

Tandem Session Planning

1. Interest: What do I want to focus on today? What is important to me? (→ See document „Areas of Learning and Focus Areas“ for assistance)

- *Example: ‘Today I would like to concentrate a little more on sentence structure. I realise that I often get stuck because I don't have the sentence structure of longer sentences properly in my head.’*

2. Resources: Who or what can help me?

Competences: What can I already do? What do I still want to learn?

- Content: culture of the country, specific topic, etc.
- Linguistic: rules, expressions, pronunciation etc.
- Learning: language learning strategies etc.

Experiences: Which approaches have helped me learn well so far? Which ones less so?

- Which of these can I use in tandem?
- Are there any approaches I would like to try?

My Tandem Partner

- How can my tandem partner help me? What can they explain to me? What do they know? How would I like them to correct me when I make mistakes?
 - *Example: ‘My tandem partner can always correct me if I use a wrong word; at least as long as it doesn't get too much. I want to be able to speak and not be corrected all the time. We'll have to try it out and talk about it. I would also like to hear more about my tandem partner's home town. I always find that particularly interesting with people who grew up there.’*

Other Tandem Participants

- How do others plan and conduct their tandem? Is there anything I would also like to do?
 - *Example: 'I heard about someone who sometimes goes to museums with his tandem partner and practises describing works of art. He's studying art history. Maybe my tandem partner and I could bake together sometime; then I'll learn vocabulary and stuff straight away... and we'll end up eating cake together!'*

Tandem Counselling

- How can tandem counselling help me to tackle problems or generally achieve my goals better?
 - *Example: 'I have the feeling that my tandem partner is already much more advanced in the target language than I am... Maybe I should ask my learning coach if we're doing something wrong or if I'm just unfoundedly worried.'*

Materials

- What materials are available to me?
- Are there documents and further information on the homepage that will help me?
- Do I need additional/own material? If so, which one? Where can I find the material?
 - *Example: 'I've already got a few things here... that's certainly helpful. But I'd also like to talk about specific things, maybe I can find some material on volleyball online. I'd like to talk about that.'*

Time

- How much time do I have? How do I best organise it?
 - *Example: 'We have a total of 12 hours, and it was recommended that we divide this up into six meetings. So that means - if we meet once a week - I have one hour a week to deal with the language. I might always have to allow a few minutes for questions that accumulate during the week. If I don't need them after all, I have more time for other things.'*

Location

- What is the best spot to meet with my tandem partner?

- *'It's rarely quiet enough in my favourite café, unfortunately that's probably not possible then. Of course, you could go to the park or meet up at someone's house. I'm sure there are also study rooms somewhere at the university that would be suitable.'*

3. Approach: How do I go about to achieve my goals?

- How do I start?
- How do I continue?
- What do I have to pay attention to during our tandem meeting?
- What do I want to prevent?
- How can I deal with problems?
- How should the session end?
 - *Example: 'Today I would like to start by talking about the last meeting. I had the feeling that the proportion of speech was a bit uneven; perhaps we need to counteract this with a stopwatch. I also found it a bit too slow in places. Maybe we still need to warm up to each other, but I think a few concrete topics and structure could help us. I would also suggest that, maybe I'm not the only one who feels that way. I hope my tandem partner can also tell me honestly what she wants to talk about, I wasn't sure whether I was boring her at times.'*

4. Checkup: How satisfied am I with today's tandem?

- Did I notice anything negative? Can I improve it for next time?
- What worked well and why did it?
- Did I get closer to achieving my learning goals?
 - *Example: 'I think things have improved a lot. We've now found out what helps us both and is fun. It's usually enough to choose a topic or key question for a meeting and then we chat away. We now realise quite quickly when something isn't right, e.g. how we're being corrected, and then we say so briefly and just fix it.'*