

Minutes from the workshop in Brussels 7th to 11th 2009.

Participants:

Lone Olsen (DK)
Susan Haahr (DK)
Kent Andersen (DK)
Ana Maria Sarateanu (IT)
Marialuce Giusti (IT)
Stafano Tirati (IT)
Rasa Zygmantaite (LT)
Jolita Lepsiene (LT)
Serhat Tuna (TR)
Burak Demirkazik (TR)
Angelica Bucur (External quality evaluator)

Tuesday 8th December 2009.



Welcome and presentation by Lone Olsen followed by Kent Andersen, who made a walkthrough of the workshop agenda. Lone will be main coordinator of the project from now on but still working together with Kent.

Kent explains workshop purposes - important to try these teaching methods and we will see the methods in action tomorrow. First year of project will be much about planning, translating materials etc. Help each other, do peer review between the 3 peer teams, and give immediate feedback. Feed back should fall within 7 working days and should be visible on the website blog.

Presentation round of all project partners. High expectations from all project partners to the work and outcome of this project.

End of February each team will fill in an evaluation form, which will be used by Gareth Long from England and Angelica Bucur from Romania. Gareth Long and Angelica Bucur are external evaluators on the project. Angelica Bucur participates in the kick off meeting on the second working day.

Financial Handbook:

Direct costs: General wages, travelling, subsistence, hotel, subcontracting for the quality control.

Indirect costs: 7 percent of the budget – telephones, copying, Internet etc appr. 3500-4000 euro.

Money cannot be moved from one cost to another.

Per diem rules: the cost of subsistence and hotel. In Brussels (Belgium) 280 euro is the official ceiling (250 euro was used in the application budget and should be used as ceiling in the project), each team must comply with their national rules and use whichever is the lowest (national regulation or EU official ceiling).

Boarding passes, original travel documents and receipts are part of documentation – so pls keep these.

All questions regarding financial notes to Mr. Ole Beck Kristensen
obk@sde.dk.

Deadlines:

Quarterly report with staff sheets per participant every 3 months.

Materials for interim and final reports every 12 months.

Dissemination report every 12 months

Exploitation report every 12 months

Kent will send a copy of the Danish staff sheet with quarterly report to show how it is to be done.

Kent showed how to make exercises with texts that are linked word by word to dictionaries and videos in TextBlender and Wordlink, two tools developed in another project (pools-t).

Lone from the Danish Team presented a Task Based Learning activity with video clip, group exercises example and different word games. All team members were taught Danish and managed by the end of the exercise to build small and simple Danish sentences of their own. The aim was to show and make project members get the feeling of an activity built up according to the ideas and the structure of Task Based Learning.



A post task exercise was created on the fly by Kent Andersen. It contains the video, which was used in the task with exercises. See the results with all words linked to Danish-Italian dictionary

<http://www.languages.dk/online/brussels/2.htm> or with all words linked to Danish-English dictionary: <http://www.languages.dk/online/brussels/1.htm>



The Italian team presented different teaching methods used at CSCS. After this the teams worked on a word gap filling task/Italian song and Memory game learning the numbers in Italian. Another example of different types of activities for learning a new language.



Wednesday 9th December 2009.

Ms Angelica Bukur, the external evaluator, joined the meeting. She and Kent Andersen emphasized the importance that we set the right parameters so we can see, and do we do what we are supposed to do?

The Lithuanian team showed teaching activities involving physical activities such as singing, moving, and playing. A very good example of the Phy-EmoC- method where physical activity and emotion (experience and feeling) are the basis for learning.



The Turkish team presented Turkish teaching and the approach on how to use grammar, basic Turkish and a conversation activity. The Turkish team showed at video about Istanbul and had prepared activities for learning Turkish as at beginner's level. The activities included a video, exercises and a small role play.



Kent went through the handed-out paper on Copyright Agreements (CopyLeft), which must be agreed on and followed. All project members agreed on a copyleft approach for all materials in this project.

Kent handed out the paper 'Internal Evaluation POOLS-M' which is to be filled in every 3 months (The document can be downloaded from www.languages.dk - documents). The internal evaluation is an important part of the documentation process and will form the basis for the interim report. The internal evaluation will support the transparency of the project and will help all project members to keep in line with their own tasks and the tasks of the other project members. The internal evaluation will be gathered by Lone Olsen.



Dissemination is important and must be substantial and also documented.

Adaptation and translation has no sub-contraction as it is covered by the staff budget. Translations must mainly be done within the first year.

Stefano and CSCS will translate the Mobility manual and make critical suggestions concerning changes. Stefano sends to Rasa, who will give feedback (peer review) and 'cc' to the others – then Rasa is obliged to make feedback and to Lone. All project members must strive to give feedback on all deliveries.

The adaptation of the PhyEmoC manual is allocated to the Turkish team, which is also responsible for the Task Based Method.



The Lithuanian team is in charge of the E-Tandem Learning and Simulations.

The teams will start to read and where needed edit the first two method manuals now but as the latest by the end of February 2010. Translations can be started as soon as all partners have agreed upon the content of each manual. Strengths and weaknesses of the presented methods must be discussed.

In doubt of when to finish different tasks, time tables and deadlines contact Lone or Kent.

Thursday 10th December 2009.

Kent presented www.languages.dk/methods website. The participants checked the website and all members joined the project blog which is going to function as the communication platform for the project and at the same time give insight to anybody interested in language teaching methods.

Talks on partners' responsibilities and communication systems, e-mails lists, news letters lists etc. Once a week teams must have a read on the web blog. Presentation of feedback system to use for peer-review - upload to the blog. Feedback must be made within a few days and not longer than 7 work days.



Participants signed the Copy-Left contract regarding materials developed during the project. All project documents can be found on the project website.

Compilation of list of possible dissemination events or methods that will be implemented in the team countries are as follows:



Dissemination in Vejle, Denmark meeting, Lone will contact the Danish EMU, EFVET and Eurocall and Kent promised to send out season cards linking to the project (approx. 270 recipients).

The Italian team will make a list in 2 months time to invite partners to register on the website. And an entry on the EFVET – paste the text into the presentation and link it.

The Turkish team will do a presentation at a competition in May 2010. Serhat Tuna will inform participants also on TV. Will send to over 2000 schools. Burak Demorkazik suggests a presentation to IB partners.

The Lithuanian team will put articles on school web site. Every 2 months articles in local regional papers and on TV. Tell partners about project progress - inform at regional language teachers council meetings.



Discussion about POOLS-M t-shirts - Kent will prepare which text to put on t-shirts and mail it to Serhat. Stefano suggests a gadget about this project – a suitcase tap – or a USB stick.

www.dropbox.com Kent: make your own free website eg for creating teaching activities, tasks etc.

The teams will start to read and where needed edit the first two method manuals now and also the student travel preparation guide, but as the latest by the end of February 2010. Translations can be started as soon as all partners have agreed upon the content of each manual.

Each team prepared a schedule and a list of milestones to be met by the team before next project meeting. This list of milestones was prepared at the kick off meeting and handed in before the meeting ended.

There will be a monthly meeting in Denmark (Lone and Kent) this meeting will be followed by an online meeting for all partners (probably by the use of Skype). This is to ensure time and space for questions and discussions.

Decisions taken (to be checked on at next meeting)

Newsletter ready by January 5th 2010

Translations of the brochures must be done and printed by 1st January 2010.

By mid January 2010 500 brochures will have been printed for each team.

End of February exchange – a read-through of all the products

End of March start translation of first two manuals of the teaching methods and the student travel preparation guide



Meeting is closed.

Susan Haahr – 13th December 2009.