

Welcome to Learnship <One/Reach>!

Hi <Firstname>. Welcome to your Business Language <One/Reach> skills center, where you can focus on a language and use video tutorials and activities to learn the language, culture of the region you are interested in.

<This link> will take you to the first step in your learning journey, where you assess your own level by choosing one of two options:

- Self-assessment by adjusting the slider to the level you consider yourself to be:
 - From Beginner (1) to Advanced (10), or
- Taking a 45-minute assessment test

After you pick your Level, you will be asked to pick a region to focus on in the [Culture Center](#). Learnship offers 20 regions, encompassing more than 12 languages. This will be the region you will focus on throughout your Business Language skills track.

To find activities for your Level, you can refer to your [Level Index](#). You will find this page under the Study section of the Learnship dashboard. The page includes your Assignments and your interactive activities for each assignment in your course level. The course application has web pages that can be used on both your mobile or handheld devices, as well as on your desktop.

Once you have taken these first two steps, find out more by reviewing our **Onboarding Guide**<link>!

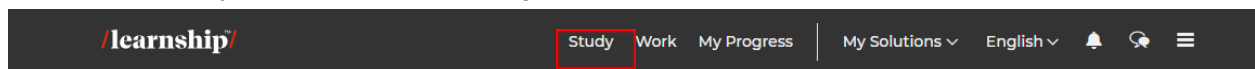
Welcome to the Learnship <One/Reach> Onboarding Guide!

The Learnship Panel

Now that you know your region and level, let's take a moment for an overview of your Learnship resources. You can find them at the top bar of the Learnship website.

Study

The first section you will find is the **Study** section.



Along with your Level Index and Placement Test, you will also find other resources that you will use throughout your course:

- **Vocabulary Center**

Provides word lists sorted by industry.

- **Sounds**

A repository of vowel and consonant sounds for one of 12 languages you can select in the dropdown menu at the top of the page. Click on each word example to hear how it is pronounced.

/learnship/


Study Work My Progress | My Solutions ▾ English ▾ 🔔 🗨️ ☰

Sounds of English

Improve your communication skills by learning how to pronounce English sounds correctly.

Select your language in the drop-down list to find the sounds that may be difficult for speakers of your language. Then select **My Sounds** to find the sounds that you had trouble with in the Pronunciation Practice and Communication Practice activities.

Select a language ▾ 🔴 = Focus on these sounds.




Vowels

a (hot)	ε (yes)	i (see)
ʌ (bus)	æ (cat)	ɜ (bird)
ɔ (saw)	ʊ (book)	aɪ (my)
eɪ (say)	ɔɪ (boy)	u (too)

Consonants

b (big)	l (left)	t (tip)	tʃ (chair)	m (me)
θ (think)	d (day)	n (new)	ð (this)	f (fan)
ŋ (sing)	v (van)	g (gold)	p (pay)	w (we)
h (hello)	r (right)	j (yes)	dʒ (just)	s (sell)



- **Grammar Center**

The Grammar Center will help you use correct grammar in your speaking and writing. It includes grammar topics, such as basic sentence parts, verbs and verb forms, and sentences and clauses.

- **Stress and Intonation**

Make your language more natural and easier to understand by learning how to use the correct stress, rhythm, and intonation when you speak.

- **Business Situations**

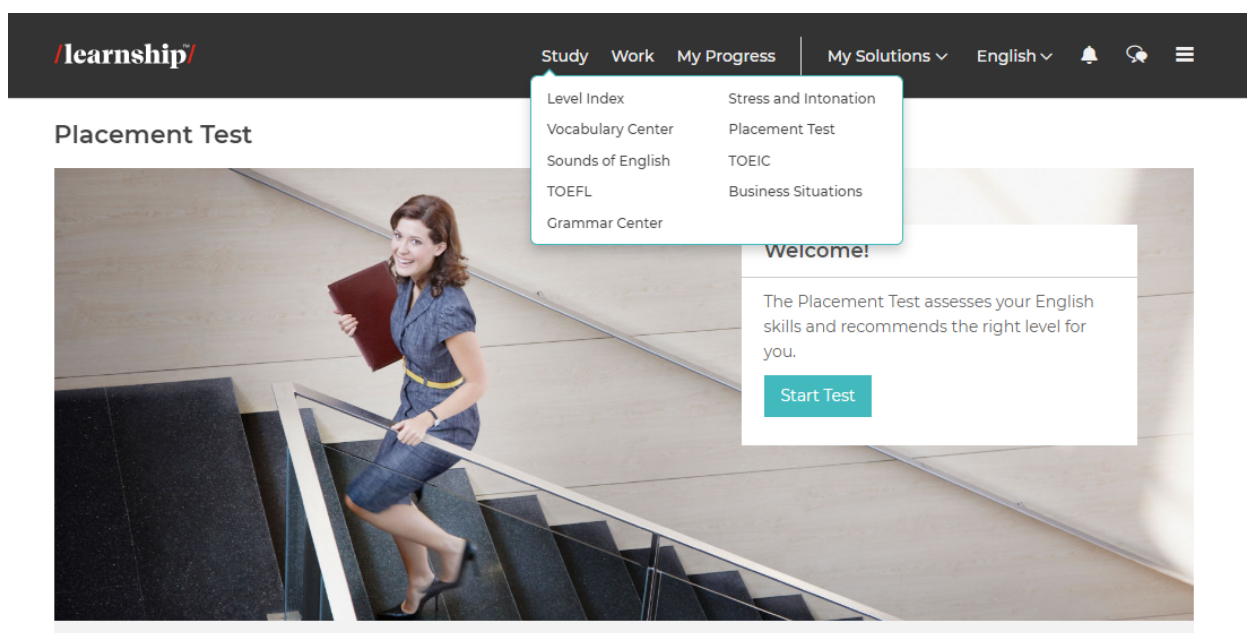
The Business Situations Index is customized for your language as well. This page has a list of links to multimedia learning resources about different business situations ranging from workplace conversations to negotiating and leading meetings

- Resources for standardized testing in your chosen language

The drop-down in the Study section of the Learnship panel also contains links to materials to help you prepare for language-related standardized tests, such as the TOEFL and TOEIC in English or the DaF in German.

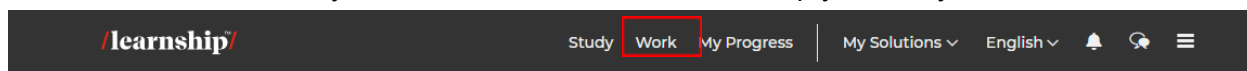
Taking the Learnship Assessment Test Later...

Remember the self-assessment when you first launched your Learnship One account from your welcome email? If you originally chose self-assessment but later decide you want to take the Learnship Assessment Test, you can find the test under the Study section in the dropdown menu. Click on Placement Test, and when you are ready, click the Start Test button that appears in the Welcome window below:



Work

The next section is found to the right of Study in the top panel of the Learnship website. This is the **Work** section, where you will find a number of tools to help you with your course:



- Email Templates

Along with the Culture Center you already visited, the Work section also includes **Email templates**, where you can select email templates according to categories and their corresponding topics. You can do this by clicking first on the Category button:

Email Templates

Email templates cover a wide variety of business topics. Select the template you want and export it directly to your email client where you can edit it.



Select a category ▼

Select a topic ▼



"There are currently 3.3 billion email accounts in the world."

-- Mashable

"Email generates nearly a 2X return compared to other channels."

-- Direct Marketing Lead

"3.5 million emails are sent per second."

-- Marketing Lead

The Category and Topic buttons open a drop-down menu, containing templates for apologies, orders, or thank you notes, and more. After choosing your template category, you can select a sub-topic by clicking on the Topic button, which opens another dropdown you can choose from.

- Industry Feed

Your **Work** section also has an Industry Feed, which combines a library of industry-specific articles with artificial-intelligence-powered language exercises.

- Global Community Tutorials

Then, you have your **Global Community Tutorials** designed to improve your language skills with this growing collection of community-developed lessons.

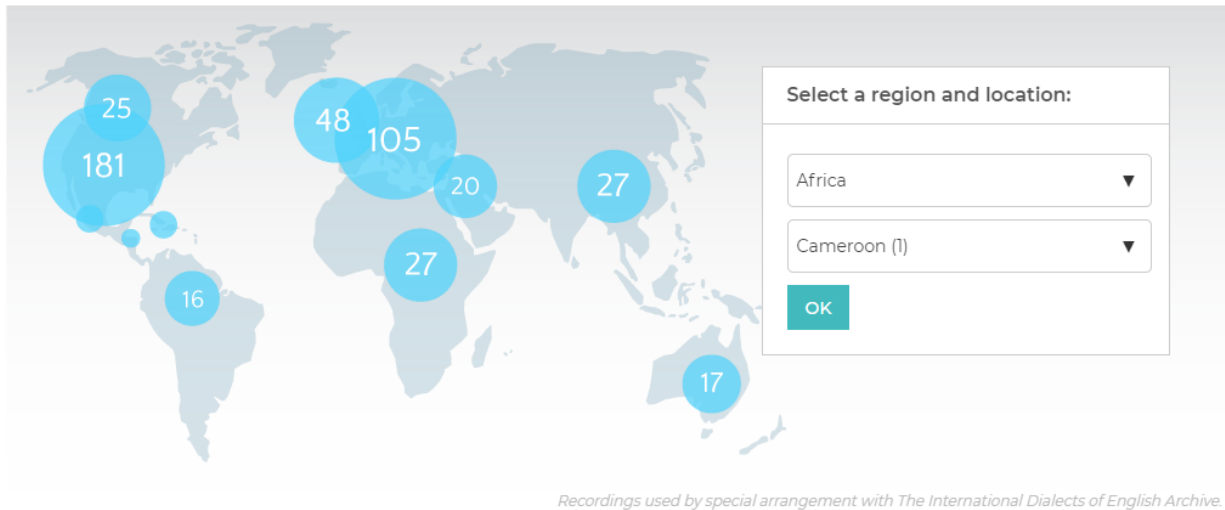
- Writing Center

Next, we provide you with a **Writing Center**, which contains exercises that focus on Common Writing Problems, Business Documents and General Business Communication in your language and region.

- Accents and Dialects

Another **Work** resource is an **Accent and Dialect** repository according to a region and location you select in two drop down buttons on the page:

Accents and Dialects of English




















































- News Feed

The **News Feed** provides you with searchable news in your chosen language and specific to your region.

These tools are designed to not only teach you the grammar and syntax of the language you want to do business in, but the context of the language. This is something many language courses do not provide and these are language resources that are hard to find elsewhere.





My Progress

Finally, you have your **My Progress** section, which provides you with a dashboard to track your overall progress in the course by Assignment:

<div>  <div> Study Work My Progress </div> <div> My Solutions English    </div> </div>										
My Progress										
Levels Language Skills Business Situations Test Results Activity My Portfolio Reach Skills										
Basic	1	2	3	4	5	6	7	8	9	10
Assignments	Activities  Not Started  In Progress  Done								Time	
1 Introduction to Innovation	      									
2 Innovators and Entrepreneurs	       									
3 Innovation	      									
4 Innovative Organizations	      									
5 Entrepreneurism	       									
Review Test	<div>  0 %  0 %  0 %  0 %  0 % </div>									

User Account Information

In addition to your learning **Study** tools, **Work** resources, and **My Progress** dashboard, to the right of the top panel, you will find menus related to your Business Language skills solution and user account information:

<div>  <div> Study Work My Progress </div> <div> My Solutions English    </div> </div>										
My Progress										
Levels Language Skills Business Situations Test Results Activity My Portfolio Reach Skills										

You can also select which language you want your Learnship website to appear in:

The screenshot shows the Learnship dashboard with the 'My Progress' section active. A dropdown menu for language selection is open, showing options: Italiano, Türkçe, Deutsch, Polski, 日本語, Español (Latinoamérica), Português, 中文(繁體), Español (España), Русский, 中文(简体), Français, Český, and 한국어. The background table shows progress levels from Basic to 7, with a '10' in the final column.

Basic	1	2	3	4	5	6	7		
Assignments	Activities						Not Started	In Progress	10
1	Introduction to Innovation						Time		
2	Innovators and Entrepreneurs								
3	Innovation								
4	Innovative Organizations								

And to the right of your page's language settings, you also are provided with a handy built-in **translation tool**:

The screenshot shows the Learnship dashboard with the 'My Progress' section active. A Google Translate widget is open, showing a text input field with the placeholder 'Type a word or phrase' and a 'Translate' button. The widget is powered by Google Translate.

Basic	1	2	3	4
Assignments	Activities			
1	Introduction to Innovation			
2	Innovators and Entrepreneurs			


And last but not least, on the far right of the Learnship panel, you will find the familiar **three-bar icon** you have likely seen in many other mobile and desktop apps. Here, you can access your personal profile under My Profile, your account settings under Settings, a System Check, and Help guide:

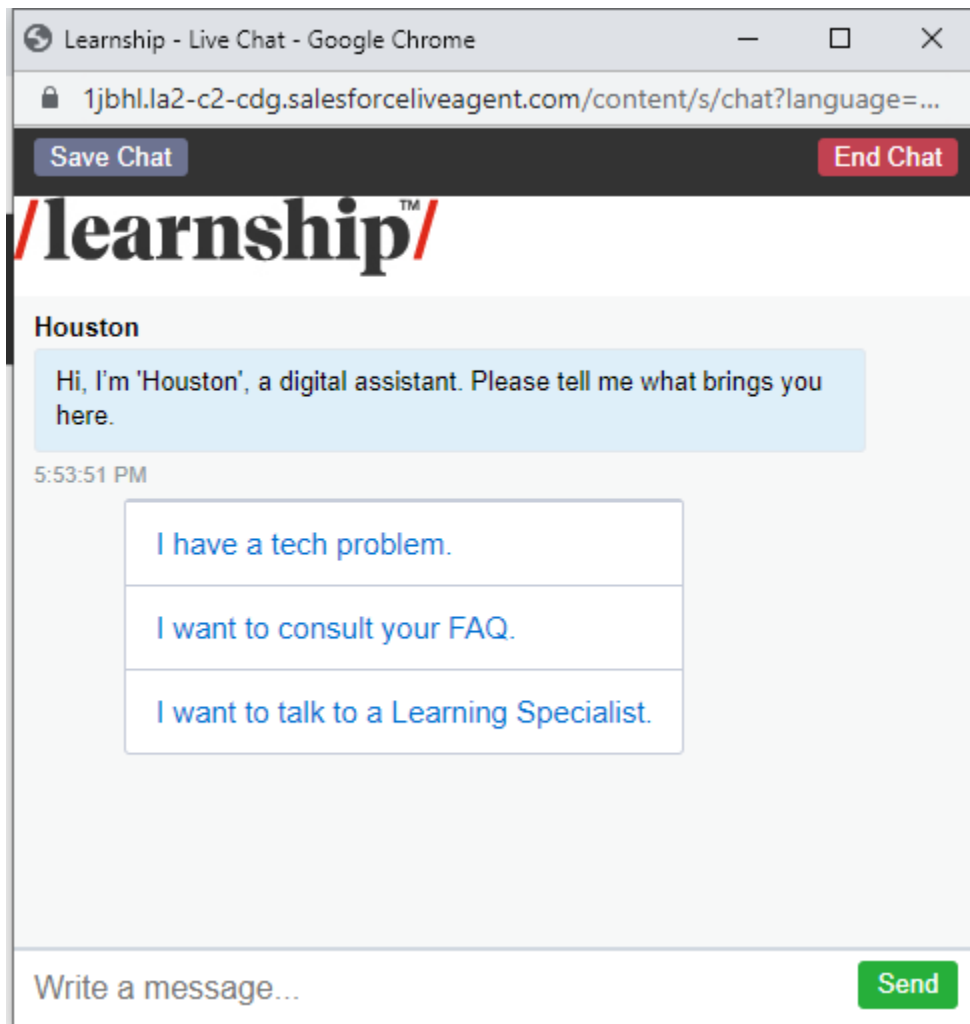
The screenshot shows the Learnship dashboard with the 'My Progress' section active. A user menu is open, showing options: My Profile, Settings, System Check, Help, and Log Out. The background table shows progress levels from Basic to 8.

Basic	1	2	3	4	5	6	7	8

Chat

For any questions or issues that weren't addressed here, there is a link to a **Chat** on every page linked from the Learnship panel under the **Study**, **Work**, and **My Progress** sections.

Click on the **Chat** icon  on the lower right of the page. When the chat opens, a digital agent will direct you to one of three options to click: help in case of a technical issue, to view the FAQ, or to speak to a Learning Specialist:



Now let's get started!

Now that you are familiar with your Learnship One Business Language skills center, navigate to your [Learnship Homepage](#) to see all of the tools, resources, and learning activities at a glance. Remember you can always **refer back to this Onboarding Guide if you get stuck**.

When you are ready, it's time to get started on your Business Language journey!