

First Meeting Help Guide

This is a guide for the first meeting. The first meeting need not be so formal, but this guide will help clear up potential misunderstandings. The goal is for all present to get to know one another and how to relate to one another. Hopefully, by having some structure each person can relax and have fun together.

1.	<p>Exchange contact information: name, email, telephone, preferred way to contact each other</p> <p>What's the preferred way of contact: -Some internationals do not like phone conversations -Some Americans do not check their email frequently</p> <p>Review "International Student Information Sheet" with student</p> <p>Set meeting time -how often: -- day(s) of week: _____ -- time(s) : _____ -what does the student want to do in the meetings --long-term goals: _____</p> <p>Discuss what would happen if: -student cannot make it to a meeting -volunteer cannot make it to a meeting 1. Contact the other partner as soon as possible (minimum 24 hours in advance) 2. After contacting your partner, the volunteer will contact the ISM director 3. If neither person can contact each other, then both should contact the director. This way, if one partner arrives at the site, the director can give the message.</p>
2.	<p>Explain during the first meeting that you will normally start with Bible study in order to -teach new words -practice pronunciation -teach about culture Ask for permission to have the Bible study</p> <p>Consider bringing something visual or something fun to make connections with the students.</p> <p>Each week talk about upcoming activities -Share monthly calendar and bulletin board sign up sheets with students) -The director is not always available to encourage students to come to events</p> <p>Get feedback from the student: "Did I... -talk too much/too little?" -read too much/too little?"</p> <p>"Was it too difficult or too easy?" "Did we cover enough material? Did we cover too much material?"</p> <p>Listening "tips" -Observe body language to check for understanding --Give the student 30 seconds to respond. (When first learning the language, it will take time for the student to process the question and then respond.) --Watch facial expressions: if there is a "blank" or "lost" look or "blank" smile, restate the question --Talk <u>slower</u>, not louder.</p>

	Let the student talk to you. Ask them “follow up” questions to encourage them to talk more. Compliment them on their English proficiency to give them confidence to talk more with you.
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A few other notes: You are the host. Please offer refreshments at to the students each week. You may have to offer three times because students' culture tells them not to accept on the first offer. Also, please clean up after yourselves and return things to where you found them. Thanks!