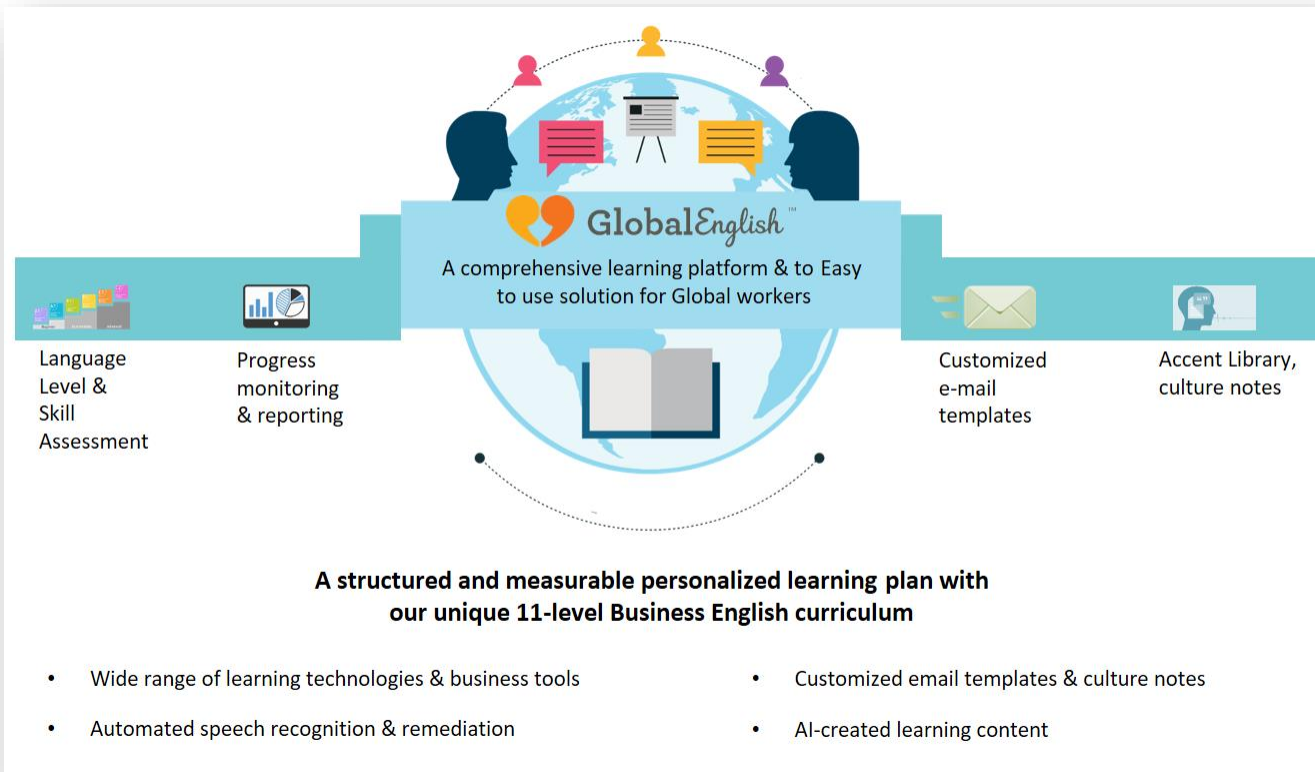


Welcome to the Global English Learning Platform



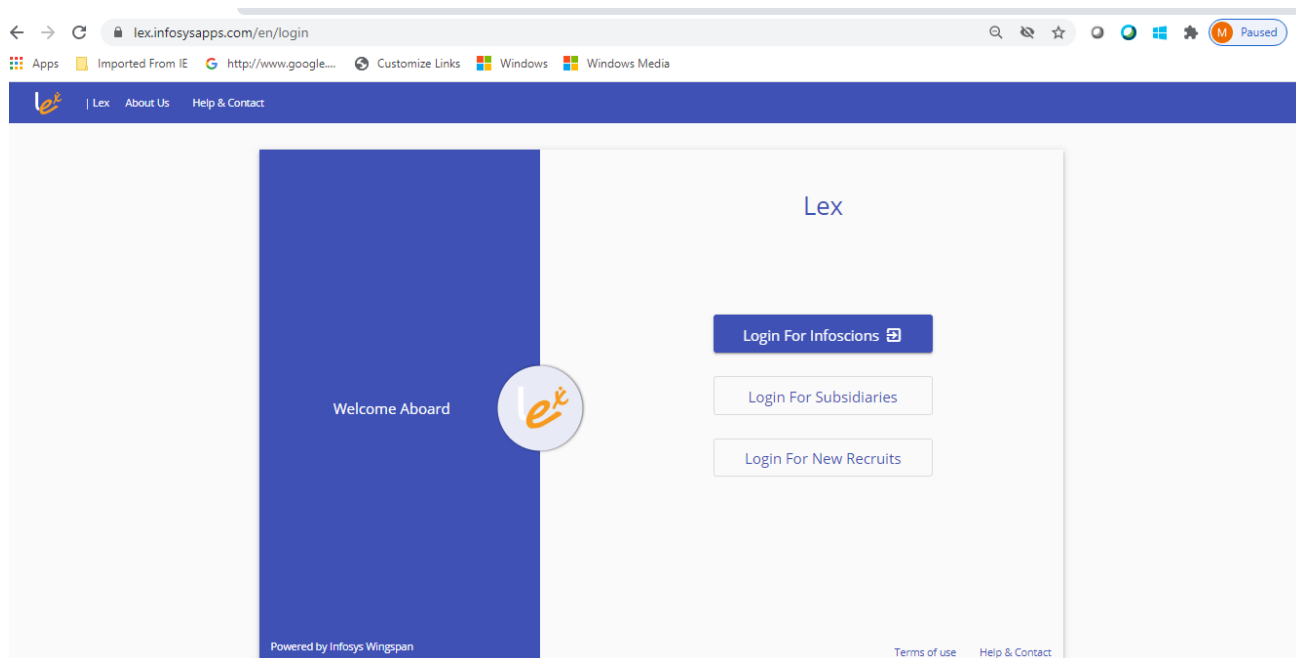
Pre-requisite:

1. 'Chrome' application required to access Lex platform
2. Investment of 50 minutes at one go
3. Avoid logging off or letting the timer run out of time; your scores will be impacted
4. Good internet connectivity
5. Ear phones/Headsets – quiet environment to record or listen to the audios

P.S. In case of any challenges, do write to monica_anthony@infosys.com with a screen short of the error.

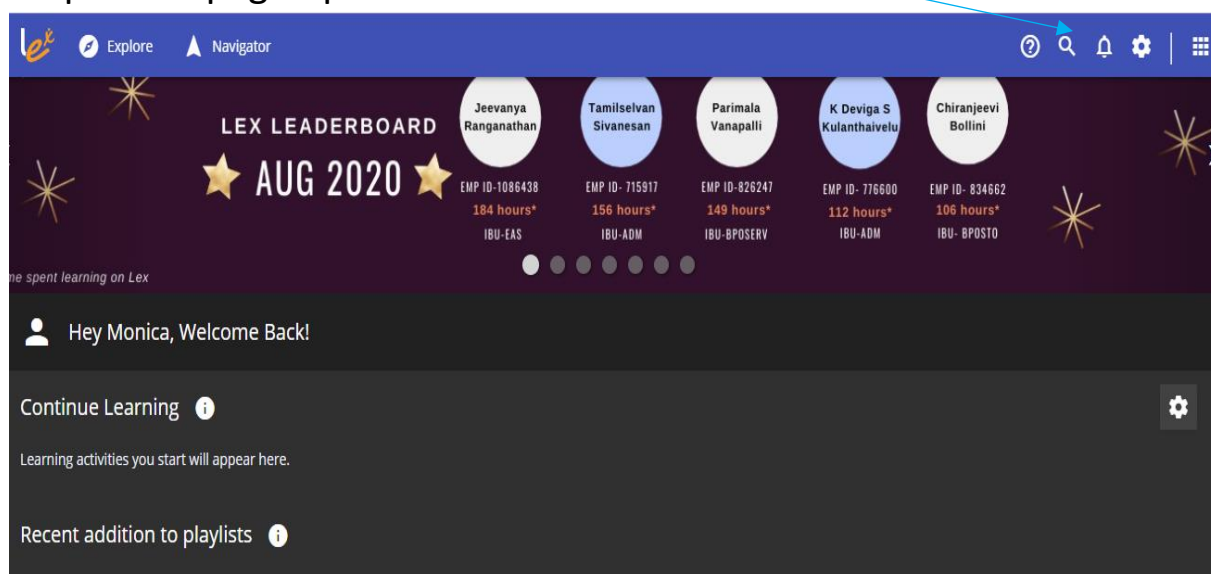
Step 1. Click on the below link & login as an 'Infoscions' (MFA – may be required)

Link: <https://lex.infosysapps.com/>



Use the Search

Step 2: Lex page opens - Search for "Business Communication Excellence program"

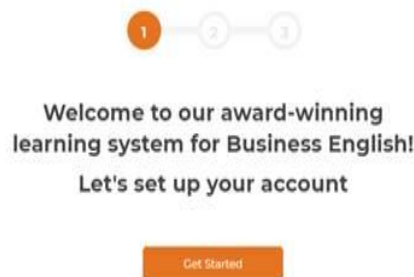


Step 3: A new window will open as below – click on start



Step 4: A new window open – redirection to Placement test

Step 5: Feed in the asked details

A registration form titled 'Tell us about yourself.' with a progress indicator at the top showing three steps, with the first two steps (1 and 2) highlighted in orange. The form contains two input fields: 'My name is:*' with 'Monica' and 'Anthony' entered, and 'Country:*' with 'India' selected from a dropdown menu. At the bottom, there is an orange button labeled 'Continue'.

Step 6: click on 'Start test' option



Step 7: You will see the below screen – Pre-Summary of the Test





Step 8: Click on 'Start the test'

GlobalEnglish - Google Chrome
step.globalenglish.com/assessment/#/home

Learnship
GlobalEnglish

Welcome to the One Assessment (STEP+).

This is a timed test. You have approximately 50 minutes to complete it. The test contains four sections:

			
Grammar	Listening	Reading	Speaking
26 questions 15 minutes	16 questions 15 minutes	16 questions 15 minutes	8 questions 7 minutes

At the beginning of each section, you will see instructions on how to complete the different types of questions in that section. A timer in the upper right corner of each page will tell you how much time you have left to complete the section. Once you have submitted your answer to a question, you may not go back to that question.


We strongly recommend that you complete the entire test in a single session. If you end your session before you complete the test, you will resume the test the next time you log in.

[Start Test Now](#)

Step 9: Earphone needed to complete the ‘Listening- Audio testing ’


Learnship
GlobalEnglish

Audio	Microphone	Results
-------	------------	---------

 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.

 Your Audio is set up.

[Next](#)




Step 10: ‘Audio recording testing’ confirmation




GlobalEnglish - Google Chrome

step.globalenglish.com/assessment/#/systemcheck

Learnship
GlobalEnglish

Audio Microphone Results

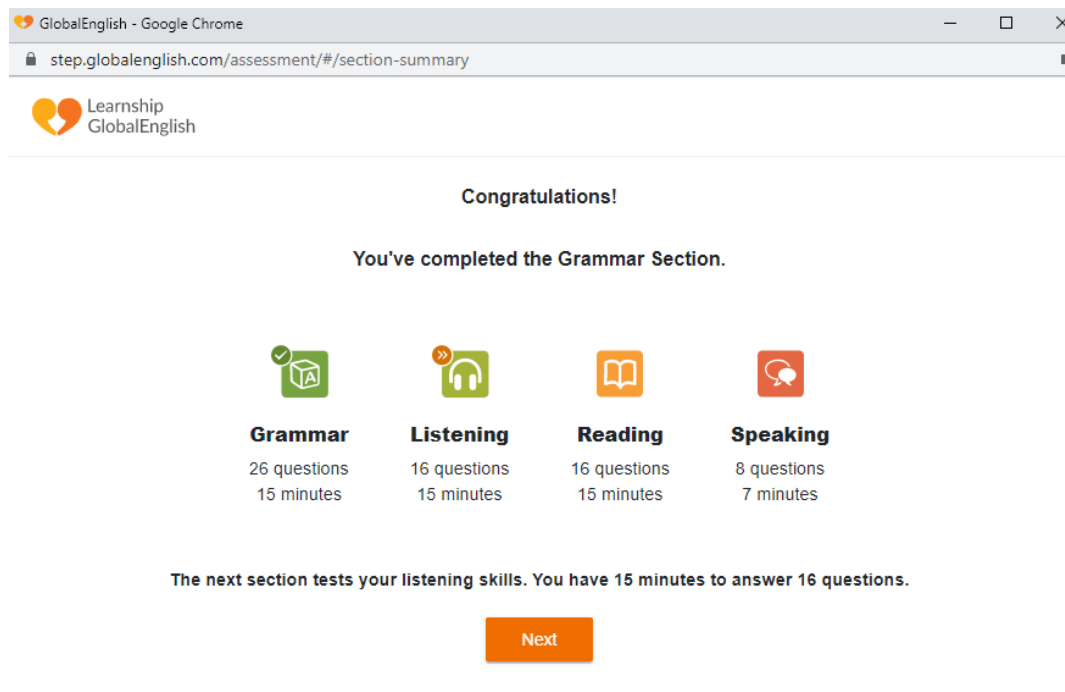
1. Click  icon and say, "I am testing my microphone by recording my voice."
2. Click  icon when you're finished.
3. Click  icon to listen the recording.

Did you hear the recording?

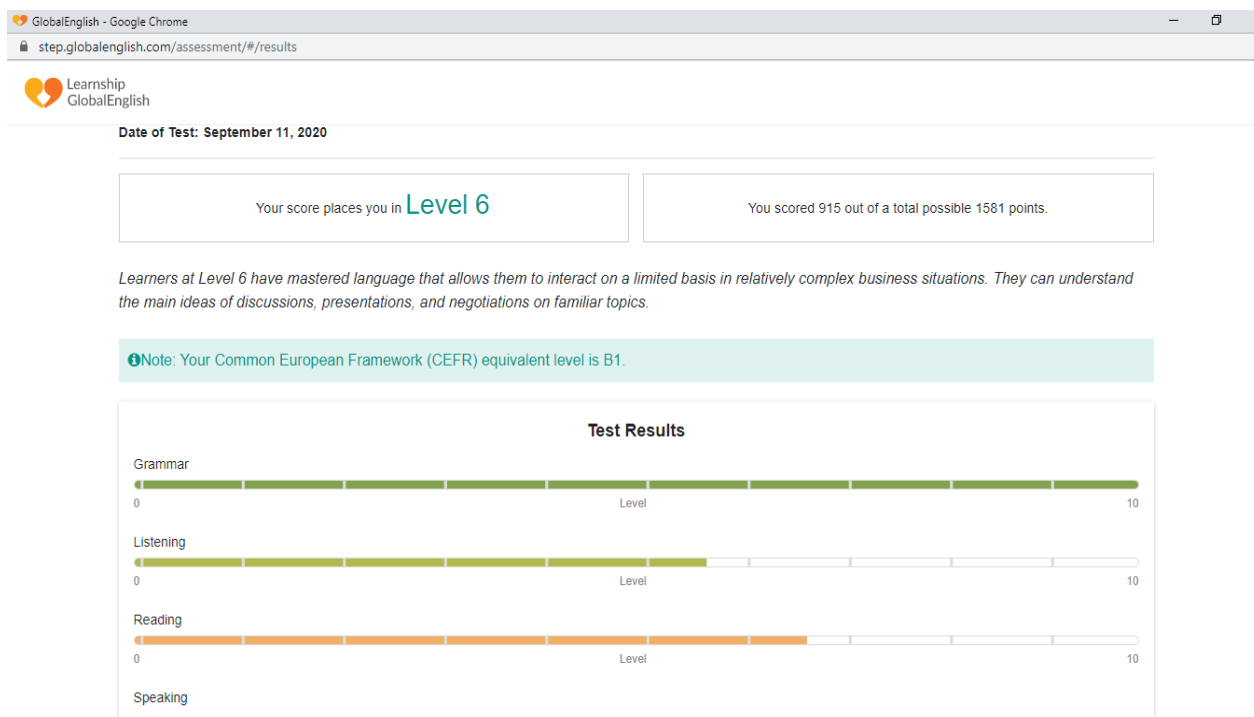
☐ Yes, I heard it.
☐ Yes, but the volume was too low.
☐ No, I didn't hear it.

[Back](#) [Next](#)

Step 11: Shows up after every 'Section' you complete (Example slide)



Step 12: Check the level you are placed on along with the scores



Step 13: View the detailed results sectionwise – click on continue

(Printing your results is an option too)

Grammar

Clauses



Conditional Sentences



Connectors



Verbs



Gerunds and Infinitives



Adjectives



Modals



Listening

Describing Pictures



Understanding Questions



Long Conversations



✖ You had problems with: **Describing Pictures, Understanding Questions, Long Conversations.**



You did particularly well on: **Clauses, Conditional Sentences, Connectors.**



You had problems with: **Adjectives, Modals.**

Reading

Understanding Pronouns



Vocabulary



Understanding the Main Ideas



You had problems with: **Vocabulary, Understanding the Main Ideas.**

Speaking

Part A: Oral Reading Ability



Part B: Communicative Effectiveness



You did particularly well on: **Part A: Oral Reading Ability.**

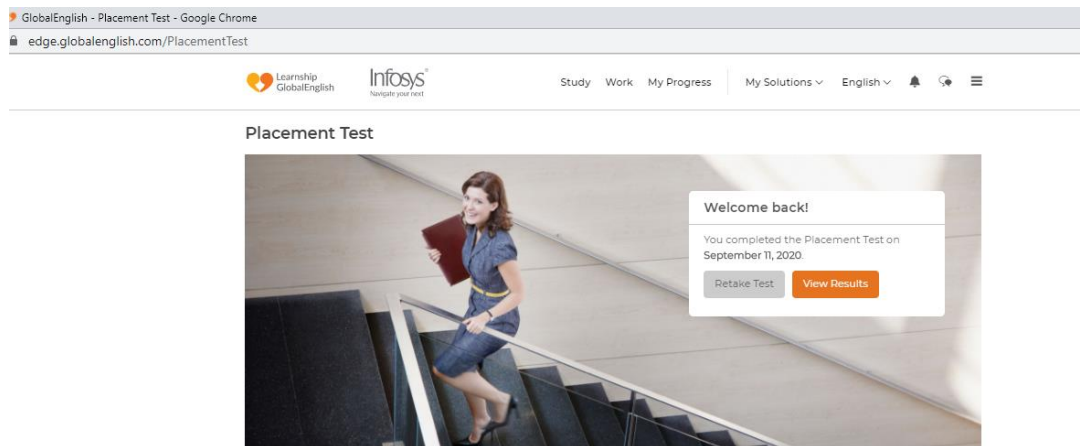


You had problems with: **Part B: Communicative Effectiveness.**

Print

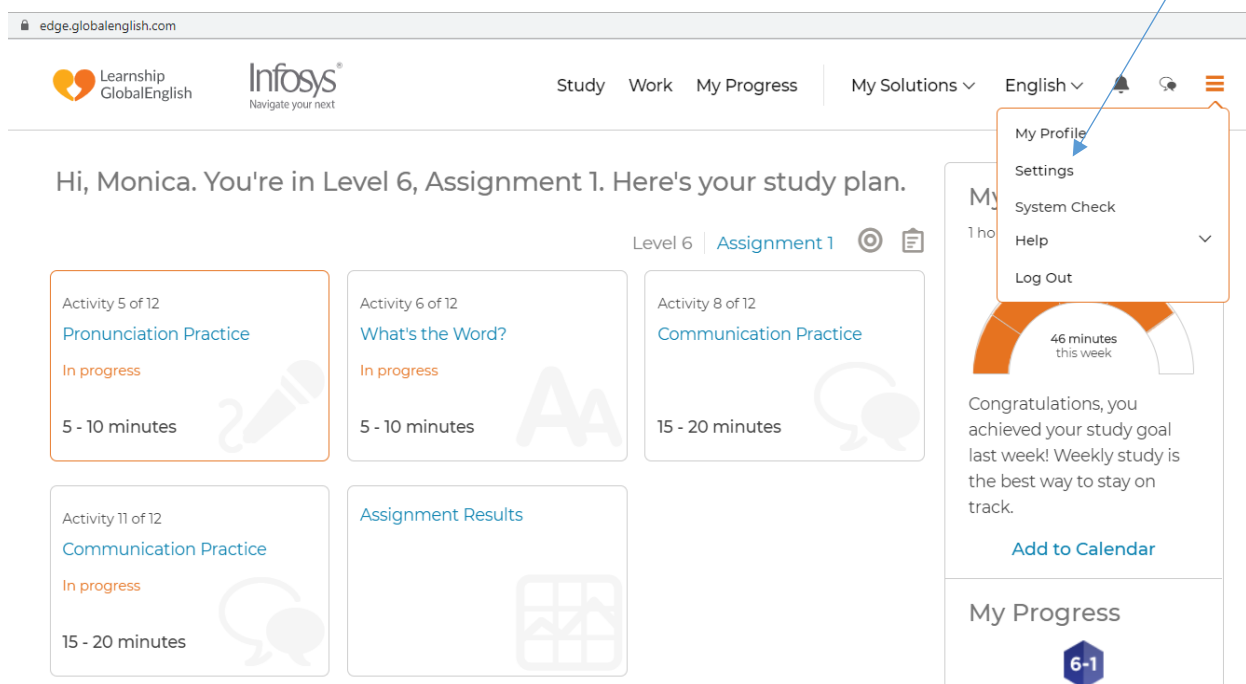
Continue

Step 14: Click on the view results – (in case you want to see it again)

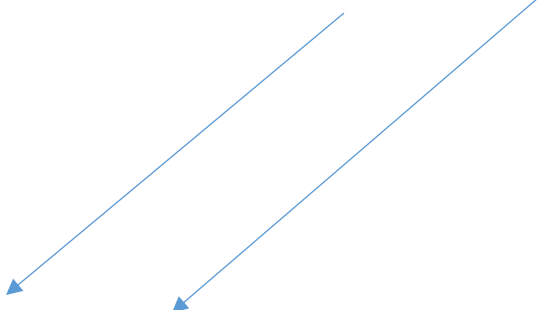


Step 15: After the test - Select your level

Click here-Settings- Level



Step 16: Click on tabs 'Preference' 'Level' 'Study goal' – Click on 'set tab'



Settings (Your license expires on December 31, 2020)

Preferences [Level](#) [Study Goal](#)

Translation language

English ▼

Email

Do you want all email to be in English rather than in your preferred translation language?

☐ Yes!

☒ No, thanks

Can you receive HTML emails? (Most clients can.)

☐ Yes!

☒ No, thanks

[glish.com/usersettings/#home](#)

[Preferences](#) [Level](#) [Study Goal](#)

Study Goal

By setting a study goal and following a weekly study plan, you'll find it easier to complete a level. Most learners need more than 24 hours of study time to pass a level. There are 11 levels from Beginner to Advanced. People who complete a level say they save an average of 2.6 hours each week due to their improved English!*

You can progress at the pace that's right for you:

Slower	Average	Faster
Study time goal: 30 minutes per week	Study time goal: 1 hour per week	Study time goal: 2 hours per week
Likely outcome: Establish effective study habits and progress toward a new level.	Likely outcome: Measurable progress of one level or more.	Likely outcome: More than one level progress and noticeable change in English skills.

* Data from survey of 20,620 GlobalEnglish users in 2014

Set

In case you wish to know 'What's in it for me' prior levels

OR

How to change the level.

Click here-Settings- to change Level

The screenshot shows the GlobalEnglish dashboard for a user named Monica. The dashboard displays her current level (Level 6) and assignment (Assignment 1). It lists several activities: 'Pronunciation Practice' (Activity 5 of 12, In progress, 5-10 minutes), 'What's the Word?' (Activity 6 of 12, In progress, 5-10 minutes), 'Communication Practice' (Activity 8 of 12, 15-20 minutes), and 'Communication Practice' (Activity 11 of 12, In progress, 15-20 minutes). There is also an 'Assignment Results' section. On the right, a 'My Progress' section shows a '46 minutes this week' goal and a congratulatory message. A settings menu is open, showing options: 'My Profile', 'Settings', 'System Check', 'Help', and 'Log Out'. An arrow points from the 'Settings' option to the text 'Click here-Settings- to change Level'.

The screenshot shows the GlobalEnglish Welcome page. It features the Learnship GlobalEnglish logo and the text 'English' with a dropdown arrow. The page is titled 'GlobalEnglish - Welcome - Google Chrome' and the URL is 'edge.globalenglish.com/Welcome'.



Choose your starting level.

I'm in Beginner: 1



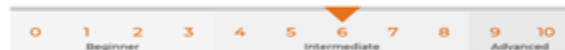
- Describing people's appearance
- Daily routines, jobs, weather
- Expressing basic likes and dislikes
- Asking for repetition
- Simple questions and statements about self and others

Continue



Choose your starting level.

I'm in **Intermediate: 6**



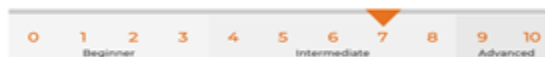
- Communicating problems and solutions
- Giving simple presentations
- Expressing agreement and disagreement
- Negotiating on familiar topics

Continue



Choose your starting level.

I'm in **Intermediate: 7**



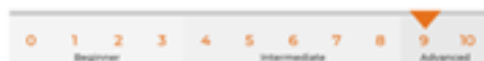
- Stating opinions: agreeing, disagreeing
- Expressing concern and sympathy
- Participating actively in discussions on familiar subjects
- Controlling the flow of discussions
- Expressing nuances in conversations

Continue



Choose your starting level.

I'm in **Advanced: 9**



- Enhancing a business presentation
- Stating goals clearly
- Understanding implied meaning
- Understanding brochures, reports, and advertisements
- Communicating positive and negative feedback

Continue



Choose your starting level.

I'm in **Intermediate: 8**



- Taking a more active role in business discussions
- Making informal speeches at social gatherings
- Making and opposing proposals
- Responding to complaints
- Expressing enthusiasm

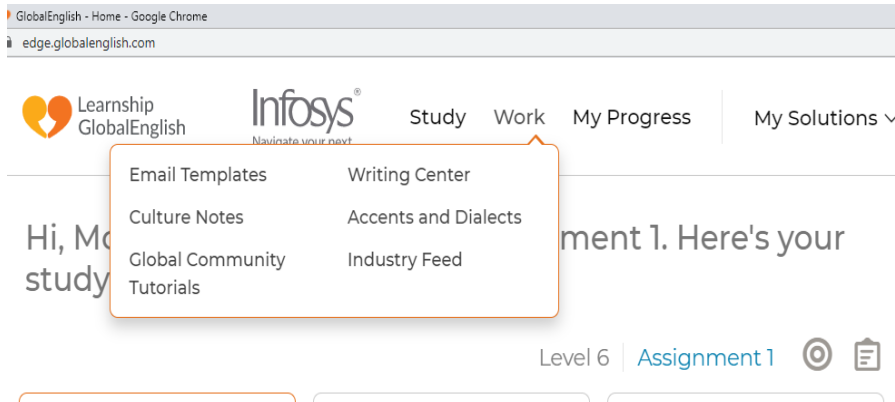
Continue

Step 18: Mid- level ' AI - Assessment review

Basic	1	2	3	4	5	6	7	8	9	10	
Assignments	Activities									Time	
1	Building a Brand									01:02	
2	Marketing									00:12	
3	Reestablishing a Product										
4	Advertising									00:45	
5	Marketing to Emerging Economies										
	Review Test	Total : 90 % 90 % 100 % 73 % 89 % 100 %									
6	Business Communication across Cultures: Etiquette										
7	Intercultural Business Communication										

Step 19: GOOD to know section 😊

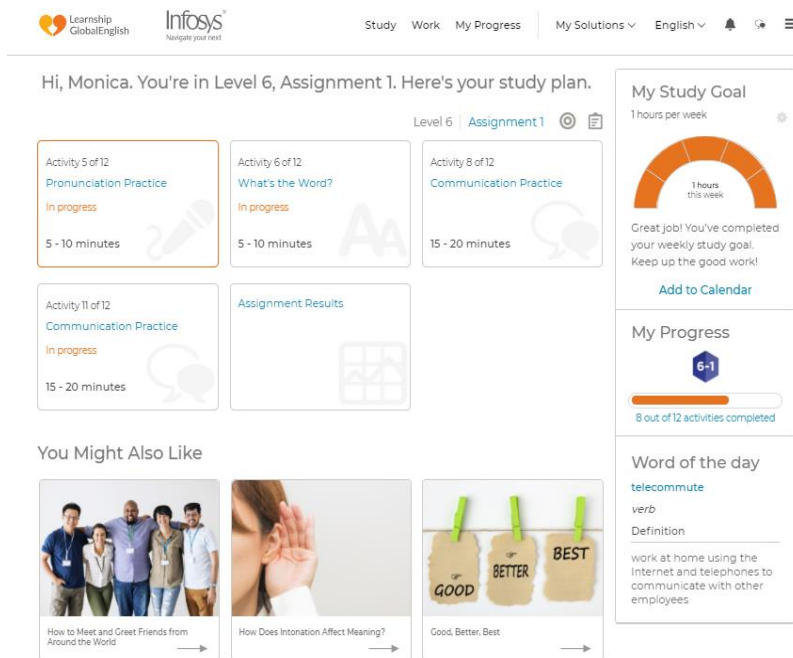
Look for **Additional features**



- Place your cursor on '**WORK**'- to get
- **Email Templates**
- **Writing** emails with scenarios
- **Accent and dialects**- Learning and comprehension purpose
- **Cultural notes**

*Feel free to explore

Step 20: More Features



- Look for your **progress meter**
- Word of the day
- Recommended programs '**Playlist**'
- Know the **listed assignments**
- Look for **study material**
- Add the Learning reminder to your calendar

Step 21: Global English – CFER Level Buckets

CEFR	GE Levels	Buckets
A1	Level 0	Basic
	Level 1	Beginner
A2	Level 2	
	Level 3	
	Level 4	Low Intermediate
B1	Level 5	
	Level 6	High Intermediate
B2	Level 7	
	Level 8	Advanced
C1	Level 9	
	Level 10	