



Education and Culture DG

Lifelong Learning Programme



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# Comenius Multilateral school partnership

## School for Life Project

# How to organise an event?

# European Day Languages

## Miniguide





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# How to organise an event?

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## Romanian miniguide



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# European Day Languages

The aim of the "European Day Languages" event, organized in mixed teams, students-teachers is to make students and teachers aware of the importance of other European cultures, to promote the image of the school in the local / county community and also at a national and international level. Another important aim of this event is to develop students' abilities to manage an event.

The activity can be different for each school or institution that organises it accordingly to the culture of each country, the students and teachers' needs and the aim of the project.

The success of the celebration of this event, although can be different thought depends on how it is organised, respecting the three stages **before** – **while** – **after** the event offering the organisers an efficient view in identifying the most important steps in developing of the activity.

## SoLIFE - School for Life Project

Volume 3, *How to  
organize an event?*

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## 1. Before...



♣ An active advertising of the event (promoting the action in meetings with all the students / parents / teachers using leaflets in the school / classrooms or through messages using the school's radio station.).

♣ Selecting the working groups (the organisation committee) from teachers and students that will work in teams; they have to have real organising abilities, they have to be talented in different domains, students with excellent speaking foreign languages abilities, students with IT abilities, ambitious, with initiatives, or simply students who express their desire to take part in the activity.



♣ The working committee meets in the common working meeting and through brainstorming, the following types of activities to be developed during the "European Languages Day" event are established: a theme polyglot mini-dictionary; daily radio shows, dedicated to this event; organising a short cultural artistic programme; a Power Point presentation informing students and teachers about the importance of this day.



♣ The organising committee sets a date and a day for the meeting and also the agenda of this event. They also take into consideration the ways in which the event can be recorded.



♣ Dissemination activities of the event are planned: publishing an article in the local newspaper or in the school's newspaper bulletin.

♣ To establish the mixed teams that will coordinate the activities the following procedure should be followed: on one of the school's corridors flipchart paper with the names of the activities developed are displayed. It is also mentioned the number of students admitted for each activity.



♣ Students and teachers who want to take part in the activity can subscribe accordingly to their abilities, motivations, desires, but also respecting the number of members admitted.



♣ Each working team meets separately in order to prepare the actions that they will coordinate. The coordinating teachers explain students the aim of the event they organise identifying together the expected results of the activities. They also make a list of the materials they need and they set the responsibilities for each member of the team and they search information about each European country. The members organise the information, they check the final stage of the product they have created accordingly to the domain they have chosen.



♣ The calendar of the event is made.

♣ The evaluation activities are planned and the evaluation instruments are created (ABC evaluation sheet).

## 2. While...



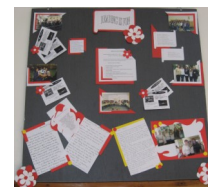
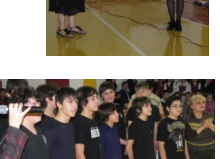
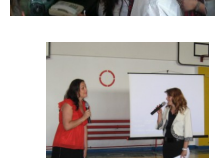
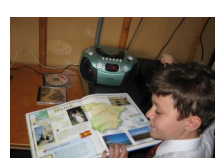
♣ On European Languages Day the following activities take place: a theme polyglot mini-dictionary; daily radio shows, dedicated to this event; organising a mini-cultural artistic programme; a Power Point Presentation informing students and teachers about the importance of this day; dialogues in different European languages between students, students-teachers and teachers. All these activities were seriously prepared a week before this event to take place.

♣ *Each event develops accordingly to the plan set by each team being coordinated by a teacher.*

♣ The week dedicated to European Languages can start in the school's festivity room. It is important for the manager of the school to open this event with a speech highlighting the importance of this event in students' life. Then the team responsible with the making of the PPT presents the material to the students. During the same festivity the artistic programme is presented: songs, poems, plays, dialogues in different foreign languages (English, German, Italian, French, Spanish), student's literary works about European trips in mother tongue language to highlight the European cultural elements.

♣ On the school's radio is presented information about European countries underlining the specific of each country: food, music, literature, language, traditions. These radio shows take place every day during the big break.

♣ During the foreign languages classes or other school subjects teachers and students talk about the importance of the diversity of European languages in our life. For example during the IT classes the pages with some familiar words for the polyglot dictionary can be made using different themes: schools objects, greetings, fruits. The products are displayed on the doors of each classroom during the European Languages week, so students can see them and even learn the new words. During the form teacher's classes posters of European countries can be made. They also can be displayed on the school's corridors or presented during the morning or afternoon meetings.



### 3. After...



♣ The coordinator invites the teams to a meeting to present them the final stages of the products: posters, the theme polyglot mini-dictionary; daily radio shows, dedicated to this event; organising a mini-cultural artistic programme; a Power Point presentation informing students and teachers about the importance of this day. The materials are displayed on the flipchart or projected. After the feedback has been collected it's time for notes and suggestions of what should / shouldn't be done at future festivals.

♣ At the end of this discussion students fill in an evaluation ABC form:

- **A**nother thing we learned today...
- **B**eside all, it was good that...
- **C**onsidering that...

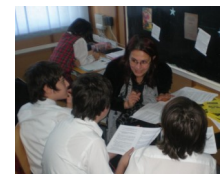
with suggestions and recommendations for the next event.



#### Evaluation:

In order to identify the strong points and weak points of the activity and also to establish some improvements for the next event the following steps should be taken into consideration:

- ♣ All the members of the teams should fill in the self-evaluation form.
- ♣ Presenting the feedback from students, teachers and people from the local community and exchanging opinions between the members of the whole working project team.
- ♣ Fill in the SWOT analyse form.



#### Dissemination:

In order to make the activities and the results of the "European Languages Day" event known, the following dissemination activities are established:

- ♣ Publishing an article in the school's informal bulletin;
- ♣ Publishing an article in the town's informal bulletin;
- ♣ Posting the album of the event on the school's website.

The working groups responsible for the fulfilment and the dissemination of the activities are established.

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**European Day  
Languages**

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