



ARDORLEARNING
LANGUAGE FOR LIFE.

myEnglish

STUDENT: USER GUIDE

INDEX

1. WELCOME TO myEnglish.....	5
2. HELP DURING THE COURSE	6
Dynamization.....	6
Technical Support.....	6
3. ACCESS TO THE COURSE.....	7
4. PLACEMENT TEST	8
5. CONFIGURATION CHECK	11
6. PLANNING YOUR STUDIES	13
7. BLENDED LEARNING	14
10. COURSE STRUCTURE.....	16
11. LEVEL STRUCTURE	17
12. UNIT STRUCTURE.....	19
General Units (Levels 1 – 10).....	19
Sidebar	20
Completion of each section.....	20
Read, Listen, Write Units (Levels 1 – 10).....	23
Business English Units (Levels 11 – 12).....	24
Skills Practice Units (Levels 11 – 12).....	26
World English Units (Levels 11 – 12).....	27
13. HOW TO COMPLETE THE EXERCISES.....	28
Vocabulary and Grammar Exercises.....	28
Auto Corrected Exercises.....	29

Oral Practice Exercises.....	29
Pronunciation and Voice Recording System	30
Simulated Conversations	31
14. PROGRESS AND EVALUATION.....	32
Progress Recording.....	32
Self-Check	32
Progress Tests	34
Study Time	36
Dashboard.....	36
How to check your progress	37
myStatus	37
Certificate.....	38
15. MOBILE APP.....	39
16. myENGLISH AND THE CEFR.....	40
17. Linguistic Objectives and Content.....	41
Level 1 Elementary.....	41
Level 2 Elementary Plus.....	41
Level 3 Pre-Intermediate	42
Level 4 Pre-Intermediate Plus	42
Level 5 Intermediate.....	43
Level 6 Intermediate Plus	43
Level 7 Upper-Intermediate.....	44
Level 8 Upper-Intermediate Plus.....	44
Level 9 Advanced	45

Level 10 Advanced Plus	45
Level 11 Upper-Advanced.....	46
Level 12 Upper-Advanced Plus.....	46
18. Extra Content	48
19. FAQs.....	51

1. WELCOME TO myEnglish

myEnglish is a comprehensive online training system. It was developed to provide students as much flexibility as possible, allowing them to study wherever and whenever suits them.

The twelve levels that make up myEnglish range from elementary to advanced, corresponding to levels A1 to C1 of the Common European Framework of Reference for Languages.

It is an easy-to-use course that teaches you English through videos, interactive exercises, voice recording, and simulated conversation, all with the help of a virtual teacher who you will soon meet.

You will also have access to extra content with an abundance of resources to reinforce your learning: eBooks, Business Videos, and Work Emails.

The purpose of this guide is to explain the structure of myEnglish and to show you how to use the course.



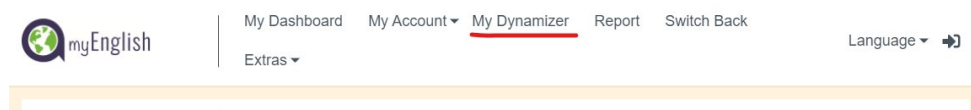
2. HELP DURING THE COURSE

Dynamization

During the course you will have the support of a myEnglish Dynamizer. Your Dynamizer will:

- guide you through the learning process;
- send you instructions and tips about the course;
- phone you to talk about your progress each month;
- answer any questions you have by email.

Your dynamizer's details appear in the menu at the top of the page, in the My Dynamizer menu option.



You can read a short bio, use CONNECT to report an issue, and use the Calendly link to schedule a phone call from your dynamizer.

You can also contact your dynamizer directly from the dashboard by using the **Report your Issue** in the lateral menu.

Quick Links

- [Progress Report](#)
- [Training History](#)
- [Configuration Check](#)
- [Change Password](#)
- [Report your Issue](#)
- [Guide Document](#)

Technical Support

If your question is not answered in the Frequently Asked Questions section in this guide, you can ask your tutor any questions you have. If necessary, he / she will put you in contact with our technical support team.

3. ACCESS TO THE COURSE

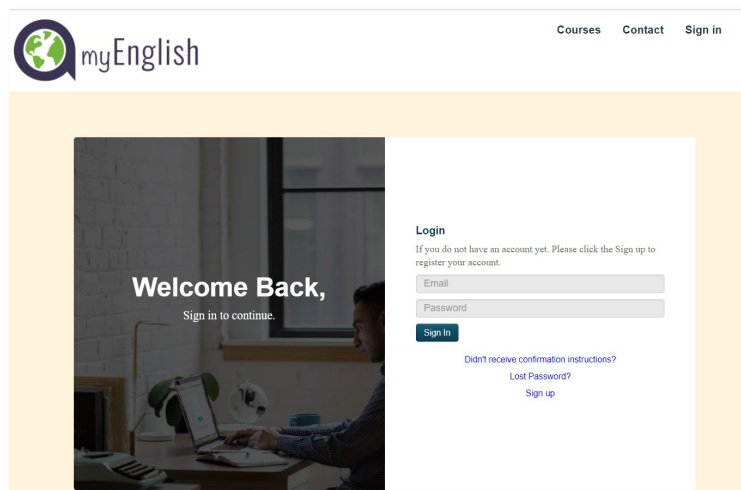
You will receive an email from your myEnglish Dynamizer with the web address, and your username and password. If you cannot find this email, please check your spam / junk email folder.

To access the course:

1. Open the web page indicated in the email or click on this link:

https://viatris.aziksa.com/users/sign_in

2. Enter your username and password exactly as they appear in the email and click on **SIGN IN**.



TIP

If you're not able to access the site with your username and password, you may have gone to the wrong website. Make sure you have entered it correctly using the URL given in the email you've received. If you've lost this email, contact your tutor.

4. PLACEMENT TEST

What is it?

The Placement Test checks your level of English to put you in the correct level of myEnglish.

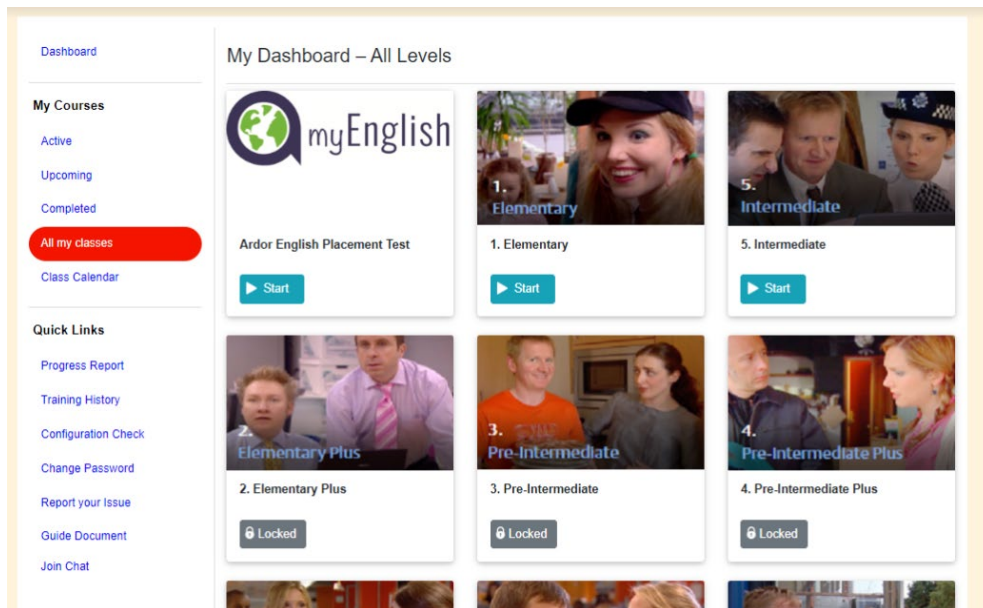
It contains 60 questions, 32 of which have an audio recording to check your listening comprehension. It is a test in which you have to choose between five options. The test takes approximately 60 minutes to finish and must be completed in a single session.



How to access the Placement Test

To access the Placement Test, you have to use the web address, username and password sent to you by email. If you have not received this email, please contact your Dynamizer.

From the **All my classes** option in the myEnglish Dashboard, select Ardor English Placement Test.



Then, click on the **Assessment** icon.



Select Start to open the test.

Title	Type	Description	Actions	Marks obtained
Placement Test	Quiz	Placement Test	Start	

[Back](#)

Then read the instructions before pressing Start again, to begin answering questions.

Assessment Details

Title: Placement Test
Time allowed: 60 Minutes
Attempts: Allowed - 1, Completed - 0
No of questions: 60
Instructions

Welcome to myEnglish Placement Test

The Placement Test checks your level of English and places you in the right level.
There are 60 questions. Each question has five options. If you do not know the answer to a question you must select the option "don't know". Do not guess the answer.

Do not use a dictionary or any other materials during the test.
Good luck!

Important: You need to have audio activated on your computer so that you can do the listening exercises.
Once you start the test do not refresh the page.
Your responses will be submitted automatically after the time expires.
The timer will not begin till you click the start button on this page.
To begin the test, click the Start button at the bottom of these instructions.


[Start](#)

How to complete the Placement Test

You must only answer the questions that you know the answer to. Do not guess.

If you do not know the answer, you must select the option 'don't know'.

Before you start the test, check your speakers or headphones to see if they are working correctly. When you have finished the Placement Test, the system will tell you the level of myEnglish that you have been given.

1. 

Woman: Whose is that fantastic car?
Man: Actually, it's _____.
Woman: Lucky you

- mine
- hers
- don't know
- yours
- theirs

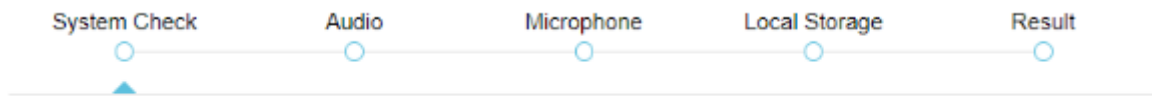
You can access this level from the start date of the course. In most cases you can immediately access the level. Please check the start date on the first page of this guide or contact your Dynamizer.

TIP

Before starting the test, watch the introductory video in the assessment section to understand the full process.

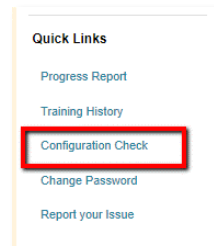
5. CONFIGURATION CHECK

Before you start the course, you should check if your computer meets the minimum system requirements to study with myEnglish.



To do this, you can use the Configuration Check. This is an easy way to check if your computer is configured correctly and ready for the course.

In the Quick Links section of the main menu on the DASHBOARD page click on CONFIGURATION CHECK and then NEXT.



You will be able to test each configuration of the system to check its correct operation. To do this, you must perform a test by clicking on "NEXT":

Audio (Headset recommended)

▶ 0:02 / 0:27 ———— 🔊 ⋮ Listen to the sound.

Did you hear the sound?

Yes, I heard it.

Yes, but the volume was too low.

No, I didn't hear it.

Previous Next

1. Click Record, and say, **"Hello, how are you today?"**

2. Click Stop when you're finished.

3. Click listen to play back the recording.

Recording

0:01 / 0:01

Did you hear the sound?

- Yes, I heard it.
- Yes, but the volume was too low.
- No, I didn't hear it.

The results of the automatic tests will be displayed on the screen. If your computer fails any of the tests, they will appear in red. Follow the instructions to configure your computer correctly. If you need help, you can check the FAQs section in this guide or contact your Dynamizer.

Results

Audio	✓
Microphone	✓
Local Storage	✓

For more information, [Contact](#)

6. PLANNING YOUR STUDIES

In the table below you will find a suggested study plan. We recommend that you follow this plan as closely as possible.

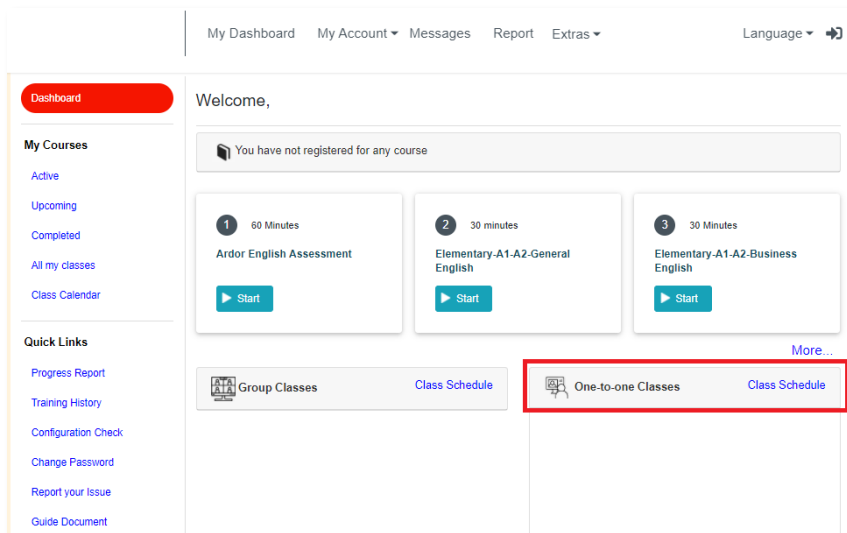
CALENDAR: 1 year / 2 myEnglish Levels		
First Level		
Level 1 – 10	Week	Level 11 – 12
Unit 1	1	Unit 1
Unit 2	2	Unit 2
Unit 3	3	Unit 3
Progress Test 1	4	Unit 4
eBooks, articles, Business Videos, Work Emails, Phrasal Verbs	5	Progress Test Revision 1
	6	Progress Test 1
Unit 4	7	eBooks, articles, Business Videos, Work Emails, Phrasal Verbs
Unit 5	8	
Unit 6	9	Unit 5
Progress Test 2	10	Unit 6
eBooks, articles, Business Videos, Work Emails, Phrasal Verbs	11	Unit 7
	12	Unit 8
Unit 7	13	Progress Test Revision 2
Unit 8	14	Progress Test 2
Unit 9	15	eBooks, articles, Business Videos, Work Emails, Phrasal Verbs
Progress Test 3	16	
eBooks, articles, Business Videos, Work Emails, Phrasal Verbs	17	Unit 9
	18	Unit 10
Unit 10	19	Unit 11
Unit 11	20	Unit 12
Unit 12	21	Progress Test Revision 3
Progress Test 4	22	Progress Test 3
eBooks, articles, Business Videos, Work Emails, Phrasal Verbs	23	eBooks, articles, Business Videos, Work Emails, Phrasal Verbs
	24	

Second Level		
Level 1 – 10	Week	Level 11 – 12
Unit 1	25	Unit 1
Unit 2	26	Unit 2
Unit 3	27	Unit 3
Progress Test 1	28	Unit 4
eBooks, articles, Business Videos, Work Emails, Phrasal Verbs	29	Progress Test Revision 1
	30	Progress Test 1
Unit 4	31	eBooks, articles, Business Videos, Work Emails, Phrasal Verbs
Unit 5	32	
Unit 6	33	Unit 5
Progress Test 2	34	Unit 6
Ejercicios de gramática y vocabulario correspondientes a las Unites 4 – 6, eBooks, articles, Business Videos, Work Emails, Phrasal Verbs	35	Unit 7
	36	Unit 8
Unit 7	37	Progress Test Revision 2
Unit 8	38	Progress Test 2
Unit 9	39	eBooks, articles, Business Videos, Work Emails, Phrasal Verbs
Progress Test 3	40	
eBooks, articles, Business Videos, Work Emails, Phrasal Verbs	41	Unit 9
	42	Unit 10
Unit 10	43	Unit 11
Unit 11	44	Unit 12
Unit 12	45	Progress Test Revision 3
Progress Test 4	46	Progress Test 3
eBooks, articles, Business Videos, Work Emails, Phrasal Verbs	47	eBooks, articles, Business Videos, Work Emails, Phrasal Verbs
	48	

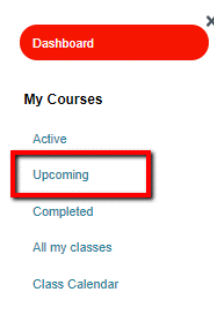
1. BLENDED LEARNING

For blended learning programs which include either **Group Classes** or **One-to-One Classes**, you can access your class directly from the Dashboard:

By clicking on the respective link, you gain access to the reservation calendar and can also access to any sessions you have booked.



Alternatively, you can click on the **Upcoming** classes button in the lateral menu:

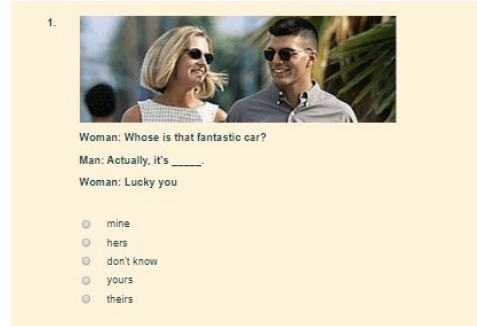


For more detailed instructions, please refer to the Group Class User Guide and the 1:1 Class User Guide.

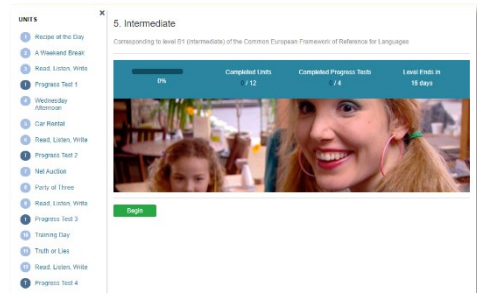
COURSE STRUCTURE

During the course you will have access to the following resources:

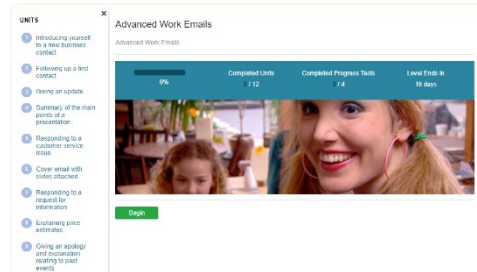
The Placement Test, which will evaluate the level of English you have at the start of the course. It will decide which level of the course you will study.



The **level** of myEnglish that you are assigned by the Placement Test. The Units and Progress Tests that make up your level are the most important part of the course.



Extra Content to expand your knowledge with Business Videos, Work e-mails, dictionary, eBooks, and Articles.



2. LEVEL STRUCTURE

Levels 1 - 10 of myEnglish have the following structure, as we can see in this illustration of Level 5 - Intermediate.

UNITS ✕

- 1 Recipe of the Day
- 2 A Weekend Break
- 3 Read, Listen, Write
- T** Progress Test 1
- 4 Wednesday Afternoon
- 5 Car Rental
- 6 Read, Listen, Write
- T** Progress Test 2
- 7 Net Auction
- 8 Party of Three
- 9 Read, Listen, Write
- T** Progress Test 3
- 10 Training Day
- 11 Truth or Lies
- 12 Read, Listen, Write
- T** Progress Test 4

GENERAL UNITS

Units 1-2, 4-5, 7-8, 10-11 contain the following sections:

- Introduction
- Video
- Grammar
- Vocabulary
- Conversation
- Self Check

READ, LISTEN, WRITE UNITS

In units 3, 6, 9 & 12 you will practise:

- Reading
- Listening
- Writing

PROGRESS TESTS

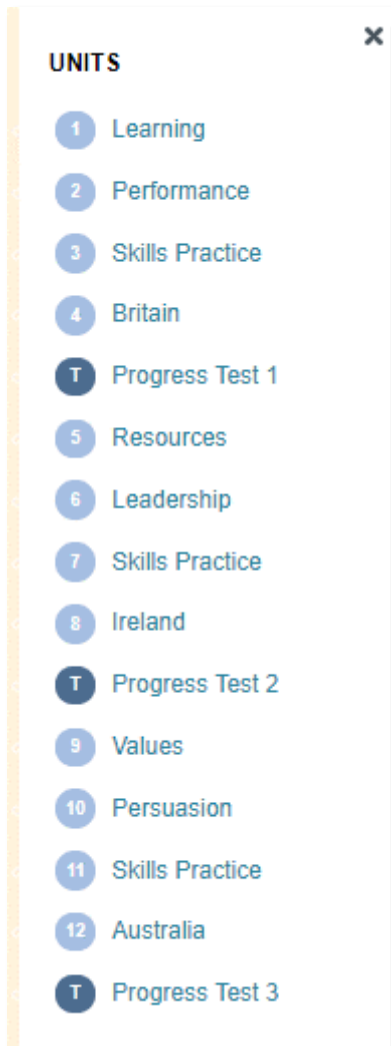
The Progress Tests evaluate how well you've assimilated the contents of your level. Each test corresponds to the preceding three units. You should complete these units before attempting the Progress Test.

The C1 levels of myEnglish (Level 11 Upper-Advanced and Level 12 Upper-Advanced Plus) are structured as shown below, using Level 11 Upper-Advanced as an example:

Business Units: 1, 2, 5, 6, 9, and 10

Skills Practice Units: 3, 7, and 11

World English Units: 4, 8 and 12



A screenshot of a digital menu titled "UNITS" with a close button (X) in the top right corner. The menu lists 12 units, each with a circular icon containing a number or letter. Units 1, 2, 5, 6, 9, and 10 are highlighted in blue, indicating they are Business English units. Units 3, 7, and 11 are highlighted in light blue, indicating they are Skills Practice units. Units 4, 8, and 12 are highlighted in light grey, indicating they are World English units. Units 1, 2, 5, 6, 9, and 10 are also highlighted with a vertical orange bar on the left side of the menu.

Unit Number	Unit Name	Category
1	Learning	Business English
2	Performance	Business English
3	Skills Practice	Skills Practice
4	Britain	World English
T	Progress Test 1	Progress Test
5	Resources	Business English
6	Leadership	Business English
7	Skills Practice	Skills Practice
8	Ireland	World English
T	Progress Test 2	Progress Test
9	Values	Business English
10	Persuasion	Business English
11	Skills Practice	Skills Practice
12	Australia	World English
T	Progress Test 3	Progress Test

BUSINESS ENGLISH UNITS

These units have the aim of helping you to communicate better in English at work by improving your business communication skills in speaking and writing.

SKILLS PRACTICE UNITS

In these units you will practise the key language skills: listening, speaking, reading, and writing.

WORLD ENGLISH UNITS

Each unit focuses on an English-speaking country, its culture, and its variety of English. You will hear the local accent and learn some colloquial English from the country.

PROGRESS TESTS

The Progress Tests evaluate how well you've assimilated the contents of your level. Each one corresponds to the previous four units. You should complete these units before attempting the test.

3. UNIT STRUCTURE

General Units (Levels 1 – 10)

Each general unit has the same structure:

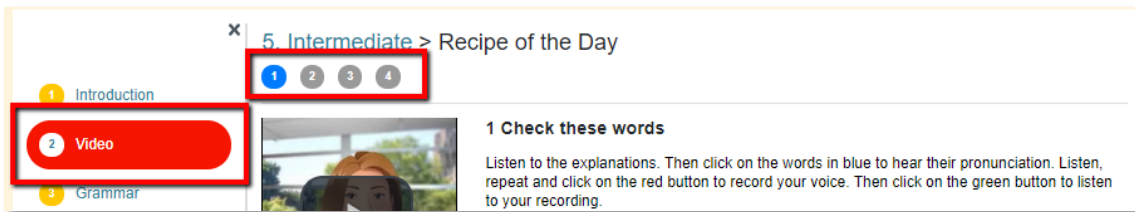
Annabel, your virtual teacher

The various sections where you will learn and practise English




Self-Check: a short test that checks what you have learnt in the unit

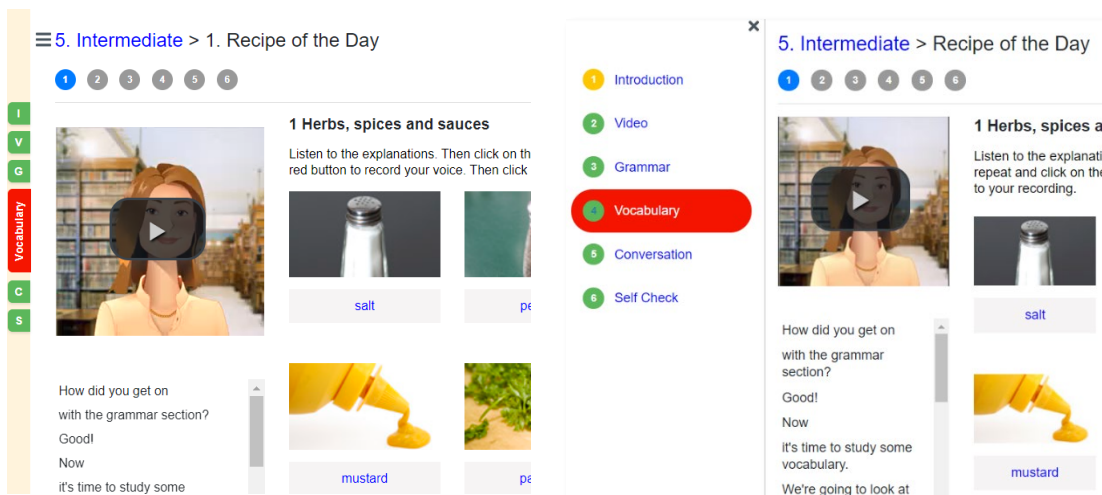
You should complete the sections in the order they appear, from top to bottom (Introduction → Self-Check). Each section (except the Introduction) has several numbered pages. You have to complete all the pages from the section before moving to the next one. For example, the Video section has three or four pages. You must complete all of them before continuing to the next section (Grammar).



Sidebar

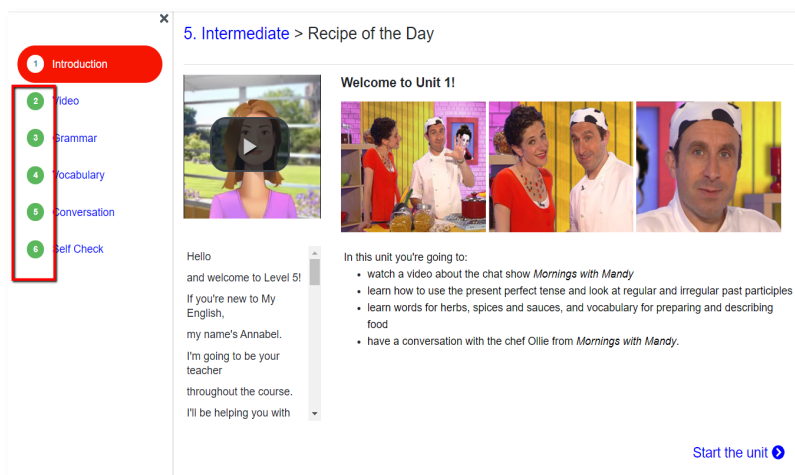
To maximise screen space for the exercises, the lateral menu sidebar will automatically hide. To open the menu, click on the  icon.

When the sidebar is hidden, you will see tabs for each section of the unit. The tab highlighted in red is the one you are currently working in.



Completion of each section


Once you have looked at each page and carried out the exercises, the section number will turn green to show that you have completed all the activities.





These are the contents of each section:

Annabel, your virtual teacher

The virtual teacher, Annabel, will help and guide you during the course. She appears at the beginning of the unit, and then on the first page of each section

If Annabel does not start talking automatically, activate her by clicking on the play button 

You can pause or restart the video with the play and rewind buttons  

You can read subtitles of what Annabel says in the box below



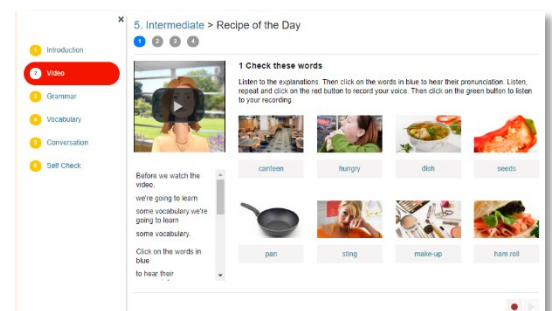
Introduction

The Introduction screen shows you what you will learn in the unit. After listening to Annabel, click on **START**.



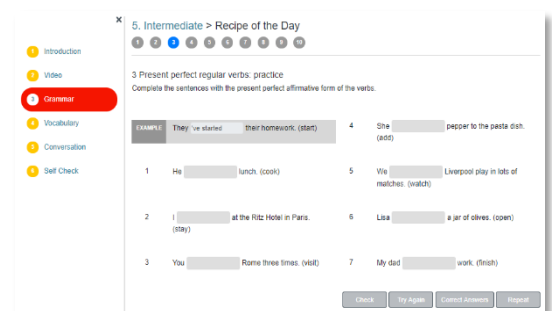
Video

Each video forms the base which presents the grammar structures and vocabulary of the unit. Before you watch the video, you'll learn some words and phrases that appear in it. You can watch the video with or without subtitles. After watching, you'll do comprehension exercises to check your understanding.



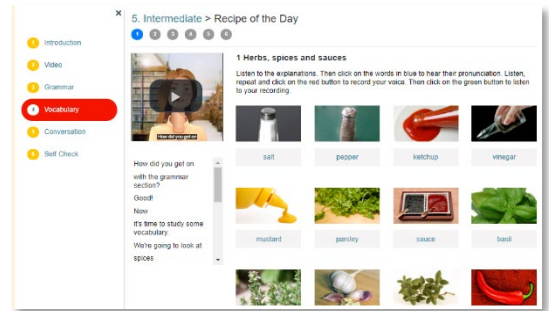
Grammar

In the Grammar section you'll learn and practise two grammatical structures. You'll look at examples from the video, read explanations, and then put the structures into practice via a series of exercises and activities



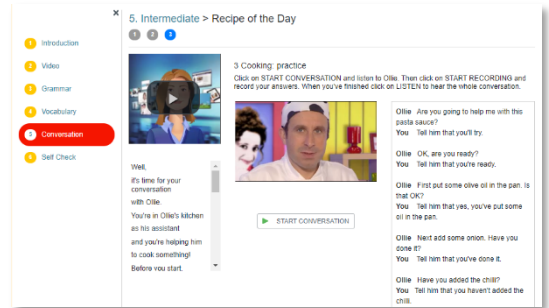
Vocabulary

The Vocabulary section includes two topics. You'll learn key words and phrases and then practice them via a series of exercises and activities. You can click on any blue text to hear how it's pronounced.



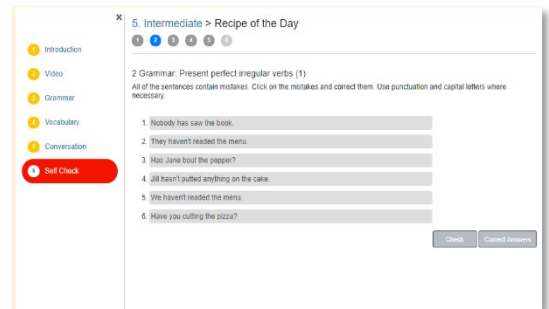
Conversation

In the Conversation section you'll learn and practice some useful phrases used in spoken English. Then you'll have a simulated conversation with one of the characters from the video.



Self Check

The Self Check is an end-of-unit test that evaluates how well you've learned the material. You need to get a score of at least 5 to pass the Self Check and unit.



TIP

To complete a unit, you must go into every page in the unit and do all the exercises from the sections, including the Self Check.

Read, Listen, Write Units (Levels 1 – 10)

The Read, Listen, Write units focus on improving the three skills of listening, reading, and writing. Their structure is different from that of the general units in that they only have three sections and do not include a Self-Check.

Reading

In the Reading section you'll look at a real-life text (e.g., a letter, a restaurant menu, or newspaper article). You'll study the key vocabulary and will follow up with comprehension exercises.

Listening

In the Listening section you'll hear excerpts from conversations, interviews, radio programs, and other real life situations. You'll then do activities in order to consolidate your learning of the key vocabulary.

Writing

In this section you'll look at key words, phrases, and structures used when writing in English. You'll put these into practice via a series of activities and exercises, thereby improving your written English.

TIP

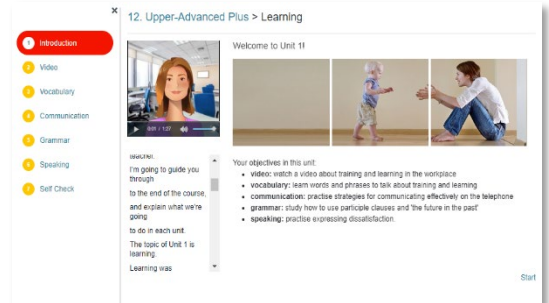
The *Read, Listen, Write* units don't have a Self Check. To complete them you must do all the exercises from the three sections. When you've finished the last screen (Writing 3), the unit will be considered complete.

Business English Units (Levels 11 – 12)

Each Business English Unit has the same structure:

Introduction

- Annabel introduces the topic of the unit.
- She explains what you will study in each section.
- Click **START THE UNIT** to begin.



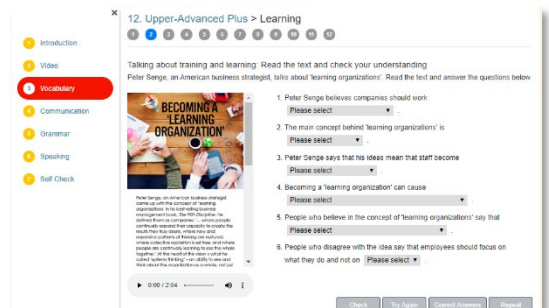
Video

- Introduces the topic of the unit.
- Contains authentic interviews with real business people.
- Viewable with or without subtitles.



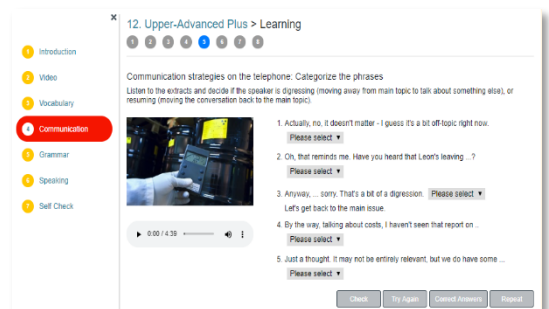
Vocabulary

- Reading and listening based on themes from business and the world of work.
- Important new words and phrases that you can use immediately in your work.
- Interactive activities to practise new vocabulary.



Communication

- Presents key expressions for attending meetings, presenting information, communicating by telephone, and negotiating solutions to work-related issues.
- Helps you express yourself more clearly in real work situations.



Grammar

- Reviews key grammar from the recordings and the Communication section.
- Helps you to communicate more accurately in real work situations.
- Lets you check your knowledge of grammar before reading the theory.

The screenshot shows the 'Grammar' section of the course. The left sidebar has 'Grammar' selected. The main content area is titled 'Participle clauses I: The future in the past: Listen to the extracts'. It includes instructions to listen to explanations and a video player. Below the video, there are several example sentences for practice, such as 'Faced with the need to be fully compliant with the new legislation by early next year, I think we ...' and 'Working on the principle that they can all pass the content on to their own staff, we should have ...'.

Speaking

- Teaches really useful everyday phrases for small-talk, telephoning, and short conversations.
- Helps you sound more natural when you speak English.
- Allows you to practise what you learn in a realistic final activity.

The screenshot shows the 'Speaking' section of the course. The left sidebar has 'Speaking' selected. The main content area is titled 'Expressing dissatisfaction: Read the explanations'. It provides a list of phrases and their meanings, such as 'Not useful to the speaker', 'Not as good as the speaker had hoped', and 'The speaker cannot tolerate any more'. It also includes a table of phrases and their meanings, such as 'I have to admit, I'm not getting much out of it.' and 'It hasn't lived up to expectations so far.'

Self-Check

- An end-of-unit test to check what you have learnt.
- Tests the words, phrases, and structures from the Vocabulary, Communication, Grammar, and Speaking sections.
- You need a total score of 5 or higher to pass and complete the unit.

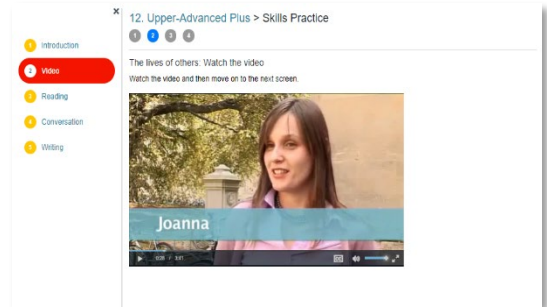
The screenshot shows the 'Self-Check' section of the course. The left sidebar has 'Self-Check' selected. The main content area is titled 'Grammar: Participle clauses' and contains a multiple-choice test. The instructions are 'Choose the correct words to complete the sentences'. The test consists of six questions, each with a dropdown menu and a sentence to complete. For example, '1. [Leaving] aside the pessimistic figures, I think that presentation went well.'

Skills Practice Units (Levels 11 – 12)

In the *Skills Practice* units you will practice and improve the four key language skills: listening, speaking, reading, and writing. The structure of these units differs from that of the Business English units in that they only have five sections and do not include a Self-Check at the end.

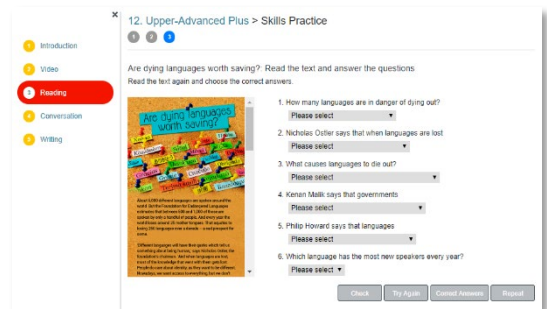
Video

- Introduces the topic of the unit.
- Contains authentic interviews with real people on the streets of Oxford giving their opinions on a range of topics.
- Viewable with or without subtitles.



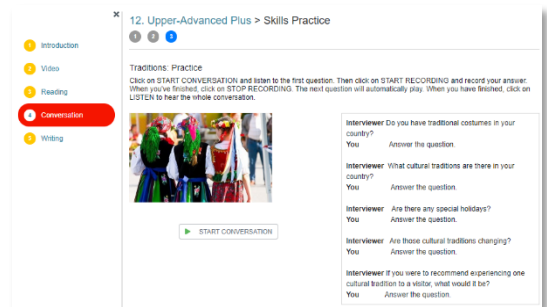
Reading

- An authentic text taken from a newspaper / magazine on the topic of the unit.
- You can listen along to a recording of the text while you read.
- Exam-style comprehension activities.



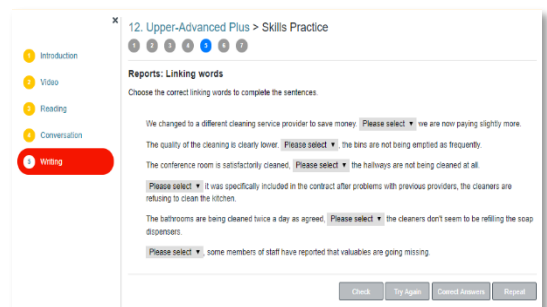
Conversation

- Teaches useful phrases for everyday conversation.
- Recycles and extends vocabulary from the Video and Reading sections.
- You can practise what you learn in a simulated conversation, similar to those in the video.



Writing

- Focuses on writing CVs, covering letters, reports, proposals, and other useful texts.
- Teaches you the key structures and expressions used in these types of writing.
- An authentic final writing task allows you to put what you've learned into practice.

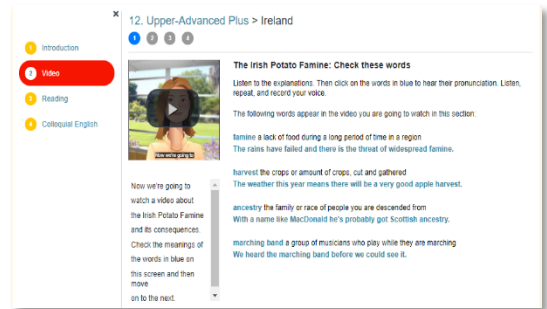


World English Units (Levels 11 – 12)

Each *World English* unit focuses on a particular English-speaking country, its culture, and the variety of English spoken there.

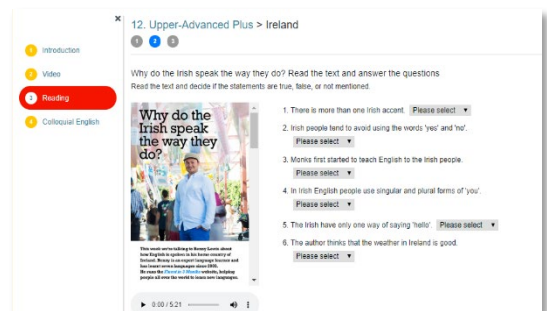
Video

- Watch a short documentary film related to the country.
- Complete interactive activities while you watch.
- Viewable with or without subtitles.



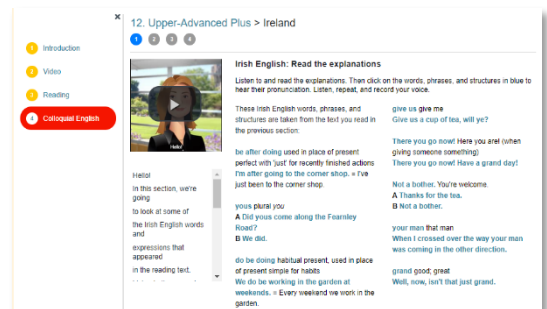
Reading

- Read an authentic text taken from a newspaper / magazine about the country or its variety of English.
- Listen along to a recording of the text in the local accent.
- Exam-style comprehension activities.



Colloquial English

- Learn about how English is spoken in the country.
- Hear the words and expressions pronounced in the local accent.
- The aim is to help you understand native speakers from all over the English-speaking world.



Tid

The *Skills Practice* and *World English* units do not have a Self-Check. To complete them you must do all the exercises in all the sections. When you reach the last page ('**Congratulations**'), the unit has been completed.

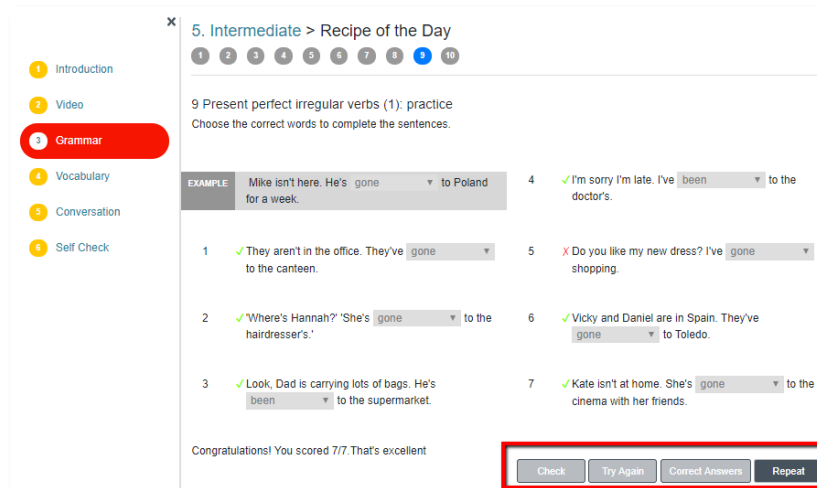
4. HOW TO COMPLETE THE EXERCISES

Vocabulary and Grammar Exercises

After you read the explanations about grammar and vocabulary you have to do some exercises. There are several types of exercises (gap-fills, multiple choice, word-order, error corrections, etc.) but they are all corrected automatically.

How to do the exercises:

1. Write / choose your answers for all the questions according to the instructions at the top of the page.
2. Click on the **CHECK** button to see if your answers are correct.
3. If you have made mistakes, click on **TRY AGAIN** to repeat your incorrect answers.
4. Click on **CORRECT ANSWERS** to see what the correct answers are.
5. If you think you need to practise more, click on the **REPEAT** button to do the exercise again.



The screenshot shows a web interface for a grammar exercise. On the left, there is a navigation menu with six items: Introduction, Video, Grammar (highlighted in red), Vocabulary, Conversation, and Self Check. The main content area is titled '5. Intermediate > Recipe of the Day' and contains a progress indicator (1-10) and the instruction '9 Present perfect irregular verbs (1): practice. Choose the correct words to complete the sentences.' Below this, there are seven numbered questions, each with a dropdown menu for the answer. Question 1 is marked correct (green check), question 2 is correct, question 3 is correct, question 4 is correct, question 5 is incorrect (red X), question 6 is correct, and question 7 is correct. At the bottom, there is a feedback message: 'Congratulations! You scored 7/7. That's excellent.' and a row of four buttons: 'Check', 'Try Again', 'Correct Answers', and 'Repeat'. The 'Check' button is highlighted with a red box.

TIP

When you've answered all the questions, click on **CHECK**. If you don't know the answer, you'll have to guess in order to fill the gap. If not, the **CHECK** option will not become active.

Auto Corrected Exercises

Most of the exercises in the course are auto corrected by the system. They can be repeated as many times as you like.

How to complete the auto-corrected exercises:

1. Read the instructions at the top of the screen carefully.
2. Write / choose your answers for all the questions.
3. Click on the **CHECK** button to see if your answers are correct.
4. If you have any mistakes, click on **TRY AGAIN** to repeat your incorrect answers.
5. Click on **CORRECT ANSWERS** to see what the correct answers are.
6. If you think you need to practise more, click on the **REPEAT** button to do the exercise again.

TIP





When writing contractions, you must use an apostrophe (').

Do not write an accent (` or `). Check where the apostrophe key is on your country's keyboard.

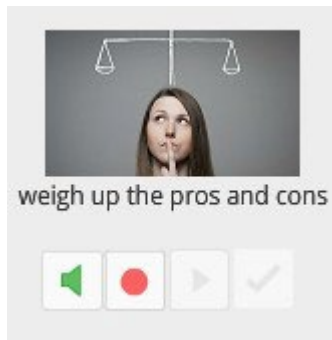
Oral Practice Exercises


On these screens you will practise the vocabulary, grammar, and communication phrases you have studied by using them in sentences that you say aloud and record. This helps you to perfect the use and pronunciation of the language.

Generally, the exercises involve listening to a phrase and reformulating it using the word or expression given (the prompt):

1. Read the instructions at the top of the screen carefully.
2. Listen to the two examples which model the exercise.
3. Click on the green speaker icon  to hear the input phrase.
4. Click on the red record button  to record your answer using the prompt given.
5. Click on the play button to hear your  answer.
6. Click on the tick button  to hear the correct answer.

For example, in the question shown below you need to reformulate the input phrase you hear using the collocation 'weigh up the pros and cons'.



 **Input phrase:** 'You should consider the advantages and disadvantages.'

✓ **Answer:** 'You should weigh up the pros and cons'

Pronunciation and Voice Recording System




You can listen to the pronunciation of all the words and phrases in blue by clicking on them. In addition, myEnglish has a built-in recording system that lets you record your voice and compare it with the pronunciation of a native speaker.

Whenever you see the **record** and **play** buttons you can record your voice:



Click on the record button to start recording your voice. Click on the pause button to stop the recording.

Click on the listen button to hear your recording.

Compare it to the pronunciation of a native speaker by clicking on the text in blue    ker

TIP

The speaking activities in the units are for your practice only. Your recordings will not be saved or corrected. You can repeat them as many times as you like.

Simulated Conversations

In the Conversation section of the General Units (L1-10) and the Skills Practice units (L11-12) you will have a simulated conversation, answering the same questions the people were asked in the video.

1. Click on **START CONVERSATION** to hear the first question.
2. Click on **START RECORDING** and record your answer.
3. Click on **STOP RECORDING** to stop the recording.
4. Repeat until you finish the conversation.
5. Click on **LISTEN** to listen to your conversation.

5. Intermediate > Recipe of the Day

1 2 3

1 Introduction
2 Video
3 Grammar
4 Vocabulary
5 **Conversation**
6 Self Check

Well,
it's time for your conversation with Ollie.
You're in Ollie's kitchen as his assistant and you're helping him to cook something! Before you start.

3 Cooking: practice
Click on **START CONVERSATION** and listen to Ollie. Then click on **START RECORDING** and record your answers. When you've finished click on **LISTEN** to hear the whole conversation.

START CONVERSATION

Ollie Are you going to help me with this pasta sauce?
You Tell him that you'll try.

Ollie OK, are you ready?
You Tell him that you're ready.

Ollie First put some olive oil in the pan. Is that OK?
You Tell him that yes, you've put some oil in the pan.

Ollie Next add some onion. Have you done it?
You Tell him that you've done it.

Ollie Have you added the chilli?
You Tell him that you haven't added the chilli.

6. Click on **CHECK** to hear or see example answers.

5.PROGRESS AND EVALUATION

Your level contains 12 Units and 4 Progress Tests (3 tests in Levels 11 & 12). To make the most of this course and to maximize your learning, we recommend that you to complete all the units

The minimum requirement is to pass **2 levels in 1 year:**

For Levels 1-10 is to complete and pass at least **75%** of the course and evaluations. This corresponds to the completion of **9 Units and 3 Progress Tests.**

The minimum requirement for Levels 11-12 is to complete and pass at least **73%** of the course and evaluations. This corresponds to the completion of **9 Units and 2 Progress Tests.**

Progress Recording

In the Progress Report section (described below) students can check their progress in detail. Your progress in myEnglish is monitored in three ways:

Interactive exercises in the units:

These are the exercises you do in the Video, Grammar, Vocabulary, Conversation, Reading, Listening, and Writing sections of the units. They are for practising the vocabulary, grammar, phrases, and structures that you learn.

- Your answers and scores are not recorded by the course. You can repeat the exercises as many times as you want.
- The time you take to do the exercises is recorded in your student file.
- You must look at each page and study the text for at least ten seconds.

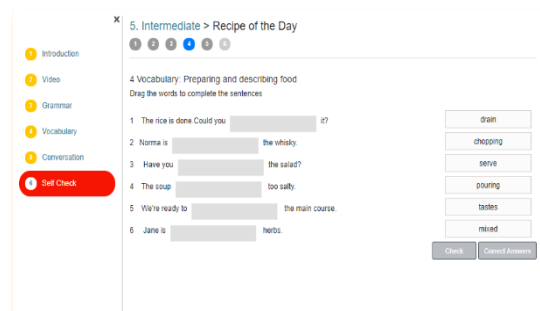
Self-Check

These are tests that you do at the end of the general units. It contains five screens of exercises (seven for Levels 11 - 12) designed to check what you have learnt in the Vocabulary, Communication, Grammar, and Conversation / Speaking sections. You must finish and pass the Self Check in order to complete the unit.

- The results from the Self Checks are recorded in your student file.
- You can repeat them as many times as you want. The system will register the score of your last attempt.
- You have to finish the Self Check in one session. If you leave the Self Check before you finish it, you will have to start from the beginning the next time you open it.
- You have to get a total score of 50% or higher to pass the Self Check. If your total score is lower you will need to repeat it until you pass.

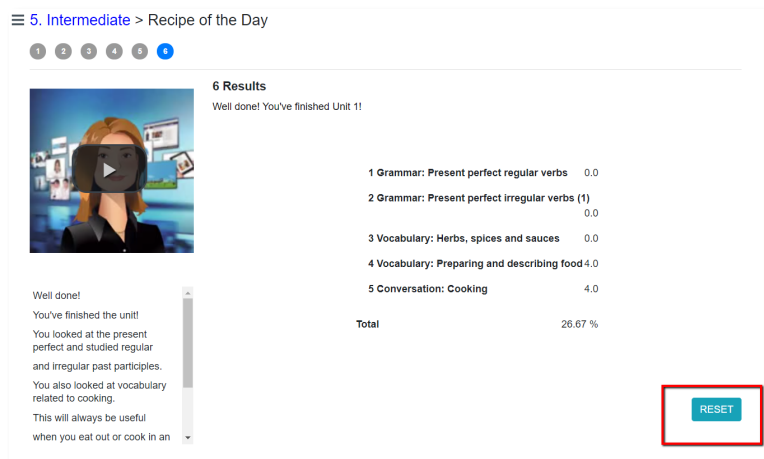
How to complete the Self Check

1. Write / choose your answers for all the questions according to the instructions at the top of each screen.
2. Click on the CHECK button to see if your answers are correct.
3. If you have made mistakes, click on the **CORRECT ANSWERS** button to see the correct answers and click on **MY ANSWERS** to go back to your answers.



Go to the next page by clicking on the next number at the top of the page.

If you want to repeat the Self Check, you must use the RESET button on the results page to clear your previous answers.



Progress Tests

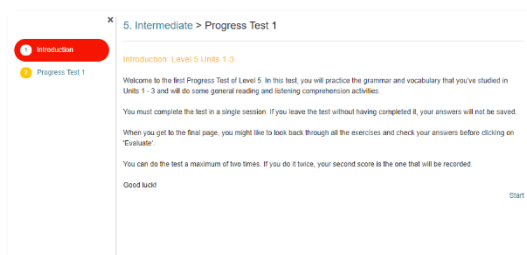
The Progress Tests are exams that check your progress in the course. You will find a Progress Test after each group of three units (or after each group of four for Levels 11 – 12). The Progress Tests contain exercises and a listening activity based on the contents of the previous units.

After you complete a Progress Test, you will receive a message that gives you the option to repeat the test. Remember that you only have two chances to pass each test.

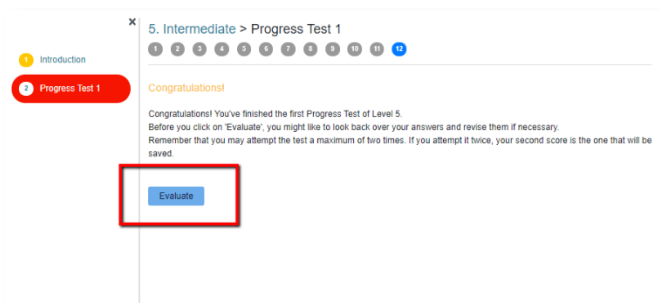
How to complete the Progress Tests

The Progress Tests appear in your level with blue T icons. For the best chance of passing the Progress Test you should complete the previous three units (four for Levels 11 – 12).

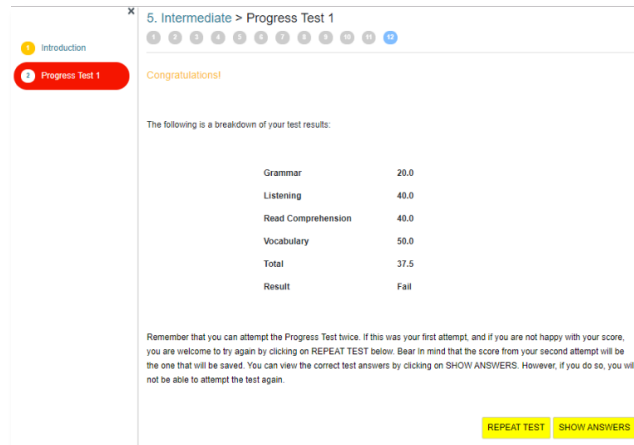
1. Click on the title of the Progress Test to open it.
2. The course will check if you have a microphone connected to the computer.
3. If you are accessing with the browser Google Chrome, you will see a grey bar appear at the top of the screen. Press ALLOW / ENABLE to access the Progress Test.



4. Read the instructions before you start the test and then click on START.
5. The Progress Test has 11 screens of exercises. Complete the exercises on each screen following the instructions.
6. When you have finished screens 1 to 11, check your responses and make sure you have answered all of the questions.
7. On screen 12, click on **EVALUATE** and your test will be corrected. your score will be saved, and a breakdown will be shown.



8. Once your final score is shown, you can choose between two options:
- REPEAT TEST:** Your test will restart so that you can take it again. Remember that you can only repeat the test once (i.e., you can attempt it twice in total).
 - SHOW ANSWERS:** the correct answers will be displayed in each exercise. You will not be able to retake the test.



Tip

To pass the Progress Test you must get a total score of 50% (5/10) or higher. You must complete the Progress Test in one session. If you close the window without having finished it, your answers won't be saved and you'll have to start it over.

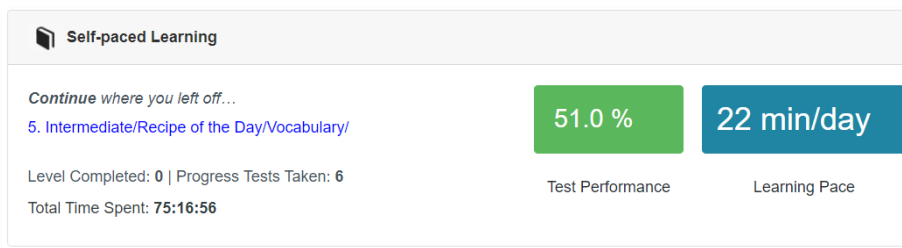
Study Time

The system only records time when you are actively studying (completing exercises or moving the mouse). If you move away from your computer or work in a different window in your internet browser, the time recording will pause, and only restart once you return to the myEnglish page.

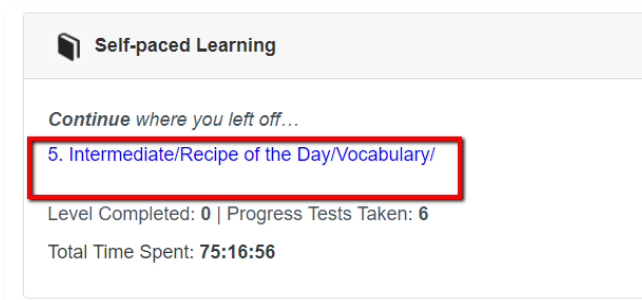
A limit of 30 minutes per page has been set. If you spend longer than that on a page, the extra time will not be recorded.

Dashboard

The student Dashboard reports high level analytics about your activity and progress:



It also includes a bookmark function which will direct you to the last page you worked on



How to check your progress

You can check your detailed progress in myEnglish at any time in the **Progress Report**

Units	Progress	Time	Score
+ Outside Catering	<div style="width: 0%;"></div>	00:09:23	0
+ Footballers' Wives	<div style="width: 0%;"></div>	-	0
+ Read, Listen, Write	<div style="width: 0%;"></div>	-	0
+ Dodgy Workmen	<div style="width: 10%;"></div>	00:52:02	0
+ A Country Walk	<div style="width: 0%;"></div>	-	0
+ Read, Listen, Write	<div style="width: 0%;"></div>	-	0
+ Connections	<div style="width: 0%;"></div>	-	0
+ Forgery	<div style="width: 0%;"></div>	-	0
+ Read, Listen, Write	<div style="width: 0%;"></div>	-	0
+ The Go-Between	<div style="width: 0%;"></div>	-	0

Section	Sessions	Time	First And Last Connection	Completed	
Video	1	14	00:03:02	18 Nov 2019 - 10 Dec 2019	YES
	2	15	00:06:42	18 Nov 2019 - 29 Nov 2019	NO
	3	6	00:00:22	18 Nov 2019 - 27 Nov 2019	NO
	4	1	00:00:01	25 Nov 2019 - 25 Nov 2019	NO
Grammar	1	18	00:01:51	18 Nov 2019 - 03 Dec 2019	YES
	2	29	00:19:42	18 Nov 2019 - 03 Dec 2019	YES
	3	9	00:00:35	18 Nov 2019 - 03 Dec 2019	YES
	4	8	00:01:25	18 Nov 2019 - 03 Dec 2019	YES
	5	5	00:01:51	22 Nov 2019 - 03 Dec 2019	YES
	6	2	00:00:02	25 Nov 2019 - 03 Dec 2019	YES
	7	4	00:01:06	18 Nov 2019 - 03 Dec 2019	YES

section. You can access this section by clicking the button in the lateral menu.

To complete a unit you need to have **100% in the Progress bar** and a **score of 50% or higher**. Remember that the score is the one you are awarded at the end of the Self Check.

To complete the *Read, Listen, Write* units (in Levels 11 - 12 these are the *Skills Practice* and *World English* units), you need to achieve **100% in the Progress bar**.

To complete the Progress Test, you need to achieve a score higher than 5 (50%).

myStatus

This tool allows you to compare your progress to the objectives for the course (see start of section 12 of this guide).

From the myAccount menu option in the Dashboard, click on myStatus.

myEnglish | My Dashboard | **My Account** | My Dynamizer | Report | Switch Back

Extras ▾

- Profile ▾
- My Courses
- My Schedule ▾
- My Certificates
- My Status**

Welcome, laure

License

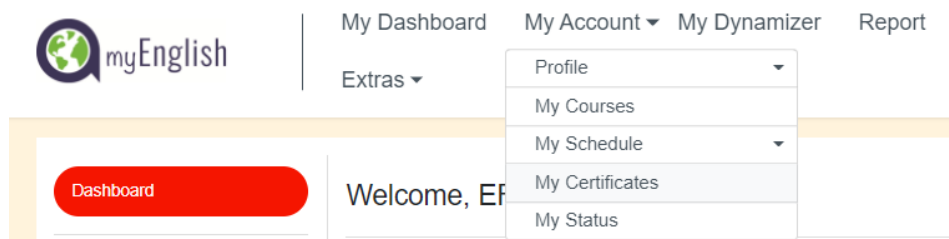
The tool will list the objectives of the course, and then compare those with your actual progress.

<p>My Levels</p> <p>6. Intermediate Plus</p>	<p>These are the pending items to pass your this level.</p> <ul style="list-style-type: none"> ◦ Progres Test 1: need to get 50.0 and you have 0. ◦ Progres Test 2: need to get 50.0 and you have 0. ◦ Progres Test 3: need to get 50.0 and you have 0. ◦ Progres Test 4: need to get 50.0 and you have 0. ◦ Self Check: need to get 50.0 and you have . ◦ Number of unit: need to get 12 and you have 0. ◦ Total Number of minute: need to get 1200 and you have 11
---	--

Certificate

Once you have reached the objectives of the course, you can download your certificate of completion.

From the dashboard, select myAccount, and then myCertificates.



Click on the link "Certificate" to download it in pdf format.

My Certificate

Course Name	Assessment Name	Certificate
6. Intermediate Plus		Certificate

6. MOBILE APP

You can access and use all the content from your level of myEnglish via either an iPhone or Android smartphone.

How does it work?

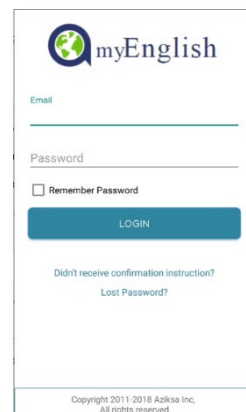
1 - Download

Download the app from the Apple App Store or Google Play Store.

(search for **myEnglish Aziksa**)

2 - Login

Login with your myEnglish user and password.



Progress

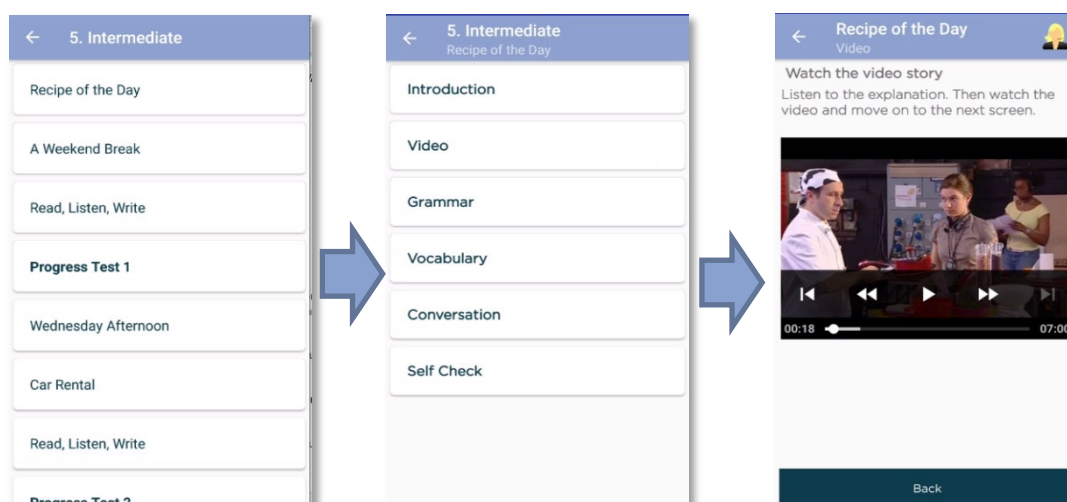
All the activity carried out in the course via your smartphone is recorded and added to your **Progress Report** in the Dashboard. (NB The dashboard analytics are only available via the web access to myEnglish on your PC/Mac.)

Choose to study using the method that best suits you - we will capture all your activity. We would however recommend that certain activities, for example the Progress Tests, are carried out on a PC.

Structure of the course

The course, level and unit structure are the same as in the Web version, just adapted to fit into a smaller screen size.

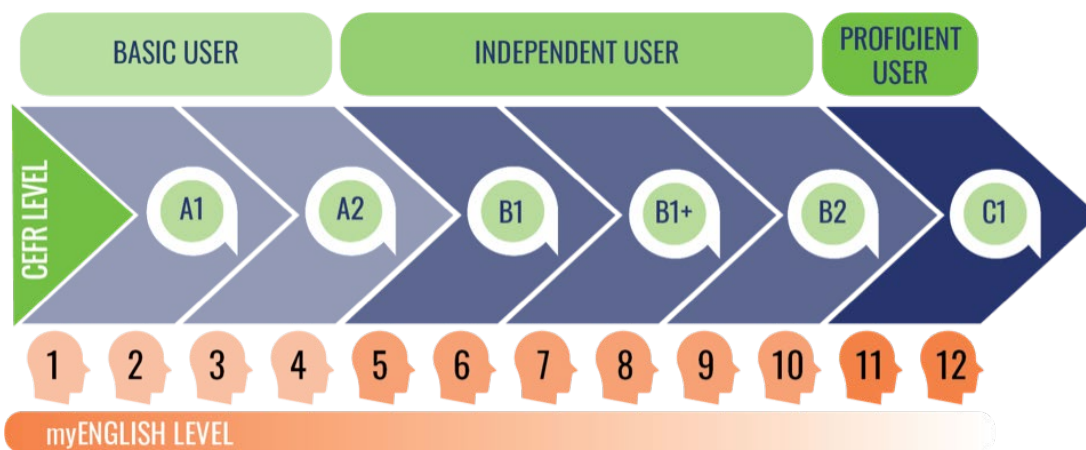
You have all the same content and exercises, in the palm of your hand.



7. myENGLISH AND THE CEFR

The European Framework of Reference for Languages is a standard developed by the European Council which serves as an international guide to measure the level of comprehension and oral and written expression in a language.

The following table shows how CEFR corresponds to each level of myEnglish.



For more detailed information about the levels and the linguistic objectives of each one, please consult the following section: Linguistic Objectives and Content.

8. Linguistic Objectives and Content

Level 1 Elementary

Objectives: The contents of Level 1 Elementary of myEnglish correspond to the first part of level A1 of the Common European Framework of Reference for Languages (CEFR). Among other functions, students learn to introduce themselves, to give an opinion, to express likes and preferences, and to describe people.

Contents: Learners also look at the demonstrative adjectives (this, that, these, and those), the articles (a, an, and the), the imperative ('Listen!'), and the verb to be. They learn vocabulary related to numbers, countries, nationalities, professions, means of transport, clothes, family, and many other topics.

- | | | | |
|----------------------|--------------------|--------------------------------|-----------------|
| 1. The Interview | 2. The First Day | 3. <i>Read, Listen, Write</i> | Progress Test 1 |
| 4. Cappuccino | 5. Happy Birthday! | 6. <i>Read, Listen, Write</i> | Progress Test 2 |
| 7. The Shopping Game | 8. The New Car | 9. <i>Read, Listen, Write</i> | Progress Test 3 |
| 10. Kevin's Clothes | 11. Graffiti | 12. <i>Read, Listen, Write</i> | Progress Test 4 |

Level 2 Elementary Plus

Objectives: The contents of Level 2 Elementary Plus of myEnglish correspond to the second part of level A1 of the Common European Framework of Reference for Languages (CEFR). Among other functions, students learn to give directions, to describe people and actions, to talk about abilities, and to describe how they travel to work.

Contents: Students learn how to use the present simple ('I work') and the present continuous ('I am working'). They also look at prepositions of location (in, on, at, etc.), formulating questions, and expressing likes and preferences (like, love, hate, etc.). The vocabulary included in the level is related to sports, hobbies, work, and other topics.

- | | | | |
|-----------------------|----------------------|--------------------------------|-----------------|
| 1. Travelling in Town | 2. It's Not Fair | 3. <i>Read, Listen, Write</i> | Progress Test 1 |
| 4. The London Eye | 5. Celebrity Couples | 6. <i>Read, Listen, Write</i> | Progress Test 2 |
| 7. Kevin Gets Fit | 8. Satnav | 9. <i>Read, Listen, Write</i> | Progress Test 3 |
| 10. The Wrong Man | 11. Monday Morning | 12. <i>Read, Listen, Write</i> | Progress Test 4 |

Level 3 Pre-Intermediate

Objectives: The contents of Level 3 Pre-Intermediate of myEnglish correspond to the first part of level A2 of the Common European Framework of Reference for Languages (CEFR). Among other functions, students learn how to make requests and offers, to talk about future plans and predictions, to talk about the past, and to describe recent events.

Contents: They learn how to use the past simple ('He repaired the scanner'), the future with going to, countable and uncountable nouns, and would like, some, and any. They also learn vocabulary related to food and drink, jobs, the weather, music, money, expressions with have, and many other topics.

- | | | | |
|---------------------|------------------------|--------------------------------|-----------------|
| 1. Dinner for One | 2. Healthy Eating | 3. <i>Read, Listen, Write</i> | Progress Test 1 |
| 4. The Appointment | 5. Weather Report | 6. <i>Read, Listen, Write</i> | Progress Test 2 |
| 7. The Morning News | 8. Pickpocket | 9. <i>Read, Listen, Write</i> | Progress Test 3 |
| 10. Tuesday Morning | 11. Rock 'n' Roll Tour | 12. <i>Read, Listen, Write</i> | Progress Test 4 |

Level 4 Pre-Intermediate Plus

Objectives: The contents of Level 4 Pre-Intermediate Plus of myEnglish correspond to the second part of level A2 of the Common European Framework of Reference for Languages (CEFR). Among other functions, students learn how to narrate past events, to make arrangements, to talk about necessity, and to make decisions and suggestions in a group.

Contents: Learners also look at the past continuous ('He was singing'), how to formulate requests and offers ('May I help you?'), and how to make suggestions ('Let's go dancing'). They learn vocabulary related to colours, health problems, study, cinema, and banking.

- | | | | |
|--------------------------|---------------------------|--------------------------------|-----------------|
| 1. The Shopping Trip | 2. The Burglar | 3. <i>Read, Listen, Write</i> | Progress Test 1 |
| 4. The Unwelcome Visitor | 5. Don't Be Late! | 6. <i>Read, Listen, Write</i> | Progress Test 2 |
| 7. An Evening In | 8. Money Problems | 9. <i>Read, Listen, Write</i> | Progress Test 3 |
| 10. Buy Green! | 11. Best Brain in Britain | 12. <i>Read, Listen, Write</i> | Progress Test 4 |

Level 5 Intermediate

Objectives: The contents of Level 5 Intermediate of myEnglish correspond to the first part of level B1 of the Common European Framework of Reference for Languages (CEFR). Among other functions, students learn to talk in more depth about cooking, preparing and ordering food, travelling, and making social arrangements. They also learn how to describe people, possessions, and events.

Contents: In addition, they look at the present perfect ('We've worked'), the passive voice in the past and present ('Oranges are grown in Valencia'), indefinite pronouns (somebody, anyone, everywhere, etc.), and defining relative clauses ('That's the girl my brother's going out with'). They also learn vocabulary related to food, vehicles, the Internet, materials, and differences between British and American English.

- | | | | |
|------------------------|--------------------|--------------------------------|-----------------|
| 1. Recipe of the Day | 2. A Weekend Break | 3. <i>Read, Listen, Write</i> | Progress Test 1 |
| 4. Wednesday Afternoon | 5. Car Rental | 6. <i>Read, Listen, Write</i> | Progress Test 2 |
| 7. Net Auction | 8. Party of Three | 9. <i>Read, Listen, Write</i> | Progress Test 3 |
| 10. Training Day | 11. Truth or Lies | 12. <i>Read, Listen, Write</i> | Progress Test 4 |

Level 6 Intermediate Plus

Objectives: The contents of Level 6 Intermediate Plus of myEnglish correspond to the second part of level B1 of the Common European Framework of Reference for Languages (CEFR). Among other functions, learners look at expressing future possibilities, talking about problems, describing abilities, and participating in job interviews.

Contents: Students learn to use the conditionals ('If I ran every day, I'd feel healthier') and adjectives and adverbs of probability (sure, certain, definitely, etc.). They look at the verbs tell and say and infinitive structures. They also learn vocabulary related to housework, mathematics, airports, legal matters, and many other topics.

- | | | | |
|------------------------|-----------------------------|--------------------------------|-----------------|
| 1. The New Housekeeper | 2. A Cottage in the Country | 3. <i>Read, Listen, Write</i> | Progress Test 1 |
| 4. Beat the Boss | 5. Thursday Morning | 6. <i>Read, Listen, Write</i> | Progress Test 2 |
| 7. Emergency | 8. The Future | 9. <i>Read, Listen, Write</i> | Progress Test 3 |
| 10. Getting Organized | 11. If I Were You | 12. <i>Read, Listen, Write</i> | Progress Test 4 |

Level 7 Upper-Intermediate

Objectives: The contents of Level 7 Upper-Intermediate correspond to the first part of the level B1+ of the Common European Framework of Reference for Languages (CEFR). Among other functions, students learn how to give personal information, to express thoughts and feelings, to talk about past experiences, to talk about personal possessions, and to discuss environmental issues.

Contents: They learn, among other things, to use the present perfect continuous ('What have you been doing?'), to formulate indirect questions ('Do you remember if he was wearing a coat?'), and to express reason, cause, and contrast ('He got the job because of her'). They also learn vocabulary related to literature, phone conversations, business, music, phrasal verbs, and many other topics.

- | | | | |
|--------------------|-------------------------|--------------------------------|-----------------|
| 1. Work Experience | 2. The Book Club | 3. <i>Read, Listen, Write</i> | Progress Test 1 |
| 4. The Transfer | 5. The Van | 6. <i>Read, Listen, Write</i> | Progress Test 2 |
| 7. Waiting | 8. Hampton Court Palace | 9. <i>Read, Listen, Write</i> | Progress Test 3 |
| 10. Online Dating | 11. Carbon Footprint | 12. <i>Read, Listen, Write</i> | Progress Test 4 |

Level 8 Upper-Intermediate Plus

Objectives: The contents of Level 8 Upper-Intermediate Plus of myEnglish correspond to the second part of level B1+ of the Common European Framework of Reference for Languages (CEFR). Among other functions, students learn how to confirm information, describe their homes, talk about services, converse about the media, and describe a series of recent events.

Contents: They learn how to use the passive voice ('The criminal was arrested') and the past perfect ('I'd finished when they got here'). Learners also look at reported speech ('She told me she'd passed') and expressing permission, obligation, and prohibition with modals verbs ('You may use my phone'). The vocabulary included in the level is related to food, lifestyle, phrasal verbs, health and beauty products, and many other topics.

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|---------------------|-----------------------|-------------------------------|-----------------|
| 1. Outside Catering | 2. Footballers' Wives | 3. <i>Read, Listen, Write</i> | Progress Test 1 |
| 4. Dodgy Workmen | 5. A Country Walk | 6. <i>Read, Listen, Write</i> | Progress Test 2 |
| 7. Connection | 8. Forgery | 9. <i>Read, Listen, Write</i> | Progress Test 3 |

Level 9 Advanced

Objectives: The contents of Level 9 Advanced of myEnglish correspond to the first part of level B2 of the Common European Framework of Reference for Languages (CEFR). Among other functions, students look at describing hypothetical situations, talking about their habits, and expressing their opinion.

Contents: Learners also look at how to use the future continuous ('We'll be skiing this time next week'), the past perfect continuous ('They'd been working hard all day'), and the passive infinitive ('We can be contacted by email'). The vocabulary included in the level is related to technology, facial features, photography, geography, arts, phrasal verbs, expressions with have, and many other topics.

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|-----------------------|----------------------------|--------------------------------|-----------------|
| 1. Tom the DJ | 2. Kylie the Cook | 3. <i>Read, Listen, Write</i> | Progress Test 1 |
| 4. A Successful Date? | 5. At Home | 6. <i>Read, Listen, Write</i> | Progress Test 2 |
| 7. West to East | 8. Fundraising Day | 9. <i>Read, Listen, Write</i> | Progress Test 3 |
| 10. Modern Art | 11. Noughts and
Crosses | 12. <i>Read, Listen, Write</i> | Progress Test 4 |

Level 10 Advanced Plus

Objectives: The contents of Level 10 Advanced Plus of myEnglish correspond to the second part of level B2 of the Common European Framework of Reference for Languages (CEFR). Among other functions, students learn to talk about local institutions, discuss problem solving, describe regrets, talk about borrowing and losing things, and converse about stories and fiction.

Contents: Learners also look at the conditional structures ('If they'd left home later, they'd have missed the bus'), the future perfect ('The train won't have left yet'), verbs expressing deduction and perception (look, sound, feel, taste, etc.), and reported speech. The vocabulary included in the level is related to forms of government, the world of business, hospitals, crimes, expressions with off, phrasal verbs, expressions with get, and many other topics.

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|---------------|-----------------------|-------------------------------|-----------------|
| 1. The Rumour | 2. Wheel of Questions | 3. <i>Read, Listen, Write</i> | Progress Test 1 |
| 4. For Sale | 5. The Last Day | 6. <i>Read, Listen, Write</i> | Progress Test 2 |

7. The Break-In	8. My Life	9. <i>Read, Listen, Write</i>	Progress Test 3
10. After All the Changes	11. Story Competition	12. <i>Read, Listen, Write</i>	Progress Test 4

Level 11 Upper-Advanced

Objectives: The contents of Level 11 Upper-Advanced of myEnglish correspond to the first part of level C1 of the Common European Framework of Reference for Languages (CEFR). The functions looked at include arguing a particular point of view, showing understanding, establishing rapport and showing interest, responding to feedback, and recognizing and using vague language.

Contents: Students learn, among other things, to describe cross-cultural experiences, to discuss working practices, to show understanding, to get their point across, to manage discussions in meetings, and to participate in teleconferences. They also revise the verbal tenses and study cleft sentences and adverbs. They learn how to add emphasis using fronting and to reference using pronouns.

1. Connections	2. Careers	3. Skills Practice	4. Britain	Progress Test 1
5. Change	6. Risk	7. Skills Practice	8. United States	Progress Test 2
9. Teamwork	10. Progress	11. Skills Practice	12. New Zealand	Progress Test 3

Level 12 Upper-Advanced Plus

Objectives: The contents of Level 12 Upper-Advanced Plus of myEnglish correspond to the second part of level C1 of the Common European Framework of Reference for Languages (CEFR). Among other functions, learners look at expressing dissatisfaction, giving and receiving compliments, and dealing with misunderstandings.

Contents: Students learn to talk about training and learning, to discuss employer / employee expectations, to give impromptu presentations, to raise difficult points, and to reach an agreement in a negotiation. In addition to other important structures, learners look at discourse markers, participle clauses, distancing and depersonalizing what they say using the passive, and emphasizing using inversion.

1. Learning	2. Performance	3. Skills Practice	4. Britain	Progress Test 1
5. Resources	6. Leadership	7. Skills Practice	8. Ireland	Progress Test 2

9. Extra Content

If you want to get more out of myEnglish, you will find lots of engaging resources in the **Extra Content** section of the platform (from the menu at the top of the page). It contains a rich variety of materials aimed at reinforcing the core skills of language learning (**listening, speaking, reading, and writing**). The section's strong emphasis on business vocabulary will help develop and refine your **professional English**, enabling you to:

- expand your business vocabulary;
- improve your written English;
- learn idiomatic structures used in professional written English;
- learn to nuance in English, above all in the intermediate and advanced levels (e.g. responding to complaints, easing the delivery of bad news, apologizing, and much more).

EBOOKS

The ebooks give you the opportunity to improve your reading comprehension as well as your vocabulary. This section includes a variety of books organised by levels (1-10) with different genres so that you can choose the most attractive one for you.



DICTIONARY

You will find a dictionary at your disposal to help you find the words you are unsure about and to help you improve your vocabulary.




WORKING CULTURE


Available for INTERMEDIATE and ADVANCED levels.

These are articles related to work culture which will help you to learn about global work issues. A useful tool to gain vocabulary and improve reading and writing skills.

Intermediate

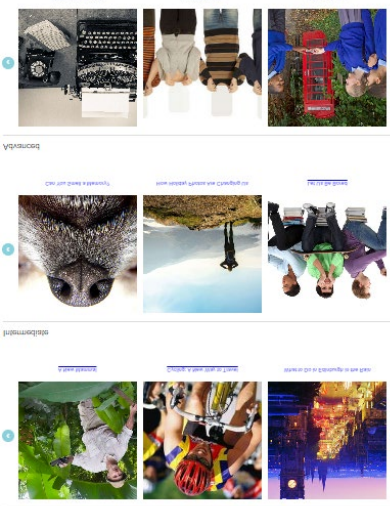


Advanced



ARTICLES

Organized by level and with different themes, it is a useful tool for improving vocabulary and reading comprehension, as well as reading comprehension.



GRAMMAR BANK

In this section of the extra material you will find all the grammar you can see in your English course summarised by sections, where you can go over your doubts as well as find the exercises related to the point in question.

Grammar Bank

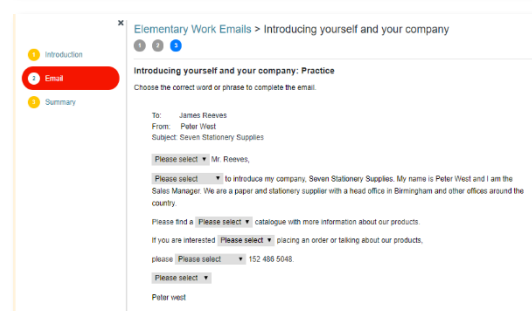
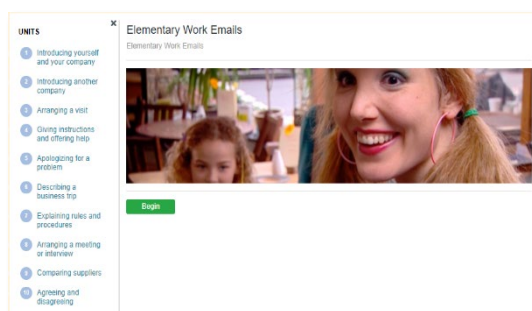
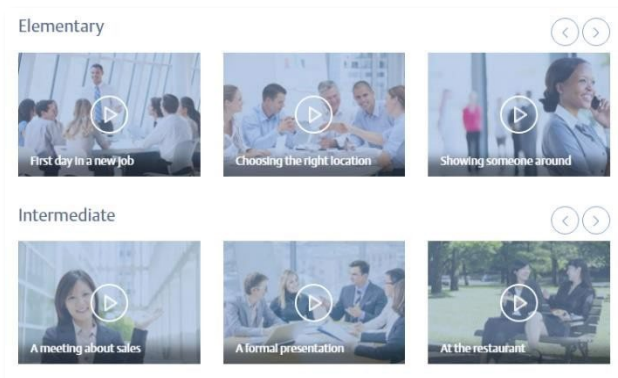
- Adjectives ending in -ing and -ed
- Defining relative clauses with whose, where, when or why
- Expressing contrast
- have something done
- Past perfect (affirmative and negative)
- Permission, obligation and prohibition (passive verbs)
- Question tags (2)
- Reported speech (modal verbs)
- so, neither and nor
- would
- Consolidation of comparatives and superlatives
- Embedded questions
- Embedded questions (ask + question words)
- Expressing reason
- (not) as + adjective/adverb + as
- Past perfect (interrogative and short answers)
- Present perfect continuous
- Question forms
- Questions with How
- Reported questions
- so, neither, nor and too
- Defining relative clauses with who, which or that
- Embedded questions (ask + if)
- Embedded questions in the past
- Gerund (-ing forms): after verbs and prepositions
- Passive extension
- Permission, obligation and prohibition (modal verbs)
- Present perfect simple or continuous?
- Question tags (1)
- Consolidation of reported speech
- Reported commands and requests
- used to

BUSINESS VIDEOS

The Business Videos give you the chance to improve your command of English in the workplace. This section includes a range of units in three levels (**elementary, intermediate, and advanced**). Each video focuses on situations from the world of work: presentations, business lunches, meetings, among others. The video is followed by exercises that reinforce your understanding the video's contents and key phrases.

WORK EMAILS

The Work Emails rapidly improve your ability to write emails in English. This section contains 60 units on work-related topics: holding a meeting, asking for information about a product, talking about schedules, and many others. The units are divided into three levels (**elementary, intermediate, and advanced**) and each contains a model email, explanations, and exercises. Additionally, each email template can be exported directly to email applications, giving you immediate practical help with your professional communication.



10. FAQs

I cannot log into the course.

Make sure that you are on the correct page. Do not search for myEnglish in a search engine - click on the link you received in the welcome email at the beginning of the course. If you do not remember your password; on the home page of the course, click on the **Lost Password?** link and write your username. The system will send you your password by email.

The course is not saving my progress.

The answers that you write in the units are not saved by the course, so that you can repeat them as many times as you wish. The system automatically records completion of activities, your study time and your score in the Self Checks. If you see that your activity is not being recorded, please contact your Dynamizer.

I have finished a unit but in My Progress it does not appear as completed.

To complete a unit you need to have 100% progress and a score of 50% or more in the Self Check. To complete a Skills Practice or World English unit you need to have 100% progress. If you do not have 100% in the Progress bar it means that you did not finish one of the pages in the unit. Click on the + button to check which page you did not finish.

I cannot record or hear my voice.

If you cannot record or listen to your voice in the units, click on the configuration check button in the dashboard screen and check that your microphone is configured. If the problem persists, contact your tutor.

The course will not let me use contractions.

In the course you can write your answers using the full forms of the verbs (I am) or the contractions (I'm). You must use an apostrophe (') to write the contractions. If you use an accent (´ or `) in the contractions, the course will not accept the answer. Check on your country's keyboard where the apostrophe key is.



My course is automatically translated into another language

There are times when Chrome or your browser automatically translates all the contents of the pages that are not in the language you have by default.

To disable this option, you must click on the option that appears at the top with the







symbol to the right of your browser.

Spelling and punctuation errors.

You must write a capital letter at the beginning of each sentence or if there is a rule of the English language that indicates it (Monday).

Single words are not capitalized unless there is a rule indicating their need.

You should use a comma and full stop when necessary and if not already added. Interrogative sentences do not need a full stop while positive and negative sentences do.

1		Does he ever IRON his shirts?	✗
3		Does he ever Clean the kitchen?	✗
1		Does he ever iron his shirts?	✓
3		Does he ever clean the kitchen?	✓
4.	each / seat / have a seatbelt	Each seat have a seatbelt	✗
	X		✓