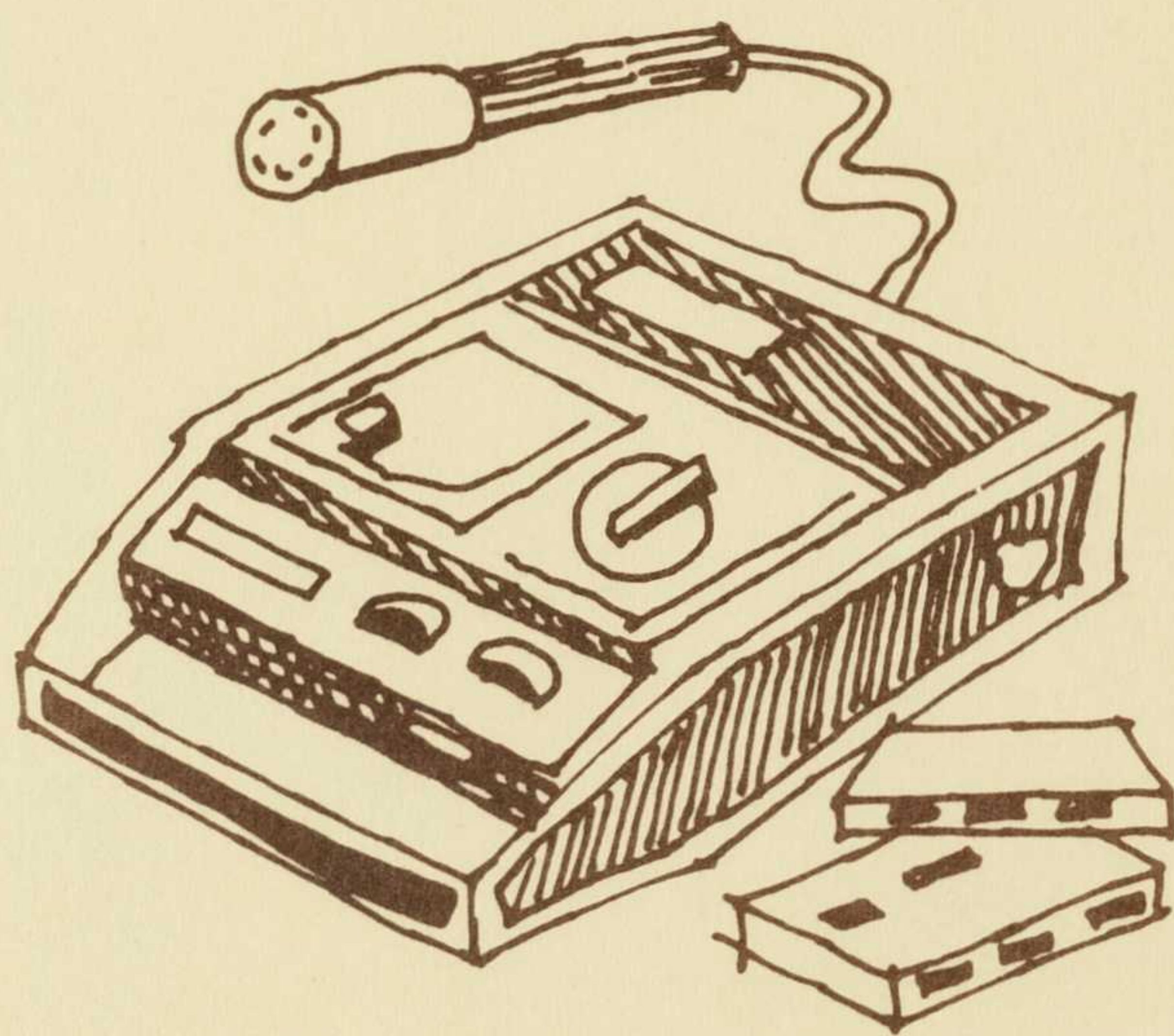


Remember the limitations of the spoken medium. Have participants in the program gathered around the microphone with the person speaking closest to the mike. Don't shuffle papers or allow people to come into the room or whisper in the background while recording, and not more than one voice at a time into the mike, please, unless you are all singing the same selection. Play back the tape after recording. Try it out on someone who hasn't participated. If any portions are hard to understand, do them over. Mark the recording speed on the side of the tape box.

Content Hints

This should not cramp your style, but here are some general suggestions on the type of content that has worked out best for the initial contact:



- a greeting from your school or organization to the prospective partner.
- evidence your interest in the foreign school (organization), their community and country. If you have some familiarity with the area or have studied something about it prior to initiating contact, you might display your knowledge here in a modest way, stressing your interest to learn more.
- give a capsule view of your own school (organization) and community. Try to put yourself in the place of the foreign listener. What might he be interested in about your school and community? Talk a little about the outside life of your class or clubmates, but without dwelling on material possessions. The tape may be going to an area where one or more cars and color TV sets per family would be hard to understand and anyway, it's in bad taste. Your class might sing the school song, or if you have a glee club or band, have them perform at this point. But remember to explain in clear English if you do something completely mystifying such as the cheer leader sequence of your school team.