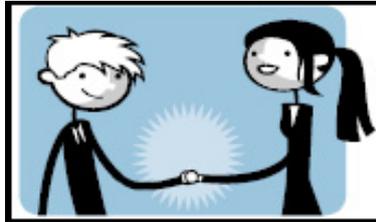




上海交通大學凱原法學院  
SHANGHAI JIAO TONG UNIVERSITY KOGUAN LAW SCHOOL

## KoGuan Language Exchange Program



## Partnership Guide

### *Welcome to KoGuan Language Exchange Program!*

**Contact your partner:** The first thing you must do is to contact your partner by email. Establish a time and place to meet.

**Arranging a meeting:** Partners are responsible for arranging a meeting with each other. Please contact him/ her as soon as possible. Consider cultural differences, e.g. the importance of being on time.

**Where to meet:** Meetings must take place on SJTU's campus. This is to ensure both safety and convenience. Participants should notify the program coordinator immediately if they have concerns. It is up to you to choose a suitable meeting place, but it is advisable to arrange the first meeting in a very well known public place e.g. law library, so that there is no misunderstanding about location. Meetings generally last about one hour. You may wish to exchange phone numbers with your partner.

**First Meetings:** Be prepared for the fact that it may be difficult to talk to a stranger. Relax! The other person is probably just as nervous! Teach your partner how to say and write your name. Ask your partner to do the same. Try to establish how often you are going to meet and for how long. What are the reasons for learning the language and what aspects of the language do you wish to focus on (speaking? writing?). Be realistic in your expectations. Think about the needs of the other person and try to spend equal time on each language. Try not to let one language dominate the conversation.

**Topics:** The best topics may include: eating, family, customs, education systems, geography, etc. Be sensitive to differences in your cultures. Be respectful and non-judgmental. Ask questions if you feel confused! If you do not know if your question is appropriate, you may say, "Is it okay if I ask...?"

**Effective teaching strategies:** Be prepared! Before each meeting, plan what you will cover. Don't despair if you spend a lot of time discussing something else which is also important. Don't try to cover too much in one meeting. It makes it too confusing for the other person and may make them lose interest. Try to keep to your agreed time limits. Doing too much is just as bad as not doing anything. Practise: no one

remembers without being able to practise. Think of ways some new words can be practised in your session. Be patient: you need to make the other person feel relaxed if you are to be a good teacher. Use photos, pictures or cultural items if you have any. You can even base a whole session around any of these.

**Effective learning strategies:** If you do not understand something your partner has said, ask them to write it down. Take some notes but not too many. The best way to learn is to do. Keep a small book just for writing in new words and their meanings. Don't write more than 10 on each page. Practise every day, but only for short sessions (e.g. 10 min). Frequency is more productive than length of practice. Tell your language partner if she/he is going too fast. You can spend some sessions just practising what you already have done. Try to use your new language (even a few words will do) in each session.

**Your responsibilities:** Keep your appointments. If you cannot, inform the other person well before the next meeting. Be prepared for each session. Treat your language partner with respect, especially in relation to different cultural habits.

Please contact Ms. [ZHANG Jieying](#), the KoGuan LEP program coordinator, if you do not feel comfortable with your match or if for any reason you cannot continue the program or encounter difficulties and want some help.

*Happy teaching and learning!*

