

Kanda University of International Studies

Self-Access Learning Center



**SALC**

“When one teaches, two learn.”  
Robert Heinlein

# LANGUAGE PRACTICE PARTNERS HANDBOOK



# Tandem learning

is a language and cultural exchange in which partners bring their knowledge and support each other to learn.

Not just English. LPPs offer various languages!

## Language Practice Partners

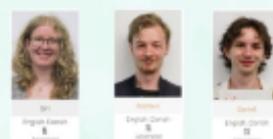
### Spanish



### Chinese



### Danish



### Catalan



### French



### Korean



### Cantonese



### Hungarian

### Vietnamese



Go to the reservation page  
<https://kuisb.com/advising/lpp/>  
 to make a 1-1 reservation.



# Benefits

Speak to other students

Try different SALC services

Practice languages in a relaxed atmosphere

Practice content studied in class

Discover different cultures and languages

Make friends who share similar interests

Challenge yourself

Opportunity to give and share

Provide multicultural and multilingual atmosphere

# Inclusion

It is important to us that all tandem learning partners feel safe expressing their authentic identities.

In the SALC, we hope to create a community where students develop a sense of belonging and respect for one another.

It is our goal to provide a learning experience that is comfortable and accessible to all students with different learning styles and needs and be respectful and inclusive of our diversity of learners.

Any student who may encounter barriers to learning due to the format, materials, activities, etc., please meet a learning advisor. We would like to work on removing the learning barriers with you.



# Procedure for LPP meetings

- 01** A student makes an appointment for language exchange through the SALC via the online reservation system (Supersaas).
- 02** The LPP receives an email from Supersaas regarding the appointment.
- 03** Go to the [kuis8.com reservation page](https://kuis8.com/reservation_page) and confirm your booking time.
- 04** At the time of the appointment, the LPP meet a student at the SALC counter.

## Each session includes



- a 15 minute conversation in your target language, and
  - a 15 minute conversation in your partner's target language.
  - OR, If both learners are learning the same language and both agree, you can also practice one language for 30 minutes.
- It is also a good idea to leave a few minutes for corrective feedback or question time.

# Reserved Area for LPP sessions

You are welcome to have an LPP session anywhere in the first floor of the SALC, but we also reserved tables for lunchtime sessions as SALC can be quite busy then.

Please ask SALC staff if you need help asking students to leave.



1<sup>st</sup>  
FLOOR



# Tips for successful LPP meetings

To support your language exchange and improve your language learning, we offer the Language Exchange Section in the SALC, feel free to consult:

- Books of questions
- Cards for conversation topics
- Language Exchange Worksheet
- (to prepare for and reflect on a session, and tips for giving and receiving feedback.)



# Tips for successful LPP meetings

When you can not say what you want to say...

In such a situation you can:

- say it in your first language and ask your partner for a translation
- try to find another way of saying it and paraphrase
- use other aids such as drawings and gestures
- give additional examples, explanations, or background information.

When you can not understand what your partner says...

You can ask your partner to:

- translate it into your native language
- express the same thing with different words
- give additional examples, explanations or background information

You can use phrases like:

- "Can you please repeat that?"  
「もう一回いってくれる？」
- "What does it mean?"  
「それどういう意味？」
- "Is that the same as ... in English?"  
「それって、x xと同じ意味？」
- "How can you use the word in other contexts?"  
「それって、他の場面でどうつかうの？」

# Cancellations

## KUIS students

- Students can make and change reservations 2 days in advance.
- If students cancel their appointment through the reservation system, you will receive a notification email from the system.
- If the student contacts the SALC directly to cancel it, the SALC staff will send you an email and let you know.
- If students do not show up, wait for 5 minutes, and let the SALC staff at the counter know, or email [salc@kanda.kuis.ac.jp](mailto:salc@kanda.kuis.ac.jp).
- Students who miss 2 sessions for no good reason will be informed that they can no longer use the service.

# Cancellations

## LPPs

- Please be at sessions on time.
- If you need to cancel a session in case of an emergency, please contact the student\* and the SALC <[salc@kanda.kuis.ac.jp](mailto:salc@kanda.kuis.ac.jp)>. In the email, please write your name, which appointment you need to cancel, and its reason.
- If you want to cancel a session and there is not reservation yet, you are free to make reservations for yourself to block your schedule in advance.
- When you know that you are going to be late, even if it is only 5 minutes, please contact the SALC to let them know.

### Email template in Japanese for cancellation

〇〇さん

予約してくれてありがとうございます。

残念ながら、今日の予約をキャンセルしないといけません。

また予約してくれるとうれしいです。

〇〇

### Email template in English for cancellation

*Dear \*\*\**

*I am sorry to let you know that I need to cancel our next LPP session.  
Please feel free to book me again in the future.*

*Best,*

*\*\*\**

# Frequently asked questions

**01** What if I have an urgent matter to attend to, what should I do?

You can make an appointment for yourself to block your schedule for some urgent matters. Or you can contact us so that we can block your appointment system for you.

How many LPP sessions do I have to do per week?

**02**

No minimum duty hours. You can set your own hours as you wish but we recommend you to open one lunchtime because that's the time most students make appointments.

**03** I've never taught before so I don't have confidence. /I've never taught before so I am not sure I can do it.

Tandem learning is based on learning relationships. It's ok to say "I don't know" when you are not sure about something. You can study it together.

What should I answer if KUIS students asked me things that I don't want to answer?

**04**

If students ask you insensitive or personal questions (without being aware), please say "I'm sorry but I am not comfortable answering that." If you find the person intentionally rude, please let us know!

# Frequently asked questions

05

How much should I prepare for a session?

It is up to you. If you prepare topics and a new language that you want to use, you will more likely to have an effective session, but no pressure. Trying out the same topic with another person is a good way to review your learning too!

Do I need to be an advanced speaker in my target language?

06

No. The goal is to improve your language proficiency. We hope you will gain some confidence too!

07

How to give and receive feedback?

We recommend not to correct all the mistakes that learners make and ask "what kind of correction or feedback would you like to have?" at the beginning of the session.

If I need to block my schedule, is it possible?

08

You are free to make reservations for yourself to block your schedule in advance.

If you would like to change your availability, contact the SALC.

The screenshot shows a reservation system interface. At the top, there is a calendar view with columns for 4/8 (Mon), 4/9 (Tue), and 4/10. A red box highlights a slot on 4/8 from 10:30 to 11:00. Below the calendar is a 'New Reservation' form. The 'When' field is set to '2019/4/8 10:30' to '2019/4/8 11:00'. The 'Full name' field contains 'Your name / Block' and is highlighted with a red box. A callout box points to this field with the text: 'Please write "Your name" or "Block" on the Full name column.' There are also fields for 'Language you wish to practice' and 'Language you can help with'. At the bottom of the form are 'Create Reservation' and 'Cancel' buttons.

## Need Assistance?

Please feel free to contact the SALC <[salc@kanda.kuis.ac.jp](mailto:salc@kanda.kuis.ac.jp)>  
or  
the Program Coordinator,  
Emily Marzin <[marzin-e@kanda.kuis.ac.jp](mailto:marzin-e@kanda.kuis.ac.jp)>

# Let's talk!



Want  
to know more  
about LPPs?

