

B1 - Business Interactions Around the World - LESSON PLANNING

Student: Jorge Armando Veja

Classes per week: 1-2

Position: Marketing field

Level: B1

Curriculum: [BUSINESS INTERACTIONS B1 - Curriculum](#)

Current week:

Decompress: 09/09 Eka

Off curriculum: Sep 6, 2025 Bernardo. We talked about a presentation

Please do the decompress session next class

Here's the template: [Needs analysis/Decompress template](#)

Notes on Client (Changes on new curriculum, suggestions, needs another curriculum, etc.):

Remember to notify your leader when decompress is completed, or contact directly with Jaime via Slack

Week 1 - Dubai

Aims:

TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
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Date/teacher: 09/12 Eka

Lesson 1: Finding lodging and places to visit.

- Grammar: Give arguments

- Client is able to explain which places he/she wants to visit and why with arguments

- <https://fs.blog/the-ten-golden-rules-of-argument/>


Comments/ Suggestions for next lesson:

Date/teacher:

Lesson 2: Managing a team remotely (strategies)	<ul style="list-style-type: none"> Grammar: Modals – should, would, must, may, can & could 	<ul style="list-style-type: none"> Client is able to explain different team managing strategies using modals 	<ul style="list-style-type: none"> https://www.indeed.com/career-advice/resumes-cover-letters/team-management-skill
Comments/ Suggestions for next lesson:			

Date/teacher:			
Lesson 3: Designing strategies for time difference situations	<ul style="list-style-type: none"> Grammar: Conditionals 	<ul style="list-style-type: none"> Client is able to think about hypothetical situations and their solution 	<ul style="list-style-type: none"> https://englishwithatwist.com/2017/02/02/business-grammar-how-to-use-the-four-english-conditional-tenses-in-business/
Comments/ Suggestions for next lesson:			

Week 2 - Belgium			
Aims:			
TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS

Date/teacher:			
Lesson 4: Location (what do you know about Belgium)	<ul style="list-style-type: none"> Grammar: Would like to... 	<ul style="list-style-type: none"> Client talks about what he/she knows and what he/she would like to know 	<ul style="list-style-type: none">  English Gram...
Comments/ Suggestions for next lesson:			

Date/teacher:			
Lesson 5: Complaints and putting limits	<ul style="list-style-type: none"> Grammar: Want, need and would like 	<ul style="list-style-type: none"> Client is able to establish limits in a polite manner 	<ul style="list-style-type: none"> https://www.howto money.com/needs-vs-wants/
Comments/ Suggestions for next lesson:			

Date/teacher:			
Lesson 6: Work friendships in Belgium	<ul style="list-style-type: none"> Grammar: Past tenses 	<ul style="list-style-type: none"> Client is able to talk about past experiences and relationships 	<ul style="list-style-type: none"> https://englishpost.org/past-experiences-examples/#past-experiences-exercise
Comments/ Suggestions for next lesson:			


Week 3 - San Diego			
Aims:			
TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS

Date/teacher:			
Lesson 7: Best place vs worst place to live in San Diego	<ul style="list-style-type: none"> Grammar: Comparatives & superlatives 	<ul style="list-style-type: none"> Client is able to evaluate different options and choose the best and the worst 	<ul style="list-style-type: none"> https://viancep2012.files.wordpress.com/2012/06/we-can-do-it-comparatives.pdf
Comments/ Suggestions for next lesson:			

Date/teacher:			
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Lesson 8: Problem solving in the workplace	<ul style="list-style-type: none"> Grammar: 	<ul style="list-style-type: none"> Client is able to think about different scenarios and a possible solution 	<ul style="list-style-type: none"> https://www.english-grammar.at/worksheets/if_clauses/if004.pdf
Comments/ Suggestions for next lesson:			

Date/teacher:			
Lesson 9: Managing up(how you manage your manager) Dealing with difficult boss	<ul style="list-style-type: none"> GrammarFormal speech: 	<ul style="list-style-type: none"> Client learns new formal vocabulary and is now able to give a more formal speech 	<ul style="list-style-type: none"> https://dictionary.cambridge.org/grammar/british-grammar/formal-and-informal-language
Comments/ Suggestions for next lesson:			

Week 4 - Bangkok Aims:			
TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
Date/teacher:			
Lesson 10: Look for the best food in Bangkok	<ul style="list-style-type: none"> Grammar: Will & going to for predictions 	<ul style="list-style-type: none"> Client is able to explain his/her plans 	<ul style="list-style-type: none">  WILL vs. GOIN...
Comments/ Suggestions for next lesson:			

Date/teacher:			
Lesson 11: Negotiation and persuasion (how to ...)	<ul style="list-style-type: none"> Grammar: Connecting words – addition & illustration 	<ul style="list-style-type: none"> Client uses connecting words when negotiating and persuading 	<ul style="list-style-type: none"> https://englishstudyhere.com/wp-content/uploads/2018/08/Transitions-

			Words-addition.png
Comments/ Suggestions for next lesson:			

Date/teacher:			
Lesson 12: Let's find a business in Bangkok	<ul style="list-style-type: none"> Grammar: Wants & needs from partners 	<ul style="list-style-type: none"> Client listens to the wants and needs from the counterpart when negotiating to reach an agreement 	<ul style="list-style-type: none"> https://online.hbs.edu/blog/post/negotiation-skills
Comments/ Suggestions for next lesson:			

Week 5 - Cape Town Aims:			
TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS

Date/teacher:			
Lesson 13: Let's discuss the inequality in Cape town	<ul style="list-style-type: none"> Grammar: Connection words – comparison 	<ul style="list-style-type: none"> Client evaluates the inequality and its possible causes 	<ul style="list-style-type: none"> https://www.investopedia.com/terms/i/income-inequality.asp
Comments/ Suggestions for next lesson:			

Date/teacher:			
Lesson 14: How do you organise yourself?	<ul style="list-style-type: none"> Grammar: Sequencers 	<ul style="list-style-type: none"> Client talks about his/her routines 	<ul style="list-style-type: none"> https://www.netlanguages.com/platform/nocache_202

		when organising himself/herself	303151602/shared/grammar/5cohlink.htm
Comments/ Suggestions for next lesson:			

Date/teacher:			
Lesson 15: Some good organizational tactics for the workplace	<ul style="list-style-type: none"> Grammar: Modals (advice) – should/must & shouldn't/mustn't 	<ul style="list-style-type: none"> Client is able to give advice or establish rules to help someone else or himself/herself organise better 	<ul style="list-style-type: none"> https://www.learn-english-online.com/grammar/tests/shouldmust.html
Comments/ Suggestions for next lesson:			

Topic 6 - Tokyo			
Aims:			
TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS

Date/teacher:			
Lesson 16: Why is Tokyo so stressed?	<ul style="list-style-type: none"> Grammar: Intensifiers 	<ul style="list-style-type: none"> Client uses intensifiers to express exaggerated feelings 	<ul style="list-style-type: none"> https://clasejoseangel.wordpress.com/2017/02/13/intensifiers/
Comments/ Suggestions for next lesson:			

Date/teacher:			
Lesson 17: Work under pressure; handling stress	<ul style="list-style-type: none"> Grammar: Past tenses 	<ul style="list-style-type: none"> Client explains how he/she manages stress 	<ul style="list-style-type: none"> https://www.mentalhealth.org.uk/explore-mental-health

			h/publications/how-manage-and-reduce-stress
Comments/ Suggestions for next lesson:			

Date/teacher:			
Lesson 18: What were your worst stress moments	<ul style="list-style-type: none"> Grammar: Future tense 	<ul style="list-style-type: none"> Client tells what were his/here worst stress moments and predicts if he/she will have moments like those in the future 	<ul style="list-style-type: none"> https://my.clevelandclinic.org/health/treatments/6409-stress-management-and-emotional-health
Comments/ Suggestions for next lesson:			

Topic 7 - China			
Aims:			
TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS

Date/teacher:			
Lesson 19: How did China become such an economic power?	<ul style="list-style-type: none"> Grammar: WH questions in the past 	<ul style="list-style-type: none"> Client is able to formulate and answer questions in the past 	<ul style="list-style-type: none"> https://englishacademy101.com/wh-questions-in-the-past-simple-tense/
Comments/ Suggestions for next lesson:			

Date/teacher:			
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Lesson 20: Let's analyze some data from China	<ul style="list-style-type: none"> Grammar: Numbers & graphics 	<ul style="list-style-type: none"> Client is now able to explain by himself/herself a graph and knows some vocabulary related to it 	<ul style="list-style-type: none"> https://academic-englishuk.com/describing-graphs/
Comments/ Suggestions for next lesson:			

Date/teacher:			
Lesson 21: Can you reflect the analysis to your own company?	<ul style="list-style-type: none"> Grammar: Future tenses 	<ul style="list-style-type: none"> Client is able to predict future results by analyzing current and past results 	<ul style="list-style-type: none"> https://learnenglish.britishcouncil.org/skills/writing/b1-writing/describing-charts
Comments/ Suggestions for next lesson:			

Week 8 - Review Aims: Review previous lessons			
TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS

Date/teacher:			
Lesson 22:	<ul style="list-style-type: none"> Content from week 1-3 	<ul style="list-style-type: none"> Client is able to remember the topics discussed during those weeks 	
Comments/ Suggestions for next lesson:			

Date/teacher:

Lesson 23:	<ul style="list-style-type: none"> Content from week 4-5 	<ul style="list-style-type: none"> Client is able to remember the topics discussed during those weeks 	
Comments/ Suggestions for next lesson:			

Date/teacher:			
Lesson 24:	<ul style="list-style-type: none"> Content from week 6-7 	<ul style="list-style-type: none"> Client is able to remember the topics discussed during those weeks 	
Client's comments about evaluation/next curriculum:			

Lesson 25: Final speaking evaluation -
Date/consultant:
Observations:
Next curriculum (learner's path):

Intermediate Business - LESSON PLANNING
Student: Jorge Armando Vea Classes per week: 1-2 Position: Marketing field Level: B1 Curriculum: Intermediate Business - Curriculum Current week: 8-8

Decompress: 2/20/25 Dowse
Here's the template: Needs analysis/Decompress template

Notes on Client (Changes on new curriculum, suggestions, needs another curriculum, etc.):

Remember to notify your leader when decompress is completed, or contact directly with Jaime via Slack

Week 1 - Recruitment

Aims:

TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
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Date/teacher: Feb. 25th Brian

Lesson 1: Minimum vs. preferred qualifications	<ul style="list-style-type: none">Grammar: Gerund vs infinitives	<ul style="list-style-type: none">Client is able to know when to use gerunds and when to use infinitives	<ul style="list-style-type: none">https://promova.com/english-grammar/gerund-vs-infinitive-in-english
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Comments/ Suggestions for next lesson:

Date/teacher: Feb. 27th Brian

Lesson 2: Writing job descriptions	<ul style="list-style-type: none">Grammar: Royal order of adjectives	<ul style="list-style-type: none">Client is able to apply the adjective order when writing a job description,	<ul style="list-style-type: none">https://www.wright.edu/human-resources/writing-an-effective-job-description
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Comments/ Suggestions for next lesson:

Date/teacher: March 1st 2025 Karen Mar. 4th Brian

Lesson 3: Diversity, equity and inclusion	<ul style="list-style-type: none">Grammar: Pronunciation: final -ed	<ul style="list-style-type: none">Client is able to pronounce the ed sounds correctly	<ul style="list-style-type: none">https://www.grammar.cl/english/pronunciation-ed.htm
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Comments/ Suggestions for next lesson: OFF TOPIC, PLEASE TEACH THIS LESSON BEFORE YOU START WEEK 2

Week 2 - Interviewing

Aims:

TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
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Date/teacher: March 6th, Marisol /March 25th Mildred

Lesson 4: Preparing for the interview	<ul style="list-style-type: none">Grammar: Word order: questions	<ul style="list-style-type: none">Client is able to make questions during an interview	<ul style="list-style-type: none">https://hbr.org/2021/11/10-common-job-interview-questions-and-how-to-answer-them
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Comments/ Suggestions for next lesson: WE WENT OFF TOPIC AND IT WAS A SPEAKING CLASS COMPLETELY- PLEASE NEXT CONSULTANT TEACH THE LESSON

Date/teacher: March 27th, Marisol

Lesson 5: Conducting the interview	<ul style="list-style-type: none">Grammar: Past tense	<ul style="list-style-type: none">Client is able to ask for a background to a candidate	<ul style="list-style-type: none">https://www.youtube.com/watch?v=Hkv8LeyQ22w&t=6s
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Comments/ Suggestions for next lesson:

Date/teacher: March 28th, Karen DNH - April 7, 25/Tere (DNH) - April 8, 25/Tere

Lesson 6: Dos and don'ts - Tone & delivery	<ul style="list-style-type: none">Grammar: Pronunciation: rising and falling intonation	<ul style="list-style-type: none">Client is able to explain rules to someone	<ul style="list-style-type: none">https://dictionary.cambridge.org/us/grammar/british-grammar/intonation
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Comments/ Suggestions for next lesson:

Week 3 - Extending the Offer

Aims:

TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
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Date/teacher: April 12th Marisol **DNH** Apr. 15th Brian

Lesson 7: Making a job offer on the phone	<ul style="list-style-type: none">Grammar: Word order: negative form	<ul style="list-style-type: none">Client is able to use the negative forms when making job offers	<ul style="list-style-type: none">https://resources.workable.com/tutorial/making-job-offer-candidate
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Comments/ Suggestions for next lesson:

Date/teacher: Apr. 16th Brian

Lesson 8: Salary negotiation	<ul style="list-style-type: none">Grammar: Modals for requests and offers	<ul style="list-style-type: none">Client is able to politely negotiate and offer	<ul style="list-style-type: none">https://learnenglish.britishcouncil.org/grammar/english-grammar-reference/modal-verbs
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Comments/ Suggestions for next lesson:

Date/teacher: April 29th, Marisol

Lesson 9: Explaining the benefits package	<ul style="list-style-type: none">Grammar: Pronunciation: content vs. function words	<ul style="list-style-type: none">Client is able to emphasize the most important details when explaining benefits	<ul style="list-style-type: none">https://thesoundofenglish.org/content-function-words/
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Comments/ Suggestions for next lesson:

Week 4 - Onboarding & Training

Aims:

TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
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Date/teacher: May 6th, Marisol DNH

2 may 2025 Karen DNH

Lesson 10: Reviewing company policies (time off, dress code, etc.)	<ul style="list-style-type: none">Grammar: Pronoun usage	<ul style="list-style-type: none">Client is able to review company policies and write a dress code according to that	<ul style="list-style-type: none">https://www.indeed.com/career-advice/career-development/dress-code-policy
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Comments/ Suggestions for next lesson:

Date/teacher: May 29, 25/Tere

Lesson 11: Preparing for the new hire's first day	<ul style="list-style-type: none">Grammar: Present perfect vs. past	<ul style="list-style-type: none">Client is able to guide a freshman through the first day of work	<ul style="list-style-type: none">https://continuingstudies.uvic.ca/elc/studyzone/410/grammar/ppvpast/
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Comments/ Suggestions for next lesson:

Date/teacher: May 10th, 2025 Marce

Lesson 12: Shadowing a colleague	<ul style="list-style-type: none">Grammar: Pronunciation: linking, especially with contractions	<ul style="list-style-type: none">Client is able to shadow a colleague in a task.	<ul style="list-style-type: none">https://www.investopedia.com/terms/s/shadowing.asp
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Comments/ Suggestions for next lesson:

Week 5 - Programs, Usage, Application**Aims:**

TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
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Date/teacher: Jun 13, 2025 Bernardo

Lesson 13: Systems in a workplace	<ul style="list-style-type: none">Grammar: Gerunds (used) for + verb + ing	<ul style="list-style-type: none">Client is able to explain hierarchy in the workplace	<ul style="list-style-type: none">https://www.indeed.com/hire/c/info/what-is-a-chain-of-command-in-the-workplace
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Comments/ Suggestions for next lesson:

Date/teacher: June 23rd Jared

Lesson 14: Technology	<ul style="list-style-type: none">Grammar: Infinitive (designed) to + infinitive	<ul style="list-style-type: none">Client is able to talk about technology that he or she uses while working	<ul style="list-style-type: none">https://blog.vantagecircle.com/technology-in-the-workplace/
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Comments/ Suggestions for next lesson:

Date/teacher: 06/24 Eka

Lesson 15: Common programs/apps for your job	<ul style="list-style-type: none">Grammar: Vocabulary, Adjectives and Adverbs. Conditionals	<ul style="list-style-type: none">Client is able to use helpful apps for his/her job	<ul style="list-style-type: none">https://learnenglish.britishcouncil.org/grammar/b1-b2-grammar/conditionals-zero-first-second
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Comments/ Suggestions for next lesson:

Week 6 - Project Management

Aims:

TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
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Date/teacher: July 16th Jared July 11th Jared DNH July 10th, Alejandro

July 2nd, Edgar OFF CURRICULUM

June 28th, Edgar DNH

July 7, Ivan DNH

Lesson 16: When a project is assigned, How do you recruit a team?

- Grammar: Gerunds and infinitives

- Client is able to choose team members according to the task

- <https://www.youtube.com/watch?v=QSdcDBuLU-8>

Comments/ Suggestions for next lesson: Client was late, was in a car and had to disconnect early so we requested just to have a conversation focus class.

Date/teacher:

Jul 19, 2025 Bernardo - we had a phone conversation, so we couldn't see the topic, since he was driving.

July 17th Jared DNH Spoke to client over the phone/

Lesson 17: Agile Project Management

- Grammar: Order of adjectives

- Client is able to manage a project

- <https://business.adobe.com/blog/basics/steps-to-manage-project#research-your-project-and-identify-a-purpose>

Comments/ Suggestions for next lesson:

Date/teacher: July 22nd Jared

Lesson 18: Managing projects from start to finish

- Grammar: Pronunciation: final -ed and final -s sounds

- Client is able to execute projects

- <https://www.usability.gov/what-and-why/project-management.html>

Comments/ Suggestions for next lesson:

Week 7 -Research

Aims:

TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
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Date/teacher: July 26th - Karelle :)

Lesson 19: Automation	<ul style="list-style-type: none">Grammar: Conditionals revision	<ul style="list-style-type: none">Client is able to use the conditionals	-  What are co...
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Comments/ Suggestions for next lesson:

Date/teacher: Aug 1st Jared
July 29th, Ivan **DNH**

Lesson 20: Innovation	<ul style="list-style-type: none">Grammar: Passive voice	<ul style="list-style-type: none">Client is able to talk about company innovations by using passive voice	- https://ideascale.com/wp-content/uploads/2023/07/technology-innovation-descriptive.jpg
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Comments/ Suggestions for next lesson:

Date/teacher: August 19th, Ivan
Aug 12th Jared **DNH**/ August 7th, Edgar **DNH**
August 6th, Ivan

Lesson 21: Future technology	<ul style="list-style-type: none">Grammar: Future tenses	<ul style="list-style-type: none">Client is able to talk about the company's future plans	- https://eslgrammar.org/future-tense/
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Comments/ Suggestions for next lesson: **The client ask for the classes to be more focused on marketing**

Week 8 - Review**Aims:** Review previous lessons

TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
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Date/teacher: August 21st, Edgar

Lesson 22: Review

- Contents from week 1-3

Client is able to review the contents of weeks 1-3

Comments/ Suggestions for next lesson:

Date/teacher: August 22nd, Edgar

Lesson 23: Review

- Contents from week 4-5

Client is able to review the contents of weeks 4-5

Comments/ Suggestions for next lesson:

Date/teacher: September 3rd, Andréé

26 ago 2025 Karen dnh

Lesson 24: Review

- Contents from week 6-7

Client is able to review the contents of weeks 6-7

Client's comments about evaluation/next curriculum:**Lesson 25: Final speaking evaluation -**

Date/consultant: September 4th, Alejandro

Observations:

Next curriculum (learner's path):

PROJECT MANAGEMENT LESSON PLANNING

Student: Jorge Armando Vea

Classes per week: 1-2

Position: Marketing field


Level: B1

Curriculum:  B1 Project Management Curriculum

Current topic: 8-8

Decompress: Sep 13, 2024 Bernardo

Sep 12, 2024 Bernardo dnh

Here's the template:  Needs analysis/Decompress template

Notes on Client (Changes on new curriculum, suggestions, needs another curriculum, etc.):

Remember to notify your leader when decompress is completed, or contact directly with Jaime via Slack

Week 1 - Professional profile

Aims: To adequately describe your job position, the responsibilities it involves as well as properly introduce each member of your team.

TOPIC & CONTENT

LANGUAGE FOCUS

PRODUCTION

MATERIALS / SKILLS

Date/teacher: September 19th, Alejandro

Lesson 1: Introduce yourself & describe your position


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

- Clients introduce themselves and describe their job

[What is project management? \(video\)](#)

Comments/ Suggestions for next lesson:

Date/teacher: Sep 20, 2024 Bernardo			
Sept 20 Maja DNH			
Lesson 2: Go over activities & responsibilities	<ul style="list-style-type: none"> Grammar: Gerunds (for activities & verbs that take gerunds) Vocabulary: work activities and responsibilities 	<ul style="list-style-type: none"> Clients talk about work activities and responsibilities 	Linkedin profiles
Comments/ Suggestions for next lesson:			
Date/teacher: September 24 Dowse			
Lesson 3: Introduce your team members	<ul style="list-style-type: none"> Grammar: Present Simple and Continuous Vocabulary: Adjectives 	<ul style="list-style-type: none"> Clients are able to introduce others and describe their responsibilities 	https://pitchavatar.com/how-to-properly-introduce-your-team/
Comments/ Suggestions for next lesson:			
Week 2 - Your company			
Aims: To present a timeline of your company as well as its position within the industry.			
TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
Date/teacher: September 30th, Edgar			
September 26 Dowse DNH			
Lesson 4: Describe the evolution of your company	<ul style="list-style-type: none"> Grammar: Past continuous vs past simple/ timelines Vocabulary: company history, time markers for the past 	<ul style="list-style-type: none"> Client presents the timeline of their company 	Ex Apple timeline
Comments/ Suggestions for next lesson:			
Date/teacher: maja			
Lesson 5: Connect actions inside the company	<ul style="list-style-type: none"> Grammar: Connectors (emphasize, addition, contrast, ...) Vocabulary: organizational structure 	<ul style="list-style-type: none"> Client describes the organizational structure of their company and how it is connected 	Connectors Types of organizational structures

Comments/ Suggestions for next lesson:			
Date/teacher: 10/10 Eka 10/08 Eka (OFF CURR)			
Lesson 6: Explain the relation with suppliers & clients	<ul style="list-style-type: none"> Grammar: Modal verbs (possibilities & requests) Vocabulary: work relationships 	<ul style="list-style-type: none"> Clients talks about the relationships at work 	Modal verbs exercises
Comments/ Suggestions for next lesson:			
10/08 Eka.- Class was off curr bc we reviewed last class, next consultant please check his writing and help him polish the text.			
Week 3 - Current projects Aims: To thoroughly describe present, past and future projects as well as their creation process.			
TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
Date/teacher: Oct 22nd, Alejandro Oct 17th, Edgar OFF CURRICULLUM Oct 15, 2024 Bernardo dnh			
Lesson 7: Explain the process when you start a project	<ul style="list-style-type: none"> Grammar: Modals/Connection words (cause & effects) Vocabulary: projects 	<ul style="list-style-type: none"> Client discussed and describes a process of starting a project 	Six questions to ask before starting a big project.
Comments/ Suggestions for next lesson: Client was late and wanted to review previous topics mainly modal verbs. Feel free to repeat the materials			
Date/teacher: October 24, 2024 Dowse			
Lesson 8: Describe your current project	<ul style="list-style-type: none"> Grammar: Sequencers, Present Perfect Vocabulary: adjectives, projects 	<ul style="list-style-type: none"> Client describes and details current projects 	Good project managers vs bad managers
Comments/ Suggestions for next lesson:			
Date/teacher: October 29th, Jaime DNH Dowse 10/31/24			
Lesson 9: Describe past & future projects	<ul style="list-style-type: none"> Grammar: Past Simple vs Present Perfect/ Future tense Vocabulary: adjectives, projects 	<ul style="list-style-type: none"> Client details past and future projects 	 How to Write a Project...

Comments/ Suggestions for next lesson:			
Week 4 - Organizational chart Aims: To describe in an accurate form the positions within a company as well as their roles.			
TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
Date/teacher: Nov.05/Ruth			
Lesson 10: Explain the hierarchy of your company - Who works where?	<ul style="list-style-type: none"> Conditionals (0 & 1st) Vocabulary: jobs and tasks 	<ul style="list-style-type: none"> Client details the hierarchy and structure of their company 	Create organizational chart
Comments/ Suggestions for next lesson:			
Date/teacher: Nov.7/Ruth			
Lesson 11: Explain who is responsible for what or in charge of	<ul style="list-style-type: none"> Grammar: verb + Prepositions/ gerunds and infinitives Vocabulary: departments 	<ul style="list-style-type: none"> Client details the departments in their company and their duties 	Draw the setup of your company
Comments/ Suggestions for next lesson:			
Date/teacher: 11/12 Eka			
Lesson 12: Compare different company structures	<ul style="list-style-type: none"> Grammar: Comparatives & superlatives Vocabulary: company structure 	<ul style="list-style-type: none"> Client compares different company structures (Alcanza vs Coppel) - what are the pros and cons? 	Difference between startups and SMEs
Comments/ Suggestions for next lesson:			
Week 5 - Meetings Aims: To be able to manage all aspects related to a business meeting.			
TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
Date/teacher: Nov 13th, Edgar DNH Nov 23th, Jaime			
Lesson 13: Scheduling & rescheduling meetings	<ul style="list-style-type: none"> Grammar: Polite language (request & phrases)/ Preposition of time Skill: More complex question formation Vocabulary: meetings 	<ul style="list-style-type: none"> Client is able to schedule and reschedule appointments, discuss availability 	<ul style="list-style-type: none"> Meeting vocabulary Quiz meeting vocabulary

Comments/ Suggestions for next lesson:			
Date/teacher: Nov 27th,María Luisa			
Lesson 14: Preparing a meeting	<ul style="list-style-type: none"> Grammar: Phrasal verbs Vocabulary: wants and needs 	<ul style="list-style-type: none"> Client explains how they set up their meetings (wants & needs) 	Article your meetings stink & what to do about it.
Comments/ Suggestions for next lesson:			
Date/teacher: November 28, 2024 Dowse			
Lesson 15: Having a meeting	<ul style="list-style-type: none"> Grammar: Discourse markers / WH question forms Skill: participating in a meeting Vocabulary: meetings 	<ul style="list-style-type: none"> Client role plays participating in a meeting 	<ul style="list-style-type: none"> Questions to ask in a meeting The most critical types of project management
Comments/ Suggestions for next lesson:			
Week 6 - Let's hire someone! Aims: To fully prepare the needs of a new position within the company as well as select the proper candidate for it.			
Date/teacher: 12/26 Eka 12/19 Eka DNH 12/17 Eka (DNH) 12/02 Eka dnh Off curriculum: Dec 5, 2024 BERNARDO			
Lesson 16: Minimum vs preferred qualities (write a vacancy)	<ul style="list-style-type: none"> Grammar: passive voice, Royal order of adjectives Skills: writing Vocabulary: skills hard and soft 	<ul style="list-style-type: none"> Client details and describes a job vacancy 	<ul style="list-style-type: none"> Job Description Vocabulary Job Description Template
Comments/ Suggestions for next lesson: please do this class it was skipped			
Date/teacher: Dec. 15, 24/Tere			
Lesson 17: Job interview	<ul style="list-style-type: none"> Grammar: questions in passive Vocabulary: job vacancy 	<ul style="list-style-type: none"> Client asks and answers questions for a job interview 	<ul style="list-style-type: none"> Inclusive Language (extension activity)
Comments/ Suggestions for next lesson:			
Date/teacher: 01/03 Eka DNH 1/7/2025 Dowse			

Lesson 18: Evaluate candidates	<ul style="list-style-type: none"> Grammar: reported speech Vocabulary: skills 	<ul style="list-style-type: none"> Client evaluates potential candidates for a vacancy 	
Comments/ Suggestions for next lesson:			
Week 7 Projects 2.0 - Into the deep Aims: To fully evaluate the risks and benefits of a new project.			
TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
Date/teacher: January 9, 2025 Dowse			
Lesson 19: Managing time	<ul style="list-style-type: none"> Grammar: Second Conditional / prepositions of time Vocabulary: time management 	<ul style="list-style-type: none"> Clients discusses their time management and deadlines 	Quiz vocab time management Time management tips
Comments/ Suggestions for next lesson: Please go over conditionals exercises. Jorge had connection problems and we ran out of time.			
Date/teacher: January 14, 2025 Dowse			
Lesson 20: Scopes and capabilities	<ul style="list-style-type: none"> Grammar: Tenses review (all) Vocabulary: intensifiers 	<ul style="list-style-type: none"> Client reflects on their scope and capabilities 	Avoid this time management mistakes
Comments/ Suggestions for next lesson:			
Date/teacher: January 16, 2025 Dowse			
Lesson 21: Risk and Result	<ul style="list-style-type: none"> Grammar: will vs would/ conditionals review Vocabulary: predictions 	<ul style="list-style-type: none"> Client is able to discuss how to calculate cost, outcome and manage risks and results 	How to prioritize your company's projects
Comments/ Suggestions for next lesson:			
Topic 8 - Evaluation - Formal			
Date/teacher: January 21st, Alejandro			
Lesson 22: Evaluation prep	<ul style="list-style-type: none"> Content from week 1-3 	<ul style="list-style-type: none"> Explain who is involved in your current project 	
Comments/ Suggestions for next lesson: The client wanted to review conditionals in the first half of the lesson, so please feel free to review the last two activities since we didn't have the chance to work with them.			
Date/teacher: January 24th, Edgar DNH Dowse 1/28/25			

Lesson 23: Evaluation prep	<ul style="list-style-type: none"> Content from week 4-5 	<ul style="list-style-type: none"> Explain the problems & solutions from your previous projects 	
Comments/ Suggestions for next lesson:			
Date/teacher:February 6th, Edgar (Client asked for an Extra review session) February 4th, Edgar OFF CURRICULLUM January 30, 2025 Dowse DNH			
Lesson 24: Evaluation prep	<ul style="list-style-type: none"> Content from week 6-7 	<ul style="list-style-type: none"> Explain the KPIs of your project 	
Comments/ Suggestions for next lesson: Client was late and tired. He wanted to just have a chat and practice conversation. Please feel free to use the material on the remote doc.			
Lesson 25: Final eval	2/18/25 Dowse		
Client's comments about evaluation/next curriculum: B1+ Intermediate Business			

Comments/ Suggestions for next lesson:

Date/teacher:February 6th, Edgar (Client asked for an Extra review session)

February 4th, Edgar OFF CURRICULLUM

January 30, 2025 Dowse DNH



Lesson 24: Evaluation prep	<ul style="list-style-type: none"> Content from week 6-7 	<ul style="list-style-type: none"> Explain the KPIs of your project 	
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Comments/ Suggestions for next lesson: **Client was late and tired. He wanted to just have a chat and practice conversation. Please feel free to use the material on the remote doc.**

Lesson 25: Final eval	2/18/25 Dowse		
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Client's comments about evaluation/next curriculum:

B1+ Intermediate Business

LESSON PLANNING	
Student: Jorge Armando Vea	
Classes per week: 1-2	
Position: Marketing field	
Level:A2+/B1	
Curriculum:  A2+ Business Interactions 2 Curriculum	
Current topic:8-8	
Materials for classes:	
 Material Business Interactions 2	

Student: Jorge Armando Vea

Classes per week: 1-2

Position: Marketing field

Level:A2+/B1

Curriculum:  A2+ Business Interactions 2 Curriculum

Current topic:8-8

Materials for classes:

Material Business Interactions 2

Decompress:

Here's the template: [Needs analysis/Decompress template](#)

Here's the template: Needs analysis/Decompress template

Notes on Client (Changes on new curriculum, suggestions, needs another curriculum, etc.):

Remember to notify your leader when decompress is completed, or contact directly with Jaime via Slack

Week 1 - Effective Communication

TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
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Date/teacher: 04/24 Eka

Lesson 1: Analyzing general workplace communication	Grammar: -Question making -Present tenses	<ul style="list-style-type: none">Client is able to make and answer questions about communication issues.	What is Effective Communication? Definition, Characteristics, Skills, Significance, Barriers - The Investors Book
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Comments/ Suggestions for next lesson:

Date/teacher: 04/30 Eka

Lesson 2: Dealing with workplace discussions	Grammar: -Reporting verbs	<ul style="list-style-type: none">Client is able to discuss in a polite way.	Direct Discussion – How to Approach a Co-Worker Managing Workplace Conflict Vancouver Island University Canada
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Comments/ Suggestions for next lesson:

Date/teacher: 05/08 Eka

Lesson 3: Agreeing and disagreeing	Grammar: -Present simple and progressive	<ul style="list-style-type: none">Client is able to agree or disagree with co-workers.	Useful phrases for discussions
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Comments/ Suggestions for next lesson:

Week 2 - Constructive feedback


TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
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Date/teacher: 05/14 Eka

Lesson 4: Praising coworkers	Grammar: - Coordinating conjunctions	<ul style="list-style-type: none">The client is able to give constructive feedback to co workers and speak up about his/her own opinions.	The Importance of Praising Your Employees - MIBluesPerspectives
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Comments/ Suggestions for next lesson:

Date/teacher: **May 16th, Jaime**

Lesson 5: Giving and managing compliments	Grammar - Raising and falling intonation in statements / Would have v3	<ul style="list-style-type: none">Client is able to pay compliments and respond to them at work.	 Best Compliment
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Comments/ Suggestions for next lesson:

Date/teacher: **May 22nd, Jaime**

Lesson 6: Using rising and falling intonation	Grammar: - Characteristics of a pep talk	<ul style="list-style-type: none">Client is able to give correct intonation lectures.	 Learn the English term ... 11 Best Inspirational Pep Talks In Movies ScreenRant
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			https://www.johnmillen.com/blog/how-to-give-a-winning-pep-talk
Comments/ Suggestions for next lesson:			

Week 3 - Conflict Resolution			
TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS

Date/teacher: 05/28 Eka			
Lesson 7: Mediating and reaching compromises	Grammar: -Comparatives and Superlatives	<ul style="list-style-type: none"> Client is able to express goals and deliverables of a project. 	Conflict Resolution: Definition, Process, Skills, Examples
Comments/ Suggestions for next lesson:			

Date/teacher: June 5, 2024 Dowse			
Lesson 8: Solving a conflict	Grammar: -Modals -Linking words Reported speech	<ul style="list-style-type: none"> Client is able to Give opinions Agree and Disagree 	Section 6. Training for Conflict Resolution.
Comments/ Suggestions for next lesson:			

Date/teacher: 7/June Julio			
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Lesson 9: Giving full details	Grammar: -Modals review and reported speech	<ul style="list-style-type: none"> Client is able to give full details and report what others say 	Joey doesn't share food. Friends 1080p
Comments/ Suggestions for next lesson:			

Week 4 - Cultivating Empathy			
TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS

Date/teacher: June 12, 2024 Dowse			
Lesson 10: Identifying emotions, complex feelings and tendencies in others	Grammar: -ed and -ing adjectives	<ul style="list-style-type: none"> Client is able to identify and name different emotions and describe complex feelings. 	Emotions and Types of Emotional Responses
Comments/ Suggestions for next lesson:			

Date/teacher: Jun 14, 2024 Bernardo			
Lesson 11: Introvert vs. Extrovert spectrum	Grammar: -Vocabulary to describe emotions	<ul style="list-style-type: none"> Client is able to place themselves into the spectrum and describe what an introvert or extrovert is like. 	Explanation: Introvert vs. Extrovert by Simon Sinek Educational Speech BillionaireBehaviour
Comments/ Suggestions for next lesson:			


Date/teacher: June 15th, 2024 Bernardo			
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Lesson 12: Using tone to express intentions in a real life situation	Grammar: -Intonation in formal and informal contexts	<ul style="list-style-type: none"> Client is able to differentiate between one tone and another and also notice which one works for what situation. 	Tone Is Hard to Grasp Online. Can Tone Indicators Help?
Comments/ Suggestions for next lesson:			

Week 5 - Strengthening Relationships

TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
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Date/teacher: June 20th Warren

Lesson 13: Workplace relationships	Grammar: -Present perfect: life experiences	<ul style="list-style-type: none"> Client is able to describe work relationships. 	10 Types of Workplace Relationships and How To Improve Them Indeed.com  Improving Workplac...
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Comments/ Suggestions for next lesson:

Date/teacher: 06/25 Eka

Lesson 14: Polite statements and intonation	Grammar: -Conditionals	<ul style="list-style-type: none"> Client is able to give an educated point of view with the right intonation. 	Pronunciation: Want to be Polite? Learn English Intonation – Guest Post English with a Twist
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Comments/ Suggestions for next lesson:

Date/teacher: June 27th Warren

Lesson 15: Identifying and activating mutual team member interests.	Grammar: -Vocabulary for Persuasive expression	<ul style="list-style-type: none"> Client is able to communicate with coworkers to work as a team. 	Successful teamwork: A case study
Comments/ Suggestions for next lesson:			

Topic 6 - Apology Process

TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
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Date/teacher: 07/17 Edgar

07/09 Eka (OFF CURR) July 11th Warren (DNH)

July 3rd Warren (DNH) July 4 Maja - off curriculum please see comment and repeat topic

Lesson 16: Apologizing - formal.	Grammar: -Modals	<ul style="list-style-type: none"> Client is able to apologize formally with co-workers or owner of the company. 	How to say sorry at work
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Comments/ Suggestions for next lesson:

July 11th, Student did not take class again material is still there ready for next consultant

JULY 9TH – OFF CURR CLASS, HE ARRIVED 30 MINUTES LATE, NEXT CONSULTANT FEEL FREE TO USE THE MATERIAL

WE DID NOT USE ANY OF THE MATERIAL – FEEL FREE TO USE IT FOR NEXT CLASS

He was 20 mins late and his computer was not working, so we had a class focused on vocabulary and practicing collocations and false synonyms in English

Date/teacher: Jul 18, 2024 Bernardo

Lesson 17: Apologizing to a client for not meeting expectations.	Grammar: -Expressing result: therefore, thus, so, as a result, due to, etc.	<ul style="list-style-type: none"> Client is able to apologize to a client and manage conflict conversations. 	How to Apologize Like a Professional How to apologize to a customer: A 3-step plan RingCentral
Comments/ Suggestions for next lesson:			

Date/teacher: 07/23 Eka			
Lesson 18: Writing an apology email.	Grammar: - Writing: emails	<ul style="list-style-type: none"> Client is able to write an email apologizing for a mistake in customer service. 	How to Apologize to a Client (With Email Template!) The Muse 6 excellent apology emails to send to your customers Front
Comments/ Suggestions for next lesson:			

Topic 7 - Asking for help			
TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS

Date/teacher: Aug 6, 2024 Bernardo 7/25 Maja DNH			
Lesson 19: Requesting help politely to coworkers.	Grammar: - Making polite requests	<ul style="list-style-type: none"> Client is able to ask for help around the office. 	https://www.themuse.com/advice/the-right-way-to-ask-for-help-at-work
Comments/ Suggestions for next lesson:			

Date/teacher: August 2, 2024 Dowse			
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Lesson 20: Offering help.	Grammar: -Conditionals	<ul style="list-style-type: none"> Client is able to offer advice and support to other co-workers. 	10 Ways To Help and Support Colleagues at Work Indeed.com
Comments/ Suggestions for next lesson:			

Date/teacher: August 8th, Jaime			
Lesson 21: Accepting or rejecting help.	Grammar: -Passive voice: simple past and simple present	<ul style="list-style-type: none"> Client is able to say yes or no depending on the situation. 	How to Make, Accept and Reject Offers in English-Bespeaking Blog
Comments/ Suggestions for next lesson: went to lesson 19 since it was skipped, note from Bernardo			

Week 8 - Review			
Aims: Review previous lessons			
TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS

Date/teacher: 08/21 Eka			
Lesson 22: Review week 1,2&3	<ul style="list-style-type: none"> Review 		
Comments/ Suggestions for next lesson:			

Date/teacher: 8/22 Maja			
Lesson 23: Review week 4,5&6	<ul style="list-style-type: none"> Review 		

Comments/ Suggestions for next lesson:

Date/teacher: 09/02 Edgar

Lesson 24: Review week 7&8

- Review

Client's comments about evaluation/next curriculum:

Lesson 25: Final speaking evaluation

Date/consultant: 09/05 Edgar

Observations:

Next curriculum (learner's path):