

E-BOOK FOR LEARNERS

# 5 Tips for Effective Language Learning at Work

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**A**lready 77 percent of companies offer digital learning options to their employees or plan to introduce them. This makes learning in the workplace a relevant topic that will grow in importance in the near future. We want to know, how can language learning at work have the most successful outcome — and how can typical mistakes be avoided? You can find the most important suggestions in these five tips.



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# 1. Concentration:

## What should you do to prepare for your language learning?

Successfully learning and practicing a new language is directly affected by your ability to concentrate. As with any intense work, successful language learning requires uninterrupted concentration. Finding the right environment can positively influence your concentration.

Is your computer a central part of your working day? If you learn with Babbel on desktop, it's best if you can close your email or anything else that might create distracting alerts or notifications. If you use an internal chat program, we suggest you activate the "do not disturb" mode during your language learning time.

Similarly, if you're learning with Babbel on your phone or tablet, activate the "do not disturb" mode or turn off any notifications.

To help you focus on the language during your lesson, let your manager and colleagues know that you are busy during this time. That way you also have their understanding and time to learn without being interrupted. For transparency, it's also useful to mark your learning times in your work calendar. And last but not least, prepare yourself mentally for learning so that you can get started right away with the right focus.

### Short concentration checklist:

- ✓ Is your phone put away or in flight mode?
- ✓ Are your emails, chats or other notifications deactivated?
- ✓ Is your learning time marked in your calendar?
- ✓ Do you have a general understanding from your team?
- ✓ Are you mentally prepared for learning?

## 2. Place:

# Where at work do you learn best?



Depending on your office space, finding the ideal place at work for learning can be tricky. The requirements for a learning space can be quite different from your normal working space. To help you find an appropriate learning space in your office, we've put together a handy checklist.

Keep an eye out for these requirements when you're looking for the right place to learn. But don't worry: You can still learn effectively even if only a few of the requirements are met.

These are a few typical working spaces that work well: phone booths, empty meeting rooms, quiet working rooms, seating corners in open-space offices, hot-desks — but also your own desk. If you can learn effectively and comfortably there, then we have just one suggestion for you: A clean desk promotes a clear mind. So make sure that you reduce the visual reminders of your normal work by clearing away any work materials.

# Are these scenarios possible in your learning space?



- ✓ You can use Babbel comfortably on the device of your choice.
- ✓ You can practice pronouncing words or sentences out loud.
- ✓ It's quiet enough for you to focus on completing sentences or longer texts.
- ✓ You have no distractions from your coworkers.
- ✓ You can stay there long enough to complete your lesson.
- ✓ You can connect to the internet in case you want to learn online or download lessons for learning offline.
- ✓ For Babbel Intensive users: You have access to the internet and a web cam to start the video session for your 1:1 language course.



### 3. Time:

## When at work do you learn best?



At Babbel, three quarters of employees prefer practicing their language in the late afternoon. The time varies between 4pm and 6pm, but it's clear that concentration is often best when the most important tasks of the day are already finished and the majority of the working day is over.

That's how Tara works, an instructional designer at Babbel responsible for the look and feel of the learning experience: "I learn every day before I go home. It's now a fixed appointment in my calendar and has become a real routine that I look forward to."

Neuroscientists also recommend this time of day for learning because just afterward you leave the office to go home. This generally involves some physical activity, and the combination of focused learning followed by move-

ment promotes anchoring the newly acquired knowledge!

What other learning times fit at work? One in four employees learns during their lunch break — for example Giulia, an editor at Babbel who's brushing up on her German, says: "I like to use the empty office when my coworkers are out at lunch. Then I can practice my German out loud without bothering anyone or feeling embarrassed. When I finish a lesson, I reward myself with lunch."

If these two examples don't fit with your work schedule, then follow this principle: **Choose your favorite learning time and stick to it** — whether it's every day or three times a week. Only with regular learning can it develop into a habit and, like brushing your teeth, at a certain point will seem completely natural.

## 4. Content and duration:

# What do you learn and how do you organize your learning time?

Babbel's recommendation is to learn for 20 minutes, three times a week, by finishing a lesson and using the Review Manager to practice. How long a session lasts depends on whether you want to finish a lesson (approx. 15 minutes), followed by the Review Manager to practice what you've already learned (another 5 minutes), or whether you, if your company offers Babbel Intensive, get a 1:1 online video session (30 minutes). You can choose how often you do a learning session, what features you use, and what lessons you start from the beginning.

The flexibility of our language courses allows for a great deal of control and responsibility. Did you know that 90 percent of companies particularly value the flexibility of digital learn-

ing? At Babbel, we combine flexibility with goal-oriented efficiency. For you, that means that the occasion to learn a language is generally related to your work: That's why you might learn, for example, Business German or Business Spanish, to negotiate better internationally, lead subject-oriented presentations, or promote specific company goals. For each goal, the Babbel e-learning platform offers a wide choice of carefully prepared and relevant lessons. On request, we also create learning plans that lay out the relevant courses for your learning goal. So make sure you know what learning goals fit with your company's goals. Your learning progress is available to you and is shared with your company in usage reports.

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## 5. Motivation:

# How do you stay excited about learning?

If you've followed the previous four tips, you're already well-equipped to start learning a new language at work. But you might come back to this tip in a few weeks: For most learners, motivation isn't a challenge at first, but maybe become one after a while. But don't worry! At Babbel for Business, we've developed successful methods for fueling and ensuring long-term excitement for learning. Thanks to our years

of experience with customers and our hundred-person team of learning experts, we're glad to offer effective help and [learning support](#).

To get started, we've also prepared an overview of our favorite motivation tips. All the tips focus on enriching and structuring your learning experience. Diverse media and practice scenar-

ios show the practical use of a new language, make learning interesting and challenging, and providing entertainment, which includes our learner videos and language lunches. Additionally, structuring your learning helps you stay goal-oriented, measures your success, and anchors language learning in your everyday life.

### Here are some of our favorite motivation tips:



Our [videos](#) show you the best ways to learn.



Read about why [language lunches](#) help motivate and how you can organize one.



Reach your learning goals with motivation thanks to [SMART goals](#).



Use these [tips](#) to increase the motivation at your company.



**Do you have any question?**

We are here to help you!

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