



## Guidelines

The Language Exchange Program is a two-week program. In order to make it the most effective and interesting, you need to:

1. Call or email the Language Exchange coordinator to confirm the date and time after you receive the schedule or your meetings will be canceled.
2. Be prepared for your meetings. Think how you will introduce yourself and what questions you will ask your partner.
3. Be also prepared to speak on various topics about your country. Bring books, newspapers, magazines, pictures, postcards, maps, DVDs, CDs, video cassettes, or souvenirs about your country. Find some interesting web sites.
4. Spend half of your time to speak the language you learn and the other half speak your native language.
5. Exchange telephone numbers and email addresses with your partner by the end of the first meeting.
6. Schedule the next meeting with the Language Exchange Program coordinator to reserve your room.
7. Contact the Language Exchange coordinator to report any problems and changes.
8. Fill out the survey to indicate your impression, difficulties and suggestions when you finish the Language Exchange Program.

Contact: email – [lengex@yahoo.com](mailto:lengex@yahoo.com)

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Language Exchange Program  
ATC 304