

## What to Expect from the LTES E-Learning Platform

The LTES E-Learning Platform is designed to help you improve your English communication skills for the workplace through practical lessons, interactive activities, and realistic business scenarios.

The platform combines grammar, vocabulary, and professional communication skills to support your development in everyday work situations.

### Business English Grammar

Build a stronger grammar foundation through clear explanations, examples, and practical activities connected to real business communication.

Topics include:

- Prepositions
- Present Tenses
- Past Tenses
- Future Tenses
- Passive Voice
- Conditionals
- Adverbs and Adjectives
- Countable and Uncountable Nouns
- Reported Speech
- “Used to” vs “Being used to”
- Modal Verbs
- Talking About the Past: “For” vs “Since”
- Contrasting Ideas

### Business English Functions

Develop useful workplace Business English communication skills and learn professional language that can be applied in real business situations.

You will practice language related to:

- Giving presentations
- Participating in meetings
- Writing professional emails
- Describing numerical data, charts, and trends
- Professional socializing in English
- Discussing Business Ethics and Corporate Social Responsibility (CSR)

Each module also includes useful expressions, forms of politeness, communication tips, and examples of professional workplace language.

### Vocabulary Development

Expand your business vocabulary and improve your confidence using English in professional contexts through guided practice and interactive exercises.

## Continuous Learning

The platform currently offers more than 100 hours of self-study material, with new content added regularly throughout the year.

You will receive notifications whenever new lessons and activities become available.

## How to Use the Platform

### 1. Study the Theory

- Open the theory section to read the lesson content.
- Review explanations, examples, and key language carefully.
- Learn new grammar, vocabulary, and business expressions.
- Use the navigation arrows to move between pages and sections.

We recommend completing the theory section before starting the exercises.

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### 2. Complete the Exercises

- Open the practice activities to solidify the lesson content.
- Read each question carefully before answering.
- Activities may include typing answers, selecting options, or drag and drop tasks.
- Submit your answers when you complete the activity.

Your score will appear automatically at the end of the exercise.

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### 3. Repeat Activities for More Practice

- You can repeat exercises as many times as you wish.
- Repetition helps improve accuracy, confidence, and long term memory.
- Revisiting activities regularly is strongly recommended.

Consistent practice leads to steady progress.

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### 4. Track Your Progress

Use your Dashboard to monitor your learning progress.

You can view:

- Units you have opened
- Lessons you have completed
- Recent learning activity
- Your overall course progress

The Dashboard helps you continue your learning easily and stay organized throughout the course.