**General guideline for international projects**

**Before you start**

Find a partner. I recommend that you establish communication with a class in a country where students are studying EFL at approximately same level as your class.

Try to establish a good working relation with your colleague by writing regularly. You will discover that it is great fun to have this personal contact. Share information about your school.

Agree on your educational goals and the level of accuracy required.

Decide how many letters/activities you want to do and exchange ideas (e-mails, Skype, pictures, videos, brochures, web-pages, literature etc.). Involve the students in this process.

Inform the parents.

You and your colleague must agree upon the schedule for exchanging products/information. An overview of holidays, exams etc. are extremely important.

Agree with your colleague on how to match the students (Gender, ability, interest) and who is doing the matching. Return the list with the matched groups, so both classes have them available – include e-mail addresses. If there are too many students in one class, then some students may collaborate with two students in the other class.

**During the project**

Give your students an introduction in letter writing and netiquette.

Decide on the procedure for exchanging letters. Should all letters go through the teachers? If so the e-mail should be named: Letter 1 from … to ….

If the students e-mail each other directly, it is always a good idea to put both the teachers as Cc in the e-mail.

Every time the students have received a letter/product, have a talk about the content in class.

Immediately after receiving letters/products, you should always send your colleague a short message to let him/her know whether or not letters have arrived in good order.

Encourage the students also to keep in contact with their partner outside the school.

**After the project**

It is vital to evaluate the project, both during and at the end, with your pupils and your colleague.

Make arrangements about new projects in the future.

**Good luck in the work to you and your students!!!**