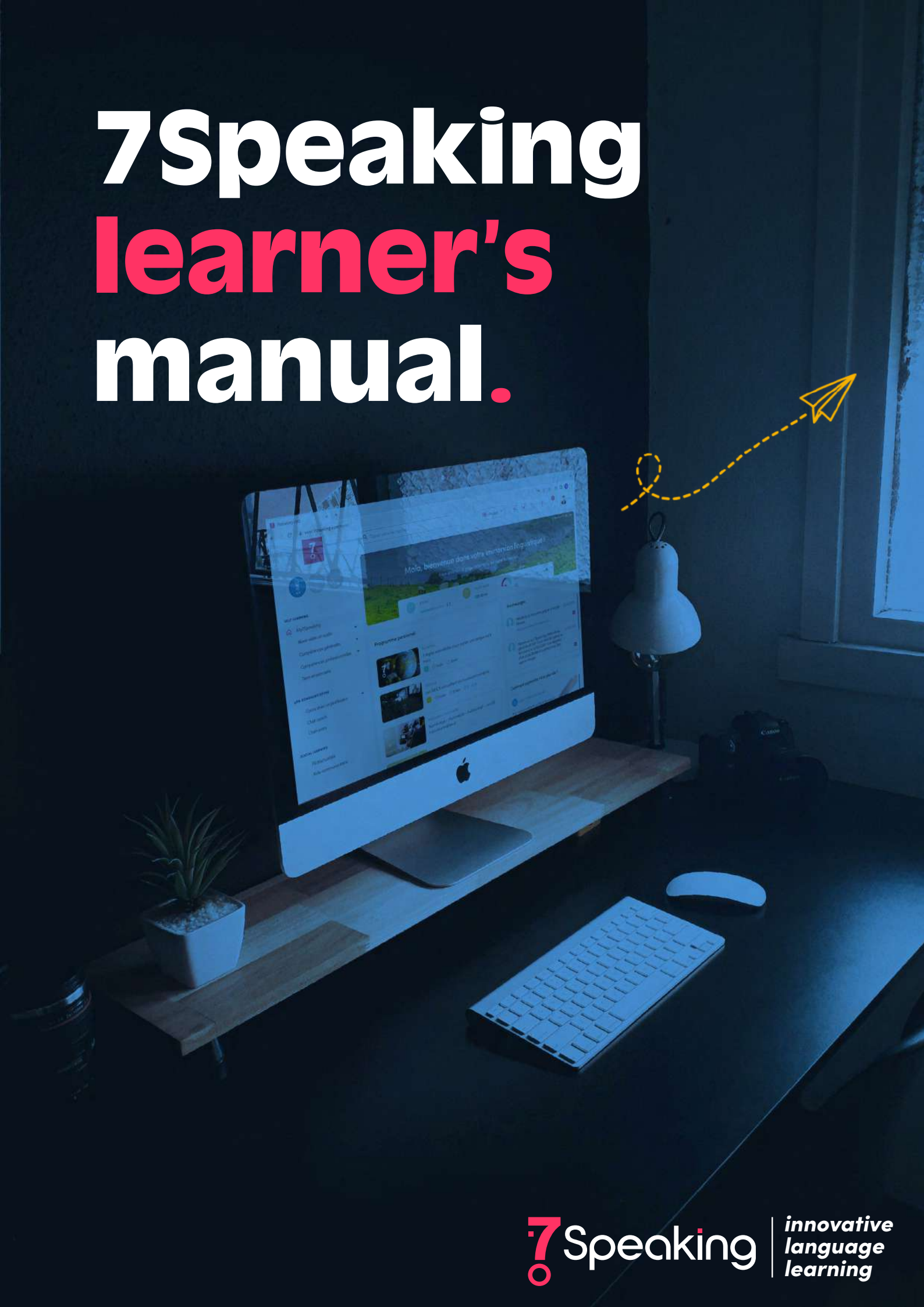


7Speaking learner's manual.



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7Speaking's Strength: 70/20/10 concept.

Learning a language is a long process and requires daily immersion over a period of 1 to 3 years. We believe in the concept put forward by Charles JENNINGS:

70%

70% of what we learn is based on informal learning.

At 7Speaking: **immersion and practice** through the study of lessons based on **current events** and business language.

20%

20% of what we learn is based on collaboration.

At 7Speaking: **communication** and **interaction** with teachers and other learners in your community.

10%

10% of what you learn is based on theory.

At 7Speaking: grammar, vocabulary, pronunciation and business **workshops**, to **learn or consolidate** the basics of the language.



I. Getting Started : profile & preferences, placement test.

a. Personalising your profile

The **7Speaking platform adapts** to your desires, your interests and your needs in order to offer you a **customized program** that closely matches your personal and professional needs.

In order for our algorithm to **create your customized program**, you will be asked to **fill in your personal information**, select your interests and the Professional & Business skills you wish to focus on when you first log in.

Identity




Photo or avatar

First name *

Login*

Email*

Your job title

Last name *

Password

Telephone number*

France (+33)

Time zone

France-GMT+01:00

Languages

Language taught Your mother tongue

Save

You will also be able to **choose your membership in two communities of learners** among the 18 communities we offer. This information can be changed at any time in the **Preferences page**.

Profile and preferences

Identity
Your program
Skills to improve
Communication

Interests

Select your interests. You will be able to change your selection later.

Business
culture
finance
health
history
leisure
movies
news
people
politics
practical tips
Professional skills
science
shopping

society
sports
technical
technology
travel

Training

Microlearning Specialized vocabulary

Save

Your level will then be **assessed by a 15–20-minute placement test**. This test allows us to **determine your general level** in the language you are learning, as well as your level in vocabulary, grammar, written comprehension and oral comprehension.

Following this test, your **personal program** will be based on **resources perfectly matched** to both your preferences and your level, and you will be able to start your 7Speaking virtual immersion. This test can be postponed to a later date, but you will be assigned a 0 level by default, and the e-learning content will not be adapted to your actual level.

II. Overall ergonomics.

You will find the **following menus** in the top bar of all the **7Speaking pages**.



? a. Help center

On this page, you will find a «**Frequently Asked Questions**» page with the most commonly asked questions about 7Speaking and our **detailed answers**. If your question is not listed, our **24/7 support** is also available at the bottom of the page.

★ b. Personal Vocabulary List

This is where you will find, at any time, all the vocabulary words you have saved. You can also test yourself on these specific words by generating a quiz based on your selection.

A 文 c. Tool Box

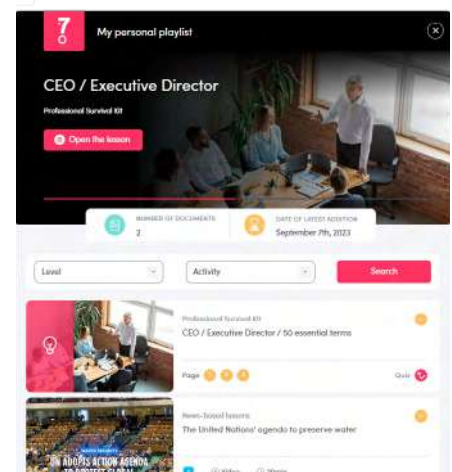
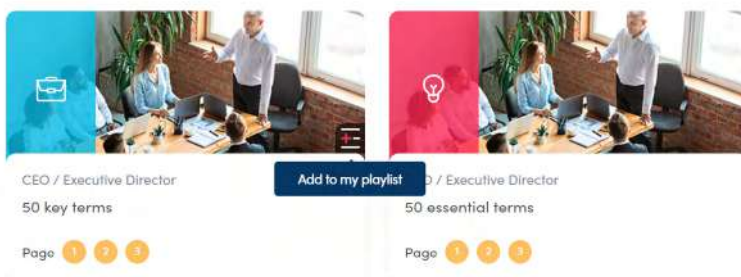
Language learning at your fingertips! Immerse yourself with the **Tool Box**, your all-in-one language toolkit. Whether you need to conjugate, translate or find the definition of a word, the Tool box offers you an instant solution to **progress quickly** and confidently! It's there for you when you need it, and is your language learning companion.

🔍 d. Search Bar

If you need to **search for a specific news item** or to quickly find a grammar rule, you can use our search bar in the top 7Speaking bar. You can then **sort the search results** by level or type of activity.

▶ e. Playlist

Make your training your own and, as you visit 7Speaking, **add the activities** you'd like to study later to your personal playlist! How do you do it? Simply click on the «**Add to playlist**» button that appears when you hover over the activity.



III. My7Speaking (Homepage).

a. Customized Program

From the **home page** of your 7Speaking space, you will have **direct access to your customized program**. It is made up of **3 lessons** that will be updated as you progress (audio, article, video). You will find various lessons (audio, article, video) perfectly **matched to your general level and interests**.



Please note: your activities will only be updated if you complete the corresponding comprehension tests, which will allow you to improve your level..

Your program is **customized in real time** based on:

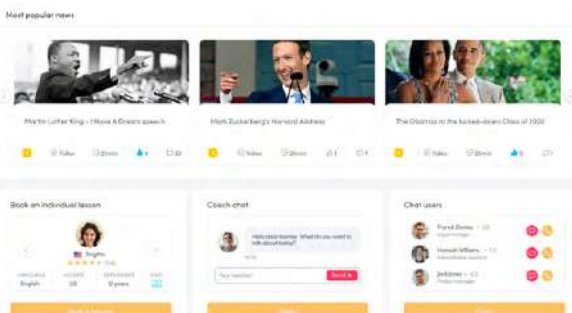
- your general level (*in the language you are learning*),
- your job and/or your sector of activity,
- your interests,
- your progress,
- and your weaknesses



b. Messaging

You will find your **messaging tool** on the right side of your home page. This is where you will receive **essential information** about your training. If your package includes one-to-one lessons, this space will also allow you to **receive reminders for your lessons**, as well as **reports** from your trainer. Make sure you check regularly.

Vos messages



c. Workshop selection

At the bottom of your home page, you will find a **carousel** with the most **popular activities** on our platform. It displays the 7Speaking community's favorite lessons.

Finally, you'll find a **selection of workshops** that we recommend based on your offer and your level. This selection will evolve as you **progress and pass levels**.

IV. Self Learning.

a. Video & Audio News: learn a language by keeping up with the news

We offer you a **real 'virtual language immersion'** where you can progress in a natural way, at a **regular and personal pace**.

7Speaking offers you a **customized program** through the study of materials perfectly matched to your profile, selected and designed by our pedagogical team. Our partnerships with Associated Press™ and Euronews™ give us **access to the latest news**, which we then redesign for you in the form of lessons **supplemented with interactive aids** (vocabulary, grammar, exercises, dictionary).



Each lesson, whether audio or video, is followed by a comprehension test to validate the lesson and, above all, to help you improve your level.



It is particularly **important** for the learners to follow our recommended **study process**:

Listen carefully:

Learn a language while keeping up with the news. The **latest news**, covered daily by our pedagogical team in the form of **video lessons and articles**. Listen to the document for the first time without activating the subtitles. Then, study it again with the **subtitles**. Listen to the document as many times as necessary to grasp the most complex passages.

Develop your skills:

Improve your reading comprehension with our **contextual aids**. Click on the **colored words** as much as you need.



The **light blue** color gives you a translation provided by our partner Collins.



The color **orange** is a grammar rule associated with the word(s).



The **dark blue** color is for words that require special attention and are highlighted by our pedagogical team.

Test your comprehension:

You will then be **ready to take your test**. Click on the **orange «Test» button** to test your comprehension of the document and your written expression. Please note: the results of the test will directly impact your language level.

Discuss with your trainer:

At the end of the **comprehension test**, you can **talk to your trainer** about the document and clarify any remaining questions you may have.

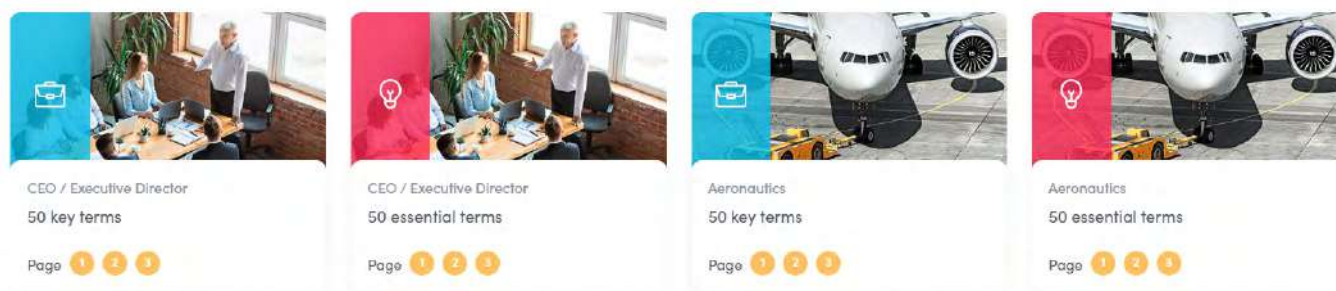
b. Professional Skills

1. Professional survival kit

All the key words and expressions you need to do your job: **100 essential business vocabulary words** and 100 essential «industry sector» vocabulary words.

36 sectors and 23 professions have been covered! 59 lists of 100 words, a total of 5,900 words! Check out the 50 essential words for each profession!

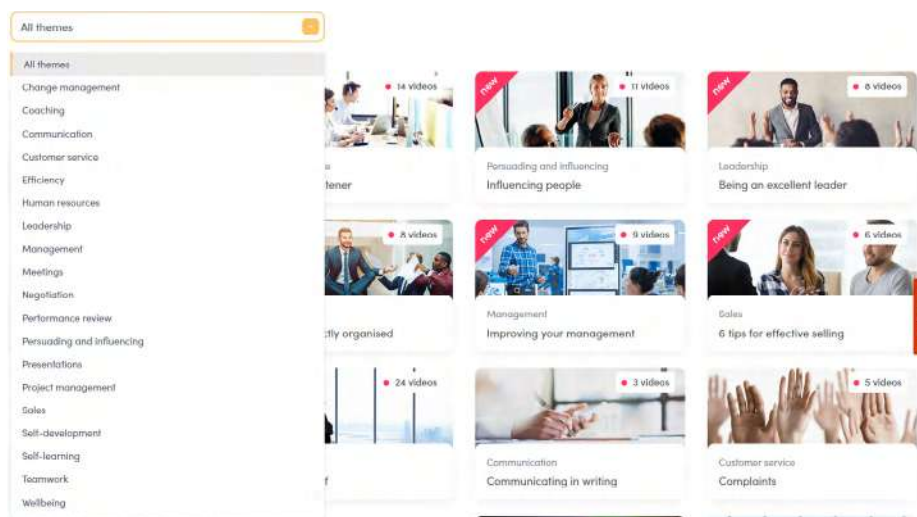
When you log in for the first time, you'll need to **enter your industry sector and profession** to personalise the 1st section of the workshop.



2. Professional skills

With 7Speaking, you can train in Leadership, Management and many other skills... while at the same time learning **professional English**. We offer a catalogue of more than **50 professional training courses** in the most popular business specialisms:

- Leadership
- Professional effectiveness
- Coaching
- Team management
- Sales
- Negotiation
- Communication
- Presentations
- Recruitment



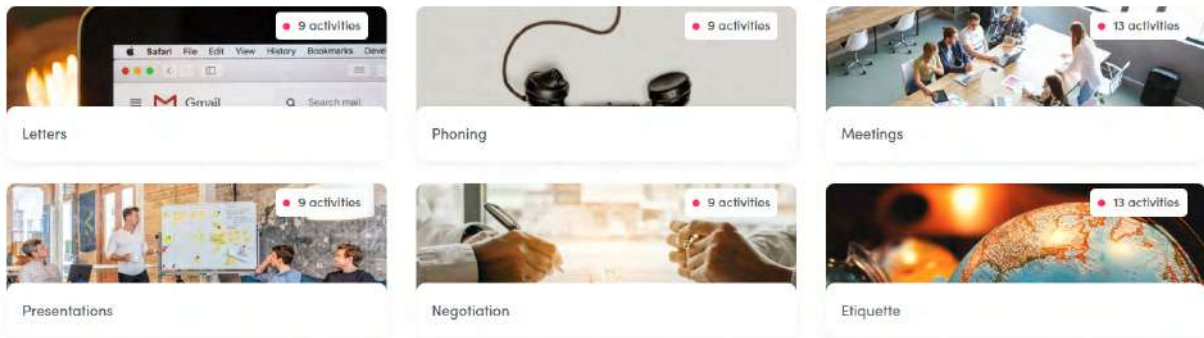
These courses combine **7Speaking's pedagogical approach** with Videoarts' expertise in professional training. In 40 years, the British publisher has won over **200 international awards** for the quality of its training courses.

You can **get the language support you need** to acquire professional skills at any time. At the same time as you are acquiring **new skills**, both **professional and linguistic**, you are getting into the habit of following English language training courses, which will open up new horizons for you.

3. Business skills

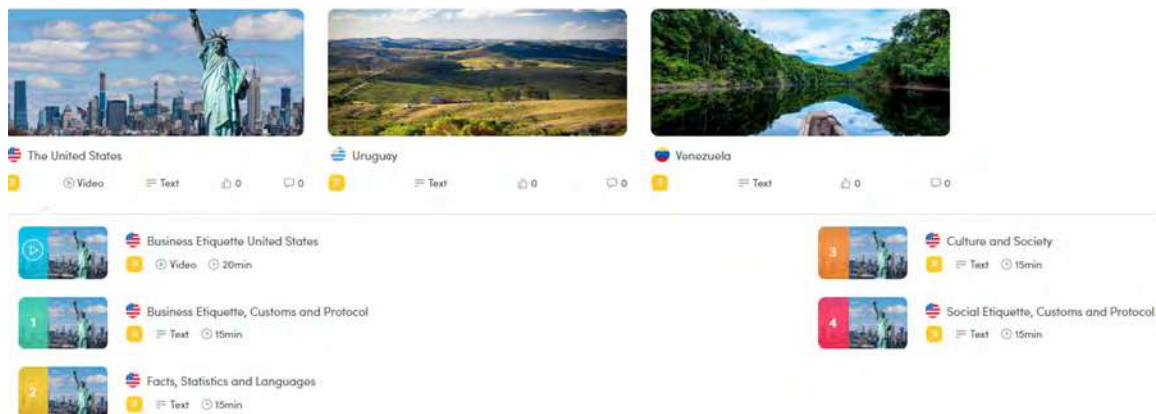
Real-life scenarios which will help you acquire the right reflexes in the most common professional situations:

- Writing letters and emails
- Telephoning
- Giving presentations
- Holding and participating in meetings
- Negotiating
- Understanding cultural differences



4. Intercultural skills

Train in intercultural skills to develop your communication and negotiation skills in an international environment. Avoid blunders and discover how to adapt to the habits and customs of your international counterparts.



England, Australia, United States? This module covers around a hundred countries and explains, in video or text format, the codes and practices in each of these countries, based on the following main categories:

- A video on «Business Etiquette»
- Business Etiquette Customs and Protocol
- Facts, Statistics and Languages
- Culture and Society
- Social Etiquette, Customs and Protocol

5. Know-how

The essential business know-how needed in situ to carry out day-to-day activities in an international context: presenting a balance sheet, chasing up unpaid suppliers, leading a sales meeting, managing customer complaints, preparing for a trade show, producing a technical brief, managing salary negotiations, etc.

The Know-how resources are in «just-in-time learning» mode, so they meet learners' training needs as soon as they are identified.



c. Language Skills

1. Vocabulary Workshop

7Speaking offers a vocabulary workshop of the 1,800 essential words you'll need in personal and professional situations.

This workshop is made up of 32 chapters which will help you acquire enough vocabulary to be comfortable in basic situations. Two tabs are at your disposal:

- General Language: 1,300 common terms: communication, animals, clothes, food, school, etc.
- Business Language: 500 business words and terms.
- Survival kit: This 300-word module (for beginners) will give you the minimum you need to use the language and make yourself understood in any situation.

There is a translation of the word in French. The term is also used in context in a simple sentence.

At the end of each vocabulary lesson you will be able to take a quiz in order to test your knowledge and assimilation of the vocabulary you have just studied.



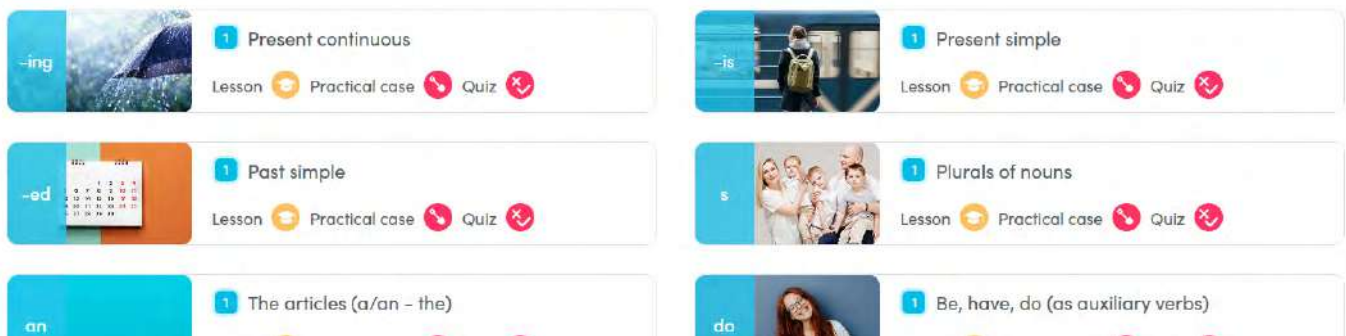
Please note: the vocabulary quizzes do not allow you to improve your level in the «Vocabulary» sub-skill. Only the «Vocabulary» section of the comprehension tests included in the news documents or Professional Skills allows you to do so.

2. Grammar Workshop

You have a very complete grammar workshop covering all the grammatical and syntactical points of the language, organized by level. Learners who prefer traditional or academic e-learning approaches are fond of this workshop, as they can study various notions organized in a pre-defined program. The 7Speaking grammar workshop introduces the concept of a pre-defined training program: the 42 lessons can be validated one after the other.

For each notion of grammar, you can successively study:

- A recap of a general grammar point
- Detailed grammar rules
- A practical case (text + audio) using the grammar point in context.
- A quiz with 8 randomly generated and updated questions



3. Phonetics & Pronunciation Workshop

Phonetics Workshop: Using audio content, this workshop details the universal principles of phonetics to perfect your command of the sounds specific to the language you're studying..

Why choose this product: For non-native English speakers, pronouncing in English raises 3 difficulties ;

- Producing sounds (vowels and consonants) that do not exist in French.
- Identifying intonation.
- Learning to accentuate words and maintaining the rhythm of the sentence.

To describe pronunciation, we have used the International Phonetic Alphabet (I.P.A.) used in most dictionaries. The pronunciation is shown in square brackets [...].

Pronunciation workshop: The pronunciation module helps you get familiar with English pronunciation and practice it by listening to words or series of sentences and repeating them.

We analyze your pronunciation and give you a score. You can record yourself as many times as you wish and try to reach 100% on each of our words.

4. Complete Beginner Module

Beginners (A1 and A2) account for almost 30% of learners on 7Speaking. They have access to a specific, more structured course, comprising 30 lessons, enabling them to assimilate the fundamental skills involved in speaking English..

Each chapter deals with one or more language or communicative skills (how to introduce yourself, telling the time, orienting yourself, expressing a wish, etc.). There are exercises available to validate the acquisition of the notions of each chapter. The pedagogical approach is meant to be «safe» and «reassuring». The users are not meant to understand everything, which is explained in detail. Learners are encouraged to first grasp names of places and proper nouns, which is made easier thanks to a transcript or a summary in French that includes the English terms.

d. My Exam

For an optimal preparation for language certifications, we offer you the My Exam tool. It allows you to prepare for the tests, learn the rules and vocabulary you need to improve, and test yourself in real-life conditions with mock exams. To help you progress, My Exam offers statistical monitoring of your overall progress, so that you can fine-tune your learning.

The most popular exams are available for practice, or in real-life conditions, so you're fully prepared for the big day.

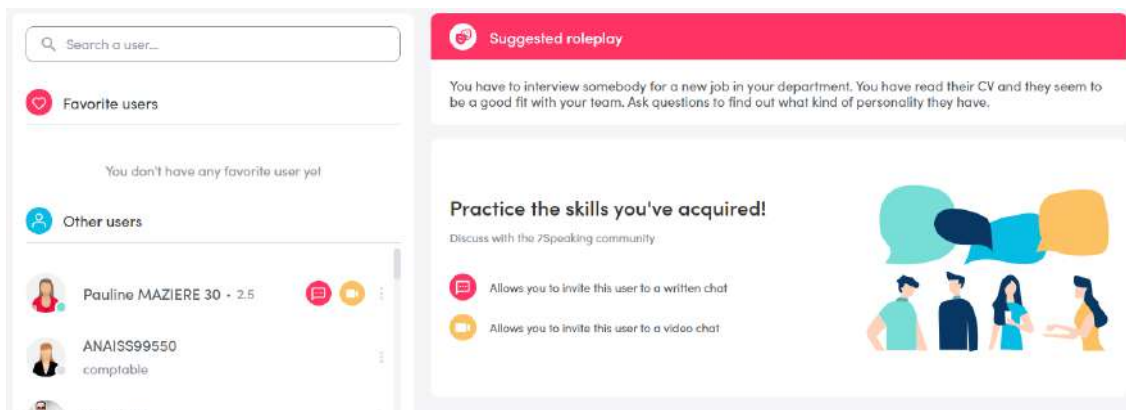


V. Live Communication.

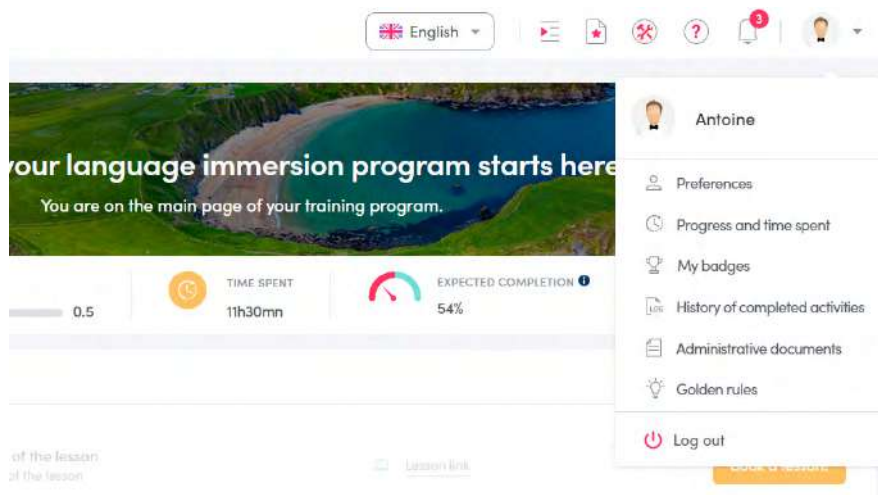
d. Chat between users

Exchange messages with other students! In order to make progress it is essential to put your new knowledge into practice. The 7Speaking learner community is perfect for you to use your new skills.

- You can chat with other learners using instant messaging (written or oral chat).
- The service is open 24 hours a day, 7 days a week.
- You can also video chat with the users.



VI. Your User Menu.



a. Preferences

Change your personal preferences and program at any time. 4 tabs (depending on your offer) include all the essential information relative to your 7Speaking training.

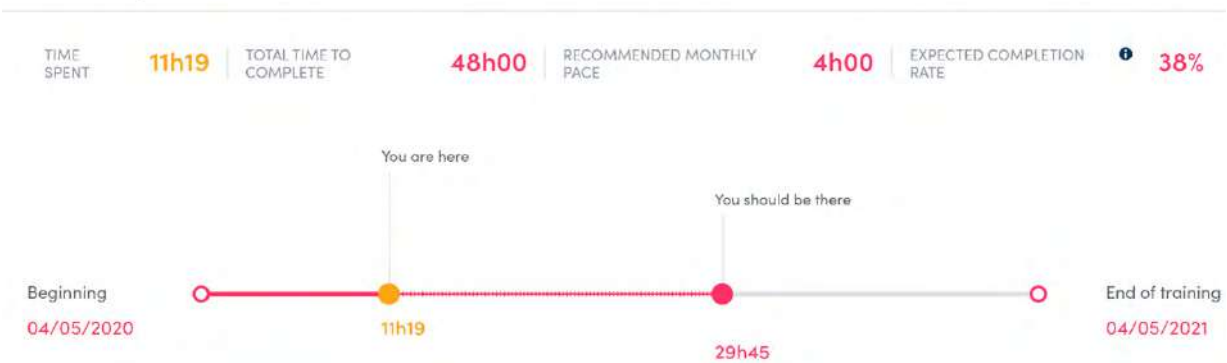
b. Progress & time spent

In the upper section of your home page, you will find a dashboard detailing your key indicators: current level, time spent on 7Speaking and, depending on offers, your expected completion rate.

The «Progress and time spent» page will allow you to get more details about these indicators::

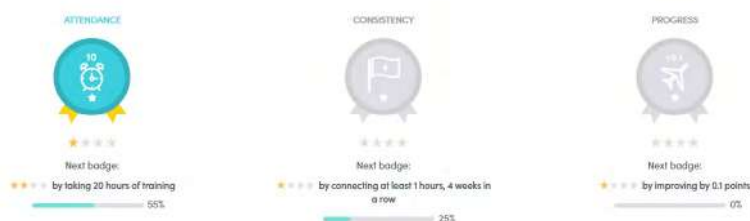
- General level
- Initial level VS current level
- Total or weekly/monthly time spent on the platform
- Pace and completion (*Completion percentage reached at the end of the training by keeping up your current pace.*)

Pace and completion



c. Your badges

Several badges reward your regularity, your progress, your participation in debates, etc. Find the badges you have obtained, those you are eligible for and the percentage of completion before you get the next one on the «My Badges» page.



d. History of completed activities

This shows you the detail of all the activities completed since the beginning of your training, the time spent, scores obtained, activities assigned, etc.

	ACTIVITIES CARRIED OUT	TOTAL HOURS WORKED	HOURS PLANNED	ATTENDANCE	HOURS MISSED	OF WHICH HOURS OF MOBILE LEARNING
	E-Learning 1	11h36mn	48h00mn	24 %	N/A	00mn
	Individual Lessons 1	30mn	00mn	5 %	00mn	N/A
	Masterclasses N/A	00mn	00mn	0 %	00mn	N/A

e. Administrative documents

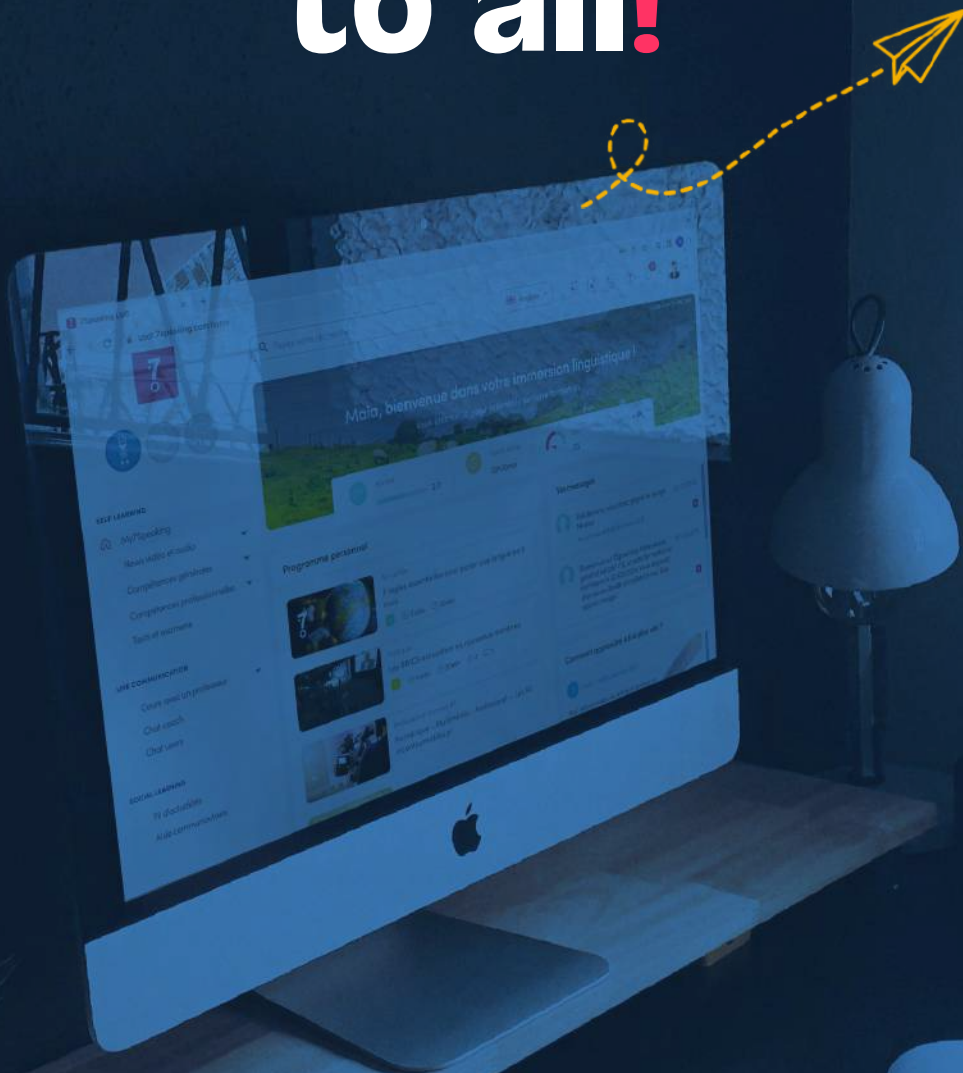
On this page you will find all the administrative documents you are likely to need to validate your training, such as attendance sheets and lesson reports. .

You will also find the European grid of levels, allowing you to know the equivalences of your level on the most used scales of reference. (CECR: A1/C2 ; ALTE 0/5 ; TOEIC 0/990 ...).



In addition to this guide, there is a Help Center tab where you can find a «Frequently Asked Questions» section with the most frequently asked questions about 7Speaking and our detailed answers. If your question is not listed, our 24/7 support is also available at the end of this page or at help@7speaking.com.

Good training to all!



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