

GUIDELINES FOR LANGUAGE EXCHANGE

Please read and understand well the following before you take part in Language Exchange.

- Language Exchange can never be carried out without relationship of mutual trust between buddies.
- To set the date and time for a session, be sure to negotiate with your buddy in a flexible manner.
- An unreasonable setting of a session may lead to a sudden cancellation. Set the date and time which will allow you and your buddies a plenty of time.
- Please remember to use the first half of a session for you and the second half for your buddy.
- It usually takes more time to think and explain in a second language than in a first language. Try to be patiently wait until your buddy finishes speaking and try not to cut in.
- Control the difficulty level of your language after discussing with your partner from time to time, and try to make yourself understood easily by your partner.
- Be sure not to treat your partner like a small child when she/he is not good at his/her second language. Also keep it in mind; your buddy might not want to get too much help from you.
- Respect the language, culture, sense of value, liking, personality and privacy of your buddy.
- You must carefully decide when and what you will tell your buddy regarding your personal information.
- You must not let out the personal information of your buddy to any third person.
- To improve this language exchange project, a questionnaire is carried out at the end of each semester. Students who participated in only the first session are also requested to respond the questionnaire.
- Your regular class work and research work is more important than this Language Exchange; place top priority always on your study.
- If you have a problem or a question, contact academic staff promptly.