

Senior Immigrant Settlement Services

English Conversation Class (ECC)

Guidelines for Volunteer Facilitators

Goal: Facilitate conversations between A & O participants to encourage them to practise English in a welcoming and friendly learning environment providing language support, fostering cultural awareness, and ensuring balanced participation.

Try to create a supportive friendly, comfortable, and warm learning environment and try to avoid controversial topics such as religious/sexual orientation and political issues.

Role: As an English Conversation Class (ECC) facilitator, your role is to assist or guide participants in order to improve their speaking skills through engaging activities, peer interaction and discussions, not to lecture.

Begin sessions with:

1. Warm-Up Activities: Greetings, the agenda of the day, and small talk (weather, activities in the past week, family, news, or recycle last week's topics for those who didn't come – simple-past applies etc.) or an icebreaker activity.

2. Work-Out Activities (Task based activities): Facilitator asks questions to introduce the topic of the week to get the group started.

2.1. Usage / vocabulary - building and using / conversation starters: These can include question or reading sheets.

Repetition of vocabulary, demonstration, and modeling are all suggested for beginner level.

2.2. Drills, dialogues, role-plays, pair work are good for intermediate level.

2.3. Group activities on the theme of the week: Pair work or small group work are best, such as role-plays, group discussion debate, etc. This kind of activity is good for advanced groups.

2.4. Your Role: You can listen to the groups, guide language practises. If you hear any obvious errors, take some time to correct in the large group after the discussion is finished, if you feel it's appropriate. Keep in mind the simple pattern – *think, pair and share*. Give the learners time to *think* of the topic (about 10-15 seconds), *pair* the learners, they *share* their ideas with each other, then later call on some individuals to *share* their results with the whole group.

3. Cool Down Activities:

End of each session: Do a quick review. Ask participants to recap the session's learning or summarize opinions. Give next week's topic if you have decided what to do for the following week.

4. Suggested Timeframe:

Try to manage 90 minutes session effectively. Suggested time allocation is as **15 min– 60 min– 15 min**. (Warm up 15 min – Task based activities 60 min – Cool Down /warp up 15 min), Participants speaking time should be more than 60 min.