

Manual

Website

partners

1st DAY

On top we should present our language (which we hear first) and bottom the foreign language (we listen second). But foreign should have larger font than our own since we recognize immediately our own.

The partnership will divide in four groups and each group will gather different texts suggestions, decide which one will be common to all partners work on and provide templates to others work regarding its language.

We can produce a small video calling attention to what purposes we can use the method we use in iTongue to prevent bad use. And have a detailed document explaining as pdf. This will be translated in all partners' languages and upload in website, a link to document. Celine offered to do what? but could be other partner too. The way to learn in unconscious way could be used dangerously and we don't want that. Anyway, the way that this learning is processed is already known. The technical aspects are possible to deal on our own. The criteria to choose the content is the most important.

A group should also produce a manual on how to produce a video, after having the audio. Like HU did regarding producing audio tool / product.

In iTongue we should offer a course, for free, to people who want to learn how to produce this kind of tools to learn a foreign language. And for this course the partners delivers a certificate to each learner. If the partner wants to make this course a certified one, that is beyond iTongue project.

Criteria to choose the content

- Economic – earwormslearning (company already providing materials to learn travel vocabulary to English learners, so we should not make this content)
- Memory sustainability – the more emotional, the more memorable it would be
- Abuse of the techniques we provide

Criteria

- Relevant to all partners?

Advantages:

- partners can share templates
- less correcting/recording for the British partner

Disadvantage: the partners have different clientele. The content has to meet these different needs.

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- One category builds up on the other?
- Support European needs

Suggestions:

- Exclamations
- Job applications / business
- Hobbies / side profits
- Health / well being
- Social media
- Ecological concerns / environment
- Vocabulary / problem solving / storytelling

Starting with exclamation, in beginners, and intermediate and advanced could develop a story within a subject.

Veronica and Kasia can organise some sort of poll regarding what could be improved in the tools produced. (the tools, the subjects, would be chosen and produced within next weeks)

2nd DAY – COORDINATORS MEETING

Considering what is going on within partnership, it was established a agenda for coordinators meeting but that didn't work out since partners needed time to express what they are feeling and what do they expect from iTongue.

UK - done a workshop with decoding in FR and other languages. Some of the learners are here now. Made some beginners tools and intermediate. Concern about able to do next work.

LT – they deepen theory. Producing tools for beginners because their target is beginners. They would like concrete tasks and deadlines to the next meeting.

HU - they had some meetings with learners but these are not so motivated to produce tools (only 2 or 3), they would like to have more time to discuss and agree on tasks and divide tasks among partners. This should be during meetings and important to all partners in order to work together. The meeting in Germany was disappointing to them because they were prepared before to share and they had no opportunity to share it. Also the only managerial aspects were done in the bus when travel to Stuttgart. They have some articles stating the difficulty to decode word by word with Slavic languages compared to Latin languages so it is scientific linguistic problem. Learning is not only unconscious so motivation and be clear is very important. The feeling is that Maria is the only leading and maybe this could be changed. They like the project and are grateful for project and Maria, and they are positive that project can work.

SW . They feel that everything is decided on front and no chance to discuss and agree on tasks. The proposal is not so demanding. The way project is managed make them uncomfortable and not motivated and not able to deal with pressure. Now they feel that it is possible to produce good tools and have good project since the proposal is not so demanding. And everybody can contribute with others with some other products because it's more interesting and useful to their organizations.

TR - he was waiting for apologies from Maria because she was threatening them and also some other people and she never did, waited 1 month and not anymore. In partnership people are not paid to work so it's important that everybody is motivated and engaged so people are willing to work and make good project. They want to make a good project but people /partners should act different. There is no communication, no organization, no time to evaluation and express feedback. We are learning partnership and we all must share experiences and learnings.

PL - the main problem is communication. Sometimes no mails for month and then suddenly there are a lot of mails to do something but no clear directions and guide to do it, and the language is very complex and we are not technicians on this so it is more complicated still. They want to make good project but they need clear directions and time, so they can organize the work with all other organization tasks. Don't agree with selling products. Every time there is email they get stressed of anticipation. We should be handled as partners.

PT – One of the main problems is communication. Sometimes too much time without news, and then suddenly there is a lot of mails to answer. In PT, the partner is a parents association, in a school only providing 5th and 6th grade. This means that the parents are only there for 2 years, and every school year must begin with new elections for the parents association: we try to have near half the parents continue and other half are new to the association every year. Therefore, one big problem is engaging the parents belonging to the association in the iTongue project and in the work of iTongue and of association. We usually meet once a month, after

work; and when it's necessary, also on weekends. We tried also to engage English teachers from school, but they have a lot of school classes and all the time more and more paper work that this seems unlikely. Now it seems that we manage a small group of parents engaged in iTongue, with enough skills to work well on the project, and we will. For communication purposes, maybe it would be good idea to have other ways to communicate with each other besides mail, like using skype; this ways it is possible to contact easily any partner to clear doubts. Also it would be useful to know in advance all the time line of the project with main tasks in a document which would be easy to see if the work is being done on time, like a grid with tasks in the lines and one column per partner and then OK when done, or highlighted in yellow if behind schedule; and this grid could be updated once a month.

UK - one problem is communication. When see email with attach means that is not immediate answer. So make other ways to communicate like facebook, linkdin, or something where partners can share what are doing and clear doubts. Also there are aps free and online that are useful to store all the documents and people can go there when they consider appropriate and docs are not lost. During the meetings we should know in advance specific time to partners share their experience. And also specific tasks to specific times during the meeting, and everybody knows it in advance.

LT - they felt lost in many details and tasks to do in short time. All the ideas and partners should be respected, and keep in mind that in the meetings there are coordinators, staff and learners. There are good ideas and there are some discussion but it doesn't look we have conclusions, and we should.

DE - the big question is communication and they felt that was a very big load of work on them. They felt that there was a need to the group to deal with technical issues on the first meeting and they tried to overcome it at last minute and they were not well prepared to do it. They agree that a grid with timeline and main tasks to do in partnership and local with all partners possible to grasp in a glance would be very useful. For communication, they felt that the minutes of de meeting was a plan and everybody would do it and if having difficulties they would ask, so with no answer they assumed everything was ok. They can use dropbox because they have for previous project and it could be easier to everybody to access all documents. They are sorry for the problems caused and the chaos established and they will try to organize things better from now on, with the help of partners.

(after lunch)

- Using Dropbox, with documents that can be accessed and updated by everybody.
- Using google docs with documents that everybody can check and add and update, like grid of tasks and timelines, next meeting arrangements, meeting minutes of this meeting, etc.
- Graça will prepare the grid, Celine proposed google docs and agenda

- Who is responsible for what?
- Products; meetings (the hosts);
- best practices (SW);
- technical issues (HU);
- activities between meetings / new products / country activities (Maria DE);
- PR (public relations) activities / dissemination (Kasia);
- website (TR, UK revision – Kasia will check with web company the conditions to have website creation and maintain the website);
- monitoring and evaluation (Graça)
- Meeting structure: each partner can have a presentation of the organisation, regarding the experience and sharing the information which could be useful to the project (like 15 minutes each partner)

Beginners – video is very important

Intermediate – each partner can decide if video is necessary / helpful or not

Advanced – audio is necessary, not video, although some images can help the text (depends on the subject)

If partners need check the English for texts, can ask UK; and UK have also some texts that can provide to partners for producing tools.