EF EFEKTA™

USER GUIDE

March 2015

EF
Education First

**Corporate
Solutions**
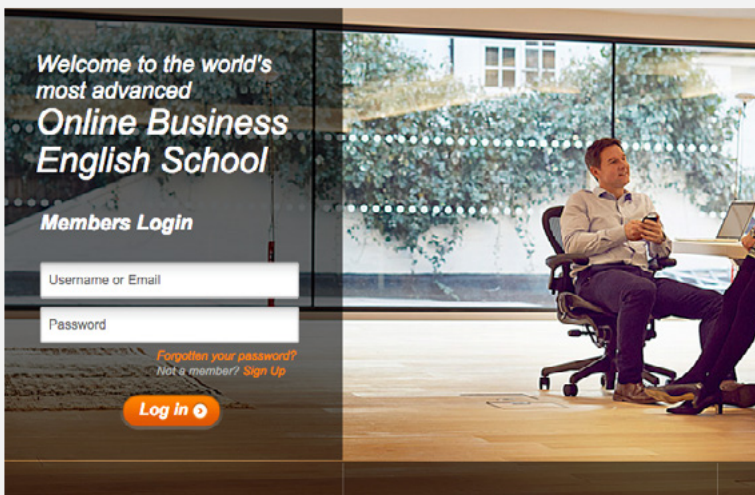
LOGGING IN

1. To log in to your course, visit
   http://corporate.englishtown.com
2. Enter your username or email address
   and password and click **LOG IN**.
3. If you don't have an account yet,
   click **SIGN UP**.
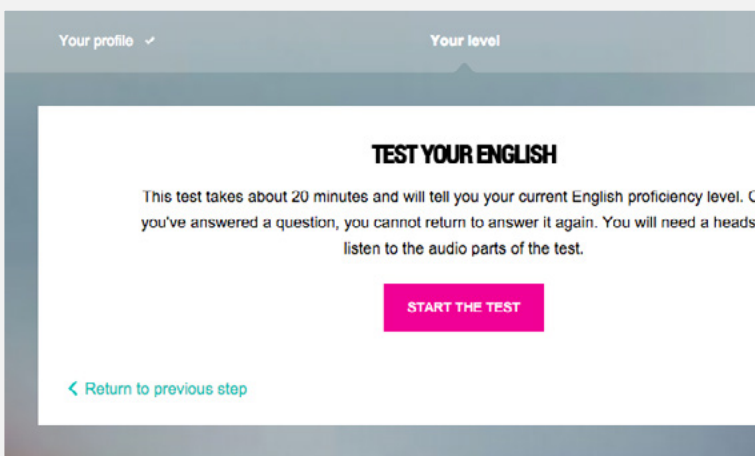
ENROLMENT TEST

1. Create an account if you do not have one
2. Determine your current English level by
   completing our placement test
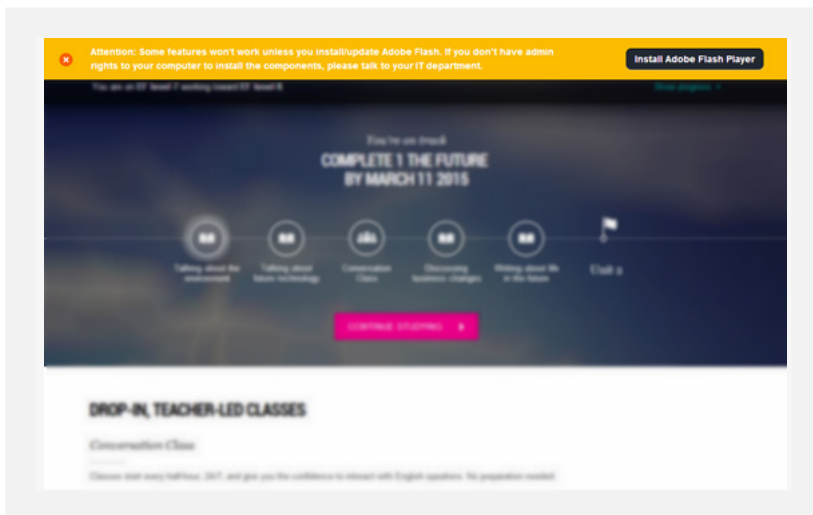
CREATE YOUR PROFILE

Fill in the required information to create your personalized study plan.

TECHNICAL CHECK

Once you have completed the enrolment process, the school will automatically check your computer settings. This technical check happens in the background while you browse the school.

If you need to take any action, such as updating a program version, links will be provided to download any plugins or updated software you might need, for free.

If your settings are correct, the screen on the left will not appear.

You are on **EF level 7** working toward **EF level 8**.   You have **7 units** left to complete by the end of your course on Jan. 2016.

General English Units   **Business English Units**

Level 7 [1 2 3 4 5 6]   Presentations [1 2 3]

You're on track
**COMPLETE UNIT 3: INTERVIEWING
BY MARCH 4 2015**

▶ 'How it works' video   📖 Responding to a job advertisement   📖 Arranging an interview time   👥 Conversation Class   📖 Interviewing for a job   📖 Ending an interview

CONTINUE STUDYING ➤

DROP-IN, TEACHER-LED CLASSES

Conversation Class

Classes start every half-hour, 24/7, and give you the confidence to interact with English speakers. No preparation needed.
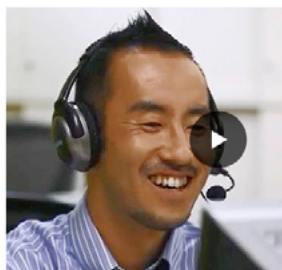
Private Class

You select your teacher, class time and topic for a 40...

TODAY'S TOPIC
Working together
Next class starts in 6 minutes

BOOK NOW, STUDY TOMORROW
Book a private class
Teachers are available 24/7

TOMORROW

TAKE THE SCHOOL WITH YOU ON OUR MOBILE APPS
Works with iOS and Android devices

YOUR CORPORATE NEWS

February 26, 2015, © Bloomberg
Toyota Starts Car of Future Production on Crisis Anniversary (1)

Toyota Motor Corp. chose an unlikely birthday for its Mirai fuel-cell vehicle, the car it pitches as nothing less than "a turning point in automotive history."

Five years ago, Toyota's sudden-acceleration recall crisis put President Akio Toyoda on the hot seat before members of the U.S. Congress and in tears before sympathetic dealers. Today, the founding-family scion was at a factory to formally mark the roll out of a car named after the Japanese word for "future."
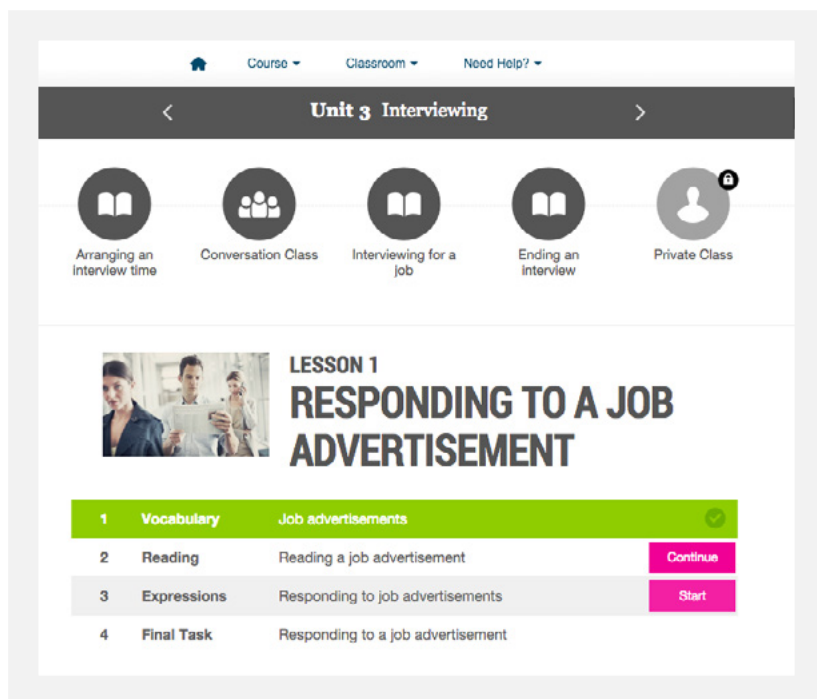
20 comment(s)

FOR MORE

YOUR RANKING

LEADERBOARD   **FOLLOWING**

Become Visible

Enable this option to be seen by your colleagues. You will not be able to follow people who are not visible.

1   PRIVATE USER

2   DEMO DEMO

INSIDE THE SCHOOL

Your Home Page is made up of four sections:

1. **Your progress and study sequence:** this flow shows you which milestones you have achieved, and the steps you should take next to achieve your goal.
2. **Classes:** here you can access a group class or book a private lesson with a teacher.
3. **Bloomberg Business News:** Stay up to date with the latest news from the business world. This feed is updated regularly and you can even leave your own comments.
4. **Ranking:** During your second month, you can see the best performers in your company. You can decide to either hide or show your name in these rankings. Aim for the top!
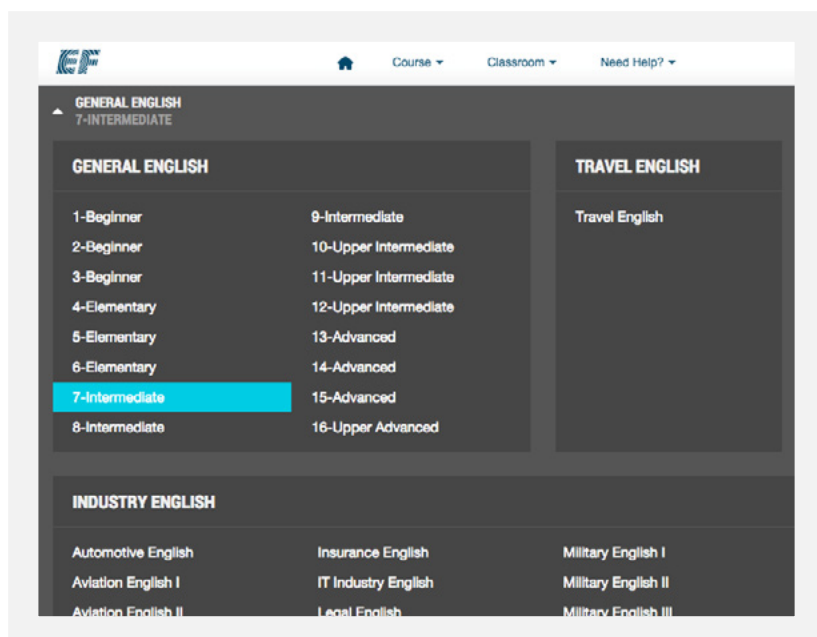
MY COURSE

Access your course from the home page or from the **MY COURSE** menu in the **COURSE** tab.

Each level is structured into 6 units and an end of-level test. Every unit focuses on 4 main lessons, displayed as large tiles. At the end of each unit, you can book an individual 20 minute one-to-one lesson.

Lessons steps are marked with:
(a) a pink **START** button (not started yet);
(b) a pink **CONTINUE** button (not completed yet); or
(c) a green tick sign (completed successfully).

The next unit will be locked until you have finished the 4 lessons in the current unit.


CHANGE COURSE

If you'd like to change the level of your General English course, or switch to your Business and Industry courses, visit **COURSE > CHANGE COURSE**. Then click on the arrow next to your current level and choose a new one.

BUSINESS ENGLISH

At the completion of every General English Level and Business English skill, you will unlock a certificate of proficiency.
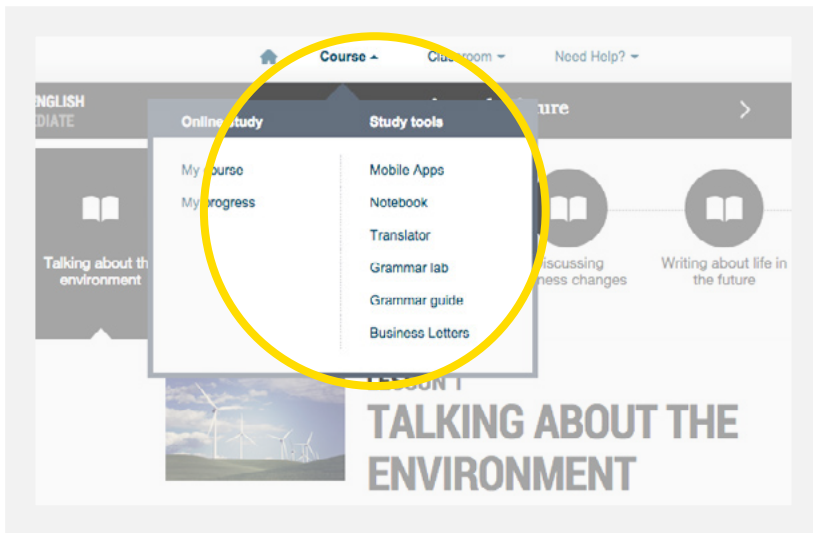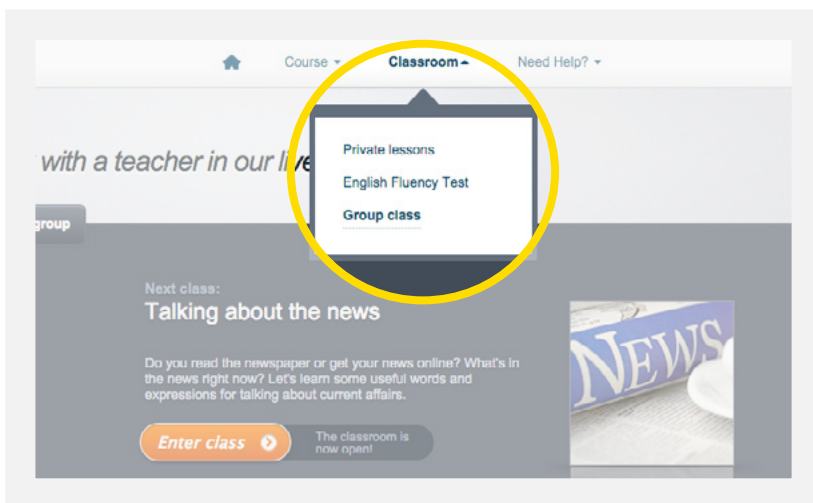
STUDY TOOLS

The **COURSE** menu contains additional tools for enriching your learning experience. Some of the main tools are:

- Grammar guide and grammar lab
- Translator
- Notebook

The **COURSE** menu also includes links to our free mobile learning apps.

GROUP CLASSES

You can attend our live group conversation classes any time of the day, every day of the week.

Multiple sessions start at every level, every 30 minutes. Our group classes include a maximum of 8 students, plus the teacher.

While you are waiting for the lesson to start, you can continue studying in **MY COURSE**. A link to enter the class will appear when the lesson starts.
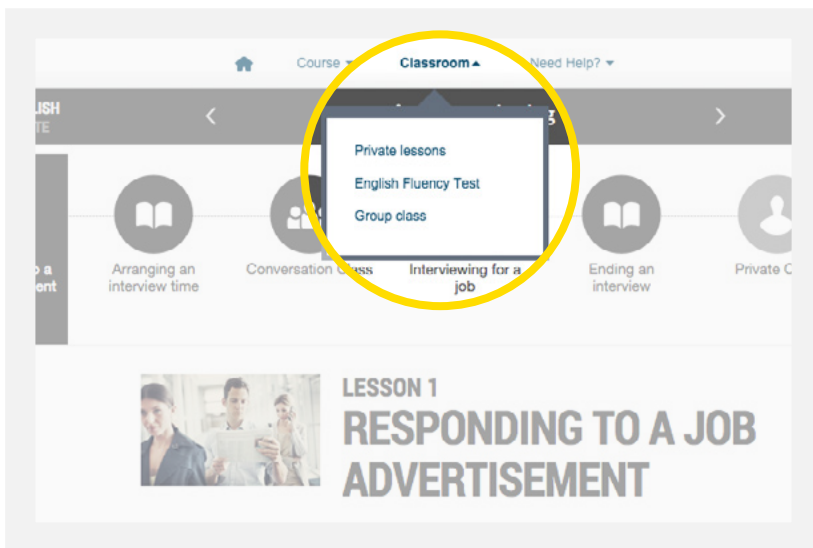
ENGLISH FLUENCY TEST AND PRIVATE LESSONS

Booking your test or lesson:

- Please ensure you have set the correct time zone for your city before booking.
- When you're ready to book, select whether you want to book a Private Lesson or a Fluency Test.
- Choose the day and the time you prefer, and select or enter your topic.
- At the time of your booked session, come back to this page and click on the link to enter the classroom. Your **HOME** page will also tell you when it's time to attend your class.

Please book at least 24 hours before your desired test or private lesson time.

The same 24 hours' notice is required for cancellation. Fluency Tests and Private Lessons are only available if your course includes one or both of these options.
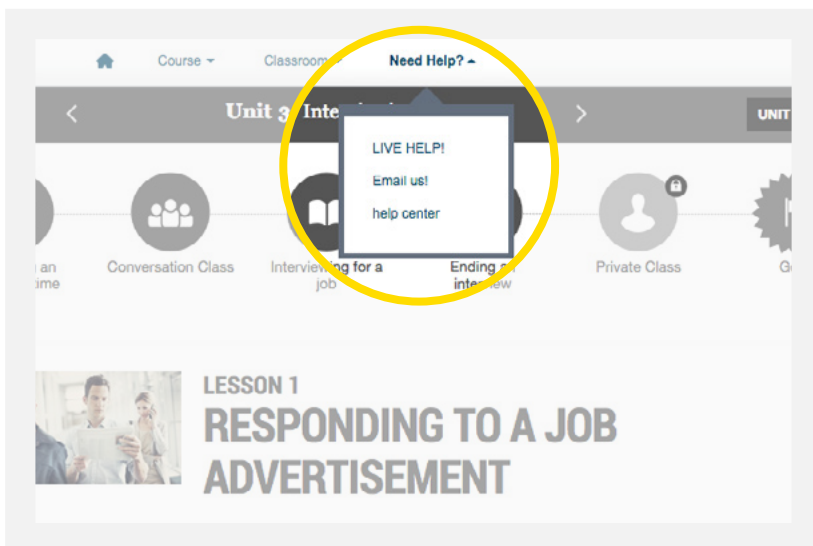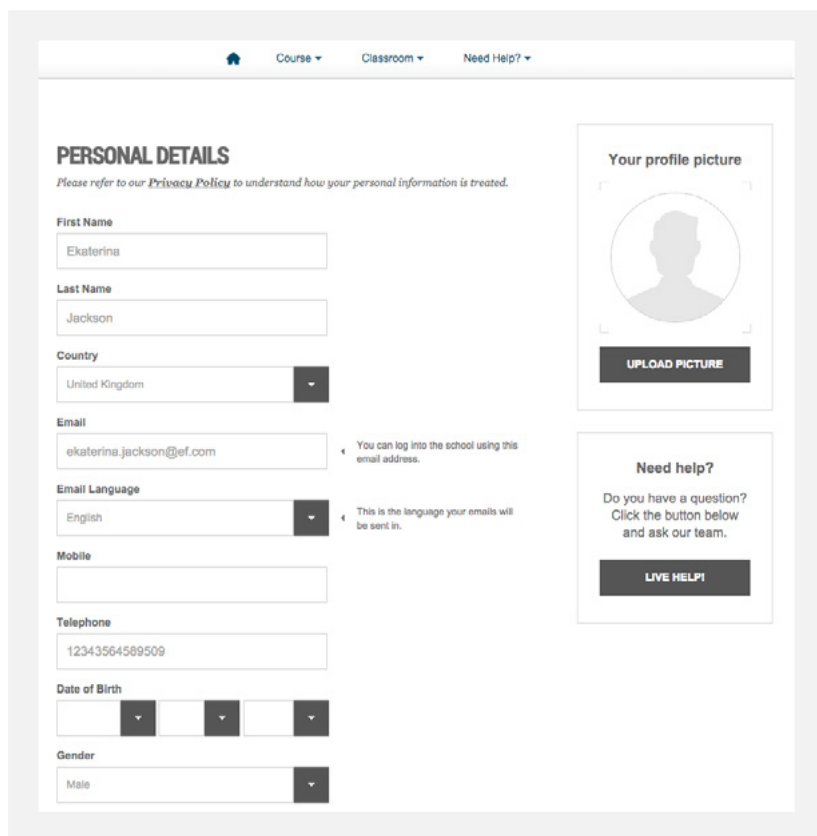

CONTACT US

If you are experiencing a technical issue, please contact our Customer Service team via e-mail or **LIVE HELP** and provide details about your problem. A screenshot is always helpful, especially if you see an error message.

You can also find a useful self-help section for quick answers to the most common questions.

You can find these tools under the Need help tab in the school menu. All requests are answered within one business day

MY ACCOUNT

You can access your personal details and log out of the school from the icon in the top right corner of your page.

By clicking on **MY ACCOUNT** you can upload your picture, verify when your course is going to expire, amend your email and phone number or change your password.

This page also lets you modify privacy settings and view course information.

Log on now at corporate.englishtown.com

To view the 'How it works' video click here