


| BUSINESS COMMUNICATION LESSON PLANNING | | | |
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| <p>Student: Dulce López</p> <p>Classes per week:</p> <p>Position: Dalus - Platform and Community Associate</p> <p>Level: B1+</p> <p>Current week:2-6</p> <p>Curriculum:  Dulce - Business Communication Curriculum - 1p summary</p> | | | |

| TOPIC & CONTENT | LANGUAGE FOCUS | PRODUCTION | MATERIALS / SKILLS |
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| Week 1 - Speaking about yourself and the company | | | |
| <u>Aims:</u> | | | |

| Date/teacher: May 12th, Edgar | | | |
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| Lesson 1: Elevator Pitch | <ul style="list-style-type: none">Grammar: Present tenses | <ul style="list-style-type: none"> | |
| Comments/ Suggestions for next lesson: | | | |

| Date/teacher: May 16 Maja | | | |
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| Lesson 2: Career trajectory / company timeline | <ul style="list-style-type: none">Grammar: Past tenses | <ul style="list-style-type: none"> | |
| Comments/ Suggestions for next lesson: | | | |

| Date/teacher: 22 may 2025 Karen | | | |
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| Lesson 3: Future plans | <ul style="list-style-type: none">Grammar: Future tensesVocabulary: | <ul style="list-style-type: none"> | |

Comments/ Suggestions for next lesson:

Week 2 - Projects and people

Aims:

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Date/teacher: May 28th Brian

Lesson 4: The Art of Small Talk

- Grammar: Asking questions

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Comments/ Suggestions for next lesson:

Date/teacher: June 2nd Jared OFF TOPIC CLASS 1 FOR PREPARING PRESENTATION

Lesson:

- Grammar:

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Comments/ Suggestions for next lesson:

Date/teacher: June 11th, Alejandro OFF TOPIC CLASS 2 FOR PREPARING PRESENTATION

Lesson:

- Grammar:

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Comments/ Suggestions for next lesson:

Date/teacher: OFF TOPIC CLASS 3 FOR PREPARING PRESENTATION

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| Lesson: | • Grammar: | • | |
| Comments/ Suggestions for next lesson: | | | |

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| Date/teacher: OFF TOPIC CLASS 4 FOR PREPARING PRESENTATION | | | |
| Lesson: | • Grammar: | • | |
| Comments/ Suggestions for next lesson: | | | |

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| Date/teacher: OFF TOPIC CLASS 5 FOR PREPARING PRESENTATION | | | |
| Lesson: | • Grammar: | • | |
| Comments/ Suggestions for next lesson: | | | |

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| Date/teacher: OFF TOPIC CLASS 6 FOR PREPARING PRESENTATION | | | |
| Lesson: | • Grammar: | • | |
| Comments/ Suggestions for next lesson: | | | |

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| Date/teacher: | | | |
| Lesson 5: Explain what projects you're currently working on | • Grammar: Linking words | • | |
| Comments/ Suggestions for next lesson: | | | |

Date/teacher:

Lesson 6: Offer your opinion
on a project strategy

- Grammar: ow to
prepare for an
unplanned conversation

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Comments/ Suggestions for next lesson:

Week 3 - Sharing information

Aims:

TOPIC & CONTENT

LANGUAGE FOCUS

PRODUCTION

MATERIALS / SKILLS

Date/teacher:

Lesson 7: Give your opinion
(agree/disagree)

- Grammar: Phrasal verbs/
useful phrases

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Comments/ Suggestions for next lesson:

Date/teacher:

Lesson 8: Give ideas or input
during meetings

- Grammar: Modals
present and conditionals

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Comments/ Suggestions for next lesson:

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| Date/teacher: | | | |
| Lesson 9: Clarify complex situations for outstanders | <ul style="list-style-type: none"> Grammar: Discourse markers | | |
| Comments/ Suggestions for next lesson: | | | |

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| Week 4 - Presenting | | | |
| <u>Aims:</u> | | | |
| TOPIC & CONTENT | LANGUAGE FOCUS | PRODUCTION | MATERIALS / SKILLS |

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| Date/teacher: | | | |
| Lesson 10: Starting your presentation | <ul style="list-style-type: none"> Grammar: Sequencers, linking words | <ul style="list-style-type: none"> | |
| Comments/ Suggestions for next lesson: | | | |

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| Date/teacher: | | | |
| Lesson 11: Commanding your audience | <ul style="list-style-type: none"> Grammar: Phrases to command audience | <ul style="list-style-type: none"> | |
| Comments/ Suggestions for next lesson: | | | |

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| Date/teacher: | | | |
| Lesson 12: Summarizing and Q/A | <ul style="list-style-type: none"> Grammar: Useful phrases | | |

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| Comments/ Suggestions for next lesson: | | | |

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| Week 5 - Reporting | | | |
| <u>Aims:</u> | | | |
| TOPIC & CONTENT | LANGUAGE FOCUS | PRODUCTION | MATERIALS / SKILLS |

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| Date/teacher: | | | |
| Lesson 13: Reporting information | <ul style="list-style-type: none"> Grammar: Reported speech | | |
| Comments/ Suggestions for next lesson: | | | |

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| Date/teacher: | | | |
| Lesson 14: Identifying areas of growth | <ul style="list-style-type: none"> Grammar: Conjunctions | <ul style="list-style-type: none"> | |
| Comments/ Suggestions for next lesson: | | | |

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| Date/teacher: | | | |
| Lesson 15: Talking about numbers | <ul style="list-style-type: none"> Grammar: Numbers and trends | | |

Comments/ Suggestions for next lesson:

Week 6 - Review and eval week

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|-----------------|----------------|------------|--------------------|
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Date/teacher:

Lesson 16: Review 1

Review units 1-3

Comments/ Suggestions for next lesson:

Date/teacher:

Lesson 17: Review 2

Review 4-5

Comments/ Suggestions for next lesson:

Date/teacher:

Lesson 18: Final Evalñ

Comments/ Suggestions for next lesson: