



## Practical tips for a good start

## Guidelines for Language Tandems

### How to schedule a Language Tandem?

Once you got involved in a language tandem, you have to contact your partner and decide where, when, and how often you are going to meet. You also have to agree on your exchange conversation schedule in two languages.

The time dedicated to the practice of each language should be the same: if you agreed on a one-hour exchange, then you should spend half an hour practising one language and the other half an hour, the other language.

You can spend as much time as you want on a conversation exchange. Your learning will not be assessed or supervised. You are responsible for your learning process.

**Where to meet:** Wherever you want! However, for the first meeting, choose a quiet place such as a café or a park. Then you can come up with the favourite places to meet such as a sports event, a cinema, a museum, or a shopping centre.

**Regular meetings:** Arrange regular meetings with your partner. The minimum is one or two hours per week during one term. Be respectful and arrive on time. If you have to make any changes to your schedule, let your partner know well in advance.

**Materials:** They are optional, but sometimes may be very useful to start the conversation. You can bring books, magazines, newspaper articles, pictures... You can also bring a dictionary depending on your language level.

**Use of language:** Practise each language separately. Do not mix them.

**Being supportive:** Adjust to your partner's level of ability in your language: speak clearly and be audible. Be assertive and encouraging: this helps a lot in a learning process.

**Being collaborative:** Tell your partner how you would like to learn, what sort of feedback you would like to receive and how often you want to be corrected. Listen carefully and allow time so that your partner can find a word or correct himself/herself. Do not be afraid of asking questions in case you did not understand your partner.

**Dealing with problems:** In case there are problems regarding your language tandem (lack of interest from your partner, failure to attend scheduled meetings without prior notice, etc.), and if you cannot cope with them on your own, please, email us.