

## Suggestions to coordinators for a successful language cafe

- You learn in the participating/interactional/experimental: Try as far as you can to **solve all problems in your language** – it's a great opportunity for learning for the participants.
- **Activating participants:** You are not a teacher but you can encourage learning through how you act as coordinator for your cafe. If someone asks you a language/culture/country-related question: Don't answer immediately but instead try to involve the other participants. Ask if someone else knows or can guess the answer. Or ask someone to look it up online and bring the answer back to the group (in the cafe language, of course!).
- **Feedback:** Feedback is super important so try to give a lot! Feedback might also be an opportunity for activating participants, if done in a good way. For example, don't ask the group what participant X did wrong, but try to involve them by asking questions like: "OK, so participant X said blahblahblah, does someone know another way that we could say that in (language)?"
- **Reciprocity:** Make sure everybody gets to participate in the conversation. Address quiet participants directly with their name, ask people to raise their hand to speak, or decide a turn taking-scheme where everyone gets to answer a question in order, one at a time. Talk with your participants about how to use interjections/backchanneling in your language. If you are online, it's even more difficult to show in body language that you are listening, so oral backchanneling becomes even more important.
- **Comprehension:** Try to make sure the language is on a level where everybody can follow. If someone talks for a long time or uses difficult language – make sure that everyone has followed by summarizing in easy language ("So in short, what X just told us is that..."), before moving conversation on with questions to the participants.
- **Patience:** Please have patience with participants who are not used to the technical aspects yet, and with participants whose language level is not yet that high. Try to be a role model in patience for all participants!
- Prepare some **icebreakers** – questions or activities – for when/if the room goes quiet. For example, you can ask people to bring a picture or an object and present it, or you can borrow games, pens and paper, and other material from Språkstudion. If you are online, you can share notes, pictures and websites through the Zoom chat or by using the share function in Zoom.
- If you have any good or bad experiences that you think other coordinators could benefit from knowing about, please don't hesitate to share them with the Språkstudion staff!