The Each One Teach One (EOTO) tandem programme has many stages at least in the beginning:

1. Interested in the EOTO?

- First, check that the language you would like to learn and the one you can 'teach' is also taught at our Language Centre. If it's not, we cannot offer it in the programme.
- You can only learn a language at which you are already at least **CEFR level** A**2**. In other words, this programme is **not** suitable for complete beginners.

2. Contact the language Contact teacher of the language you would like to improve

- Tell the language Contact teacher if you already have a potential partner or would like them to find you one. If they need to find one, it might take longer and there is no guarantee a partner will be found.
- Self-enrol into the LC-0010 Each One Teach One MyCourses site (not into WebOodi).

3. Are you a native-speaker of the language you will teach?

- If yes, then you can already proceed to Stage 1 'Assessing your CEFR level in the language you wish to improve and planning your objectives'.
- If no, then you must assess yourself to ensure you are at least at CEFR level B2. Inform the EOTO teacher of this and they will send you the forms you need to fill in. After this is done and all is okay, the teacher can tell you to proceed to Stage 1.

4. Proceed to Stage 1

- Use the form(s) available to you for Stage 1 in MyCourses and follow the instructions. N.B. You must first *self-enrol* into the LC-0010 Each One Teach One MyCourses site.

5. Meet your partner and supervising teachers

Your supervising teachers will organise the first meeting. During the meeting, you will:

- meet your partner,
- receive orientation and instruction on how to proceed during the programme,
- exchange & discuss your objectives (Stage 1) with your partner and begin planning Stage 2 of planning the objectives

6. After the orientation meeting, you'll be ready to begin learning and tutoring!

- Don't worry about being left alone during the weeks/months ahead. You'll meet with each of your teachers usually once a month until the end; and you can contact them at any stage of the programme if you need support or ideas.