

# Rosetta Stone Catalyst

*Learner Toolkit*

Rosetta Stone 

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Enterprise

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## SYSTEM REQUIREMENTS

In order to run Rosetta Stone software or to access our online Language Learning course your computer must meet our minimum system requirements. These requirements can change as the software changes.

To see our most up to date system requirements please [click here](#).

If you need any assistance determining whether or not your system is ready to launch Rosetta Stone, please contact your administrator, or the Rosetta Stone Product Support team at **877-223-9848**.

I have provided a screenshot below showing how that link looks like, and the specific languages the information is available.

Rosetta Stone System Requirements — [Home & Family](#) | [Enterprise & Education](#)

Below you will find the minimum system requirements for Rosetta Stone products. The information is available in the following languages: [English](#), [Español](#), [Deutsch](#), [Français](#), [Italiano](#), [Português](#), [Russian](#), [中文](#), [日本語](#), [한국어](#) and [عربي](#).

English	<a href="#">show</a> <a href="#">+</a>
Español	<a href="#">show</a> <a href="#">+</a>
Deutsch	<a href="#">show</a> <a href="#">+</a>
Français	<a href="#">show</a> <a href="#">+</a>
Italiano	<a href="#">show</a> <a href="#">+</a>
Português	<a href="#">show</a> <a href="#">+</a>
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中文	<a href="#">show</a> <a href="#">+</a>
日本語	<a href="#">show</a> <a href="#">+</a>
한국어	<a href="#">show</a> <a href="#">+</a>
عربي	<a href="#">show</a> <a href="#">+</a>

## UNDERSTANDING HOW YOUR PROGRAM WORKS

In Rosetta Stone Catalyst, you will be placed into one of two different Rosetta Stone products, Foundations or Fluency Builder, based on your goals and existing language ability. Both products place the focus on being able to effectively communicate in a new language using [dynamic immersion](#).

**PLEASE NOTE:** Not all languages have advanced content. The chart below will show you which languages have Beginner content (Levels A1 - A2), and the ones with Advanced content (Levels B1 - C1), according to the Common European Framework of Reference for Languages (CEFR) (Council of Europe, 2001).

BEGINNER (A1-A2)		INDEPENDENT-PROFICIENT (B1-C1)
<ul style="list-style-type: none"> <li>● Arabic</li> <li>● Chinese (Mandarin)</li> <li>● Dutch</li> <li>● English (American)</li> <li>● English (British)</li> <li>● Filipino (Tagalog)</li> <li>● French</li> <li>● German</li> <li>● Greek</li> <li>● Hebrew</li> <li>● Hindi</li> <li>● Irish</li> <li>● Italian</li> <li>● Japanese</li> </ul>	<ul style="list-style-type: none"> <li>● Korean</li> <li>● Persian (Farsi)</li> <li>● Polish</li> <li>● Portuguese (Brazil)</li> <li>● Russian</li> <li>● Spanish (Latin America)</li> <li>● Spanish (Spain)</li> <li>● Swedish</li> <li>● Turkish</li> <li>● Vietnamese</li> </ul>	<ul style="list-style-type: none"> <li>● English (American)</li> <li>● English (British)</li> <li>● French</li> <li>● German</li> <li>● Italian</li> <li>● Spanish (Latin America)</li> <li>● Spanish (Spain)</li> </ul>

Once your Rosetta Stone administrator registers you to take part of the Rosetta Stone Catalyst program, you will receive a welcome/activation email that will allow you to get started with your language learning journey. That email will come from [engagement@rosettastone.com](mailto:engagement@rosettastone.com).

You will then complete a brief profile, create a password, answer to a short questionnaire to help you determine your language learning goals, and take a self-assessment or placement test depending on the language you are learning.

For the following 4 languages (English, Spanish, French, and German) you will take a placement test to determine which Rosetta Stone product best fits your language needs.

**SOMETHINGS TO KEEP IN MIND:** The amount of instructional hours necessary for learners to make progress in the CEFR scale are dependent on several factors such as learner's language learning background, proficiency level, study frequency, overall exposure to the language (outside actual “study” time) and motivation.

### Level Capability Description

	Listening & Speaking	Reading	Writing
<b>A1</b>	Can understand basic instructions or take part in a basic factual conversation on a predictable topic.	Can understand basic notices, instructions or information.	Can complete basic forms, and write notes including times, dates and places.
<b>A2</b>	Can express simple opinions or requirements in a familiar context.	Can understand straightforward information within a known area, such as on products and signs and simple textbooks or reports on familiar matters.	Can complete forms and write short simple letters or postcards related to personal information.
<b>B1</b>	Can express opinions on abstract/cultural matters in a limited way or offer advice within a known area, and understand instructions or public announcements.	Can understand routine information and articles, and the general meaning of non-routine information within a familiar area.	Can write letters or make notes on familiar or predictable matters.

<b>B2</b>	Can follow or give a talk on a familiar topic or keep up a conversation on a fairly wide range of topics.	Can scan texts for relevant information, and understand detailed instructions or advice.	Can make notes while someone is talking or write a letter including non-standard requests.
<b>C1</b>	Can contribute effectively to meetings and seminars within their own area of work or keep up a casual conversation with a good degree of fluency, coping with abstract expressions.	Can read quickly enough to cope with an academic course, to read the media for information or to understand non-standard correspondence.	Can prepare/draft professional correspondence, take reasonably accurate notes in meetings or write an essay which shows an ability to communicate.
<b>C2</b>	Can advise on or talk about complex or sensitive issues, understanding colloquial references and dealing confidently with hostile questions.	Can understand documents, correspondence and reports, including the finer points of complex texts.	Can write letters on any subject and full notes of meetings or seminars with good expression and accuracy.

## LEARNER GETTING STARTED GUIDE

Rosetta Stone Catalyst is an online language course that covers learning content from beginner to advanced levels. The program combines innovative e-learning methods as well as live tutoring sessions with language trainers (depending on your learning package).

### Getting Started

As a new user, you should have received a welcome email from Rosetta Stone. Click the **"Start Now"** button as seen in the image.

The email is sent by engagement@rosettastone.com. If you have not received the Welcome email, please check your spam folder before requesting it be re-sent by your Administrator.

\*The link in your welcome email will expire after registering.

To login moving forward please bookmark: [login.rosettastone.com](http://login.rosettastone.com) or login via your LMS.

### Completing your Profile

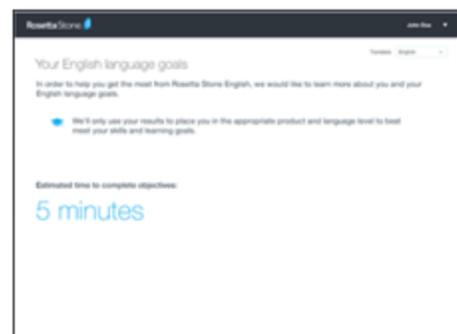
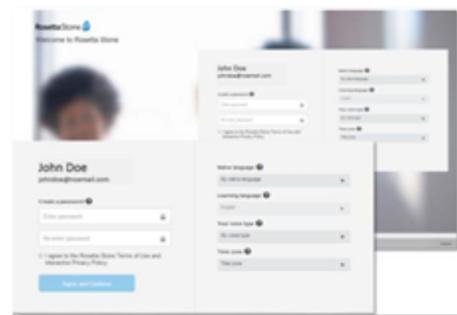
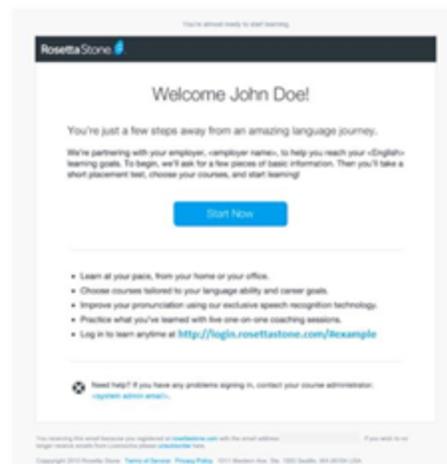
After clicking the "Start Now" email link, you will be asked to create your personal profile.

You will now have the option to choose a password, native language, voice type, and time zone. Make sure to agree to the Terms of Use and Privacy Policy by checking the box at the bottom left. Your username will be your email address.

Now that you have defined your basic preferences, it's time to determine your language goals.

### Language Goals

You will now be prompted to complete a 5-minute questionnaire to set your individual learning goals.



Once you have taken the questionnaire, it will be time to determine which Rosetta Stone pathway best fits your language needs. See your chosen language below to see what happens next.

## Placement test

English, German, French and Spanish

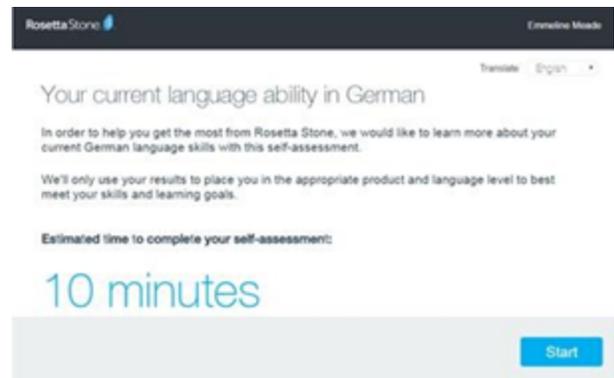
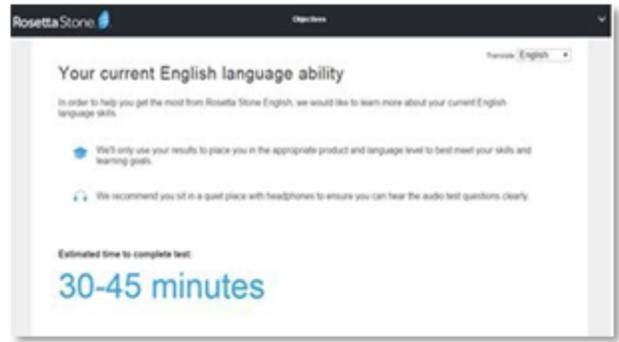
If you have chosen to learn English, French, German or Spanish, you will now take a placement test that will assign you to a pathway and level that is best for you. The test should take between 30-45 minutes to complete.

\*Please make sure you have a working headset or speaker connected, as the test also includes listening comprehension tasks\*

## OR

Self-assessment (for Chinese, Dutch, Italian)

If you have chosen to learn Chinese, Italian, or Dutch, you will now take part in a self-assessment that will place you in a product and level that is best for you. The assessment should take about 10 minutes to complete.



## How to Login after completing your profile:

Your language course can be accessed via the following website (or via your company LMS portal): <https://login.rosettastone.com>

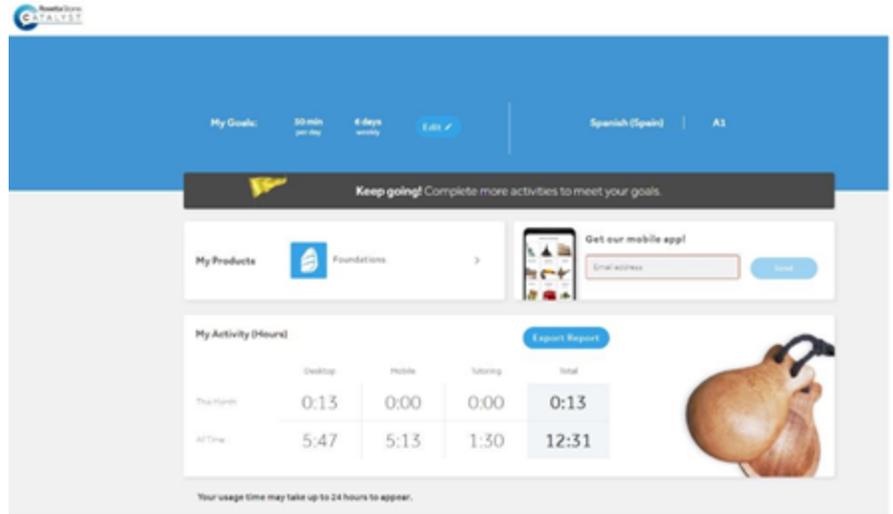
1. Enter your username and password.
2. Click on "Login".

**Note:** If you have forgotten your password, click on the link "Forgot password?"

Your username is the email address you used to register with Rosetta Stone Catalyst.

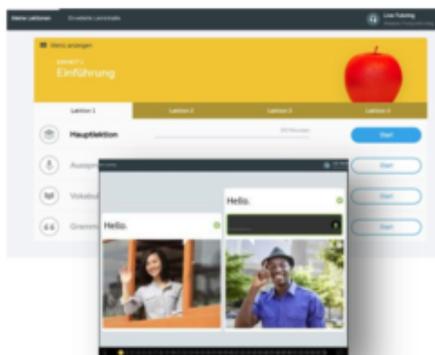
Your learner dashboard will pop up after a successful login and will display the following information:

- **My goals:** Here you can enter your goals for Rosetta Stone usage
- **Chosen Language and CEFR level**
- **My Products:** Your access to your learning path
- **"Get our mobile app“:**  
Enter your email address and press send to get information about the app for your learning path.
- **My Activity:** Shows your learning time (per month and total time). You can download a report via "Export report".



Further documents and assistance for your language training are available on our support page: <https://support.rosettastone.com/en/work>

Please click on the link to your learning path.



## ***Learning Path - Foundations Introduction***

### **Welcome to Rosetta Stone Foundations!**

Please read this quick guide carefully, as it contains a number of valuable tips that will be of great use to you when learning with the program.

What is Rosetta Stone?

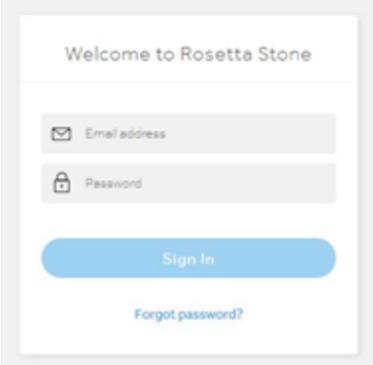
Rosetta Stone Foundations is an online language course that lets you immerse yourself in your new learning language. Through the ingenious structure of the learning path and the embedding of many exercises with speech recognition, the learning process is similar to that of mother tongue acquisition. This means that Rosetta Stone does not need any translations or vocabulary lists, which are familiar from traditional language teaching concepts. New vocabulary is introduced with images and these language components are then linked together in ever more complex combinations. In this way, intuition and the ability to combine are addressed and the learning material is retained in the long term memory.

For the course you need a computer (Windows or Mac), an Internet connection and, if possible, a microphone (headset or laptop) for the pronunciation exercises. With an iPad / iPhone / iPod touch / Android smartphone or tablet, you can also use Rosetta Stone's mobile apps.

Please use the following link to log into your language course: <https://login.rosettastone.com/>

Log in with your email address and your chosen password.

### **Rosetta Stone Foundations**



The image shows a screenshot of the Rosetta Stone login interface. At the top, it says "Welcome to Rosetta Stone". Below this, there are two input fields: "Email address" with an envelope icon and "Password" with a lock icon. A blue "Sign In" button is positioned below the password field. At the bottom, there is a link that says "Forgot password?".

## How is the program structured?

Rosetta Stone Foundations includes three interactive program areas, all of which are accessible from the program start screen.

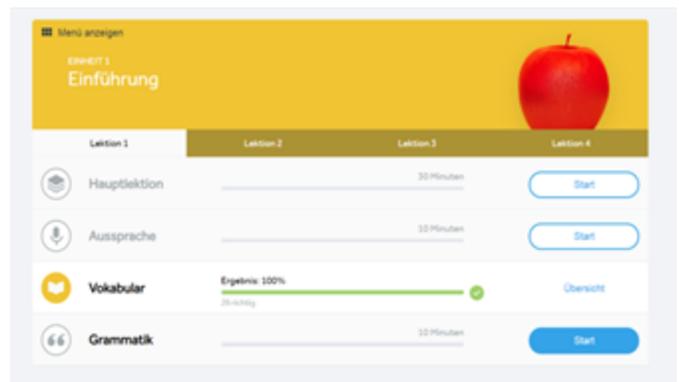
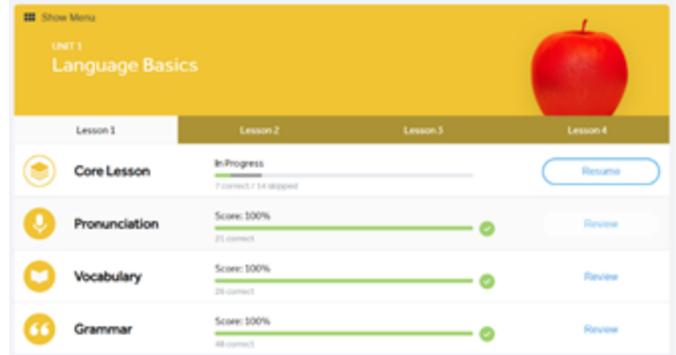
### My lessons

This section is the heart of the online language course. From the main screen of the program you can access the different units and lessons with just one click. Each unit consists of four lessons, each of which contains four main modules. Each Core Lesson consists of several individual exercises.

These are complemented by speaking, listening, reading, writing, vocabulary, and grammar activities, in which the previously learned content is reinforced. Once a lesson has been worked through, you will see a green tick. All exercises and lessons can be repeated at any time if you wish.

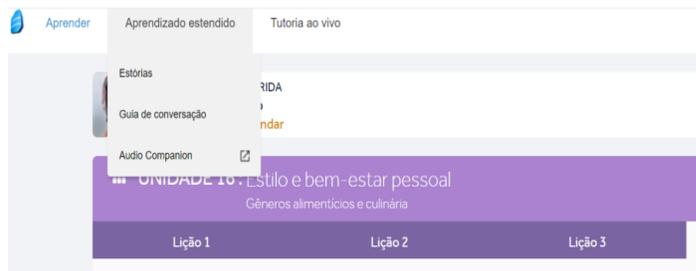
### TIP:

If you are finding the content too easy or too difficult, you can switch to a different level at any time. Each 4th unit has a "Milestone" activity at the end. Please try one of these activities: if it is too easy jump to the next unit, if it is too difficult jump to a lower unit.



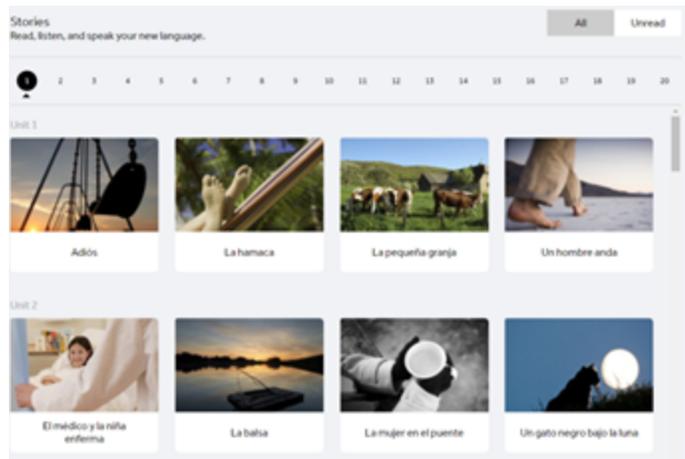
## Stories, Phrasebook & Audio Companion

Under “Extended Learning Content” you will find the “Stories, Phrasebook & Audio Companion” area. This is a learning area in which the contents can be deepened by various learning activities.



Learners will also find short texts and stories with a reading aloud function. And our Audio Companion will reinforce your language skills and complement your learning anywhere.

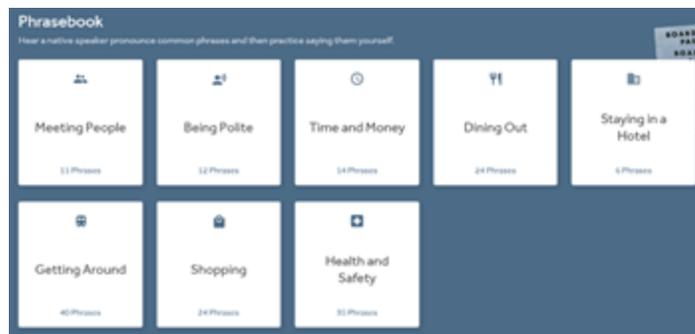
**Note:** Audio Companion files are compressed in a ZIP file format. Zip files can be extracted onto your computer. The extracted MP3 files can be placed in your choice of media player (iTunes, Windows Media Player, etc.) on your computer and then be loaded onto your MP3 player.



## Phrasebook

In this section you can practice everyday phrases in different fields.

Whether you're traveling and want to introduce yourself, need to buy medicine at a pharmacy, or just want to practice some everyday phrases, the phrasebook will help you learn a new language!



\* Please note that the Phrasebook is currently available for Spanish (LA), English (American), French, German, and Italian\*

## Learning Path - Fluency Builder Introduction

### Welcome to Rosetta Stone Fluency Builder!

Please read this quick guide carefully, as it contains a number of valuable tips that will be of great use to you when learning with the program.

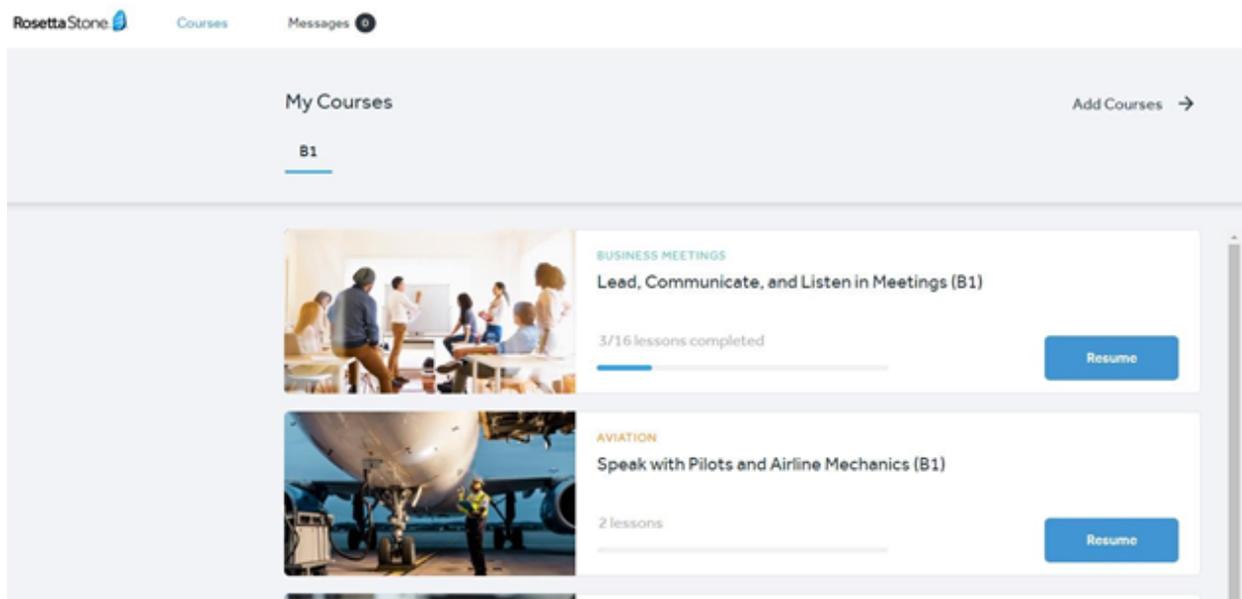
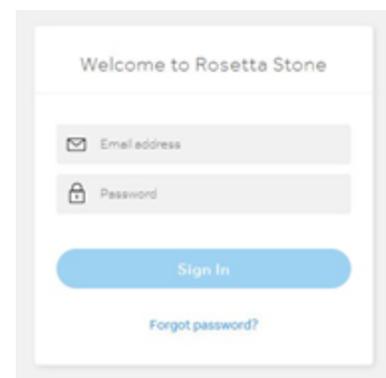
For the course you need a computer (Windows or Mac), an internet connection and if possible a microphone (headset or laptop) for the pronunciation exercises. With an iPad / iPhone / iPod touch / Android smartphone or tablet, you can also use Rosetta Stone's mobile apps.

Please use the following link to log into your language course:

<https://login.rosettastone.com/>

Log in with your email address and your chosen password.

Then click on the "**Fluency Builder**" interface in the dashboard. Fluency Builder will automatically redirect you to your home page.



## How is the program structured?

With Rosetta Stone Fluency Builder you have the opportunity to build your learning content based on your interests

### First steps - Course selection

As a first step, you will be asked to select up to three subject areas as language learning goals. To do this, click on "Add courses".

Now select one or more communication situations, professional situations, functions, fields of activity etc. in which you are interested.

You can later add further topics and courses to your selection at any time.

#### **TIP:**

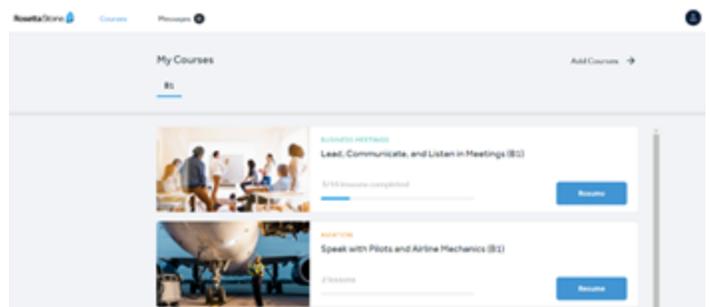
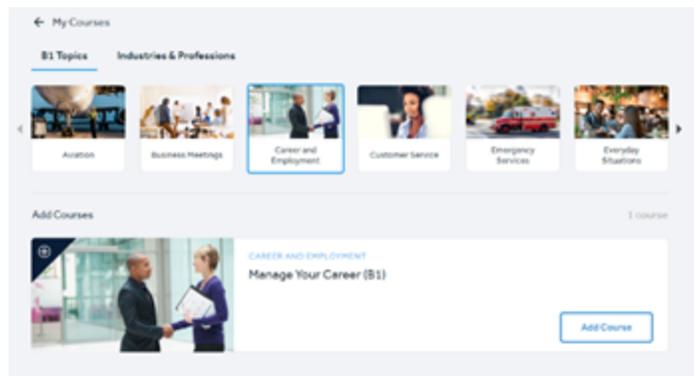
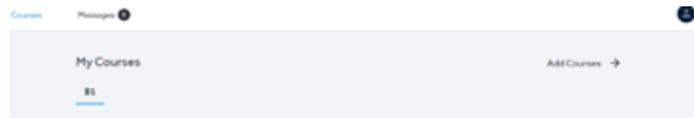
Do not select too many courses at once. You can add more content later at any time. This way you don't put yourself under unnecessary pressure.

### Navigation in your learning program

On your homepage you can access the topics and lessons you have selected via My Courses. Here you will find the courses you have selected and can view and edit them.

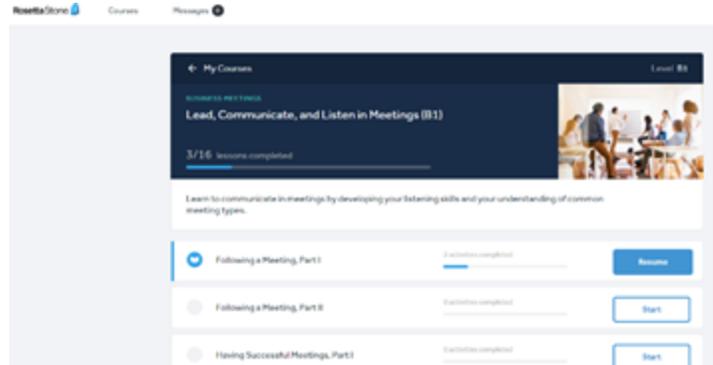
Simply click on "Start" or "Resume".

The Notifications section gives you access to feedback and comments on writing and speaking exercises that you can send to the Rosetta Stone language trainers.



**Starting a course:** When you enter a course topic, you will see an overview of the lessons included. You will be shown how many lessons you have already completed and how many tasks are included in each lesson.

To access the lesson click “Start” or “Resume”.



### Lessons and practice areas

If you have selected a lesson in the "My goals" section and started it by clicking on its title, you will first get an overview of what you can expect to learn in the next 30 to 45 minutes. In the overview on the left side of the screen you can see the different exercises included in the lesson.



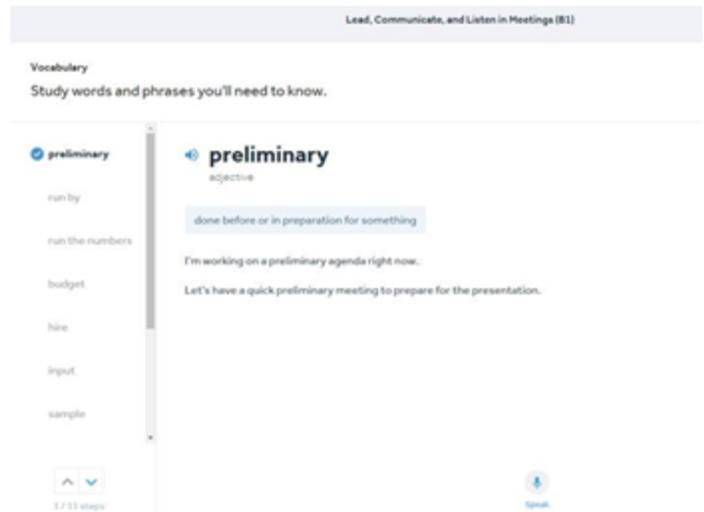
Next, look at the short (and usually very entertaining) video that will serve as the basis for the following exercises and explanations.

### Exercises & Activities

Depending on the lesson, different exercises and activities are available. Here are some examples:

#### Vocabulary:

This exercise highlights the most important words and phrases in the video clip. First read the vocabulary, before listening to it and then using your microphone to repeat it. The program will give you feedback within seconds on how well you did!



## Fill in the blanks

Select the correct answer for the missing word and check your selection using the "Check Answer" button. Correct answers are greyed out, wrong answers are framed in orange.

## Reading aloud

In this exercise type, you will find short texts to read-through. Then you have the possibility to read the text aloud to practice your pronunciation.

## Reviewed speaking exercises

The numerous pronunciation exercises in Rosetta Stone will help you get the most out of the program and improve your communication skills. Listen to the topic and record your answer. This will then be reviewed by our expert and you will receive feedback on your pronunciation. You will receive feedback from a tutor within a few days.

## Reviewed Writing Exercises

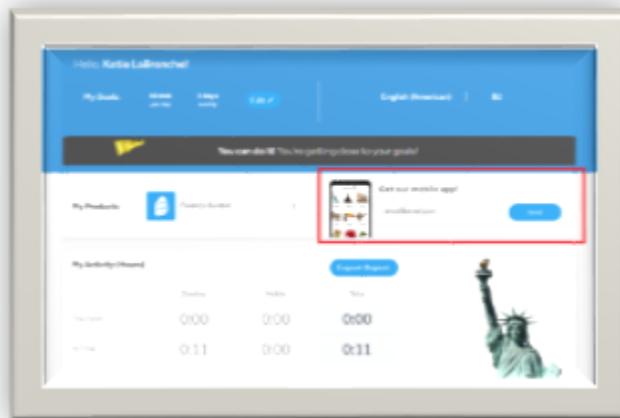
This is a writing exercise in which you are asked to solve short tasks (e.g. write an email or memo, make a phone call, etc.). You can then submit your texts or recordings to Rosetta Stone's language trainers for correction. You will receive feedback within a few days similar to the checked speech exercises. In both cases, the feedback will be displayed on the start page under "News".

The screenshot displays four different exercise types from the Rosetta Stone interface:

- Fill in the Blank:** A listening exercise where users select the correct word to complete a sentence. The text includes: "Welcome, everyone. Let's get the meeting started. \_\_\_\_\_ I'm going to introduce the meeting and go over the agenda. \_\_\_\_\_ Tony will give \_\_\_\_\_ presentation about the new office in Geneva. \_\_\_\_\_ we'll have a discussion ab \_\_\_\_\_ slding plans. \_\_\_\_\_ Rita is going to share some information about hiring. Does \_\_\_\_\_ ve any questions before we begin?"
- Reading Aloud:** A listening exercise where users read a short text aloud. The text is: "First, I want to welcome everyone. Thank you for coming. As you can see, we have a short agenda today. Ken is going to go over some staff changes in the office. Then, Sara's going to share some information about vacation days. After that, Mary is going to show us her preliminary work on the project budget. She ran the numbers, but she doesn't have all of the information she needs, so she had to estimate a lot of the costs. Finally, we'll open the discussion for your questions and ideas. We really want your input on this project, so please be ready to tell us what you think! The whole meeting will probably take about forty-five minutes."
- Reviewed Speaking:** A speaking exercise where users record their response for review. The prompt is: "Listen to the agenda. Then, explain to your manager what is going to happen at the meeting. Use appropriate transition words at the beginning of each section. Do not use numbers."
- Reviewed Writing:** A writing exercise where users write a response for review. The prompt is: "The planning meeting you were just in went badly because things did not happen as expected. Write an email of at least four or five sentences to your manager, Ken, explaining what went wrong." Below the prompt are several bullet points: "someone was late to the meeting", "the meeting didn't start on time", "the meeting ended late", and "someone didn't focus on the meeting topic".

## MOBILE APP GUIDES

- Rosetta Stone can be accessed from your Apple or Android mobile device. You may open your welcome email and onboard via browser on mobile device or desktop/laptop.
- Once you've been placed into a product, you can request instructions for accessing your learning via a mobile device right from your login page.
- Get our mobile app!



Open the email and click the Download button that is relevant to your device—either "Download on the App Store" for Apple devices or "Get on Google Play" for Android devices.

While the information and best practice is to send the information to your preferred email/mobile device; we've included the instructions below along with quick bits of information about each mobile app:



## **Foundations Program ~ Learn Languages app**

Rosetta Stone Catalyst learners who have placed into Foundations can use the Rosetta Stone Learn Languages mobile app to continue on-the-go with a smartphone or tablet. Progress continuously syncs so you can easily move from a laptop to a mobile device and pick up where you left off.

You may work [offline](#).

**You must enter a namespace to sign into this app.** (Instructions included in the 'Get our mobile app' email)

For more information about available activities please click [HERE](#).



## **Fluency Builder ~ Fluency Builder app**

Rosetta Stone Catalyst learners who have placed into Fluency Builder can use the Rosetta Stone Fluency Builder mobile app to continue learning on-the-go with a smartphone or tablet. Progress continuously syncs so you can easily move from a laptop to a mobile device and pick up where you left off.

You may work [offline](#).

For more information about available activities please click [HERE](#).

**Take a look at the Mobile Awesomeness Webinar:**

<https://www.brainshark.com/1/player/rosettastone?pi=zEmz5KG9AzaGA8z0&r3f1=c5ff81d2ded38b99c983e08288c9cfded18a91b996c9c38f&fb=0>

## LIVE TUTORING INFORMATION AND RESOURCES

Live Tutoring is a virtual, live experience where a tutor guides you and up to 3 other learners through activities that inspire conversation and reinforce your new language skills. Your tutor, a native speaker of the language you're learning, is there to help you with pronunciation and grammar, provide encouragement, and ultimately enable you to speak with confidence.

**To have a better idea on how our live tutoring sessions work and understand what to expect we have provided a short video [HERE](#) for you to watch a real live session.**

**PLEASE NOTE:** Your access may or may not have access to live tutoring sessions. It depends on the package your organization selected. If you are interested in this feature, please contact your administrator.

### **Things to Remember:**

- Live tutoring is not a test! You will not be judged based on performance. We are here to help you learn, increase your confidence, and have fun!
- Live tutoring is an opportunity to speak with a native speaker. This is an invaluable resource to prepare you for not only business & travel, but it will also open up a door to another culture.
- Our live tutors learn from their students! Our classes are structured to be personalized learning experiences where both the tutor and learner will share and learn together.
- It's like riding a bike, the first session is always a little nerve wracking because you don't know what to expect, but after the first one the comfort level is there and you can really take off.
- They really are a lot of fun! There is no better way to put what you've learned into

practice then by attending a live tutoring session!

## Live Tutoring in Foundations

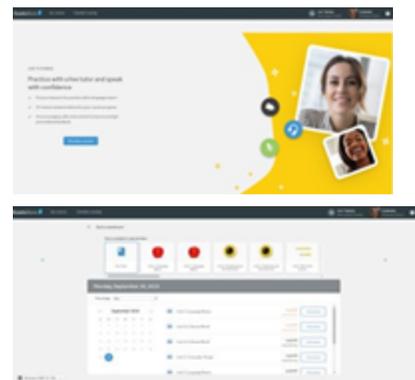
If you are a Foundations learner click [HERE](#) to view an article with information on how to schedule, attend, and prepare for the live sessions. You can also find some great troubleshooting tips.

Below you will find a **Survival Kit** with some phrases to help you with your first sessions:

Tutoring sessions occur after each Core Lesson 2 and Core Lesson 4. Once completing your Language Training through Core Lesson 2, you'll be prepared to schedule your first session! Taking part in a live session might bring bad memories of forced participation in school. However, the Live Tutoring sessions are anything but relax, speak up, and most importantly, have FUN!

## Scheduling a tutoring session is a breeze, check the following steps below:

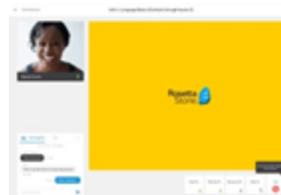
1. Open your Rosetta Stone program to the home screen
2. Click “Schedule” under Live Tutoring
3. Select the Core Lesson you want to practice in the session (this will be based on how far along you are in the program).
4. Select a date and a time convenient for you to hold a tutoring session
5. A list of sessions will populate on the right, select “Schedule”



6. You will be prompted to confirm the session that you've selected
7. Once the session is scheduled, you will receive a confirmation email

**The day of your tutoring session:**

1. You will receive an email reminder
2. Open your Rosetta Stone program 5-10 minutes before the session begins
3. On the home screen, you will see a message that says “Attend” live tutoring session



English	Spanish	French	Portuguese
Can you repeat, please?	¿Puede repetir por favor?	Pouvez-vous répéter s'il vous plaît?	Você pode repetir por favor?
I did not understand	No le entendí	Je n'ai pas compris	Eu não entendi
Slower, please	Más despacio, por favor	Plus lentement s'il vous plaît	Devagar por favor
Thanks	Gracias	Merci	Obrigado (a)
I cannot hear you	No le escucho	Je ne peux pas vous entendre	Não consigo ouvir você
German	Korean	Chinese	Japanese
Kannst du das bitte wiederholen?	당신은 제발 반복 할 수 있습니까?	您能重复一遍吗?	もう一度、お願いします?
Ich habe es nicht verstanden	나는 이해하지 못했다.	我不明白	私は理解していなかった
Langsamer Bitte	천천히, 제발	拜托请慢一点	ゆっくりとしてください
Vielen Dank	감사	谢谢	ありがとう
Ich kann dich nicht hören	나는 너 말 못 들었어	我听不见你	聞こえません

## Live Tutoring in Fluency Builder

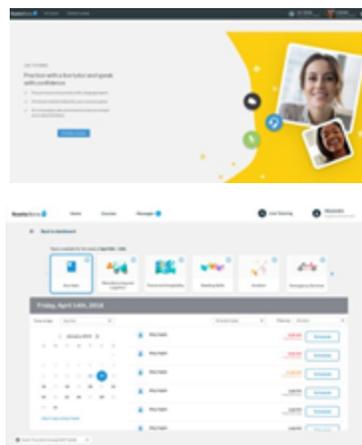
If you are a Fluency Builder learner click [HERE](#) to view an article with information on how to schedule, attend, and prepare for the live sessions. You can also find some great troubleshooting tips.

Below you will find a **Survival Kit** with a list of activities that you can expect to do during the session:

Find and reserve a session, then join the virtual class when it's time to begin. If you can't attend, cancel at least 24 hours in advance. Perform a system check of your computer so you know everything's working correctly, and join the session early to get ready

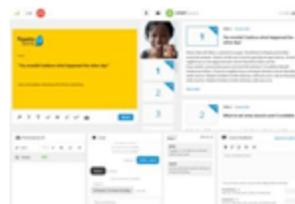
### Scheduling a tutoring session is a breeze, check the following steps below:

1. Sign in to your Catalyst account.
2. From the main menu, click on "Live tutoring" and then select "Schedule a Session" to reserve a Live Session that can work around your calendar.
3. The scheduler allows you to filter sessions by criteria that meets your needs such as: topic, time, type or tutor
4. You will now see your scheduled session in your profile. When the time comes, you will be able to join by clicking "Join Session"



### The day of your tutoring session:

1. You will receive an email reminder



2. Open your Rosetta Stone program 5-10 minutes before the session begins
3. You will see a message that says “Join Session” the live tutoring session

**Dynamic and Survival Tips:** You will be actively engaged in a live session. You will learn conversational skills, such as using fillers for pauses and avoiding interruptions, as you will participate in the activities. You will work to actively understand and be understood in real time. The coach will carefully facilitate these sessions so that you will be improving your language skills, adjusting the content and the pace to meet the specific needs of the audience. This is a list of activities that you can expect to do during the session. It may just be some or all, depending on the session. Please sit back, relax, speak up and most importantly, have FUN!

<b>Vocabulary</b>	<b>Practice Dialogue</b>	<b>Cultural Activities</b>	<b>Debate</b>
Collaboratively participate in a variety of activities that practices the vocabulary of the topic	Share your thoughts, hobbies, activities, and more	Develop cultural competence by discussing and reflecting about such events	Practice debating skills. Agreeing and disagreeing politely
<b>Role Play</b>	<b>Idioms</b>	<b>Grammar</b>	<b>Business</b>
Participate in a role-play or similar communicative activity. These role plays include roles for all learners and encourage spoken production	Introductions of idioms. Put them in context	“ Soft” correction of grammatical mistakes, repetition	Discuss business experiences, gaining further exposure to this topic. Develop fluency and confidence in spoken interactions

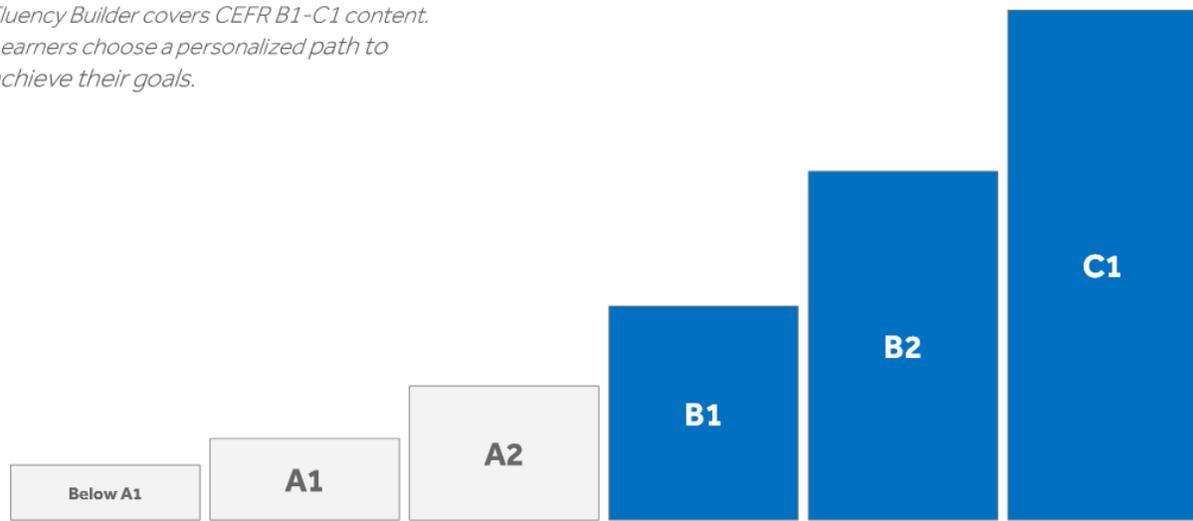
## HOW TO CHANGE LEVELS IN CATALYST

In Rosetta Stone Catalyst, users learning English (American), English (British), Spanish (Latin American), Spanish (Spain), German, French and Italian have access to multiple levels of content.

When you finish your current level or it turns out to be too easy, you'll need to contact your organization's Rosetta Stone administrator to be moved to the next level of content. See specific instructions [HERE](#) based on your current level.

The screenshot below shows all levels available for Catalyst users learning the languages mentioned above.

*Fluency Builder covers CEFR B1-C1 content.  
Learners choose a personalized path to  
achieve their goals.*



## BEST PRACTICES

- **Practice a little bit every day**

Research shows that you'll learn and retain more of your new language if you practice a little bit each day instead of studying for hours once a week. We recommend spending 30 minutes in the program five days per week to keep everything you're learning fresh in your mind.

- **Schedule practice time on your calendar**

Putting time on your calendar will help you remember to get 30 minutes of practice each day so that it becomes part of your routine.

- **Attend a live tutoring session every week**

If your program includes Live Tutoring, take advantage of the amazing opportunity to converse with language coaches. We recommend at least one session per week to improve your pronunciation.

- **Find someone to practice with**

Practicing your new language with someone in your organization or community can help you retain your new vocabulary - it also makes learning fun!

- **Immerse yourself in your new language**

Look for new opportunities to use your language skills in your everyday life. Listen to music or the news in your new language. Try reading an article or watching movies. Full immersion is the key!

- **Use a good headset**

It's important to clearly hear everything in the program and to get helpful feedback on your speaking skills. A poor headset can cause crackling noises and other disruptions to your learning. Make sure you have a comfortable headset with good sound and a decent microphone.

- **Learn on the go**

Rosetta Stone offers mobile apps so you can learn during your commute, at the gym, or anywhere you like to learn.

## TEST-TAKING STRATEGIES

If you are learning English (American), English (British), Spanish (Latin American), Spanish (Spain), German or French you will have access to a placement and proficiency tests. Below are some strategies to help you excel in those tests.

- **Don't take a test on an empty stomach**

You will think more clearly when you eat something before taking a test.

- **Postpone taking a test if you're stressed**

If you're feeling stressed, consider taking your test at a later time so that it won't affect how you perform.

- **Read the test instructions carefully**

The test instructions will help you understand what to expect, including an estimate of how long it will take you to complete the test.

- **Read the questions carefully**

Read each question and all the answer choices carefully before submitting an answer. For audio comprehension questions, listen to the audio completely before submitting an answer. If you don't know the answer to a question, you may skip it by not submitting an answer. However, all questions that are skipped will be marked as incorrect.

- **Be aware of timed tests**

Most Rosetta Stone tests are not timed, but be aware of indicators that let you know that a question or group of questions is being timed so that you are prepared.

- **Focus and avoid distractions**

It's important to avoid distractions and focus on the test. Close your email, turn off any notifications, and put away your phone. We want to ensure that the test results reflect your true language proficiency level.

## HOW MUCH IMPROVEMENT CAN I EXPECT?

Improvement in language ability varies for each person. It depends on your starting proficiency level and the amount of time you consistently spend learning your new language. Learners at the beginner and intermediate level can expect more noticeable improvement than those at the advanced level, even if they've spent the same amount of time in the program. Our proficiency test scales are aligned with the Common European Framework of Reference for Languages (CEFR). Test results include both a scaled score and a CEFR level. A range of scores covers each CEFR level. It typically takes a significant amount of time to progress from one CEFR level to the next. However, an increase in scores indicates progress even if your CEFR level hasn't changed.

## RECOMMENDATIONS TO ENHANCE YOUR LANGUAGE LEARNING

Learning a new language is not an easy task. It takes a lot of determination and effort and we get that. But it can also be fun and open up so many new opportunities for you. One of the key elements to learning a new language is to search for a variety of ways to enhance your learning.

With keeping all of that in mind, we have provided some immersion ideas below to help you have fun and take your language learning skills to the next level.

- ❑ **Rosetta Stone Stepping Stones** - [HERE](#) you can access a series of 15 minutes Webinars that will help you to make the most of Rosetta Stone program.
- ❑ **Music** - Listen to music in your target language. Try to translate and comprehend.
- ❑ **Podcasts** - They are a great way to improve your listening skills.
- ❑ **Cartoons and Children's Shows** - You can use YouTube to search for children's shows, they are fun and easy to understand.
- ❑ **Children's books** - Simple language to help you build your vocabulary and improve your reading skills. Also, the images will help you understand even if you don't know all the words.
- ❑ **Movies** - Watch your favorite Netflix show with dual subtitles using [this Chrome extension](#).
- ❑ **Articles** - Search for articles online, they will help you build vocabulary and improve your reading fluency.

- ❑ **News** - Watch the news in your target language
- ❑ **Talk and record yourself** - This may sound funny, but it will help you realize how you can improve by repeating the recording several times till you feel happy with the results.
- ❑ **Add the keyboard of your target language to your Mobile device and your computer** - Improve your writing skills with a keyboard associated to your target language.
- ❑ **Write down words or expressions you think are useful with their meaning and examples** - If you see them in sentences you will remember them better. You can use them if you keep a diary.
- ❑ **Find a language exchange partner** - You can practice your speaking skills.
- ❑ **Read magazines and newspapers in the new language** - These sources will help you expand your vocabulary and become more comfortable with how words are spelt and the contexts in which they are used.
- ❑ **Don't forget to have fun while learning** - Find ways to add entertainment into your studies. Learning a new language is a long-term project. But when building on a decent foundation, you can achieve great results quickly if you devote time consistently.

## QUALITIES OF A GREAT LEARNER

Rosetta Stone has been teaching people languages for over 25 years and they've learned a few things along the way about characteristics of our most successful learners. Whether you are an exemplary learner, a struggling learner or a learner who has yet to get started; these qualities are all things that our BEST Rosetta Stone learners demonstrate. How many of these qualities can you call your own?

**Confident-** Learning a new language is not easy and it will require you to amplify your bravery and try some things that make you uncomfortable. Rosetta Stone allows you to repeat lessons and tutoring sessions as often as you'd like to gain that comfort and confidence in your language skills.

**Consistent-** Log in every day! It is better to day 10-15 minutes each day rather than large chunks of time only once a week. Take advantage of the Live Tutoring tool to gain consistent practice speaking your new language with a native speaking coach!

**Dedicated-** Learning a language does not happen overnight. Celebrate your small successes like completing a unit or a glowing review on your tutoring session. These small victories will keep you motivated

**Visionary-** Learning a new language has a much bigger impact that you might originally think. Think of the big picture and keep in mind how becoming bilingual affects your personal and professional life in a big way!

**Inspire-** Lead by example. Become the learning champion in your office and share your experiences with your teammates. Don't forget to add your successes to your development plan so you and your manager can continue to celebrate your successes throughout the year.



**Flexible-** Doing the same thing every day can be boring and can become an impediment to your success. Try learning on different mobile devices. Your progress syncs across all devices so take your learning on the go and use Rosetta Stone on your phone. Avoid getting in a rut by keeping your learning experience fun and fresh.

**Resourceful-** Use the wealth of resources in Rosetta Stone and online to enhance your learning experience. Listen to podcasts of native speakers. Search YouTube for a news program or TV show in the language you're studying. Download a children's book written in the native language to practice your skills. By varying your learning regimen, you'll keep your mind engaged and you'll stay motivated.

**Studious-** It can be difficult to absorb all of the new things that you are learning at one time and it can be easy to get overwhelmed. Create a vocabulary journal. By recording new words and phrases in a notebook or digital file, you can reference these phrases often. The more you practice these terms and phrases, the quicker you will master them.

**Adventurous-** Take what you learn and be fearless in applying it. Challenge yourself to use your new language in ways that are fun and adventurous. Head to a festival and talk to native speakers. Order your meal in your new language. Switch your GPS navigator into your new language and drive to a familiar location and hear directions in your new language.

**Makes Mistakes-** You're going to mess up because you're learning something completely new and different. Don't give up and have fun with this learning process. Don't forget that all language learners are in your same shoes- they all mess up!

## TECHNICAL SOLUTIONS

### ❑ Headset Selection and Configuration

Rosetta Stone® speech recognition technology is a key element of our language-learning solution. To utilize this feature we recommend using a Single Pin TRRS headset equipped with a microphone.

If you are a **Foundations** learner please click [HERE](#) to view an article with details and screenshots on how to select and configure your headset.

If you are a **Fluency Builder** learner you will find those details [HERE](#).

### ❑ Clear Cache and Cookies

In order to clear your web browser cache and cookies click [HERE](#) to view an article showing the appropriate site for your browser.

### ❑ Test Internet Connection

An Internet connection with a minimum available bandwidth of 500kbps, primarily download, and maximum latency of 300ms is sufficient for all Rosetta Stone® Enterprise & Education products. Note that Language Training consumes the least bandwidth. Click [HERE](#) to check your internet speed.

## SUPPORT

### *Learner Engagement, Live Tutoring and Product Support Team*

For product usage questions, mobile application information, general product information, technical issues, error messages, and headset configuration:

**Email:** [instsupport@rosettastone.com](mailto:instsupport@rosettastone.com)

**Phone:** 1-877-223-9848 (Option 2, then Option 1) or click [HERE](#) to access a list of all phone numbers.

**Chat:** Available at [https://support.rosettastone.com/s/?language=en\\_US&tabset-f9df6=34ebf](https://support.rosettastone.com/s/?language=en_US&tabset-f9df6=34ebf)

**Hours:** 24/7 English Support