

ANEXO VIII

CONSEJOS PARA AUXILIARES ANTES DE LA LLEGADA DEL/DE LA AUXILIAR DE CONVERSACIÓN

Este documento es un listado básico de consejos útiles que podemos enviar por adelantado a nuestros auxiliares de conversación antes de su llegada a nuestro centro.

TOP TEN BEFORE YOUR ARRIVAL

You made up your mind, you are about to be a **language assistant** in a foreign country...more precisely in Andalusia (Spain). When packing, remember not to forget some basics apart from your clothes. Here is a **list** not to be missed:

1. Bring an **open-minded attitude** with you (and keep it handy). During your stay with us, you will become familiar with daily life in Spain, learn how Spanish schools operate and gain experience in a new venture.
2. Jot down the **basic questions** you have in mind about this position so they are answered as soon as possible. Some examples could be:
 1. *How large is the school?*
 2. *How old are the students?*
 3. *Which subjects are bilingual?*
 4. *What is the school's geographical and sociocultural environment?*
 5. *Does the school have a partner school in my country?*
 6. *Does the school have a website?*
 7. *Which airport / train station is most convenient?*
 8. *What are the possibilities for affordable accommodation?*
 9. *Who should I contact when I arrive?*
 10. *Can you provide me with name, email... of the previous language assistant?*
3. Get to know some **previous language assistants** who worked in the same school, area, region, etc. (learn from others' tips!!)
4. Get to know your **future host school and town** in advance. Search their web for information on projects, studies, etc.
5. Get to know some **other language assistants** coming to Spain or this region (share your anxiety and/or expectations!!)
6. Bring a set with **basic information** about your town, city, area, region, etc. (be the best ambassador!):
 1. Visuals: pictures of family, friends, house, city or town, university...
 2. Maps, brochures, postcards, posters, signs...
 3. A school report, a school timetable, etc.
 4. Menus, recipes, games...
 5. Paper money and coins (if different from euros!!)

6. Written press:
 - National and local press, weather reports, cooking recipes, horoscopes...
 - Magazines for children and teens, comic strips, picture books
 - Advertising flyers, students newspapers and magazines, sports books
 - Programs for shows, radio, television
7. Audio:
 - Audio recordings of poems and nursery rhymes, stories and songs
 - Radio advertisements
 - Book readings
 - Karaoke DVDs
8. Audiovisual (be aware of different zone or systems):
 - Excerpts from TV newscasts
 - Video clips, TV commercials, weather reports...
9. Web links about your area
7. Finally, don't hesitate to bring documents related to your own interests, hobbies or area of university studies that might interest students
8. Bring some **useful contacts** from teachers at your local or former primary/secondary schools. It may be helpful for future school exchanges, pen friend projects, visits, etc. (expand your public relations abilities!)
9. Think of possible ways to spend your **free time**. You will have plenty of time for travelling around, reading, doing sport, studying some course, doing on-line studies, taking up a new hobby, socialise, etc. (treat yourself!!)
10. Plan a **personal budget** to cover your expenses (rent, transport...) until you get your first pay check
11. Finally, start a **blog** or any other way to tell your friends and family your doings (it will save you hundreds of emails!)

...WE ARE WAITING FOR YOU!!!