

# BOOST YOUR LANGUAGE SKILLS

Language learning online 2019

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## Introduction

Intercambioidiomasonline is an innovative alternative to conventional language learning with our principle aim being to build a language learning community that nurtures collaboration, enjoyment and communication. Our mission is to connect our users with like-minded people, and provide language learning opportunities with real life language learners in a cost effective way. We seek to stress the importance of language and its unique ability to bridge cultural divides and build friendships through a sense of community. This platform's purpose is not only about education and training, but also for people to connect with similar individuals to themselves that are also looking for motivation, friendship and communication. It aims to OPEN OUR MINDS!

This short book will guide you throughout your language learning journey and save you time with a powerful method, incorporating trialed and tested language learning techniques that have been consolidated over the years of teaching and learning experience of our team of polyglots. The future is here and language learning is moving online. The internet is the best means to consistently be in contact with a language in a flexible way that suits the learner. Our platform offers language learners the chance to access their profiles 24/7 and always be able to communicate with others. Through our vast experience in the teaching and learning of languages we have sought to deal with the main gripes that language learners have with conventional language learning platforms; being unaffordable classes, expensive and overused resources, and also outdated teaching techniques. By using our powerful language learning platform, learning a language in a communicative manner has never been easier.

What makes Intercambioidiomas so special is the fact that the focus is purely on the user. It is not a matter of only buyers receiving attention. We know what language learners want because we ourselves are enthusiastic language learners! You as the user can learn what you want, how you want, where you want at a time and pace that suits you. There is no more wasting time and your learning shall not be dictated by rigid curriculums or hesitant teachers. Both students and teachers are welcome in our language learning community and we promote fully the communication and collaboration between both parties. If you are a student looking for a language exchange, you are in the right place! If you are a teacher in search of teaching material, this is just the place!

## Method: START Methodology

An essential part of learning a language is the methodology used. The importance of using a language and context is obvious, as is improving the individual skills sets such as speaking and listening, so we thought it right to put the method into a simple and easy to remember acronym: **START**

- ❑ See it, say it and check pronunciation
- ❑ Try it in a context or conversation
- ❑ Apply it and use it in phrases
- ❑ Review it and remember it
- ❑ Test it by using it in another context *related to the exam or a conversation*

The focus of this innovative method is to guide language learners in their quest towards fluency. You need to be organised and learn time saving tips to be able to stay motivated and achieve your goal of learning a foreign language.

The learner must keep in mind that there is no unique way to learn a language, the best way is a balanced approach and to learn in a communicative way, in other words, with other people. The most important thing is to enjoy learning the language, have fun doing it and this way progress. The learner needs to be comfortable with the way they learn and believe in their ability to do so.

Focus on what you need to know. Learn how to achieve it. WORK ON IT!

## The method explained

This methodology is simple and language learners must understand that having a strict process is the key to success in language learning. The learner should apply this simple method consistently. To make this process easier, we have on the **5 points** to provide simple advice on dealing with new language (vocabulary or grammar structures), the learner should:

1. **See it and say it** to be clear about what they want to learn. *There is an importance of learning by ear. You need to understand the sounds related to the language. You should learn pronunciation through imitation, self-recording and repetition.*
2. **Try it out** in a context, this is essential with phrasal verbs or idioms. *To remember a phrase you should put it into a phrase so that you can remember it.*
3. **Apply it** to various contexts and use it in several phrases (say it, listen to it, write it and read it). *It is essential to use language frequently to help with recall.*
4. **Review it** and try to remember it. It is important to recall it frequently. *You must consolidate language to internalize it.*
5. **Test it** by using it in various contexts and in real life (or exam) situations. *Testing new knowledge is a key part of language learning; this determines if you can apply language when you need to.*

\*An important thing to remember is that you should not directly translate. The best method for using language is to use the resources that you have at your disposal. This language will be simpler than in your native tongue but that is understandable. **DO NOT TRANSLATE** or appear to be doing so or **YOU WILL NOT PASS EXAMS**. Cultural and linguistic differences influence language and you need to take them into account.

## How to learn a language: 5 simple ways to boost your learning

The best way to learn a language is through practice, this may sound obvious it is the only way to do it. The most important thing to remember is to not be afraid of making mistakes! Mistakes are normal when learning a language and they are part of the process. Though it is important to have a guide when learning a language and a person who can correct your mistakes quickly and prevent recurring errors. Learning a foreign language requires dedication, hard work and effort, but there are some simple ways in which language learners can make the whole process a lot easier. The first thing that you need to do is study in a consistent way; just 15-30 minutes per day are needed to make steady progress. It is essential to learn in a way that you enjoy and also to have a balanced approach. You need to use all of the key learning skills (Speaking, Reading, Listening and Writing) in a consistent manner.

**Think in the target language and speak to yourself:** To achieve fluency in any language, one must think in the language and stop translating. The best way to improve your level is to think in the language all the time; when you have some spare time or you are doing something that does not require a lot of concentration, like walking to work or washing the dishes, try to think in the language. Everytime you go blank because you do not know a word, write it down because that is a gap in your language knowledge and needs to be addressed. Instead of just thinking in the target language, you can also speak to yourself. In the language field, we call this “shower conversations”. This will enhance your fluency and confidence. Trust me, it works!

**Have a notebook:** Our START method is centred on the theory that the learner needs to organise the way they learn by selecting what they wish to focus on (**See it**), put it in a phrase (**Try it**), use the language in context or conversation (**Apply**), review and reuse the language (**Review it**) and the final thing is to improve your level by relating new language to synonyms in a test situation (**Test it**). To do this, learners should always carry a notebook with them to be able to take notes and focus their attention on what they need to know!

**Read and listen all the time:** Language learners need to learn in a balanced way and focus their time on learning vocabulary and grammar structures, as well as the 4 key language skills (Speaking, Reading, Writing and Listening). But a fantastic way to improve your level as quickly as possible is to read and listen frequently. It is not

necessary to understand everything, but learners should always try to read or listen and take notes so that they can apply our START method and progress. These passive language learning skills are essential to be able to get enough comprehensible input and immerse oneself in the language in an Intensive and extensive way. The internet has opened up the opportunity to access podcasts and texts in the target language, you need to use them every day!

**Watch TV in the target language:** As we have mentioned before, it is important to enjoy your language learning, therefore, a great way to improve is to watch your favourite films and series in the language you want to learn with subtitles in that same language. It is important to start watching things you have already seen in your own language and to use the programs as a learning tool. As the learners already understand what is happening in the program, they can focus on listening, reading the subtitles and taking notes. Our recommendation is that learners should watch the program and take notes of what they don't understand, then look up the words. After this, the learner should watch the program again to notice that they have improved their understanding. Do not be afraid to repeat and recycle!

**Be organised:** Language learners need to prioritise what they need to know because they cannot learn everything. Therefore, it is important to not waste time and study every day. Learners should have a positive attitude towards their learning and focus on what they have learned and not on what they do not know. Be positive, have confidence in yourself and learn to love language learning!

Studying a language IS NOT EASY. You are required to work hard and I suggest incorporating it into your daily routine. You should change your phone into the target language, read every day, watch TV and use a phone app like 'Intercambioidiomasonline'. It is important to do a bit of everything to make sure that you develop your skills well. You MUST ACCEPT that to learn a new language involves changes in your life and these changes can be amazing!

\*An interesting method to improve your level is "shower conversations". This is when you think or act out conversations to see where you have mental blocks. That can be as simple as going blank or finding it hard to recall words. In short it means talk to yourself or think in the language to see where you are likely to stumble when you want to converse.

## Vocabulary: 5 ways to improve

A language learners lexis can never be good enough, in fact, it is an element of language that people never cease to improve on. We all learn new words every day, even in our native language. What happens is that it just becomes easier.

**Focus on your interests:** when learning new vocabulary, you should always start with what you think you are going to use most. Begin with your interests and favourite topics, and then the types of phrases that you will use every day. A great way to take this a step further is to take common words and focus on word families. For example, the verb “spend”. You need to know its form as a verb (spend/spent/spending), noun (expense, expenses), adjective (expensive) and adverb (expensively).

**Take notes:** to learn a new word, you need to write it down when you first see it. This way you can focus on what you need to improve. The Germans have a phrase for this “Was man schreibt, bleibt”, it means, what you write, remains. If you do not write it down, you will forget it. Another way of looking at this is when you are speaking or using language, you will notice gaps in your knowledge because you do not know a specific word. You need to write this down in your native language so that you can learn it in your target language. This serves as a “to do list”.

**Learn it as a phrase:** you must avoid learning random words as you will not be able to remember many and they will be easily forgotten. The key is to put new words into a phrase and use the phrase as quickly and as often as possible.

**Mnemonics:** mnemonics are strategies and processes that trigger memory and help you to remember. It is a good idea to make an acronym to remember something, such as our START method (**S**ee it, **T**ry it, **A**pply it, **R**epeat it, **T**est it). The use of images and stories are also very useful to be able to retain large amounts of information and should be implemented in the learning of foreign languages.

**Recall:** you need to use words frequently to avoid forgetting them or being rusty. If you do not recall words often, you will have “tip of the tongue syndrome”, in which you know a word, you can understand it, but you can not say it when you need to. This is why it is vitally important to practice daily for at least 15 minutes.



## **Grammar:** 5 ways to improve

Grammar is the basis of language and helps us to form new sentences and organise our ideas. It is best to use grammar in a communicative way so that it can be applied to language use. It is also essential to apply grammar to the exam format. This is why we recommend learning grammar in a simple way that focuses on grammar and its use in context, not just theory.

**Learn fixed phrases:** the use of grammar is much easier to learn through context. It is necessary to understand why certain grammar structures are used and the reason we use them, this helps us to use language in a flexible way and adapt it to unique contexts.

**Stop translating:** to use grammar effectively, you must think in the target language. Translation often leads to simple grammatical errors and repeated mistakes. Only use what you know and experiment with word order, rather than translating grammatical structures. What you as the learner are seeking is that uncomfortable feeling of groundbreaking learning. When you are learning a new language, it often feels wrong to begin with. This is because you are breaking barriers and enhancing your level.

**Prioritize language:** when learning grammar structures, you should always think about what you need to know. You must think what is necessary and what is not. This is often determined by the way you write and speak and also exam formats. It is normal to have your favourite grammar structures that you repeat again and again so that you will always be able to get your point across, regardless of the context.

**Read:** reading is a fantastic way to passively learn grammar structures. Many native speaker cannot explain grammatical theory, yet they can use a language perfectly well. This is because they have internalised the grammar in this way, they just know it!

**Apply it to conversations:** you should always focus your attention on the parameters of the language. You should be clear about what you want to say in real conversations and apply the necessary grammar to it.

## Speaking skills: 5 ways to improve

Speaking is the most entertaining, yet frustrating part of learning a new language. It is the skill that most people wish to perfect. It is a difficult thing to master as an adult because learners feel clumsy when they speak, but this is a normal process and YOU MUST LEARN BY MAKING MISTAKES. When you begin learning, you need to build a basic level of language and repeat simple phrases in many different contexts to make sure you learn them well. You should begin with pronunciation and then basic phrases. Speaking skills are possibly the most desired element of language use as people wish to communicate with others and build relationships. It is essential to understand that speaking needs to be learned through trial and error, it is a natural part of language learning and this is necessary to become fluent in a language and later master it.

**Think in the language when you speak:** to be fluent in a language you must be able to speak in a flexible way. It is very difficult or even impossible to translate all the time as it takes too much time and also leads to errors. Use the words that you know and try to use that as a base from which to improve your current level. At first it seems difficult, but it gets easier with time.

**Talk to yourself:** a great way to improve your level is to practise and speak every day, if you do that you will improve. If you have no one to speak to, you should speak to yourself when you are alone to achieve fluency. You can also record your own voice and listen back to it. Practice makes perfect and you should dedicate time every day to this.

**Shadowing:** shadowing is an excellent way to improve your pronunciation, intonation as well speaking as level. The activity consists of listening to phrases or simple texts and repeating them. It can also be done simultaneously (speaking as you listen).

**Listen all the time:** speaking and listening skills are interrelated. So much so that they are really one and the same. Speaking is the active part in which you produce language, listening is the passive part in which you receive language. To improve your speaking, you should listen, take notes and also imitate other speakers.

**Get a language learning partner:** speaking is about conversing, giving and receiving information. It requires the learner to listen to information and use this information to respond. There is no valid substitute for speaking to a real person and therefore all language learners should have a language learning partner to be able to practise with. There are two ways of doing this, you can go for either a Tandem partner or a language learning partner. There seems to be an obsession with speaking to a native these days, but there are actually advantages and disadvantages to each option. A tandem is when you speak to a native, for exam, you are Spanish and your partner is French, you distribute half of your time to each language and in a sense, teacher each other. A language learning partner is a person with a similar goal who is learning the same language as you; in many cases you share a native language, but you focus on the new language and learn together. This is a great way to stay motivated.

Be realistic with how fast you can learn. It is better to learn language with short phrases than with individual words and you should set a target of learning 5 words/phrases per day. Everyone can learn a language, but it takes time. Our advice is to rinse and repeat, for example, learn 5 new phrases on Monday and use them in a conversation and then on Tuesday, repeat the same phrases and learn 5 more. This process should be continues throughout your language learning journey, the key is to use the new language in a real conversation. Try writing or using questions with your target phrases.

## Listening skills

Listening is possibly the most challenging aspect of language learning for people to master due to its complexity. The issue is that the learner cannot control the content that they need to process and can often find it stressful. On account of this, many learners avoid it and tend to focus on other areas. The key is to understand that listening does not need to be difficult, it requires practice and perseverance. Students always complain that people speak too fast, but in reality it is not that, it just seems that way because the learner cannot follow the text fast enough; in other words “they listen too slowly”.

There are two ways of looking at listening skills and both are well backed up by research into the topic. What students need to get used to doing is listening to normal texts on the radio and in podcasts. You will not understand everything, but it will help them to improve. What you need to do is get used to listening in real time to help you improve. In a contrasting opinion related to comprehensible input students should listen to things at their level, they should listen to recordings where they understand 70% or more of what they hear. This will build confidence. Our opinion on the matter is to mix both of these methods. Learners need to listen in different ways, but make sure they do not get frustrated by listening all the time to things that are too difficult for them. You should listen to the radio, to music and watch TV in English to improve. The importance of enjoyment and motivation is evident. It is a good idea to watch things on TV that you have already seen in your own language, and then use them to improve understanding, as you will already understand the content and you are using it simply as a language learning tool.

## Listening for exams

Students should understand the difference between normal listening in language use and listening in exams. When you do a listening task in an exam, the speakers are not speaking naturally, they are following a script. The script is written to lead towards the answers and also includes distractors. What the listener should do is focus on a few specific things to help them answer the questions.

- Preparation is the key: you need to highlight the important words in the questions and the options to best answer the questions.
- Try to predict answers by using the information you have on the question paper.
- Focus on key words such as agreeing and disagreeing
- Be careful with distractors. If the audio includes the exact same words as what is written in the question, it is rarely the correct answer.
- Discard the options that are obviously incorrect
- Take notes as you listen. This is a skill you need to practice at home
- Guess unknown words based on the context of the topic
- The answers to the questions are always in order. Try to follow the recording with relation to the questions.
- The final thing is that the speakers in the recordings of the audios almost always over pronounce or stress the answers to the questions. This can be difficult to hear at the beginning but with practice, you will hear it. We call this 'Sign-posting'.

## Listening: 5 ways to improve

**Listen for gist:** it is a good idea to listen for general meaning, the gist of something means the “essence” of something. Therefore listening for gist is to focus on the basics of an audio or dialogue (What, Who, Where, When, Why).

**Take notes:** at the beginning of language learning it is essential to take notes so that you can later look up words and expressions that you have not understood or need to brush up on. It is a good idea to train your listening skills by taking notes of key information and interesting phrases.

**Listen for key words:** it may sound a little weird, but in fact, most native speakers only listen to about 20% of what they hear. They take the key information and use it to continue the conversation. A key skill is being able to withdraw key information and key words from an audio or dialogue.

**Dictations:** there are two types of dictations. The first is when you listen and write everything that you hear. These tend to be short texts or even single phrases or questions. Secondly there are native level audios, in which the learner simply needs to withdraw the key information.

**Have conversations:** when holding a conversation, listening can be stressful. That is because in many cases, the listener is more concerned about what they are going to say to be able to process the information that they are listening to. This is why learners must practise real conversations to sharpen up their listening skills. It is clear that there is a connection between speaking and listening and it is important to do both. An important part of listening is to listen and respond, learn how to listen and be able to answer questions speaking is a key skill and this interaction will enhance your listening skills.

You need to actively listen, this means to TRY TO UNDERSTAND. You cannot simply put on recordings in the background and hope it will just go in and you will learn passively, listening does not work like that. If it were so, we could learn in our sleep (YOU CANNOT). Do not switch off when listening, it requires effort to improve. Our advice is to listen frequently, do not avoid it. You should actively listen for at least 15 minutes per day, but it is important to not get stressed about it. Anxiety is your enemy and will only impede your understanding. You must start with low level texts and then build from there and listen to real texts with natives speaking for key information only, just like a child does.

## Reading: 5 ways to improve

Reading might just be the most undervalued language learning skill that there is. It is a fantastic way to enhance your vocabulary, understanding of grammar and every your speaking skills. It is essential to read on a daily basis and to read all types of texts. Learn to take advantage of reading time and you will advance your language level in a natural and enjoyable way.

**Read for gist:** it is a good idea to listen for general meaning, the gist of something means the “essence” of something. Therefore reading for gist is to focus on the basics of an audio or dialogue (What, Who, Where, When, Why). Reading for gist is often also known as skim reading.

**Scan reading:** scan reading is a process in which the learner searches for key information. This is a key process for exam technique and needs to be practised. This is a great way of dealing with unfamiliar vocabulary and only dealing with essential information.

**Highlighting:** it is essential to get into the habit of highlighting key parts of the text while reading from A1-C2 level. This helps you to check your answers in exam situations and also reduces the amount of information that you are trying to process. A great way to do this is to take notes of key phrases that you need to review while reading as it will improve your understanding of language in context.

**Searching for synonyms:** a key element of reading activities in language exams is the ability to identify synonyms and antonyms. For this reason, it is important to have a great understanding of synonyms and similar expressions in context. It is a matter of the more the better so try to look for a synonym when you encounter an unfamiliar word instead of translating it.

**Discarding:** in many cases in language exams, reading activities do not depend so much on understanding the correct answer, they are passed by those who know how to discard incorrect answers. You must learn to know how to discard unnecessary information.

## Writing skills: 5 simple ways to improve

As one of the key skills needed for language learning, writing is one of the areas in which most language enthusiasts seek to develop and grow. Writing can be seen as a difficult area to improve, especially for people who are not used to writing on a daily basis, or for those who feel they lack imagination and creativity. These 5 tips will look to improve your written language in a way that is easy to follow and can be incorporated into any student's study regime.

**Use your favourite phrases all the time:** When people write, even professional writers, they tend to repeat their favourite expressions and phrases. This is a natural tendency and something that should be present in our writing. When you write, you should have a good bank of language that you can apply to various contexts and genres of texts. This way you will be very clear on language usage and you will not have doubts about how to use specific words and phrases, especially in an exam situation when you cannot look up information or ask for confirmation. My suggestion is to have a bank of connectors and phrasal verbs so that you can review and recycle them frequently.

**Imitate other writers:** To write well you must read, and when I say read, I mean read A LOT. A great way to improve your writing is to read all types of texts, this will enhance your vocabulary and understanding of language. What you should do is COPY other writers and use the parts of language that you like. For language exams you should look at example answers from previous exams and use the grammar structures and vocabulary forms that you like. Obviously you cannot copy entire texts, but you ought to take the parts that you like and use them in your own pieces of writing.

**Research language well:** When you write about something, clearly it is much easier if you know something about the topic. This is reinforcing my earlier point about the importance of reading. You should look at topics that are likely to come up in the exam and know some interesting points to include in your texts. It is also essential to review language and have a good understanding about vocabulary and grammar structures needed to carry out the tasks that you face. A great thing to do is to look at suggestions from teacher and examiners to write effectively.



**Ask others for advice:** A great way to improve your writing is to show it to other writers, or in this case, other language learners (or your teacher) to review and correct. You should ask others to read your work and then ask them to explain what they like or dislike about it. This is called FEEDBACK and it can be used to correct errors and mistakes, or to just generally improve the level of your writing.

**Review and correct your own work:** If you wish to become an accomplished writer, you must be able to review and criticise your own work. It is of the utmost importance to go over your written work and look to communicate in the most efficient way possible. You should always want to improve the way you use language and look to push your own boundaries. In exam situations, you will mostly be looking for typos and grammatical errors though.

## Resources:

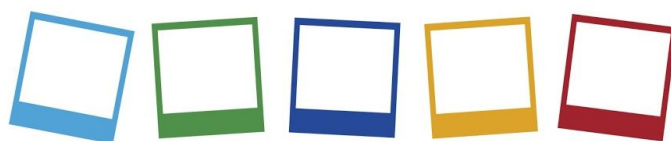
The great part about our vocabulary learning method start is that it is simple and can be easily prepared by any language learner (it can also be adapted to any language). You can make your own resources using simple phrases with make, do, have, get, stay, carry, give or take. Then from this point you can start to look at more difficult terms.

- ❑ Books are a valuable resource for learning a language as they give you language in context and can help you to reinforce learning. From A1 level, you can begin with children's books as the structures and vocabulary are relatively simple and tend to be repetitive.
- ❑ Images are an essential part of language learning and you need to use them daily. You should make your language learning visual by creating vocabulary flash cards and using them for speaking activities with your speaking partner. Try comparing images and giving descriptions.
- ❑ The television is a great tool to learn a language as it can aid our listening skills; try to watch TV with subtitles and the audio in the target language. For levels A1, A2, B1 you should start with things you have already seen in your native language.
- ❑ The internet is possibly the most interesting resource due to the sheer amount of information available. Try following our blog and reading daily.
- ❑ Social media is a great way to have a daily contact with language, follow us on Facebook, Instagram and Twitter.
- ❑ Music is a wonderful way to learn a language as you can listen to the rhythm and intonation of the singers as well as read the lyrics of songs.
- ❑ Travel. Never underestimate the influence of culture on a language. there is no better feeling than using you target language in a real context in the country of its origin.
- ❑ Other people. There is no substitute for real conversations and this will put your language skills to the test in the most entertaining way possible.
- ❑ Role-plays and collaborative tasks: put yourself in real situations and test your ability.
- ❑ Topics: give monologues and practice your organisation and discourse management skills.
- ❑ Debates: test your ability to negotiate and agree or disagree with opinions.

## Glossary:

- ❑ **Adjective:** a word that names an attribute of a noun
- ❑ **Adverb:** a word that names an attribute of a verb
- ❑ **Clause:** a unit of grammar organisation that constitutes a full sentence
- ❑ **Collocation:** words that are generally placed side by side
- ❑ **Discarding:** remove or get rid of something that is no longer useful
- ❑ **Expression:** the way we make our thoughts known
- ❑ **False friends:** a similar word to that of a word in your native language that does not have the same meaning
- ❑ **Gist:** general meaning
- ❑ **Grammar:** the structures that govern a language
- ❑ **Idiom:** a group of words that has a different meaning from the individual words alone
- ❑ **Intonation:** the rise and fall of the voice and tone in speaking
- ❑ **Lexis:** the level of language and the use of vocabulary
- ❑ **Long turn:** a monologue
- ❑ **Mnemonics:** methods to enhance the efficiency of memory
- ❑ **Noun:** a word used to identify a person, place or object
- ❑ **Paragraph:** a distinct section of piece of writing
- ❑ **Phrase:** a group of words standing together as a unit of language
- ❑ **Phrasal verb:** a verb and preposition that have a change in meaning from the words alone
- ❑ **Prefix:** a word or part of a word placed at the beginning of a word to adapt it
- ❑ **Pronoun:** a word that substitutes a noun
- ❑ **Pronunciation:** the way a word sounds in speech
- ❑ **Recall:** to bring a word or fact back into one's mind frequently
- ❑ **Scan reading:** read quickly to find specific information
- ❑ **Sentence:** a set of words that are complete in themselves and convey meaning
- ❑ **Shadowing:** the act of listening and repeating language, at times simultaneously
- ❑ **Skill:** an ability (reading/writing/speaking/listening)
- ❑ **Skim reading:** read quickly focussing on the general meaning and not specific words
- ❑ **Suffix:** a word or part of a word that adapts it
- ❑ **Syntax:** the arrangements of words or phrases
- ❑ **Target:** the objective or goal
- ❑ **Verb:** a word that describes an action
- ❑ **Word formation:** the creation of a new word or a semantic change by adapting the word
- ❑ **Word pattern:** a verb, adjective or noun plus preposition

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