requests

Now, let's focus on how to use modal verbs for making polite requests and expressing possibilities in work relationships.

1. Modal Verbs for Requests

We use can, could, and would to make polite requests.

Can you send me the report? (Neutral) - COWORKER

Could you send me the report? (More polite) - SUPPLIERS

Would you mind sending me the report? (Very polite) - ANOTHER AREA OF THE COMPANY- BOSS

| HOW? | CAN+ SUBJECT + VERB BASE FORM COULD + SUBJECT + VERB BASE FORM WOULD + SUBJECT + MIND +ING VERB |
|---------|---|
| MEANING | FOR REQUESTING: ID DEPENDS ON THE PERSON YOU ARE ASKING FOR |



"Could" and "Would" sound more polite than "Can."

2. Modal Verbs for Possibilities

We use may, might, and can to talk about possibilities.

There **might** be a delay in delivery. **30%**

We may need to change the order. 50%

This **can** improve our relationship with the client. **60%**

COULD -70%

WILL - 100%

3. Work Relationship Role-Play

Now, it's time to practice using modal verbs in a real work situation.

Role-Play Task:

Imagine you are a national buyer at a Coppel. You need to communicate with both a supplier and a client.



Situation 1: Talking to a Supplier

You need to check on an important order that has not arrived. Call the supplier and ask about the status.

Ask politely if they can confirm the delivery time.

Could you tell me the delivery time?

Request an update if there is a delay.

Would you mind telling me what happened with the delay?

Ask if they could send a new tracking number.

Can you send me the tracking number to my email?

Errors/Opportunity for growth/Pronunciation/Feedback: catalog

Vocabulary/Phrases: Merriam-Webster

Homework:

For homework, write a formal email to a supplier using modal verbs correctly.

Choose One Situation:

Email to a Supplier: You are following up on an order. **Ask** about the delivery time and **possible** delays.



Use at least three modal verbs from today's lesson.

Example Starter:

"Dear [Name],

I hope you are doing well. I would like to check on the status of our latest order. Could you confirm the estimated delivery date? There might be a delay due to the holiday season, so I would appreciate an update at your earliest convenience."*

Write your email, and we will review it in the next class!

Date: / Consultant: March 20th Jared DNH March 21st Jared

Lesson number/week:Lesson 5

Topic: Connect actions inside the company

Aim: Client describes the organizational structure of their company and how it is connected

Catch up/Homework review:

WORKSPACE:

1. Warm-Up:

- Think about the different departments and teams in your company. Briefly describe their functions.
- Identify examples of how departments work together to achieve company goals.
- key vocabulary related to organizational structure: hierarchy, division, department, executive, manager, subordinate, board of directors, stakeholders.

2. Introduction to Connectors:

- Review connectors and their functions:
 - Emphasis: indeed, particularly, above all, notably
 - o Addition: moreover, furthermore, in addition, also
 - Contrast: however, although, on the other hand, nevertheless
 - Cause and Effect: therefore, as a result, consequently, due to
 - Sequence: first, next, then, finally

sentences using connectors in a company context:

- "The marketing team launched a new campaign; moreover, the sales team provided additional discounts to attract more customers."
- "The finance department analyzed the budget thoroughly. However, they found discrepancies in the expense report."

3. Controlled Practice:

| connectors: |
|--|
| 1. The sales team increased their efforts to meet the quarterly goals, the marketing team launched a social media campaign. |
| 2. The IT department implemented a new software system, employees faced minor technical difficulties. |
| 3. The finance manager approved the budget, the procurement team placed orders for new equipment. |
| 4. The HR department organized a training session, employees improved their productivity. |
| 5. The logistics team delayed the shipment, the client received their order late. |
| Rewrite sentences by adding appropriate connectors for emphasis, addition, or contrast. |
| Match connector types to sample sentences. Furthermore, however, as a result, consequently, therefore |
| Application: |

4.

- Describe a process within your company, such as purchasing materials, approving budgets, or managing inventory. Use connectors to explain each step clearly.
- Imagine a scenario where departments face challenges in working together. Propose solutions using appropriate connectors.

5. Discussion:

- How can clear communication between departments improve business operations?
- Explain the role of effective reporting in organizational success.

Errors/Opportunity for growth/Pronunciation/Feedback:

Vocabulary/Phrases:

Homework:

 Write a short report describing a recent company action or project. Use at least five different connectors to link ideas.

Date: / Consultant: March 13th Jared

Lesson number/week:Lesson 4:

Topic: Describe the evolution of your company **Aim:** Client presents the timeline of their company

Catch up/Homework review:

WORKSPACE:

- Think about your company's history.
 - When was it founded?
 - How has it changed over time?
 - What were some major turning points?

★ Instruction: Share two key events that shaped your company. Use simple past tense ("We launched our first product in 2010.").

2. Vocabulary: Company History & Time Markers

- 📌 Key Vocabulary:
- Company Evolution: Founded, expanded, launched, merged, rebranded, diversified, innovated, acquired.
 - Time Markers:
 - Specific past events: In 1995, five years ago, on May 10th.
 - Ongoing actions in the past: At that time, while, during, meanwhile.

| • Transitions in history: Then, later, eventually, afterwards, by the time. | | | |
|--|--|--|--|
| Activity: Instruction: Match each time marker with an appropriate sentence (e.g., "In 2015, the company launched a new product line."). | | | |
| Five years ago, Coppel started to sell motorcycles in their stores. Meanwhile, the Company's financial business was growing. Later, Coppel started to launch a new brand called "Fashion Market". | | | |
| 3. Grammar Focus: Past Continuous vs. Past Simple | | | |
| ♣ Key Differences: | | | |
| Past simple = completed actions ("The company launched a new product in 2020."). Past continuous = background actions or ongoing events ("While we were expanding into new markets, the company faced supply chain issues."). | | | |
| Practice Exercise: Instruction: Fill in the blanks using the correct past tense. | | | |
| While the companywas expanding (expand) into Asia, it _was facing (face) financial challenges. In 2010, we _launched (launch) a new product line that changed the | | | |
| industry. 3. The CEOwas negotiating (negotiate) with suppliers when the market crashhappened (happen). | | | |
| Feedback: Review answers and discuss why each tense is used. | | | |
| I. Controlled Practice: Building a Company Timeline | | | |
| Instruction: Create a timeline of your company's key events. | | | |

1. Write at least five important moments in company history.

2. Use past simple for completed actions and past continuous for ongoing situations.

Your **Example:**Founded, expanded, launched, merged, rebranded, diversified, innovated, acquired..

- Coppel was launching a new brand while Elektra did the same
- The company was expanding into new states when it was in a pandemic situation
- Coppel rebranded its image into a modern one
- The purchasing team was negotiating with suppliers in Asia when Coppel innovated in different brands
- **Review:** Read your timeline aloud and get feedback on grammar and vocabulary.

5. Freer Practice: Presentation Task

right Instruction: Give a short spoken presentation about your company's evolution.

- Structure your speech using time markers.
- Use past simple for key events and past continuous for background details.
- Be prepared to answer questions!

Example:

"Our company was founded in 1998. While we were expanding into new markets, we faced competition. By 2010, we had diversified into new product lines. Eventually, we became a market leader."

Feedback: Discuss strengths and areas for improvement.

Wrap-up

- Recap key grammar and vocabulary.
- Answer any remaining questions.
- Provide feedback and next steps.

Errors/Opportunity for growth/Pronunciation/Feedback:

Vocabulary/Phrases:

Some time markers, afterwards.....while.. merged,

Homework:



Task 1: Writing Assignment

Write a 80-100 word company history using at least 5 time markers and a mix of past simple and past continuous.

Date: / Consultant: March 12th Karen

Lesson number/week:Lesson 3

Topic: Introduce your team members

- **Grammar: Present Simple and Continuous**
- Vocabulary: Adjectives

Aim: Clients are able to introduce others and describe their responsibilities

Catch up/Homework review:

WORKSPACE:

Icebreaker Questions:

1. Can you describe your team at work?

RELATIONSHIP

2. What do you look for when selecting new accessories for your company?

IT NEEDS TO MEET THE COMPANY STANDARDS

ALIGN

2. Vocabulary: Adjectives to Describe Team Members

Common Adjectives for Team Members:

- Personality: reliable, creative, detail-oriented, proactive, resourceful
- Work Ethic: dedicated, hardworking, efficient, organized, adaptable
- **Skills:** analytical, persuasive, strategic, hands-on, tech-savvy
 - Practice: "Who in your team best represents each adjective? Why?

VERY, PRETTY, REALLY, SO, TOO, TRULLY, TOTALLY

3. Grammar Focus: Present Simple vs. Present Continuous

Quick Review:

Present Simple → Permanent situations, routines, facts

AUX: DO/DOES \rightarrow don't, doesn't

SUBJECT + VERB + COMPLEMENT

SUBJECT +AUX + VERB + COMPLEMENT

What do you do every Tuesday?

- She manages the accessories department.
- He travels for work every month.

•

GO-GOES, WATCH-WATCHES, STUDY-STUDIES, PLAY-PLAYS

COMPARATIVES..... TALL-TALLER, UGLY-UGLIER, UGLY-UGLIEST

- Present Continuous VERB TO BE + VERB+ING → Temporary actions, things happening now, FUTURE PLANS (near)
 - She is organizing a new collection right now.
 - We are working on a new supplier deal this week.
 - She isn't organizing...
 - She is not...

Practice Activity:

- ? Correct the mistakes:
 - 1. Right now, he works on a new marketing strategy.

Right now, he is working on a new marketing strategy

2. I am usually traveling for work every month.

I usually travel for work every month

3. We working with a new supplier at the moment.

We are working with a new supplier at the moment

4. Speaking Activity: Introducing Your Team

Scenario: You are at an international business event. You need to introduce your team members to a new business partner.

Example Sentence Structures:

- This is [Name], our [Job Title]. He/She is responsible for...
- Right now, he/she is working on...
- He/She is very [adjective], which makes them great at...

Errors/Opportunity for growth/Pronunciation/Feedback:

Vocabulary/Phrases:

Homework:

- This is Daniel, our Domestic buyer. He is responsible for following up our sports brands in our company.
- Right now, he is working on a project to get all our generic brands to all of our stores
- He is very reliable, which makes them great at

Date: / Consultant: March 11th Jared

Lesson number/week:Lesson 2

Topic: Go over activities & responsibilities

Aim: Clients talk about work activities and responsibilities

Catch up/Homework review:

WORKSPACE:

1. Warm-up

Let's start by talking about your job as a buyer.

- Answer these questions:
 - What are your main responsibilities at work?
 - What are some daily tasks you do?
 - Which parts of your job do you enjoy doing the most?
- 2. Vocabulary: Work Activities & Responsibilities

Instructions:

- Below are some common work activities and responsibilities
- Match them to their definitions.
- 1.Negotiating prices D 2.Evaluating suppliers A 3.Reviewing contracts C 4.Managing orders E 5. Tracking shipments B 6.Comparing product quality F 7. Handling invoices G 8. Approving purchases H
- A. Checking the reliability, reputation, and pricing of different vendors before making a decision.
- B. Verifying and keeping track of deliveries to ensure products arrive on time.
- C. Analyzing documents that outline the terms of an agreement between two parties.
- D. Discussing and agreeing on the best possible price for a product or service.
- E. Controlling and organizing the process of placing, processing, and completing purchase requests.
- F. Comparing different products or materials to assess their quality, durability, and value.
- G. Reviewing and processing financial documents related to payments for goods and services.
- H. Giving final approval for company purchases based on budget, quality, and necessity.

Student Task:

- Choose five activities from the list.
- Write a short sentence about how they relate to your job.
 - Example: Approving purchases is an important part of my job.
 - Your examples
 - Comparing product quality is an important part of negotiation because we relate the composition with prices
 - Part of my job is negotiating prices with suppliers to accomplish the goals
 - Tracking shipments is a really important activity because we need to ensure that product get in time in our stores
 - In my daily tasks I have to approve purchases for the global brands
 - When we are in a meeting planning, I have to evaluate the different suppliers to ensure the best product.

3. Grammar Focus: Gerunds for Activities & Responsibilities

Instructions:

- A gerund is a verb ending in "-ing" that functions as a noun.
- We use gerunds to describe activities and responsibilities.

Examples:

- 1. Negotiating with suppliers is essential for getting good prices.
- 2. Managing orders requires attention to detail.
- 3. Handling invoices can sometimes be time-consuming.

Common Verbs That Take Gerunds:

- Enjoy: I enjoy reviewing contracts.
- Avoid: I avoid working with unreliable suppliers.
- Consider: I am considering changing vendors.

- Finish: I finished preparing the budget report.
- Suggest: I suggest checking multiple suppliers before buying.

Student Task:

- Complete the sentences using gerunds:
 - 1. I enjoy _hanging out with my coworkers_____ (an activity you like doing at work).
 - 2. I avoid _being absent with my answers_____ (something you try not to do).
 - 3. I finished _ordering my inventory_____ (something you recently completed).
 - 4. I suggest _drinking water in the day_____ (something you recommend doing).
- 4. Speaking Practice: Use gerunds to desDescribing Work Responsibilities

Instructions:

cribe your job.

- Answer these questions in full sentences:
 - 1. What are some of your key responsibilities?
 - 2. What activities do you do every day?
 - 3. Which tasks do you enjoy the most? Why

Checking my mail to answer all the requests from my suppliers is one of my key responsibilities. Meetings to review the general performance is a task that I do every day. Negotiating the best deals with my suppliers is one of my tasks that I mostly enjoy.

5. Writing Task: Work Activity Report

Instructions:

- Write a short paragraph (5–7 sentences) describing your job responsibilities.
- Use at least three gerunds in your writing.

Example Start:

"As a buyer, my job involves handling invoices, reviewing contracts, and negotiating with suppliers. One of my key tasks is tracking shipments to ensure they arrive on time. I enjoy comparing product quality before making purchasing decisions..."

Errors/Opportunity for growth/Pronunciation/Feedback:

Vocabulary/Phrases:

Homework:

1. Complete five sentences using gerunds to describe your work.

Date / Consultant: March 7th, Karen

Lesson number/week: 01-01

Topic: Introduce yourself & describe your position.

- Grammar: Present tense / Sentence structure with conjunctions
- Vocabulary: Action verbs necessary for the position

aim: Clients introduce themselves and describe their job

Catch-up/Homework review:

Workspace:

1 Warm-Up

1. How would you normally introduce yourself in a professional setting?

I would say...

How long I've been working for the company...

What are my principal/main activities:

- Develop suppliers and products..
- My job is to select the best offer of Textile clothes for men...
- My responsibilities are the management of inventory and look after best prices

What do I expect....

2 Vocabulary Expansion

📌 Key Vocabulary - Action Verbs for Buyers

- **Source**: I source high-quality materials from different suppliers.
- Negotiate: I negotiate contracts to get the best prices.
- Analyze: I analyze trends to predict what will sell well.
- **Collaborate**: I collaborate with different departments to <u>ensure</u> smooth operations.
- **Evaluate/assest**: I evaluate supplier <u>performance</u> to maintain high standards.
- Attend: I attend trade shows to discover new products.

3 Grammar Focus: Present Tense & Conjunctions

Quick Review:

• Present simple: Used for daily tasks and responsibilities.

SUBJECT + VERB + COMPLENT (+)

SUBJECT + AUX (DON'T/DOESN'T) + VERB + COMPL

- "I analyze supplier performance every quarter."
- "She collaborates with IT department on this project"
- Conjunctions: Used to connect ideas smoothly.
 - "I negotiate contracts because I want to secure better prices."
 - o "I analyze trends, so I can predict next season's bestsellers."
- Activity: Complete the sentences with the correct conjunction.
 - 1. I travel frequently, **_because__** I need to stay updated on global market trends. (because/so/and)
 - 2. My job is challenging, **_so/but__** I enjoy learning new strategies. (but/so/and)
 - 3. I source materials from different suppliers **_and__** ensure we have the best options. (so/but/and)

4 Reading Activity: A Buyer's Perspective

Reading Text: A Buyer's Perspective on the Industry

"My name is Alex, and I work as a Senior Buyer for a global fashion company. My primary responsibility is to source high-quality accessories that **align** with our brand's vision and market demand. Every day, I analyze consumer trends and supplier performance to **ensure** that we maintain a **competitive** edge. This requires extensive **research**, strategic negotiation, and collaboration with multiple departments, including design, finance, and logistics.

One of the most critical **aspects** of my job is maintaining strong relationships with suppliers. I frequently negotiate contracts to secure the best pricing and payment terms while **ensuring** that the materials **meet** our strict quality standards. **Additionally**, I travel internationally to attend trade shows and discover emerging trends that could influence our **upcoming** collections.

Time management is crucial in my role, as **delays in procurement** can disrupt entire production **schedules**. I need to evaluate potential risks, such as supply chain disruptions or fluctuating material costs, and develop contingency plans to mitigate these challenges. My job is demanding but incredibly rewarding because I get to contribute directly to the brand's success and stay at the forefront of industry innovations."

| Errors/Opportunity for growth/Pronunciation/Feedback: | Vocabulary/ Phrases: Features- | | | | |
|--|----------------------------------|--|--|--|--|
| | caracteristi cas | | | | |
| Homework: | pocket | | | | |
| Momework: ★ Homework: | | | | | |
| Write a professional email introducing yourself and your position. Include at least five action verbs and two conjunctions. | | | | | |
| | | | | | |
| Date / Consultant: January 28th, Edgar Lesson number/week: 01-01 Topic: WELCOME TO YOUR TRIAL LESSON! aim: To show you how our classes work. | | | | | |
| Catch-up/Homework review: | | | | | |
| | | | | | |
| Hello Giovani, nice to meet you! | Hello Giovani, nice to meet you! | | | | |
| How are you today? | | | | | |
| Warm up/Icebreaker: <u>Small Talk Wheel</u> | | | | | |

Workspace:

Tell me yourself/Introduction

- I'm 35 years old
- I'm from Culiacán, Sinaloa
- I used to play soccer when i was younger (almost in a professional way)
- I'm an industrial engineer
- I have been married for 2 years

1. Discovering

Write about your skills. Fill in the table with your 5 skills

| Soft Skills | Hard Skills |
|---------------|------------------|
| People skills | Easy to quantify |

We can use this if you need vocabulary: Merriam-Webster

| Skill | Sentence |
|---------------------|---|
| Using PowerPoint | I can create professional presentations using PowerPoint |
| Good at cooking | I can prepare very good dishes |
| Using excel | I learned excel when i was like 12 years old |
| Good at sports | I used to play different sports when i was younger |
| Good at communica | I think that i'm a good listener and try to give some advices |

| tion | |
|------------------------|------------------------------------|
| Time manageme nt | In my day, i schedule all my tasks |

Hard Skills

Teachable abilities or skill sets that are easy to quantify.

vs. Soft Skills

Also known as "people skills" or "interpersonal skills."

你好吗?

Proficiency in a foreign language



A degree or certificate



Typing speed



Machine operation



Computer programming





Communication



Flexibility



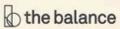
Leadership



Teamwork



Time Management



2. Grammar Explanation

Question Making

Wh Questions

| Wh Questions | | |
|-----------------------------------|--------|--|
| Ask About Time or specific moment | When? | |
| Ask about Place | Where? | |
| Ask about general information | What? | |

| Ask about a reason or motive | Why? |
|-------------------------------------|----------------|
| Ask about a person or people | Who? |
| Ask about possession | Whose? |
| Ask about a choice | Which? |
| Ask about a process | How? |
| Ask about frequency | How often? |
| Ask about a specific amount of time | How long? |
| Ask about quantity | How much/many? |

Formula: QWASM-Question word+Auxiliary+Subject+Main verb

When are you going to travel? Where is she going?

What do you do?

Open Questions: Answer varies-QWASM

Closed Questions: Yes or no answer-ASM

3. Practice

Let's do a roleplay.

First, read the following resume and create 5 questions.

Next, we will do a mock interview, you will ask me the questions based on the resumé and I'll will answer them

Write your questions here:

John Doe

555-123-4567 john.doe@email.com

Summary

Highly motivated and results-oriented individual with a strong work ethic and a proven ability to work effectively in fast-paced environments. Seeking a challenging position as a Marketing Assistant where I can contribute my skills in social media marketing, content creation, and data analysis to a successful team.

Experience

- "TechWave": San Francisco, CA: June 2022 December 2022
 Managed and grew company social media presence across multiple platforms (Facebook, Instagram, Twitter)
 - Created engaging content (text, images, videos) to promote brand awareness and drive website traffic
 - Analyzed social media data to track campaign performance and identify areas for improvement
- Freelance Writer: San Francisco, CA: January 2021 Present Wrote articles, blog posts, and website copy for various clients in the technology and travel industries
 - Conducted research and interviews to gather information for articles Edited and proofread written content for accuracy and clarity

Education

- Bachelor of Arts in Communications : Journalism : University of California, Berkeley : Berkeley, CA : May 2024
- Dean's List (2021-2023)
- Member of the University Journalism Club

Skills

• Technical Skills:

Proficient in Microsoft Office Suite (Word, Excel, PowerPoint)

Adobe Creative Suite (Photoshop, Illustrator)

Google Analytics

Social Media Management Tools (Hootsuite, Buffer)

• Communication Skills:

Excellent written and verbal communication skills

Strong presentation skills

Ability to work effectively in teams

• Other Skills:

Problem-solving, critical thinking, time management, customer service, adaptability

Languages

- English Fluent
- Spanish Basic

Errors/Opportunity for growth/Pronunciation/Feedback:

<u>Vocabulary/Phra</u> ses:

Improve English, specifically communication. Understands very well, but wants to focus more on speaking. Buyer, travels to other countries. Focus both in general and professional English. (Airport, traveling, restaurants, etc.)

Merriam-Webster

<u>Homework:</u> Create questions based on the resume from above.

Thank you!

Your Lesson Plan (adaptable): ■ A2 Curriculum - Onboarding 2p summary

THANK YOU FOR YOUR TIME!