

## LEARNING AGREEMENT

*Under this agreement, Alliance Française, Panjim is committed to provide quality service to students enabling them to achieve their goal of learning French language. Furthermore, students agree to comply with certain rules. Therefore, this agreement shall be understood and accepted in its entirety by all parties.*

As a student at Alliance Française, I undertake to:

1. Take part in proposed activities with a cooperative attitude towards the teacher and other students.
2. Complete the requested work within the specified deadline.
3. Speak as much as possible, accepting the risk of making mistakes, and respect the rules of turn-taking in conversation.
4. Request explanations in case of any difficulties.
5. Accept corrections from other students and to correct them in case of a mistake.
6. Reflect on how the French language works.
7. Reflect on my learning process and learn self-assessment.
8. Seize any opportunity to practice the French language besides the course (newspapers, magazines, television, radio, CD, DVD with subtitles and any other support available on the Internet).
9. Follow the French news through the media available on the Internet (TV5, RFI, ...).
10. Justify any absence of more than two consecutive days to the teacher.
11. In case of absence exceeding 20% of the course length, it will not be possible to access the higher level.
12. Be punctual for each course, not to disturb other students. A successive and unjustified lack of punctuality will be considered in the continuous evaluation.
13. Turn my phone in silent mode before entering the class and until its completion, to respect others. Avoid leaving the class to answer calls. Do not answer text messages or others during class.
14. Take part in cultural activities organised by Alliance Française.

As a teacher at Alliance Française, I undertake to:

1. Do everything possible to ensure that the French course is a pleasant and productive work session.
2. Address questions related to the course.
3. Analyse, assess and communicate suggestions from students.
4. Show the level of the method that students can achieve at the end of the course.
5. Explain how the manual/method is organised and how it can be used.
6. Explain work modalities related to the:
  - § Constant use of the French language in class (the use of the English language should be limited).
  - § Preferred communication activities: interactive comprehension and oral production, written production outside class hours (letters, notes and others).
  - § Grammar exercises and exercises to fix structures and lexicon, fundamental for comprehension and production activities.
  - § Organisation of work in class (individual or as a group).
  - § Types of controls and assessment methods.
7. Explain how to use the bilingual dictionary or translation tools (find out which appropriate tools are used).
8. Vary the teaching materials (audible, visual, digital and others).
9. Inform students about French and francophone news.
10. Encourage interdisciplinary work in relation with other areas: media library, cultural department, etc.
11. Respect the scheduled timetables for classes.
12. Regularly assess students in order to identify and fix any gaps, and to allow the continued use of the acquired knowledge.
13. Advise educational coordination within a reasonable time in the event of any delay or absence.
14. Take part in cultural activities organised by Alliance Française by including them during in-class activities (if possible) and inviting students.