



## **Conversation Group Guidelines**

### **Introduction**

The Conversation Groups are one of the most valuable assets of Nous & You. They aim to help both English- and French-speaking members improve their language skills in an informal and friendly setting.

It is important that the Groups run efficiently: members are encouraged to follow the guidelines set out below to help the Groups to achieve this aim.

Comments on the guidelines should be sent to the Conversation Group Co-ordinators.

Members are advised that most of our Animateurs/Animatrices are not qualified teachers; the groups do not offer any recognised formal instruction, and attendance will not lead to any formal qualification.

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## **The Guidelines**

Only full members of Nous & You may attend Conversation Group meetings.

Only the Conversation Group Co-ordinators may allocate members to groups.

If members wish to join or leave a particular Conversation Group for any reason (eg level too high or too low), they should first contact one of the Group Co-ordinators.

Animateurs/Animatrices are asked periodically to inform the Group Coordinator about the attendance of members in their groups, and to advise the Coordinator if any group member is below or above the standard of the rest of the Group.

If a member is unable to attend a session for whatever reason, then they should show consideration and tell (at a minimum) their Animateur/Animatrice and the host for the day that they will be absent, and try to give as much notice as possible.

Groups may wish to nominate one of their members to be their central contact for receiving and passing on messages e.g. absence, change of venue, etc

In applying to join a Conversation Group, members commit to being regular attendees. If circumstances change and this is no longer possible, the member should explain the situation to their Animateur/Animatrice and the Group Co-ordinators. It may be possible in some instances to hold places open depending on circumstances, including the expected duration of the absence and the size of the waiting list for Group places.

If a member misses four or more consecutive Group meetings without pre-warning the Group of their absence they risk losing their place.

If a member is unable to attend his or her group for three months without valid reason, and without advising their Animateur/Animatrice or the Group Coordinator, then the member will be deemed to have resigned from the Group.

The Animateurs/Animatrices give up their time and effort completely voluntarily: although there is no obligation to do so, group members may wish to consider means of showing their gratitude from time to time.

David Hayward  
President  
Nous & You

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