

PCC SYLVANIA / STUDENT SUCCESS CENTER
ENGLISH CONVERSATION PARTNER PROGRAM

Instructions for Participants

Basic Qualifications:

1. A participating non-native English speaking student must be enrolled at Portland Community College during the term that he or she is participating.
2. Participants must be able to meet in the Student Success Center (Sylvania, CC 204) during the hours the Center is open.

Note: The Student Success Center is open through Tuesday of finals week. All conversation sessions must end by that date; however, your sessions could end earlier in the term if necessary. It would be up to you and your conversation partner.

3. Volunteers should be willing to commit to a minimum of one (1) hour per week.

Note: "Volunteer parking passes" are available with one week advance notice for non-students only.

Getting Started:

1. Fill out the attached information form and return it to the Lab Coordinator or English Coordinator. For any future changes to your information, contact:

Andrew Black
Laurel Spillum

Lab Coordinator
English Coordinator

andrew.black1@pcc.edu
lspillum@pcc.edu

(503) 977-4702
(503) 977-4563

2. Check your e-mail and phone messages regularly for information regarding your first appointment.
3. Meet your conversation partner in the Student Success Center. You can sit at a table in the "English Skills" part of the center. Students must check in at the front desk computer: under "Subject", choose "OTHER"; for "Visit Reason", choose "TUTORING: ENGLISH PRONUNCIATION/CONVERSATION".
4. Students should discuss with volunteers what types of conversation or pronunciation help they would most like help with (i.e. correcting pronunciation, developing new vocabulary, learning American slang phrases, etc.) **Please note: For assistance with grammar, punctuation, and writing, students should see an English Tutor at a separate time.**
5. Other resources for conversation include the "English Conversation Topics" handout, suggestions from an English Tutor, the Internet, and the *Macmillan Visual Dictionary*. For more suggestions, please see the Lab Coordinator or Lab Assistants.
6. Each time you meet, confirm your next conversation time with each other. During your first session, exchange phone numbers and/or e-mail addresses (if you are comfortable doing this) so that you can notify your partner if you need to reschedule with short notice.
7. Volunteers should encourage the student to speak at least 50% of the time.