

# ***Tandem Light Starter Kit***

## ***Basic guidelines for Tandem***

One of the main aspects of Tandem is determining what you would like to learn with your partner. This type of work is based on partnership and is autonomous because each partner chooses his or her own learning goals and is responsible for their own Tandem meeting preparations. To ensure that everything runs smoothly, here are a few basic guidelines to follow:

1. Tandem partners meet regularly (e.g. 1 -2 times a week) at set times when possible.
2. Each language is practiced separately for a specific amount of time (e.g. 45 min per language)
3. An equal amount of time is spent on both languages.
4. The person who is learning the language decides what will be done. Your partner doesn't teach you.
5. The person who is the native speaker is patient, listens and is helpful.
6. Stay in the chosen language .... Even when it seems as if there is no way to continue, at least try to stick to the language by using different words, drawings, hands and feet.....

Tandem is very successful when partners cooperate during the planning, make a conscious decision about the goals and ways of working, as well as prepare and follow up every meeting.

## ***There are 3 parts to every Tandem meeting:***

- Preparation (on your own)

What exactly do I want to learn from this meeting? (e.g. sentence structure, grammar, idioms, cultural comparison/knowledge, or topics related to major, etc.) Which topic(s) can I combine with my learning goals and discuss with my partner? Which words do I absolutely need to know? (list your sources/material) Can my learning goals be achieved with the topic/preparation?

- Implementation (with your partner)

This is where I should use the new words, expressions and grammar structures with my Tandem partner that I prepared in step 1. In my Tandem meeting I will make sure to use the words. It is also very important that my Tandem partner give me feedback: Write down any corrections.

- Follow-up (on your own – and then brief correction on the written part from partner)

For the final step I should a) write a very short summary or reflection about the meeting and b) write a text (longer than the summary) using the learning goal I practiced at that meeting.

# What do I want .....!!??

It's hard to make or notice progress without learning goals.  
So that's why you should take some time and answer these questions



## Language

- Why am I learning this language?
- What do I associate with this language?
- What interest me about the language, culture and my future use of it? (studies, work, private life, etc.)

## Learning

- What is the best way for me to learn/study? (observing, imitating, experimenting, what type of media/materials ,...)
- What is easy/difficult for me when learning a language? (reading, writing, speaking, listening, ...)
- Where am I more successful/less successful?

## Goals

- Which topics can I talk fluently about? (family, daily routines, interests, my major, professional articles, etc.)
- What would I like to do (or do better) with the language?
- What do I want to express, say, discuss...?
- What do I want to be able to do with this language at the end of the semester?

Now write down 2-4 learning goals and try to reach them.

## Preparing for your tandem meeting

1. Write down your learning goals and prepare for your meeting. Here is an example:

*"During Tandem I want to be able to speak fluently about daily student activities without having to guess at words. In addition, I would like to be able to occasionally use idioms and express my feelings (e.g. about events and experiences that I feel strongly about)."*

It is concrete, realistic and checkable for a B1 level.

2. Match your preparation with your learning goals. Here is what preparation for the above mentioned learning goal could look like:

Normally there are several parts necessary. It is best if you break it down into parts:

- Topic
- Grammar
- Quality of language

- *Which activities do I want to talk about? What do I want to talk about (information, opinions, debate, etc.)*
  - *Where can I find information about this topic? (book, internet, article, class, etc.)*
- *One of my learning goals is to use XYZ verb tense. This works with this topic.*
  - *I need to copy/print out and learn how to use it before I meet my partner.*
- *What type of vocabulary do I need and where can I find it?*
  - *I'll make a list (write down and look up unknown words in an article, TV, radio, movies, use chapter in a language book, words used in class or a conversation that I don't understand or know how to use, etc.)*
- *In order to speak fluently, I need to learn and be able to use all the vocabulary words as well as the verb tense (or whatever my learning goal is for the meeting).*
  - *When can I practice before I meet my partner? (roommate, on my own, with other people I meet, write a dialog, etc.)*
- *I need to ask my partner questions and be able to answer his/hers too in order to improve my fluency. Then we can have a conversation and not just a monolog.*
  - *I have to write down questions and use the vocabulary to answer them.*

3. Your turn! Choose one of your learning goals and plan your tandem meeting.

### Things to remember – final check:

- Preparations must be linked to one of your learning goals
- They must be prepared before you meet your partner
- Plan about 30 to 60 minutes for this part of your tandem
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**Preparation Tandem meeting nr. \_\_\_\_\_**

Please write down all your preparations for this Tandem meeting on this page:

Learning goal:

Main topic:

Material/Sources:

**Implementation Tandem meeting nr: \_\_\_\_\_**

Please take notes during your Tandem meeting about new words, expressions, grammar structure, etc.

Tell your partner just before you start what your topic for this meeting is.

Highlight or the best tip that I learned this time:

**Follow Up for meeting nr:** \_\_\_\_\_

Write a short summary and a text where you try to use what you prepared.

My Tandem partner should look at the following when correcting my text: \_\_\_\_\_

# Participation Certificate

Would you like to document your tandem partnership in order to prove you took part? Simply follow these directions:

- Mandatory registration on the Tandem platform
- Turn in all documentation in the semester you did the tandem
- Fill out 6 complete Tandem meetings (preparation, implementation, and follow-up)
  - o All three parts must be filled out in the target language (exception Tandem Kultur)
- Careful! The tandem meetings will only be approved when you achieve "ok" or "very good". See the examples below.

Inadequate	OK	Very Good
<p><b>Vorbereitung zum 2. Tandemtreffen am</b></p> <p>Bitte machen Sie sich Notizen zur Vorbereitung auf das Tandemtreffen.</p> <p>Wie werden Sie sich Notizen zur Vorbereitung auf das Tandemtreffen?</p> <p>Lesen Sie die Themen und Notizen für das Tandemtreffen vor dem Meeting vor.</p> <p>Themen: ...</p> <p>Notizen: ...</p>	<p><b>Vorbereitung zum 5. Tandemtreffen am</b></p> <p>Bitte machen Sie sich Notizen zur Vorbereitung auf das Tandemtreffen.</p> <p>Lesen Sie sich die Themen und Notizen für das Tandemtreffen vor dem Meeting vor.</p> <p>Themen: ...</p> <p>Notizen: ...</p>	<p><b>Vorbereitung zum 5. Tandemtreffen am</b></p> <p>Bitte machen Sie sich Notizen zur Vorbereitung auf das Tandemtreffen.</p> <p>Lesen Sie sich die Themen und Notizen für das Tandemtreffen vor dem Meeting vor.</p> <p>Themen: ...</p> <p>Notizen: ...</p>
<p><b>Durchführung des 2. Tandemtreffens</b></p> <p>Bitte machen Sie sich Notizen zur Durchführung des Tandemtreffens. Notizen von neuen Wörtern, Ausdrücken, Grammatikstrukturen usw.</p> <p>Sagen Sie Ihrem Partner am Tag des Treffens etwas, was das Thema für heute sein wird.</p> <p>Notizen: ...</p>	<p><b>Durchführung des 5. Tandemtreffens</b></p> <p>Bitte machen Sie sich Notizen zur Durchführung des Tandemtreffens. Notizen von neuen Wörtern, Ausdrücken, Grammatikstrukturen usw.</p> <p>Sagen Sie Ihrem Partner am Tag des Treffens etwas, was das Thema für heute sein wird.</p> <p>Notizen: ...</p>	<p><b>Durchführung des 5. Tandemtreffens</b></p> <p>Bitte machen Sie sich Notizen zur Durchführung des Tandemtreffens. Notizen von neuen Wörtern, Ausdrücken, Grammatikstrukturen usw.</p> <p>Sagen Sie Ihrem Partner am Tag des Treffens etwas, was das Thema für heute sein wird.</p> <p>Notizen: ...</p>
<p><b>Nachbereitung des 2. Tandemtreffens</b></p> <p>Bitte machen Sie sich Notizen zur Nachbereitung des Tandemtreffens. Notizen von neuen Wörtern, Ausdrücken, Grammatikstrukturen usw.</p> <p>Was hat Ihnen gefallen?</p> <p>Was hat Ihnen nicht gefallen?</p> <p>Was hat Ihnen am besten gefallen?</p> <p>Was hat Ihnen am wenigsten gefallen?</p> <p>Was hat Ihnen am meisten Spaß gemacht?</p> <p>Was hat Ihnen am wenigsten Spaß gemacht?</p> <p>Was hat Ihnen am besten gefallen?</p> <p>Was hat Ihnen am wenigsten gefallen?</p>	<p><b>Nachbereitung des 3. Tandemtreffens</b></p> <p>Bitte machen Sie sich Notizen zur Nachbereitung des Tandemtreffens. Notizen von neuen Wörtern, Ausdrücken, Grammatikstrukturen usw.</p> <p>Was hat Ihnen gefallen?</p> <p>Was hat Ihnen nicht gefallen?</p> <p>Was hat Ihnen am besten gefallen?</p> <p>Was hat Ihnen am wenigsten gefallen?</p> <p>Was hat Ihnen am meisten Spaß gemacht?</p> <p>Was hat Ihnen am wenigsten Spaß gemacht?</p> <p>Was hat Ihnen am besten gefallen?</p> <p>Was hat Ihnen am wenigsten gefallen?</p>	<p><b>Nachbereitung des 5. Tandemtreffens</b></p> <p>Bitte machen Sie sich Notizen zur Nachbereitung des Tandemtreffens. Notizen von neuen Wörtern, Ausdrücken, Grammatikstrukturen usw.</p> <p>Was hat Ihnen gefallen?</p> <p>Was hat Ihnen nicht gefallen?</p> <p>Was hat Ihnen am besten gefallen?</p> <p>Was hat Ihnen am wenigsten gefallen?</p> <p>Was hat Ihnen am meisten Spaß gemacht?</p> <p>Was hat Ihnen am wenigsten Spaß gemacht?</p> <p>Was hat Ihnen am besten gefallen?</p> <p>Was hat Ihnen am wenigsten gefallen?</p>

It is important to take notes. How many isn't important.

Preparation  
Implementation  
Follow Up

Too simple for this level                      not enough written

Note that implementation can vary. There must be something written down.