

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 professional terminology.

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. Settings: profile & preferences, assessment test.

a. Personalising your profile

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


In order for our algorithm to **create your personalised programme**, 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



First name *

Last name *



Login*

Password

Email*

Telephone number*

Your job title

Time zone

Languages

Language taught

Your mother tongue

[Save](#)

You will also be able to **choose to be part of two of the 18 communities of learners** we offer. This information can be modified at any time on 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](#)

b. MyMatching®

On the same page, in the «**Communication**» tab, you can **select your preferences** with regard to your **trainers**. For example, how fast they speak, whether or not they should correct you during the lesson, whether they should adapt to your level or challenge you, and whether you prefer structured or informal discussions.

This will enable you to **calculate your affinity percentage with your trainers**. This new 7Speaking feature is called **MyMatching®**, and you can find out more about it in the «One-to-one lessons with trainers» section of this manual.

Profile and preferences

Identity | Your program | Skills to improve | **Communication**

Individual lessons

The parameters below will help us feed the My Matching® algorithm and thus ensure a perfect match between you and the trainers offered.

I prefer the trainer to speak

Slowly | Naturally

I prefer the trainer to correct my mistakes

During the session | At the end of the session

You will then be given a **15-20 minute assessment test**. This test enables us to **determine your general level** in the language you are learning, as well as your level of vocabulary, grammar, reading comprehension and listening comprehension.

Following this test, your **personal programme** will be made up of **resources perfectly suited** to your preferences and level, and you can begin your virtual immersion in 7Speaking. This test can be postponed until a later date, but you will be assigned a level 0 by default, and the e-learning content will not be adapted to your actual level.

7

Taught language: English Log out

Vocabulary | Grammar | Comprehension | Completion

You can listen only once. Multiple answers possible.

00:03 / 00:19

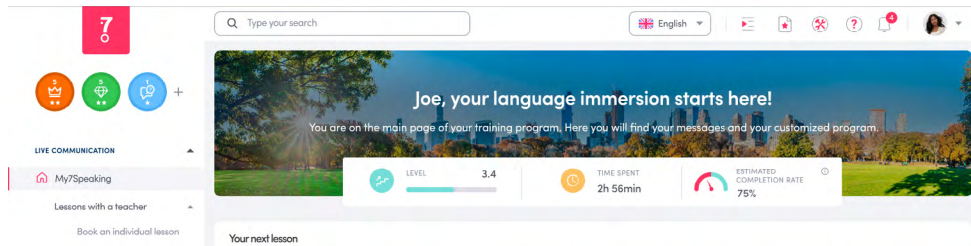
How much did the buyer pay for the pink diamond?

Incorrect | €270 million | €2.7 million | Correct

Next

II. Overall ergonomics.

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



? a. Help center

On this page, you will find a «**Frequently Asked Questions**» section 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

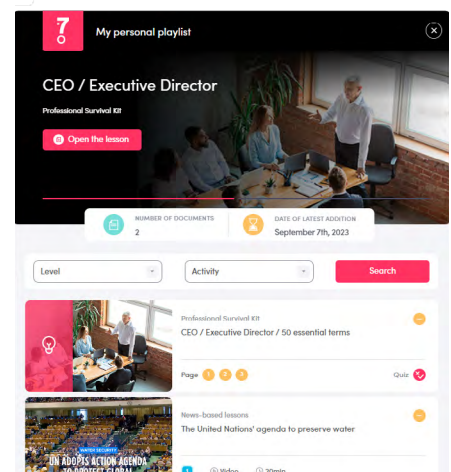
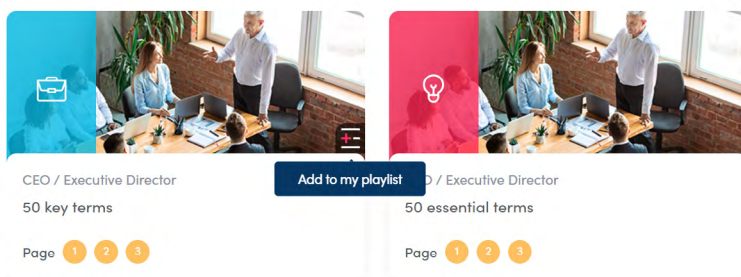
Language learning at your fingertips! Immerse yourself with the **Tool Box**, your all-in-one language toolkit. Whether you need to conjugate, translate or find the definition of a word, the Tool box offers you an instant solution to **progress quickly** and confidently! It's there for you when you need 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. You can then **sort the search results** by level or type of activity.

▶ e. Playlist

Take ownership of your training and, as you browse through 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. Personalised programme

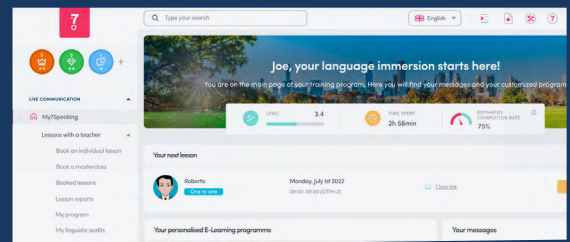
From the **home page** of your 7Speaking space, you will have **direct access to your personalised programme**. It is made up of **3 lessons** that will be updated as you progress (audio, article, video). You will find various lessons (audio, article, video) perfectly **matched to your general level** 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 programme is **personalised 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. One-to-one and/or group lessons

On your home page, you'll also find all the information you need about your one-to-one and group lessons:

- **Future lessons**
- **Number of hours remaining**
- **Training progress**
- **Lesson reports**

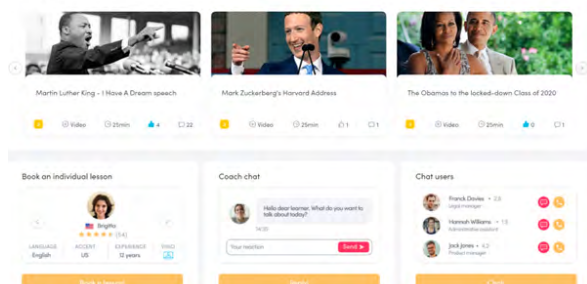
c. Chat

You will find your **chat 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



Most popular news



d. Selection of workshops

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 favourite 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 through the levels**.

IV. Self Learning.

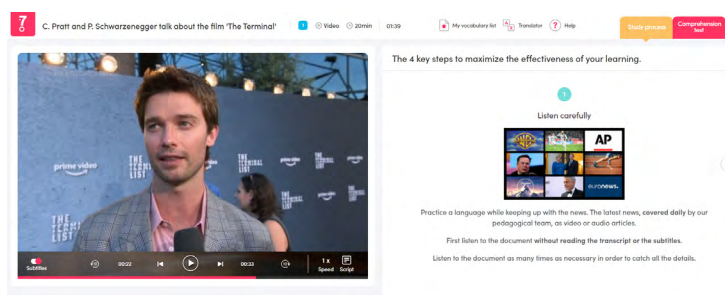
a. Video & Audio News: educate yourself by staying informed

We offer you a **real 'virtual language immersion'** where you can progress naturally, at a **steady and personal pace**.

7Speaking offers you a **personalised programme** 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 tools** (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** is processed 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 sections.

Develop your skills:

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



The **dark blue** colour gives you a translation provided by our partner Collins.



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



The **light blue** colour 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.

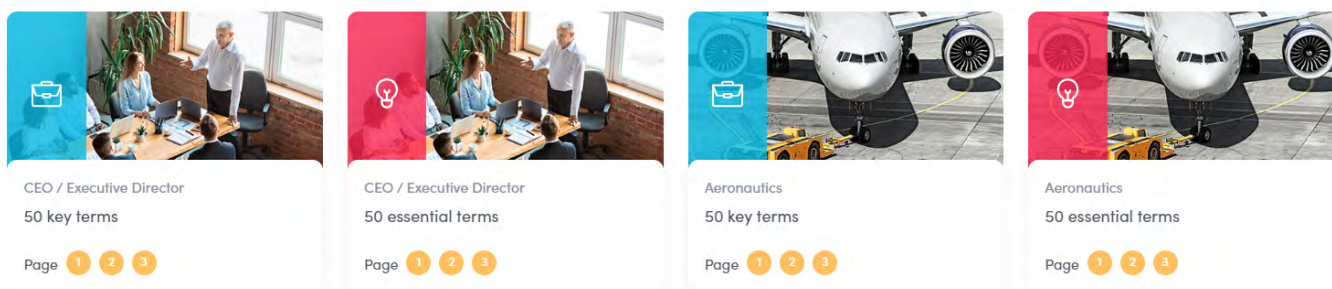
b. Professional Skills

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!

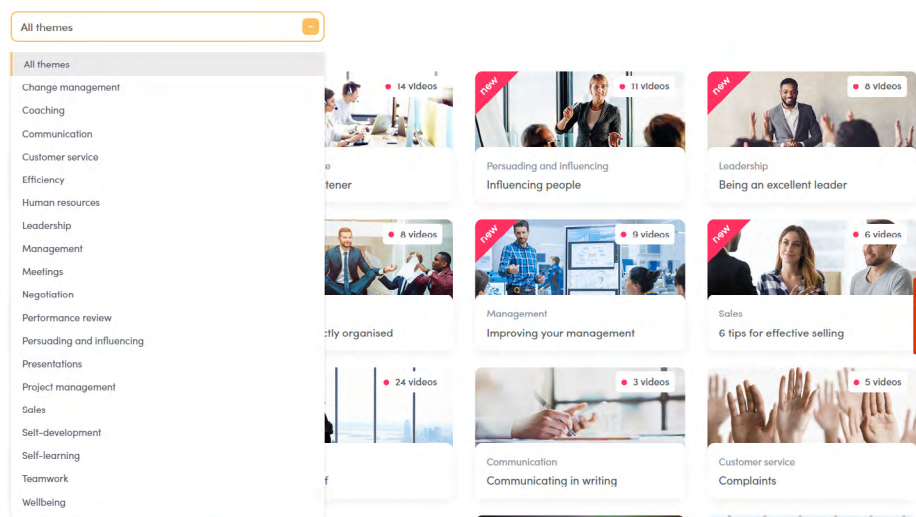
When you log in for the first time, you'll need to **enter your industry sector and profession** to personalise the 1st section of the workshop.



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



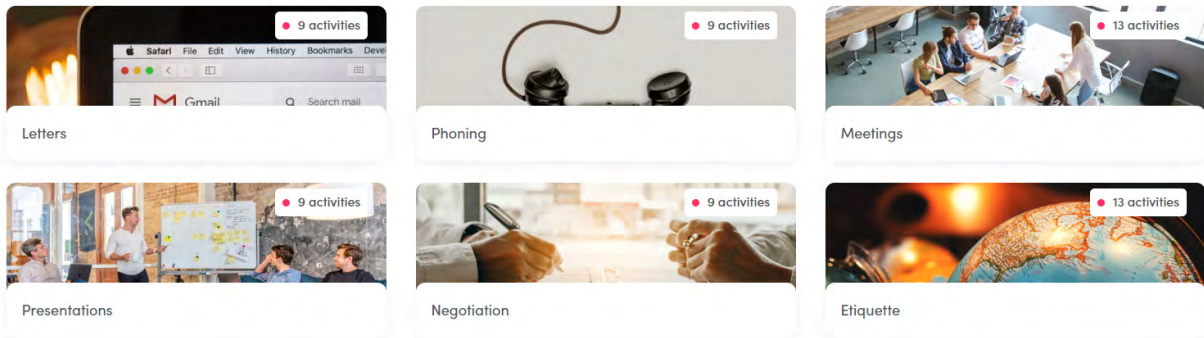
These courses combine **7Speaking's pedagogical approach** with Videarts' expertise in professional training. In 40 years, the British publisher has won over **200 international awards** for the quality of its training courses.

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

3. Business skills

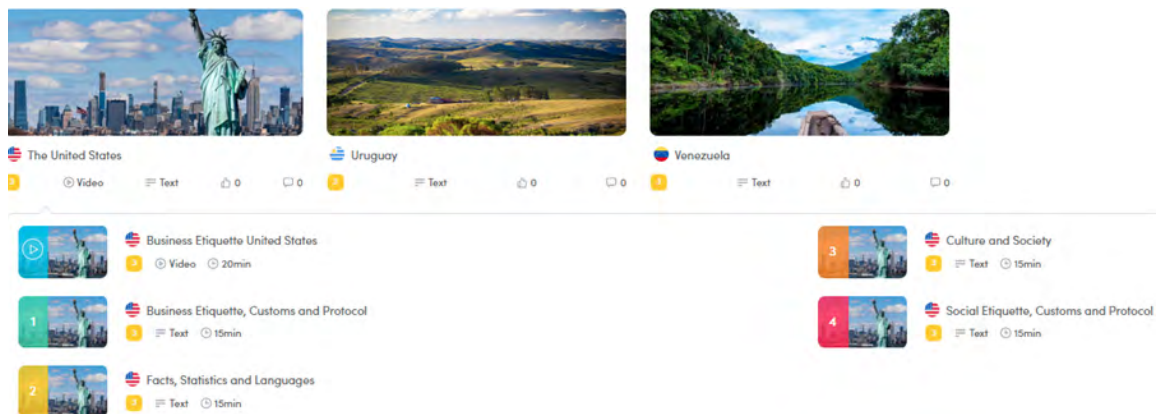
Real-life scenarios which will help you acquire the right techniques in the most common professional situations:

- Writing letters and emails
- Making phone calls
- Giving presentations
- Organising 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 outstanding supplier invoices, 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 with 1800 most frequently used words 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 everyday 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.

The French translation of the word is provided. The term is also put into context by means of a simple sentence.

At the end of each vocabulary sheet you will be able to take a quiz in order to test your knowledge and understanding 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

A comprehensive grammar workshop covering all the grammatical and syntactical points of the language, sorted 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 programme. The 7Speaking grammar workshop introduces the concept of a pre-defined training programme: the 42 lessons can be studied 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 questions.

-ing	1 Present continuous	Lesson	Practical case	Quiz
-is	1 Present simple	Lesson	Practical case	Quiz
-ed	1 Past simple	Lesson	Practical case	Quiz
s	1 Plurals of nouns	Lesson	Practical case	Quiz
an	1 The articles (a/an - the)			
do	1 Be, have, do (as auxiliary verbs)			

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

4. Absolute Beginners Module

Beginners (A1 and A2) account for almost 30% of learners at 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 lesson deals with one or more language or communicative skills (introducing yourself, telling the time, finding your way around, expressing a wish, etc.). Exercises are included to help you acquire the concepts covered in each lesson. The pedagogical approach is meant to be «supportive» and «reassuring». The users are not expected to understand everything, as is made clear on several occasions. Learners are encouraged to identify place names, proper nouns, etc., facilitated by a transcription or a summary of the English terms in French.

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.

a. Masterclass

7Speaking offers virtual classroom sessions for groups of up to 6 participants. A virtual classroom session lasts 60 minutes. This learning method complements your training and allows you to interact with different people during the session.

If you have this option, you can book by clicking on the «Lessons with a teacher» tab and then on «Book a masterclass»:

The screenshot shows the 7Speaking website interface for booking a masterclass. On the left, there is a navigation menu with sections for 'LIVE COMMUNICATION' (My7Speaking, Lessons with a teacher, Book an individual lesson, Book a masterclass, Booked lessons, Lesson reports, My program, My linguistic audits, Users chat) and 'SELF LEARNING' (Video and audio news, General skills, Professional competencies). The main content area features a search bar, a language selector (English), and a 'Masterclass' banner. Below the banner, there is a 'Sort by' dropdown menu set to 'Level'. Two lesson cards are displayed, each with a 'Book now' button. The first lesson is 'Discuss - Presenting and negotiating pay and benefits' on Thursday, September 14th 2023 / 12:00 - 01:00 AM, led by Dean (South-African accent), with 10/10 available seats. The second lesson is 'Discuss - Preparing for an interview' on Wednesday, October 4th 2023 / 06:00 - 07:00 PM, led by Pearl (American/German accent), with 10/10 available seats.

You can select the topic of your choice. There are 3 types of sessions covering 125 topics (business, environment, human resources, art and culture, health, economics, marketing, technology, import/export, management, finance, tourism). You will then find the link to the videoconference room in the booking confirmation.

Virtual classes guarantee dynamic, situational and motivating learning. They also ensure the acquisition and sustainable transfer of knowledge and facilitate public speaking.

b. One-to-one lessons with trainers

1. Lessons

7Speaking offers one-to-one lessons with a certified and native trainer. Their professional experience enables them to meet the most specific workplace requirements. Their objective is simple: to get you up and running as quickly as possible in the situations you face in your job.

Our interactive tools (lesson interface, whiteboard, document sharing) enhance your dialogue with the trainer. Before, during and after the lesson, you and your trainer can use the wide range of 7Speaking resources available to you.

These lessons last a minimum of 30 minutes by videoconference or telephone. 1 credit is equivalent to a lesson of 30 minutes. You can book up to 1 hour before the start of a lesson, cancel free of charge (credit reimbursed) up to 3 hours before the start of your lesson, and change your trainer whenever you like.

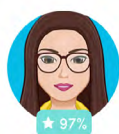
The effectiveness of the course is enhanced during and after the lesson by complementary online activities targeting the same objective. In this way, the complementary nature of each method (self-learning and one-to-one lessons) is exploited to the full.




You can book your one-to-one lesson by selecting the date, the trainer or the topic you would like to learn.


2. MyMatching®

7Speaking uses an affinity algorithm to guarantee effective language training with trainers who are a good match for you. When you complete your profile for the first time, you will be asked questions to define your «My Matching» profile.

When you book your lesson, you'll see a percentage on each trainer's avatar. The higher the percentage, the more compatible you are with the trainer.



Anna 
 ACCENT British 
 SECOND LANGUAGE French, Italian
 Profile  97%

09:00 - 09:30 (30 min) 

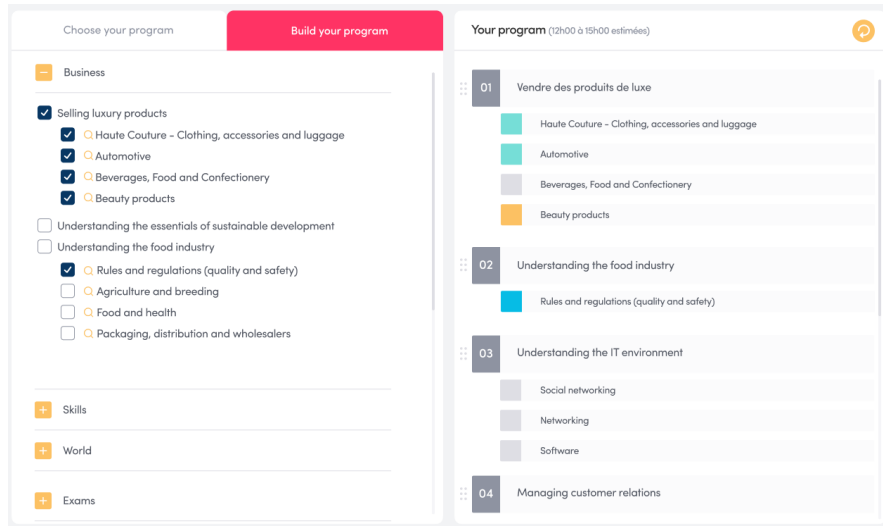
Integrated visio 

Booked!

c. Personalised programme

Choose your own programme for one-to-one lessons based on your initial preferences. You can choose your programme based on recommendations tailored to your needs, or build your own personalised programme by selecting your favourite topics.

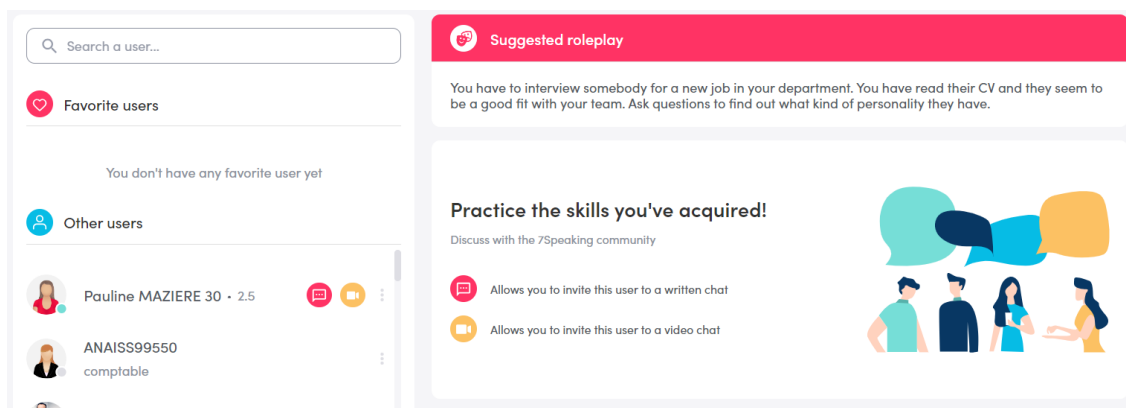
You can then check your acquisition levels and the progress for each topic.



d. Chat with users

Chat 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 available 24 hours a day, 7 days a week.
- You can also chat by video.




VI. Social Learning.

a. News feed

Thanks to 7Speaking, you can chat with other learners and discuss current topics of your interest or common professional subjects, because you always learn alone but never without others.

This **community space** will help you **reinforce** and **deepen** your knowledge and **practice** your new skills with the support of our experts on **18 professional topics**:


- Food processing industry
- Assistant / Secretarial / Back office
- Banking / Insurance
- Communication / Media / Advertising
- Consulting
- Energy / Environment
- Finance / Accounting
- IT
- Transport / Logistics
- Luxury
- Management / Leadership
- Manufacturing / Engineering
- Marketing / Sales
- Human Resources
- Health / Pharmaceutical Industry
- Service / Tourism
- Telecommunication / Telephony
- Aerospace - Defence - Security




Lindsey G.
Expert
Thursday 9th Apr 2020

Luxury

Italian luxury department store chain Rinascente is donating €3m to Rome's cash-strapped authorities to repair and widen the pavements near its flagship premises. <https://www.theguardian.com/world/2019/oct/11/luxury-retailer-rinascente-donates-3m-for-rome-pavement-repairs> The move is the latest example of a luxury brand paying for the upkeep of public resources in the Italian capital, which has perennial issues with waste collection and streets with potholes and protruding cobbles. The works will involve the reconstruction and widening of the pavement outside the company's store on Via Tritone, a busy high street close to the Spanish Steps and the Trevi fountain, as well as on Via dei Due Macelli and Via Capo le Case. Does this happen in your country, and do you agree with companies paying for (or helping out local governments with) the upkeep and/or repairs of public areas? Develop your answer with reasons to support your opinion.



👍 4
💬 42 comments



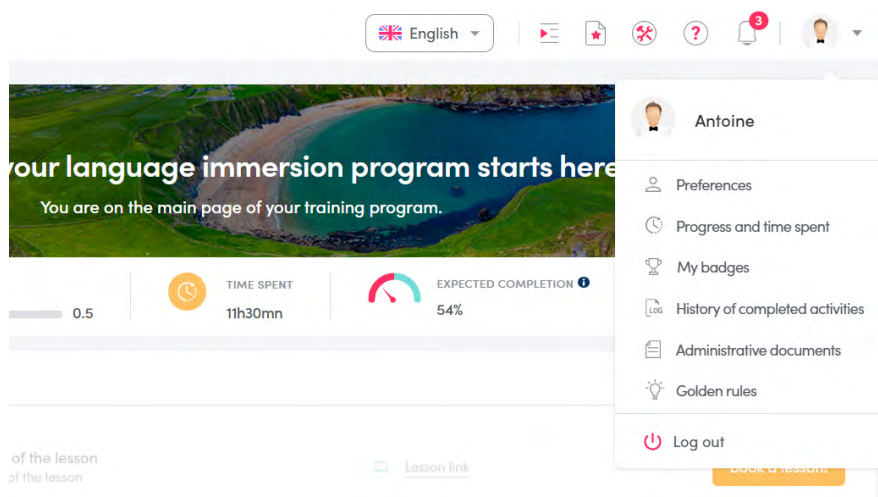
Add a comment

📎
Send ▶

b. Community help

The Community Help Desk is a space dedicated to language-related questions and text corrections. You can ask for help or help a fellow member of the 7Speaking community. A 7Speaking language coach will work with you to give you the most accurate answers.

VII. Your User Menu.



a. Preferences

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

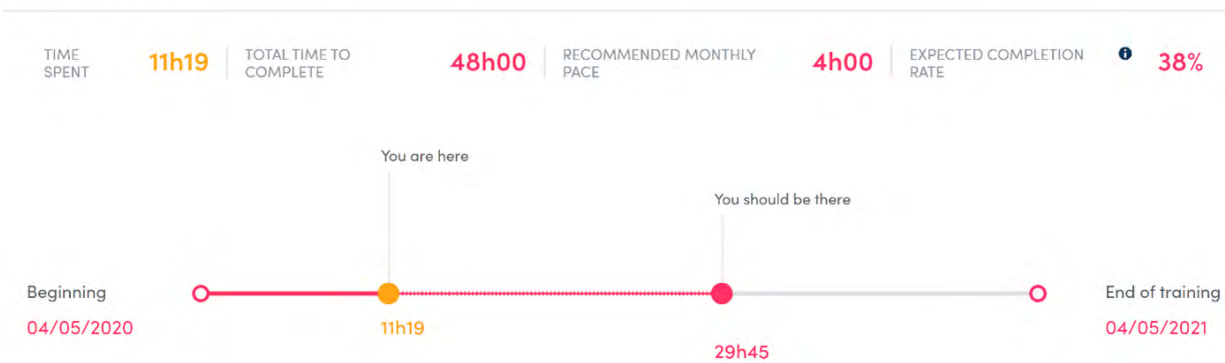
b. Progress & time spent

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 your offer, your expected completion rate.

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

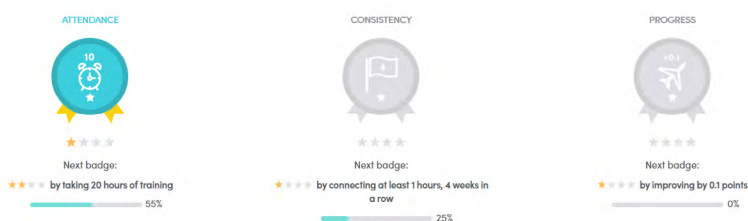
- General level
- Initial level VS current level
- Total or weekly/monthly time spent on the platform
- Pace and completion (*The projected percentage of completion that would be achieved by the end of the training if you maintain the current pace.*)

Pace and completion



c. Your badges

Several badges reward your regularity, progress, 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. Activity history

This gives you the details 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 see the equivalence of your level on the most used scales of reference. (CEFR: 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.

Enjoy your training!



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