Making English a Necessity

• 10 Steps To Becoming a Fluent and Confident English Speaker
• A free e-book by Coffee English

coffee English
aprende inglés con un café
How has English changed my life

To begin with, English has changed my life in many ways because it has given me the opportunity to study abroad. People can be afraid of making mistakes because they do not want to fail. However, when you reach your goals whatever they are the satisfaction of reaching them is amazing.

Since I had decided to study a new language in 2015 my life changed for the better. Despite the fact learning foreign languages could be frustrating and tough you know that you can do it. It is quite hard in the beginning to change your way of thinking, to change your lifestyle, or simply the way of dealing with different situations. In other words, you have to adapt to the new era.

In 2015, I started to do some research on how to study English in another country and I found a travel agency on the internet. I visited this website and I checked the information about their programs. I was so enthusiastic about this decision I made for myself because I had never been to another country, I mean to live for some time there. I just traveled abroad only for holidays.

For almost 2 years I saved money for that trip because as you might know it is really expensive to buy an English course abroad. However, I didn’t bother to spend money on that. I was so determined to live abroad.

During the time in New Zealand (2018) I made very good friends who still keep in touch with me by social media. I have great memories of that experience and now I can teach English in the same way I learned.

I believe for sure that my work has been helping a lot of people who wants to become a confident and fluent English speaker because I know what it is like to be frustrated with bad methodologies and expensive English courses. My aim is to help the people and I have a dream that everyone can speak English fluently.

To outline the main points, English is a once-in-a-lifetime experience. My dream has come true and yours would come true too.
I understand you...

I know you have struggled with English. You probably bought an expensive English course recently and you feel that you are not improving your English skills. Let me tell you why.

The reason why you feel disappointed with your English course is that there is nothing new in that. Boring lessons, grammar exercises, etc. I suppose you feel bored all the time and you are changing your mind if you want to carry on or not. You will probably decide to give up.

TAKE YOUR TIME

There is no such thing as a free lunch in this life unless you are a lucky person. But, I doubt it.

Everything takes time. The process of learning English always depends on how much you practice your English. Have you ever thought to learn English in 3 Months? Well, do not believe in advertisements. The truth is the time is irrelevant. The most important thing is communication with other people. It doesn´t matter how long will take you to reach a high level in English.

Enjoy the process. Do not feel frustrated or irritated about not being good at English because as I told you it takes time. Now, I can teach you how to practice English effectively.

First of all, open your mind. You must know that learning a new language is not like to learn how to ride your bike or how to dance. Even though in those areas you need to practice in order to get better as well.

Second of all, avoid your native language. You have to immerse yourself in English. What I am getting at is that you have to make English a necessity.

Finally, the magic key to success is your motivation. If you have the right motivation and you are determined to reach your goals you will be satisfied with your work and effort.
MOTIVATION

When I feel motivated to do something I try to focus on only that because I understand my energy is limited. If you are focus on a lot of things probably you are a multitasking person and let me tell you that is quite bad.

Why?

Because multitasking divides your energy into lots of parts and it does not allow you to use it 100%. For instance, a day has 24 hours which 8 hours are to sleep and 8 hours for work plus the time of breaks throughout the day to eat food. You have probably one or two hours left free. Therefore, you have to focus on only Few things if you want to progress.

DISCIPLINE

What I call discipline is to believe in yourself. In other words, it is like you have to set a routine to improve step by step. You have to work hard every time. You have to believe in yourself because you could feel frustrated at the beginning of this process. Not always you will feel you are improving. Actually, sometimes you might feel that you are stuck and you are not doing any progress. But, against the odds, if you believe in yourself everything is going to be alright.
You are ready to start

Now you know what you need to do, don’t you?. Well, from now on you have to change your lifestyle because you are learning English and the reason why I say this is because Spanish and English are very similar in some ways, but they are different languages.

THINK IN ENGLISH

Yeah, you have to think in English! Because if you don’t you will never become a fluent English speaker. As the matter of fact, that is because you have only one brain and when you are trying to speak in English but you are thinking in Spanish to translate these sentences into English your brain is going to go off.

It is too much work for your brain to try think twice in different languages. You have to help yourself, to do the things easier for you. So, the way to think in English is to think in English. It sounds easy, isn’t it?

Instead of think something important in Spanish try to think that in English. It does not matter if you are in your home, on the way to your job, or school. The idea is to avoid Spanish as much as possible because is the only way to get fluent. When you think in English you speak English more naturally without translating the words in your mind.

How can I do that?

Avoid Spanish. Make English your necessity.

- Watch videos in English
- Watch movies in English with subtitles in English.
- Read in English.
- Write in English
- Speak English

As you can see there is no magic solution for you. You have to work hard to get a good level in English.

Learning a language takes a lot of effort, and these ten steps will help you to not waste your time and actually enjoy learning English.

Let’s get started with the first step.
STEP NUMBER ONE
SETTING A DAILY ROUTINE

One of the keys to be successful is to be constant. If you do not set a daily routine to practice your English you will not be fluent in English. It does not matter if you take 10 minutes a day to practice English a bit. However, you have to make a plan before to start.

MAKING A PLAN

First of all, think of a strategy that helps you to reach your goals effectively. It is quite important to have a strategy because it leads you on the right path and you can see your progress along the way. Without a strategy you might be lost and it only causes frustration.

For instance, you can start with podcast or videos of grammar in English in order to get used to different accents or pronunciations. It is vital to start with listening to resources because this is an important input to understand the language.

Every day you can listen to a new podcast in English on your smartphone or computer. Choose a topic and learn it and the next day choose another one and so on. The whole idea of doing this is to keep practicing. Also, you can learn new vocabulary or grammar by doing this.

On internet, there is a lot of information for free. You do not have to pay for private classes or expensive courses to get the information that you need. The problem is that somebodies are not confident in themselves and they need someone who can teach the same things that you can find on the internet for free. You have apps, Youtube channels, websites, podcasts,etc. Why do not start with these tools first?
CHECKLIST

This is one of my favorite tools for being well-organized with my stuff. You can write the most important things to do on a piece of paper or on your whiteboard.

I always use this to remember the things that are remanded to do and it is quite useful and easy to use. For example, when I started to learn English I remember that I wrote my checklist on a piece of paper and stick on the wall and every morning when I woke up I saw my checklist and I knew what I needed to do that day. If one day I didn’t do something on my checklist I tried to re-schedule that for another day. But, as I told you early on the point here is to be constant.

Above all, you have to concentrate on your listening skills because this is the first input and then you can concentrate on Writing and Reading. But, in my personal opinion Listening and Speaking are vital to start learning a language. So, with that being said, you have to concentrate on Listening and Speaking and try to practice these skills with some podcasts, videos, movies, or audiobooks. They are really helpful.

It takes time to get used to English pronunciation and understanding different meanings of the words in different contexts.

The advantages of doing a checklist on your own are multiples. Checklists motivate us to take action and complete tasks. Also, you will be productive in what you work on because by having a checklist you can complete repetitive tasks more quickly and efficiently, and with fewer mistakes.
KANBAN BOARD

This technique helps me a lot not only to study English I would say for every project I have to run because it is quite powerful. For me, it is one of the best method to manage projects because you can see the big picture without losing details.

The way to manage your projects by Kanban board is quite simple. I will explain to you how it works.

<table>
<thead>
<tr>
<th>TO DO</th>
<th>DOING</th>
<th>DONE</th>
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| ![Kanban Board Diagram](image)

To do or Backlog: You have to write the tasks to do in this part. In this one is the work which is coming. You can visualize how much work you will do and you can make decisions about it.

Doing or WIP (work in progress): In this section, you can see your current work. It is very important to have deadlines for your tasks because you will know when you are going to finish these tasks and schedule the new ones.

Done or goals achieved: Here are your tasks are done. There is no more work to do with these ones.

As you can see Kanban board is amazing to manage your projects and why not use it with your English?. You can organize your time and energy efficiently and you will not have a lot of workloads.
STEP NUMBER TWO
Enjoying the process

As well as enjoying life you should enjoy the process of learning English. If you do not you will feel compelled to do something that you do not want to do and that is not very good for you because you will not be open to new information. It is proven that when you enjoy doing something you learn much faster because your energy is 100% focus on the process.

Do you remember how you felt when you took English classes with traditional methods? Probably bored.

And that is because they taught you the same things like grammar rules or boring exercises that you did not understand because you did not pay enough attention to them. On the contrary, when you learn English in a dynamic and entertaining way you might feel amused and you may think this way is more effective than others.

The secret of learning a new language is Enjoy the process.

When you have something boring to do I bet you almost always procrastinate. But, If you ache for something you will do whatever you can to do it.

I suppose that you are thinking “Ok, but learning a new language is quite complicated because I do not have much time to practice and I do not have a partner who can practice with me”. To some extent, I agree with you. However, in my personal opinion, those are only excuses because I remember when I was studying English in New Zealand I used to study English for 5 hours on my own after classes every day. I made a firm decision about not being lazy or frustrated about anything because I knew that if I wanted to reach a high level it depended on me. It does not matter whether you are in New Zealand or another part of the world the goal is the same. To become a fluent English speaker.

If you are the kind of person who works a lot and you never have any time to practice English you should find a breakpoint in your schedule. I will show how:

- **Listen to podcasts in English:** This is one of my favorite ways to learn new vocabulary or grammar rules because I can listen to podcasts when I go to work or university or whenever I have to go. You have to take advantage of these “kill times”.
• **Do you like to cook?**: Well, instead of looking for a recipe in your native language you better look for it in English. In this way, you are making English a necessity because you need to eat (necessity) and you need to learn English (necessity).

Marketing campaigns create fake necessities for people with new products or services because they know how works our brain. You have to do the same thing with your English.

• **Reading books**: This is my favorite hobby. I always read newspapers in English or books about science fiction. My favorite saga is Harry Potter I love it. I remember when I was in a bookstore looking for new books to buy and suddenly I looked up a shelf and I saw books about Harry Potter. Immediately, I said “I have to buy them” without thinking. I spent a lot of money buying these books but it made me feel happy. I did not bother to spend money on that.

I always come across with new words or expressions when I read books in English and I look them up to increase my vocabulary.

The idea of doing this regularly is that you can include English into your daily routine.
STEP NUMBER THREE
Asking yourself questions

When I say ask yourself questions I mean that you need to speak English. For instance, you could either respond to those questions in your mind without speaking or talking to yourself out loud. It does not matter if you do not have a friend who can speak the language because the whole idea is to improve your speaking skill. So, you should do whatever you can to practice the language. I know it sounds a little bit strange but let me tell you that a lot of people do this technique. They know that practicing a language without people is difficult but it is not impossible. There are no excuses to practice by yourself. Otherwise, you will not be fluent in English because as I told you early on the first step to becoming fluent in English is to think in English. Remember you have only one brain and it needs to work effectively unless you are a genius.

I realized that if I set a routine to practice my speaking skill by myself I would be fluent in English in a short time. So, I decided to set it up and I wrote down 5 easy questions on a piece of paper and I stuck them on the wall. At night before going to bed I used to ask these questions myself and answer them. It was my routine and after a couple of months later I felt more confident and when I needed to talk to someone in English I noticed that I became fluent in the language because I did not translate sentences in my mind.

Repetition or constancy in my personal opinion is the way to achieve anything in life because everything takes time. I mean whether you have decided to become a professional gamer or businessman you have to be patient, constant, and determined to reach your goals. Otherwise, the only thing that you will reach would be frustration and a terrible feeling by not being constant.

So, whether you do this technique in the morning, afternoon, or before going to bed you have to do it every day. Probably, you may think “I do not have time for this” but I am not telling you that you have to spend a lot of time practicing the speaking skill you can practice 10 or 15 minutes a day and that let me tell you pal would be enough.

Here are some examples:

1.- What did I do last weekend?
2.- What did I do today?
3.- What am I going to do next weekend?
4.- Tell a story that happened to you to someone else
5.- Describe your daily routine including hobbies, things you like to do, etc.
Games are not just for kids. I like to play video games in my computer sometimes and I’ve been learning English unconsciously.

Games are actually an effective learning tool that adult English learners can play to improve their fluency. Having fun while learning English is a tried and true method that works.

- Research shows that adults are actually more likely to remember information that they learned through an entertaining process.
- Games teach you a range of language skills. As you will see below, you can use games to practice writing, speaking and listening to English.
- Games let you learn outside of a traditional classroom setting. Even if you are taking an English class, games are a fun, effective supplement to your lessons.
- Team games encourage conversations and boost confidence. If you can, try playing team games. This will give you the chance to practice your English conversation skills in a fun and low-stress environment.
- You can play games anywhere. Language-learning games can be played online, at home, at coffee shops or at a party. The opportunities for English learning are endless.

Now you know that games can help improve your English fluency. But where should you start? I’ve gathered a list of my 5 favorite English-learning games.

- **ABC Countdown.** This game will help you remember the English alphabet.
- **Scrabble.** It is a game where players score points by placing tiles with single letters of the alphabet on them onto a gameboard in order to make words.
- **Crosswords.** It’s a puzzle where your goal is to fill in the white squares with letters that make up words or phrases, either from left to right, or from top to bottom.
- **The Sims.** This game will prepare a space to learn daily vocabulary and sentence structures in a fast way.
- **Call of duty.** This game is good to improve your listening skills because of different accents and you will pick up new vocabulary easily.
STEP NUMBER FIVE
Using Technology

Whether you are preparing for an exam or learning for fun, your mobile phone is a great tool to help you improve your English. If you have a smartphone, you probably know about all the apps you can download, but you can also use your phone in lots of other interesting ways.

CHANGE YOUR SETTINGS

Change your smartphone settings to English. This will give you instant daily reading practice. Watch films, stream a movie or TV programme onto your phone. Make sure you watch it in English – with or without subtitles. Try it – you will be surprised how quickly you will pick up new vocabulary.

TAKING PICTURES

To help you learn the English vocabulary of the world around you, take pictures of items, objects and actions that you see on the street. Then when you go home you can review the pictures you took and you can use dictionaries or the internet to find out how to describe them in English.

RECORDING PRONUNCIATION

When you find words that are difficult to pronounce, make a list and then ask your teacher or a friend with good English to say them for you. You can record their pronunciation on your phone and can practise and repeat the words in your free time.

BE SOCIAL

Use social media in English. Find a page on a topic you are interested in and comment in English. You can practise your writing skills, your reading skills and be part of a global community all at the same time.
STEP NUMBER SIX
Different point-of-view stories

You might think that studying grammar is boring. Well, you are right!

This an effective method to learn grammar without studying it. But, in my personal experience, I would say that this technique is complementary. You can not study something without knowing how it works. It is impossible.

So, what I mean with this new method is that you have to **study a little bit of grammar** and practice more because when you learn the grammar you are learning how it works. In other words the rules of the game. However, after learning **the rules of the game** you have to practice that and the best way is **different point-of-view stories** because with this new method you think in English.

HOW IT WORKS

Firstly, you can listen or read a story in present tense and then you have to read it again but in another time tense. For example, present - past, future – present, or past – future.

In this way, you will get fluent quickly because you are thinking in English. It is a powerful technique that will help you to become fluent in the language.

DON´T THINK ABOUT THE GRAMMAR RULES

Even though, I am a Spanish native speaker I do not how it works. In fact, I just know how to speak and get feedback about my speech. If you concentrate too much on the grammar rules you will get bored and frustrated. So, instead of studying boring grammar rules, you should try this technique which is so powerful and effective.

In short, boring grammar rules could be entertaining if you know how to learn them in a funny way. Indeed, you will spend a lot of time studying grammar rules and the results will be the same if you do not change your strategy.
STEP NUMBER SEVEN
Shadowing

Speaking English is hard, and it can be difficult to practice. You can do it on your own with just 15 minutes a day.

The shadowing technique is another great way to improve your listening and speaking skills – but lots of people do not know about it. It is almost like a secret strategy, kept hidden from the world by the most effective polyglots.

Shadowing is a language learning technique where you repeat an audio just after you hear it. You are acting like an “echo” or a “shadow”. You listen to the words and then say them back out loud. Remember that you are not listening to the audio, stopping it, and then repeating it. You are repeating it as you are listening.

HOW DO I USE SHADOWING TO IMPROVE MY ENGLISH SPEAKING SKILLS?

1. **Find an audio**: Audiobooks, Netflix, Youtube videos, etc.
2. **Listen to the audio first**: Shadowing is most effective when you understand the content before you repeat it. So give it a listen first, so you understand it.
3. **Shadow the audio with a transcript**: This is the easier version of shadowing. Speaking with the audio while also reading a transcript. This helps to see the words as you are repeating them.
4. **Shadow without a transcript**: Your focus is on mimicking the sounds; it is not so much on what is being said.

TIPS

1. **Active learning**: The best is if you actually sit down and engage actively in the activity.
2. **Short duration**: This sort of activity is intense; you should do it for only a short period of time. A good length is about 10 to 15 minutes.
3. **Repeat a few times**: Repeating between 2 and 4 times is enough.
4. **Make sure you like the audio**: Find content that you are curious about or that interests you.

Shadowing helps you develop all the physical aspects of fluency. These include things like pronunciation, prosody, and rhythm of English.
STEP NUMBER EIGHT
Pareto principle and the 80/20 rule

The 80/20 rule is also known as the Pareto principle or the law of the vital few, which basically means that in many events 80% of the effects come from 20% of the causes.

The main point is to find the small things that give you the biggest results. The Pareto Principle is not about working less, or producing less, it is more about working smarter and prioritizing the right things in order to deliver better results and value.

HOW DOES IT WORK?

Think about your daily to-do’s, do you know which 20% of your daily tasks give you the most return?

Examples:

- 80% of problems originate from 20% of projects.
- You get 80% of the results of your work by investing 20% of your time.

STEPS TO APPLY THE 80/20 RULE

- Identify all your daily/weekly tasks.
- Identify key tasks.
- What are the tasks that give you more return?
- Brainstorm how you can reduce or transfer the tasks that give you less return.
- Create a plan to do more that brings you more value.
- Use 80/20 to prioritize any project you’re working on.
- Set a plan to focus on activities that produce the most results.

We can apply the 80/20 rule to almost any situation. The 80/20 rule forces you to ask questions you might never have thought of, and this is amazing! If you learn how to use this framework wisely, it can give you a lot of insights into how you should prioritize your time and projects.
STEP NUMBER NINE
Deadlines and goals

If you have a goal to achieve you should set a deadline for that. Otherwise, you cannot measure your progress and you do not know when you will achieve the goals that you set.

In other words, it is to pressure yourself in order to get better results in a short time and in an effective way. I always set deadlines for my projects because I understand that if I do not do that I will not get the results that I want. In fact, when I did not use to set a deadline for my past projects I was lost, I did not get the results that I was looking for because of not setting a deadline. My mistake 😞.

FIRST DEADLINE. BASIC GRAMMAR (2 MONTHS)

The first deadline that you have to set is “learn and understand basic grammar”. I mean basic rules that help you to have better English and better comprehension of it. Challenge yourself with this deadline because it is not quite necessary to study a lot of grammar rules. However, it is important. So, in the beginning, it could be boring but if you understand basic rules completely you do not have to study these ones anymore. It is an effort that you have to do only once.

SECOND DEADLINE. START SPEAKING WITH NATIVE SPEAKERS

One day I watched a Youtube video about How to speak English confidently and I learned that it is not quite important to know grammar rules or to have a bunch of words to communicate. Actually, communication is to understand your listener and to be understood. So, what is the problem?. Well, the problem is that we have been taught by conventional methods.

Take action now and find someone who can speak English well. It could a native speaker or someone who has a very good level of English. But, I suggest conversations with native speakers because as long as you carry on speaking with native speakers you will feel more confident with your English and your communication skills.

▪ Do not misjudge yourself and believe in yourself.
▪ Do not lie to yourself.
▪ Do not take care of mistakes. Learn from them instead.
▪ Do not try to be perfect, be excellent.
STEP NUMBER TEN
Immerse in English

To begin with, immersion means that you have to do what you do in English. How come? Because you are trying to avoid your own native language and to immerse in English. So, that means you should watch videos in English, read in English, write in English, and listen to English.

Nowadays, you have a lot of tools and resources for free on the internet. So, Do you have to pay for expensive courses to immerse yourself in English? No, you do not. As a matter of fact, you can set a routine in which you can practice the 4 skills in English by doing different activities such as watching movies with subtitles in English or read books. Whatever you do it has to be in English. On the contrary, your progress will not be as quickly as you might think.

CHALLENGE YOURSELF

What are you waiting for to have a conversation with a native speaker? You probably think “oh, my level is too bad or I don’t feel confident to speak the Language”. So many excuses but, the good news is that you can do it without having a good level of English because as I mentioned before communication is the most important thing.

Whether you have an elementary level or upper-intermediate level you can Communicate with other people because if you can understand what the other people say to you you have done 50% of the homework. The first input is to understand the speaker and then to speak.

TIPS

1. Be constant and believe in the process.
2. Read is so important to broaden vocabulary and to understand different contexts.
3. Listen to English podcasts or listen to music.
4. Practice a little every day.
Conclusion

In short, I would like to comment on this ebook which I wrote myself. To begin with, I wanted to start with my own personal experience in the language because I believe if tell you how I became fluent in English you can have an idea how to do this. Actually, after a lot of work, I became more confident and more fluent in English because I was motivated and diligent.

Before I used to be a non-confident speaker because I used to believe that I needed to understand all the grammar before to speak and that was a huge mistake! In fact, when I decided to live abroad without any knowledge about the language I was so terrified about this huge challenge I was trying to deal with. Despite the fact, I was not good at English at that time I left my home to chase my dreams even though I was not prepared for this trip. So, what I am getting at is that it is not essential to learn English perfectly to speak with native speakers because if you deliver your idea in a good way the people will understand you. Actually, I remember my first day in Christchurch I was sick because of long hours of light and I was nervous about this new experience. However, I was so determined to learn English that I did not care about mistakes or details so I did my best. The first day in Christchurch was amazing because I became to feel better every single hour I was there and when I went to my homestay to meet my new family for the first time, I thought “mmmm...There is nothing to be afraid of...I feel like I am at home again”.

After a few months of studying very hard on my own, I reached the highest level in English in the school. I could do that because after classes I used to study 4 hours on my own every day and learn new things watching videos on Youtube or listen to podcasts, etc. So, the truth is that the only thing you need is to believe in yourself nothing more. Please do not believe in marketing because it is not possible to learn a language in only 3 months, it takes time to get a conversational level. I think this is a real problem nowadays because everyone believes that if you take a crash course in English you will magically become a fluent English speaker. No no no, you forgot that you need to practice and study by yourself all the time.

Nothing is impossible in this life if you have the determination and motivation to get your aims.

I hope this ebook could help you to improve your English skills and your way of thinking About not only English but in other aspects of your life.

Waimarie!
Hot resources

A list of helpful English learning resources

1. You can read articles in English and comment on them in this blog
   https://www.yocomentolibros.cl/yo-comento-en-ingles/

2. You can read articles in English about tips or grammar rules in this blog
   https://www.coffeeenglish.cl/blog/

3. Become a fluent English speaker with a crash course online
   https://www.coffeeenglish.cl/english-course/

4. Watch movies, videos, series, sitcoms, etc.
   www.youtube.com
   www.netflix.com

5. Improve your English skills with British Council website
   https://learnenglish.britishcouncil.org/

6. Improve your listening skills by audios
   http://www.mansioningles.com/audio-vocabulario/audiovocabulario01.htm
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