

TUMtandem: What is happening next?

When we have found a tandem partner for you, we will send you the email contact of your partner. We will equip you with suggestions for topics, ideas on exercise types as well as advice on how to correct each other appropriately. These guidelines also summarize some fundamental information on the procedure and preparation of your tandem meetings.

How does a tandem meeting typically look?

You and your tandem partner meet up regularly for 90 minutes per week. You can meet wherever you want – in a café, beer garden or, if this suits you both, for mutual activities.

It is important that in every session, both languages are practiced separately one after another and for a predefined amount of time (45 minutes). This enables both sides to profit in an equal measure from the tandem.

In order to have successful sessions, you should take into account the following points:

- Arrange frequent meetings and keep the appointments
- At the beginning of your partnership, define your individual learning goals and consider how to reach them
- After every session, discuss briefly how you want to arrange your next meeting:
 - Different topics: The non-native speaker prepares a topic and exercises which are based on their interests and learning goals. The native speaker doesn't have to prepare for this part, but will only react to their partner by supporting and correcting.
 - combined topics: Both partners prepare for both parts (especially suitable for meetings at C-levels)
- Don't forget to set aside some time for the follow-up after and the preparations before the meetings

What might the first session look like?

For the first meeting you should choose a quiet location, which is easily accessible for both of you, for example in a café near university. We have summarized some important points below, which should be discussed in your first session:

- Introduce yourselves and explain something about you in order to get to know each other
- Explain, why you want to learn in a tandem
- Describe your learning goals (e.g. proper use of tenses, phrases, ...)
- Communicate, what type of learner you are and how you can learn most effectively (reading, writing, listening: What is easy for you, what isn't? What are your preferred kinds of exercises?)
- Talk about correction rules for your tandem (see PDF)
- Brainstorming: Exchange ideas for exercises and topics
- Talk about general rules of conduct (timeliness, preparation for the sessions, ...)

Preparation and realization of a tandem session

Preparation (before the meeting and usually independently)	Realization (together with tandem partner)	Follow-up (independently)
<p>What do I want to practice (learning goal)?</p> <ul style="list-style-type: none"> -Speaking -Listening -Writing <p style="margin-left: 150px;">-Sentence structure</p> <p style="margin-left: 150px;">-phrases</p> <p style="margin-left: 150px;">-grammar</p> <p style="margin-left: 150px;">...</p> <p style="text-align: center;"></p> <p>Considering my learning goals, which topic could I discuss with my partner?</p> <p style="text-align: center;"></p> <p>Which type of exercises could help me to reach my learning goal? Which materials could support me (texts, videos, textbooks,...)?</p> <p style="text-align: center;"></p> <p>Which important vocabulary and verbs are required?</p>	<p>The non-native speaker keeps in mind to use the prepared vocabulary and verbs.</p> <p>The non-native speaker notes down new vocabulary.</p> <p>The non-native speaker notes down the corrections which the native speaker has highlighted.</p> <p>The native speaker writes a short summary about the new learned subject for the non-native speaker (vocabulary, grammar, contents, cultural aspects, phrases).</p>	<p>Reflection of the session based on the taken notes and the summary of the partner.</p> <p>Revision of the newly acquired knowledge.</p> <p>Looking up of new words.</p>