

# User Guide

## Q Business Traveller

If you have any questions or concerns about this User Guide, please check our website at:

<http://www.qgroupplc.com/category/QSupport>

Or, e-mail the Q Support Team at:

[onlinesupport@qgroupplc.com](mailto:onlinesupport@qgroupplc.com)

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## Introduction

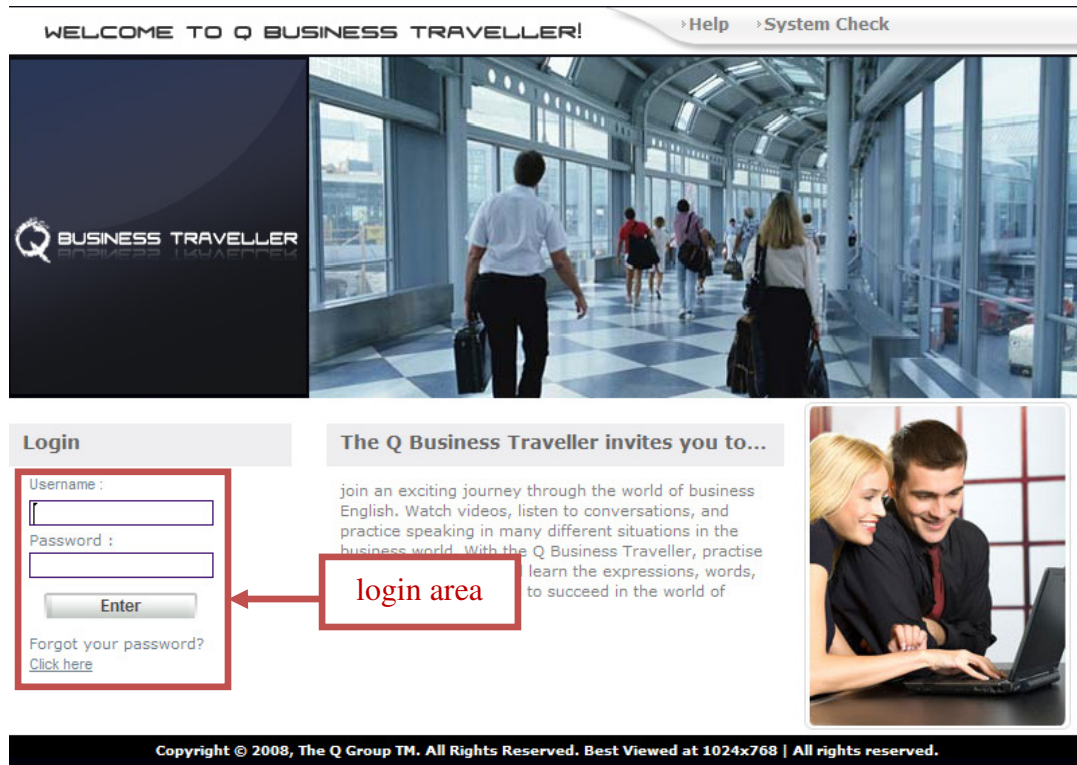
Welcome to the Q Business Traveller Course.

This guide will show you the main features of the system, and help you to become familiar with the course content.

## Login Screen

Enter the course through the login screen:

1. Type in the Username and Password you received from us by e-mail.
2. Click **Enter**.
3. The system will check your computer to make sure you have all the necessary components.
4. If you are missing any components, click the relevant link to install it.



If you have forgotten your password, click **Click Here** under the words Forgot Your Password?, and Q Support will e-mail your password to you.

If you have installed all the necessary components and are still unable to enter or use the course, please check our Support page at:

<http://www.qgroupplc.com/category/QSupport>.

## The Main Menu

The Main Menu screen displays the eight themes included in the course: Travel, Hotels, Greeting, Eating Out, Socialising, Work, Directions, and Appointments. There are two units in each theme. Click one of the themes to read descriptions of the units that are related to this theme.

The screenshot shows the main menu interface for 'Q BUSINESS TRAVELLER'. At the top, a navigation bar contains links for 'Help', 'Tools', 'System Check', and 'Logout'. Below this is a large image of an airport terminal with a 'Tool Bar' label pointing to the navigation bar. On the left, a dark sidebar displays the 'Q BUSINESS TRAVELLER' logo and a 'themes' label pointing to the sidebar. Below the image is a horizontal menu with eight categories: TRAVEL | HOTELS | GREETING | EATING OUT | SOCIALISING | WORK | DIRECTIONS | APPOINTMENTS. The 'Booking a Flight' unit is selected, showing a 'unit description' label pointing to its content. The 'Checking in for a Flight' unit is also visible. Both units include a 'Topics for This Unit' section with details on video, listening, role-play, language lessons, and pronunciation lessons, each with an 'Enter Unit' button. A copyright notice at the bottom reads: 'Copyright © 2008, The Q Group TM. All Rights Reserved. Best Viewed at 1024x768 | All rights reserved.'

Click **Enter Unit** to enter a unit displayed on the screen

## Main Menu Tool Bar

At the top of the Main Menu screen, is the Tool Bar. This Tool Bar includes:

- Help
- Tools

- System Check (to help install any components you might be missing)
- Logout (to exit the system)

## Help

Help includes four sections:

- The Learner's Guide (to help you become familiar with the course)
- The User Guide (this document)
- Configuration (to help install any components you might be missing)
- FAQ (to help you solve technical questions)
- Help (to help you navigate through the system)

## Tools


Learning tools include:

1. The Lexicon
2. The Phrase Book
3. The Grammar Book
4. The Speaking Lab
5. My Progress
6. My Profile

## The Lexicon

Look up any word you do not know in the Lexicon:

1. Click **Lexicon**.
2. Type part of or the full word you want to look up.
3. A list of relevant words will appear below the text box on the left side of the screen.
4. Click the word you want.
5. The definition in your chosen language and a few sentences using the word in English will appear on the right side of the screen.

6. Click  to hear the word pronounced.



LEXICON

A B C D E F G H I J K L M N O P Q R S T U V W Y

a little  
a lot  
a.m.  
abbreviation (n.)  
about (adv., prep.)  
**abroad (adv.)**  
across (prep.)  
action (n.)  
activity (n.)  
actually (adv.)

**abroad (adverb)**

in or to a foreign country

Example:  
*I'm going abroad next week.*  
*Do you like living abroad?*

sound 


select a word

Print Close

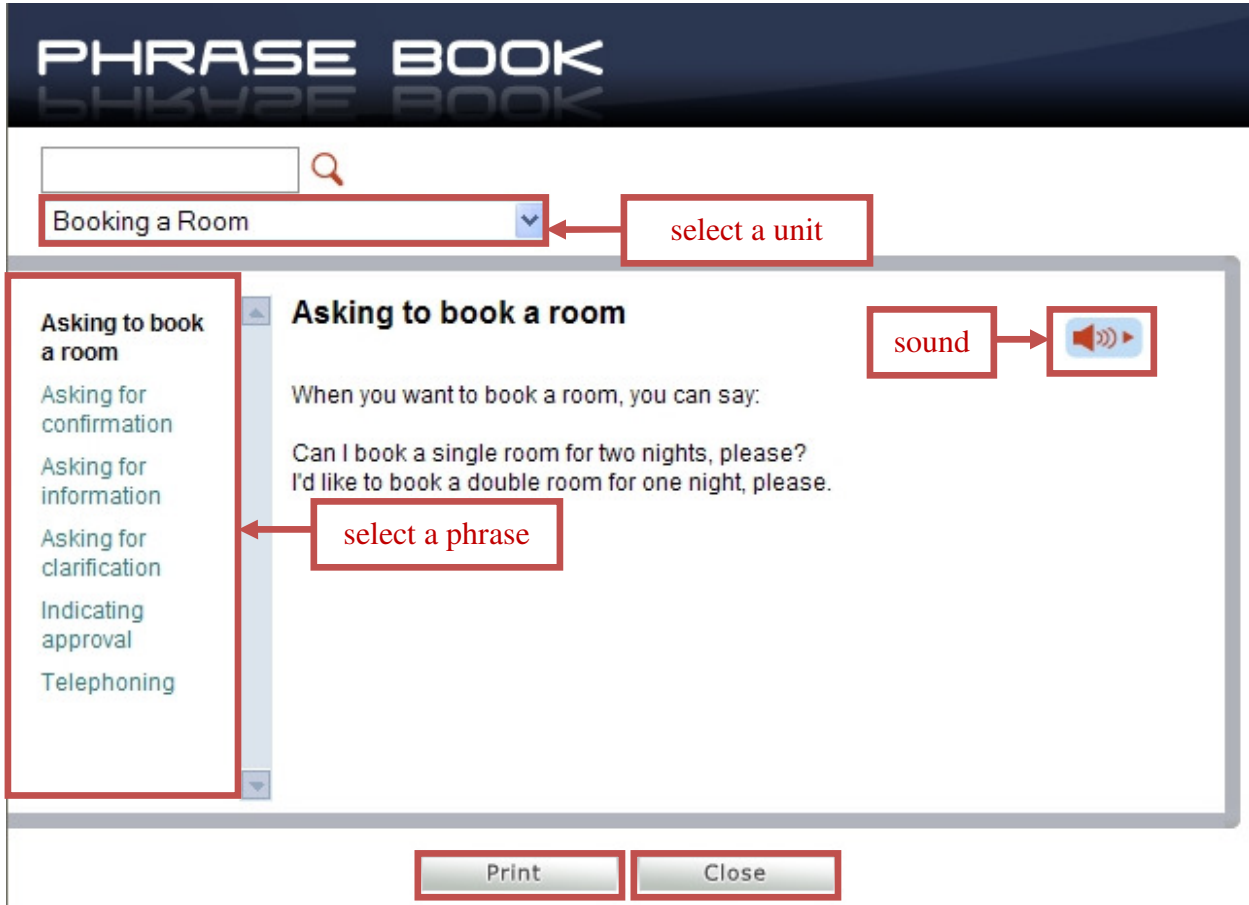
### The Phrase Book

The Phrase Book includes many of the phrases you have learned in the course.

To find phrases:

1. Select a unit from the drop-down menu.
2. Click a phrase on the left side of the screen.
3. The phrase, an explanation about the phrase, and examples will appear on the right side of the screen.
4. Click  to hear the examples.
5. Click **Print** to print the examples.

6. Click **Close** to close the Phrase Book.

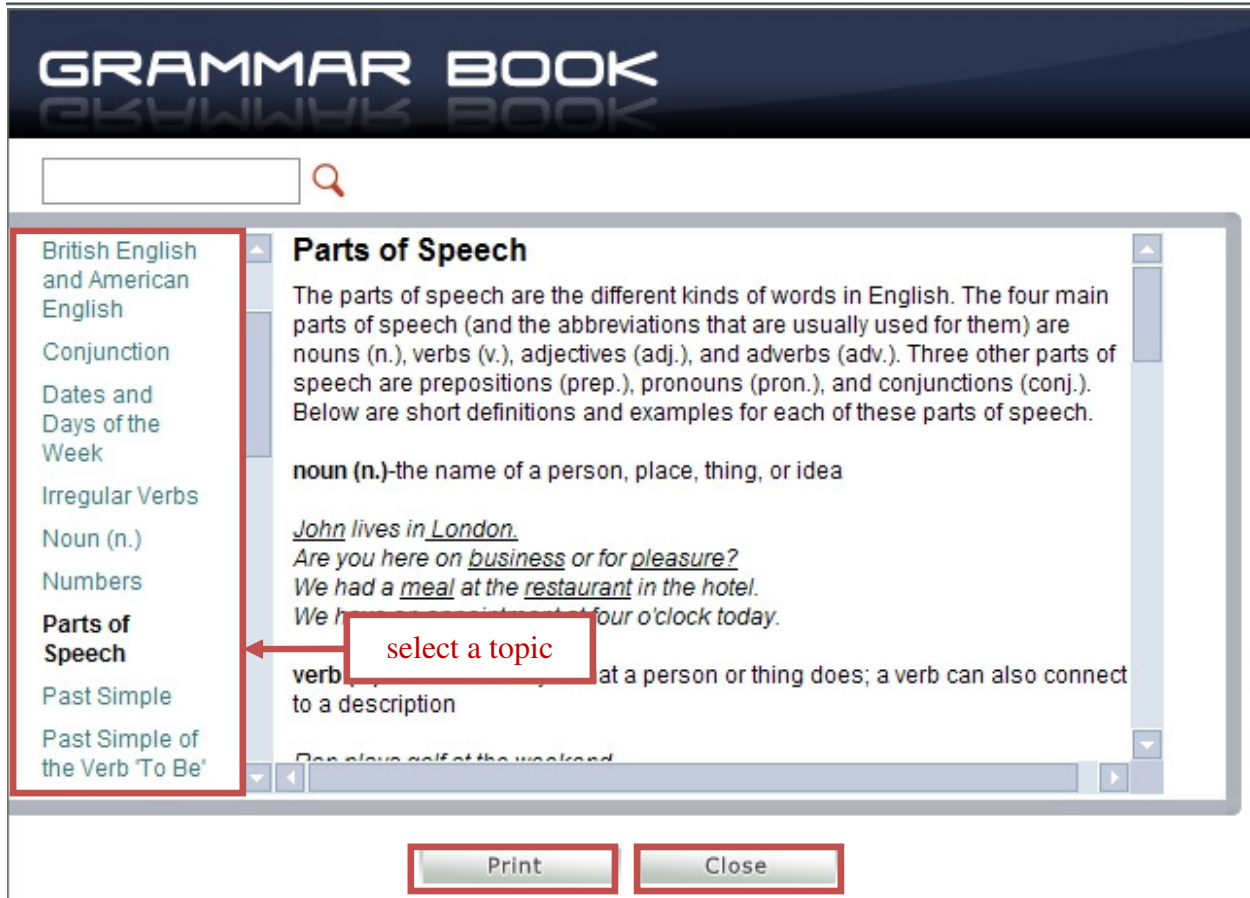


The screenshot shows the 'PHRASE BOOK' interface. At the top, there is a search bar and a dropdown menu currently set to 'Booking a Room'. A red box labeled 'select a unit' points to this dropdown. Below the dropdown is a list of categories on the left, with 'Asking to book a room' selected. A red box labeled 'select a phrase' points to this category. The main content area displays the title 'Asking to book a room' and the text: 'When you want to book a room, you can say: Can I book a single room for two nights, please? I'd like to book a double room for one night, please.' A red box labeled 'sound' points to a speaker icon. At the bottom, there are 'Print' and 'Close' buttons, both highlighted with red boxes.


### The Grammar Book

The Grammar Book provides explanations about the grammar topics found in the course. To learn about the grammar topics included in the tool:

1. Click the name of a topic in the list on the left side of the screen.
2. An explanation about the usage of a structure or topic and examples will appear on the right side of the screen.
3. Click **Print** to print the examples.
4. Click **Close** to close the Phrase Book.



**GRAMMAR BOOK**

Search:  

**Parts of Speech**

The parts of speech are the different kinds of words in English. The four main parts of speech (and the abbreviations that are usually used for them) are nouns (n.), verbs (v.), adjectives (adj.), and adverbs (adv.). Three other parts of speech are prepositions (prep.), pronouns (pron.), and conjunctions (conj.). Below are short definitions and examples for each of these parts of speech.

**noun (n.)**-the name of a person, place, thing, or idea

*John lives in London.*  
*Are you here on business or for pleasure?*  
*We had a meal at the restaurant in the hotel.*  
*We had a meeting at four o'clock today.*

**verb** ... at a person or thing does; a verb can also connect to a description

*Don't play golf at the weekend.*




Print Close

### The Speaking Lab

In the Speaking Lab, you can listen to native speakers pronouncing words or phrases you have learned in the course, and practice pronouncing them.


To use the Speaking Lab:

1. Click **Tools** in the Tool bar.
2. Click **Speaking Lab**.

3. Select a unit from the drop-down menu at the top left corner of the screen.
4. Select a sentence.
5. Click  Listen.
6. You will see a graphic picture of the speaker's voice. You will also see how long the speaker took to say the sentence.
7. Click .
8. Say the sentence.
9. Click .

10. You will see the graphic picture of your voice, and you will get two other types of feedback:

- a. Written feedback (Excellent!, Try again, Speak slower, etc.)
- b. Color feedback (green = excellent; red = needs a lot of work).

11. Click  **Play** to hear your recording.

12. Click **Save** to save your recording.

Record as many times as you like.

### My Progress

To check your progress in the course:

1. Click **My Progress**.
2. A list of lessons you have completed will appear with:
  - a. Unit name
  - b. Score
  - c. Last Entry Date
  - d. Time on Task

#### My Progress

These are your course results for the units of Q Business Traveller.  
 For each unit, you can see your total Score, the Date you completed the unit,  
 and the Time on Task – the amount of time you spent on the unit.  
 To view a more detailed breakdown of your results for a unit, click the lesson name.

Certificate

Unit Name	Score	Last Entry Date	Time on Task
Booking a Flight	0	1/12/2009	1:14:10
Checking in for a Flight			
Booking a Room			
Checking in at a Hotel			
Meeting People			
Saying Goodbye			
Booking a Table			
Ordering Food			
Starting a Conversation			
Making Conversation			
Talking about Jobs			
Talking about Previous Jobs			
Asking for Directions Indoors			
Asking for Directions Outdoors			
Making a Business Appointment			
Making a Social Appointment			
<b>Total</b>	<b>0</b>		<b>1:14:10</b>



Click a Unit Name to see activity information including first, last, and total number of attempts, as well as whether you completed an activity correctly or incorrectly.

**My Progress**

These are your results for the lesson you selected.  
 For each activity in the lesson, your results for your First Attempt and Last Attempt are recorded.  
 The screen also indicates the number of Attempts – the number of times you tried the activity in total.

Lesson Name	Completion	Total Score	Time on Task
Video	0/5(0%)	0	1:14:10

#	First Attempt	Date	Last Attempt	Date	No of Attempts
1	-	January 12, 2009	-	January 12, 2009	1
2	-	January 12, 2009	-	January 12, 2009	1
3	-	January 12, 2009	-	January 12, 2009	1
4	-	January 12, 2009	-	January 12, 2009	1
5	-	January 12, 2009	-	January 12, 2009	1



### My Profile

Change personal information in the system in the My Profile section.

**My Profile**

These are your details as they appear in our system:

Username: arielg

First Name:

Last Name:

E-mail:

country:  ▼

[Change Password](#)

Current password:

New password:

Confirm new password:

Click to save  
the new  
information.

To change information:

- a. Type in or select the information you would like to change.
- b. Click **Update** to enter the changes, or click **Cancel** to cancel the changes.

*To change your password:*

1. Click **Change Password**.
2. New text boxes will appear.
3. Type in your current password.
4. Type in the new password you would like to use.
5. Type in the new password again.
6. Click **Update** to enter the changes, or click **Cancel** to cancel the changes.

## Lessons

Each unit includes six lessons – Video, Listening, Language, Pronunciation UK, Pronunciation US, and Role Play – and a test. The lessons do not have to be done in the order in which they appear. To move between lessons, click the name of the lesson in the tab at the top of the screen.

Work » Talking about Jobs

Work » Talking about Jobs

Video Listening Language Pronunciation UK Pronunciation US Role-play Test

▶ Instructions

Based on the video, choose True or False for each of the sentences below.

1. true / false Pablo is bas

2. true / false His company has offices in Mexico City.

3. true / false He doesn't travel very much.

4. true / false His main markets are Colombia and Argentina.

5. true / false He travels to New York four or five times a year.

6. true / false Daniel Conway is responsible for Transglobal's R & D.

7. true / false Daniel works very hard.

▶ Hide Text

Where are you based, Pablo? In Buenos Aires. And do you travel a lot?

Yes, we have offices in Santiago, Bogota, Mexico City, and Rio, and I usually visit them about once a month. That's a lot of travelling.

Yes, please. Red. Thank you. No, thank you. So, what are your main markets then?

Check Clear Solution

1 2 3 4

lesson tabs

text and audio or video

(video lesson shown here)

**The Video Lesson** includes a video with a full script on the left side of the screen, and activities on the right side of the screen.

**The Listening Lesson** includes a picture with audio and a full, written script on the left side of the screen, and activities on the right side of the screen.

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**The Language Lesson** includes a picture on the left side of the screen and activities on the right side of the screen.







**The Pronunciation Lessons** (UK and US) have pictures on the left sides of the screens, and activities on the right sides of the screens. The activities in these lessons are the same.

**The Role Play Lesson** has a script with audio and a picture on the left side of the screen, and a role-play activity on the right side of the screen

### To Work in Lessons:



Below find instructions on completing activities in all lessons.

### To use the video or sound player:

1. The video will begin automatically upon entering the lesson.
2. To stop the video, click  or .
3. To watch the video again, click .
4. To move backwards / forwards through the video, click  or  or click the part of the text you want to see.
5. To change the volume, click and slide the volume button (  ) to the left/right.



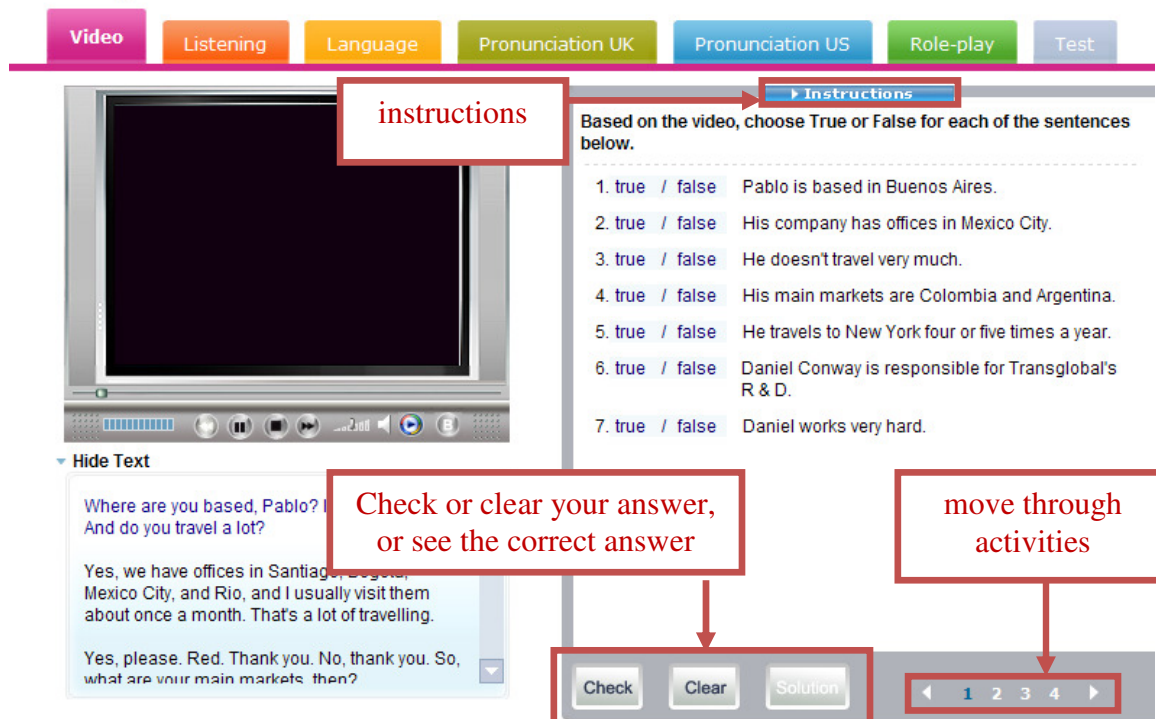
Other video player options:

- To watch the video with the Windows Media Player, click .
- To change the bandwidth (depending on how fast or slow your internet connection is), click  and choose **High** or **Low**.

### To complete activities:

1. Click **Instructions** to learn how to complete an activity.
2. Read the question in an activity.
3. Complete the activity.
4. Click **Check** to check if your answer is correct.
5. Click **Solution** to see the correct answer to an activity.
6. Click **Clear** to erase your answers.
7. Click a number or arrow at the bottom of the screen to move through activities.

Work » Talking about Jobs



The screenshot shows a web interface for a language activity. At the top, there are navigation tabs: Video, Listening, Language, Pronunciation UK, Pronunciation US, Role-play, and Test. The 'Instructions' tab is selected. Below the tabs is a video player with a red box labeled 'instructions' pointing to it. To the right of the video player is a list of seven true/false questions. Below the questions is a text box with a 'Hide Text' button. At the bottom, there are three buttons: 'Check', 'Clear', and 'Solution', with a red box labeled 'Check or clear your answer, or see the correct answer' pointing to them. To the right of these buttons is a navigation bar with arrows and numbers 1, 2, 3, 4, with a red box labeled 'move through activities' pointing to it.

## Tests

There is a test in each of the sixteen units in the course. Each test has ten activities.

Work >> Talking about Jobs

Video Listening Language Pronunciation UK Pronunciation US Role-play Test

Instructions  
Read the three texts on the left side of the screen. Listen to the conversation. Which text is correct?

listen

Text Number 1  
Company: IBC, Madrid  
Job: works in marketing  
Where does he travel? Europe and Africa  
What is he doing now? organising a product launch

Text Number 2  
Company: IBC, Milan  
Job: works in marketing  
Where does he travel? Europe and Asia  
What is he doing now? organising a sales conference

Text Number 3  
Company: IBC, Milan  
Job: works in marketing  
Where does he travel? Europe and Asia  
What is he doing now? organising a product launch

read

finish the test and get your score

Clear 1 2 3 4 5 6 7 8 9 10 End Test

Most of the activities require the learner to read a question, then to choose the correct answer out of two possibilities. However, the first activity in each test has a different format.

### To complete the first activity in each test:

1. Read the question in the activity.
2. Listen to the recording on the right side of the screen.
3. Read the three options on the left side of the screen.
4. Choose the best option by clicking the appropriate circle on the right side of the screen.