



# The Palestinian German School Twinning Programme

<http://www.school-tp-ps.de>

## Guidelines for a successful e-mail exchange

### 1. 'Getting started': formal organization

First and most important: contact your 'twin' teacher and make arrangements for the formal organization of your exchange:

- It might be useful to start with a presentation of the whole group (information on the course of study/school/region etc.). Exchange pictures and names of the students - then continue with an individual presentation (fact sheet) of each student
- Arrange groups (by drawing lots for example) or let students decide on their own on their e-mail partners

Important questions: How many students are in each of the two classes? Are students supposed to pair up (i. e. one Palestinian and one German student exchange messages) or would you prefer to let them work in groups of two, three or four? Sometimes there might as well be situations where you'll find it more appropriate to work with the whole group!

### 2. Topics and aims for your exchange

- Agree on a topic for your mini - project. Once again contact first your twin teacher and discuss possible ways of dealing with it. It's important not to lose sight of your aims – you always run the risk that conversation gets out of hand!

Important questions: Should each group/student deal with the same aspect or with different aspects of a subject? Should students be allowed to carry out the exchange according to their own wishes or do teachers prepare spreadsheets, work instructions etc.?

- Agree aims and on how you want to deal with/present the results of your exchange!

Important question: Do you want to keep the individual e-mails private or should the teachers/the class be allowed to read them so that they can be made subject of discussion?

### 3. Evaluation of the exchange

- Agree on how you would like to deal with the evaluation of your exchange. The evaluation could be carried out with the help of evaluation sheets etc.

Important questions: Did you reach your aims? Are you satisfied with the results and the course of the exchange? Would you want to change anything in view of future projects?

- Decide on further steps. How can we modify the guideline to improve it?