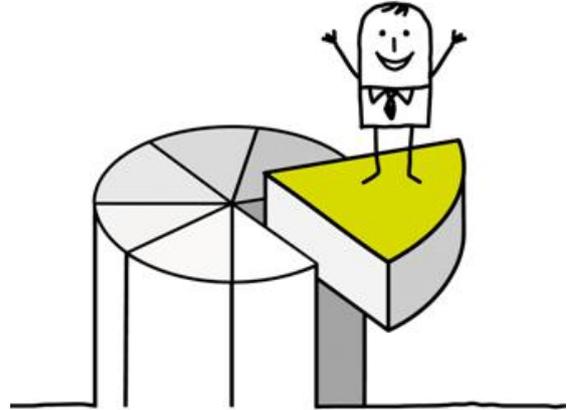


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## ORGANISING the learning process

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### TIME

If possible, meet up with your Tandem partner once a week at the same time. This way, you don't have to find a new suitable time every week. Such a scheduled regularity is also a good incentive: (almost) everybody is motivated by time pressure.

### LANGUAGE

Each time you meet, speak in one language only and then switch to the other language at a previously arranged time. Don't give in to the temptation of staying with the language that both partners speak and understand best! To be fair, pay attention that both partners get about the same amount of speaking time in their target language (the language they want to learn), so that both partners can benefit equally from the meeting.

### TOPIC

What you talk about with your Tandem partner is each time to be decided by the learner (the one whose target language is being spoken). You can find lots of material and ideas on our website for stimulating discussions; we hope that you will find there what you need. Make sure that the speaker who speaks his mother tongue adjusts himself to the level of his partner. Our topic sheets and handouts will be helpful here (see MATERIAL).

## CORRECTION

Especially at the beginners' level one should try not to correct too much. When for example your partner is searching for words, it will not be helpful to correct his grammar. The way of correcting each other (what should be corrected when?) should in principle be determined by the learners themselves. Try to agree on how you correct each other before each new meeting.

### **Comprehensive feedback**

At the end of your conversation, give your partner some valuable feedback. Emphasise the positive aspects you have noticed - some motivation always helps. You could also correct some common mistakes. During your conversation, take notes on comments and suggestions you would like to make at the end.

### **Selective correction**

If your partner wants to practise specific expressions or sentences patterns, he can ask you for selective correction only. Since it is difficult for inexperienced Tandem users to understand the content of what is being said, to concentrate on the mistakes, and to simultaneously write them down, you should bear in mind the following:

1. Arrange a short length of time during which you will correct your partner in detail; depending on your level, this can be somewhere in between five minutes for beginners and about 20 minutes for advanced learners.
2. Do not interrupt your partner, just note down the mistakes he makes (this requires some practice). Then discuss the mistakes at the end.
3. In case your partner makes many mistakes, limit your correction to certain recurring error patterns (for example, word order).
4. Remember that you do not need to explain why something is incorrect (which you may not be able to either!). Tandem partners are conversation partners, not language teachers. To acquire grammatical knowledge, every learner should attend a language course parallel to doing Tandem, or systematically learn the language from a textbook or learning software. This is very important!

### **Writing task**

At the end of each topic sheet you can find a writing task. You may also like to try to write other short texts and have a go at short translations. Since correcting texts can become quite time-consuming, discuss with your partner how much time you are willing to spend on written corrections.