



Erasmus+ EACEA

Grant Agreement Number: 2018-1-EL01-KA202-047904 Project Duration: 24 months





PORTFOLIO OF LEARNER'S RESOURCES





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Introduction

This portfolio collects all learning resources developed by ELTA's Project Team in the framework of the "CULMED Project" for:

A. Theoretical (online) Training

- 3 Manuals
 - A.1 Legal and Postal Framework for servicing Third Country Nationals
 - A.2 Communication skills
 - A.3 Cultural and historical background
- Presentations
 - Legal and postal framework
 - Communication skills
- ICT Skills Manual
 - Working on Microsoft Windows
 - Searching for information on the internet on Microsoft Explorer
 - Writing texts about the Project using Microsoft Word
 - Creating a presentation for the Project on Microsoft PowerPoint
 - Working on statistical data using Microsoft Excel

B. "Train-The-Trainers" Programme

The Programme included the following Experiential Training Activities:

- 1. ACTIVITY 1 CORDS (ICE BREAKER)
- 2. ACTIVITY 2 FAMILY SET-UP
- 3. ACTIVITY 3 ESCAPE AND SEPARATION
- 4. ACTIVITY 4 EMERGENCY SYPPLY CASE
- 5. ACTIVITY 5 CROSSING THE BORDERS/ASYLUM OFFICE
- 6. ACTIVITY 6 MEETING LOCAL POPULATION (1)
- 7. ACTIVITY 7 NON VERBAL COMMUNICATION (BODY LANGUAGE)
- 8. ACTIVITY 8 INTERCULTURAL COMMUNICATION CODES
- 9. ACTIVITY 9 MEETING LOCAL POPULATION / ARABIC VOCABULARY (2)
- 10. ACTIVITY 10 COUNTRIES OF ORIGIN / ICT SKILLS (1)
- 11. ACTIVITY 11 COUNTRIES OF ORIGIN (1)

Note: This Portfolio focuses on those activities, for which concrete learning resources were applied. The rest of the activities were carried out on the spot through verbal input by the trainers.

C. Transversal Linguistic Interventions

- Word Cards
- Role Playing
- Arabic WordBoard





D. Photo Gallery (electronic folder)

E. Video Gallery (electronic folder)

<u>Note:</u> The present portfolio includes screenshots of the abovementioned learning resources. The full version of the online training material (manuals, presentations) as well as the resources related to the experiential training activities (handouts, etc.) are provided in printouts or in electronic format.





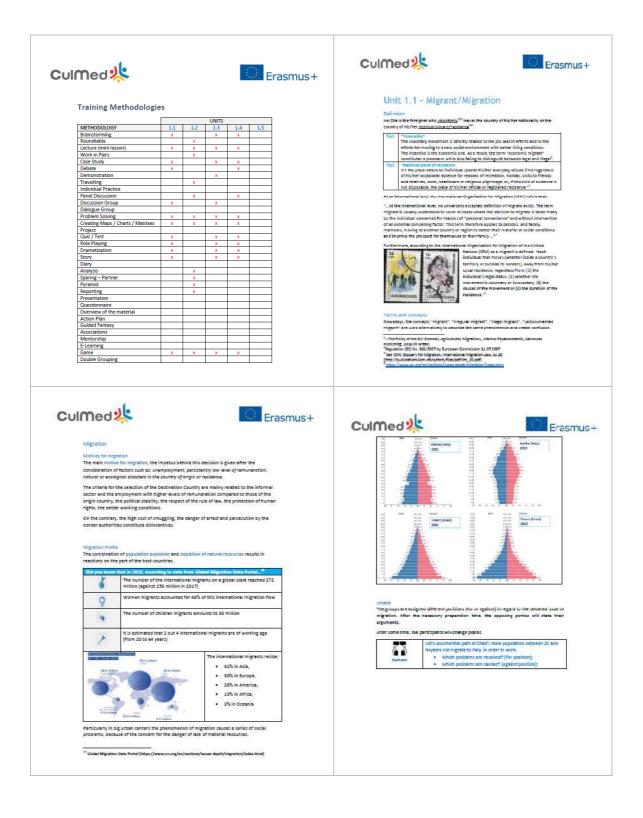
A. Theoretical (online) Training





A.1 Manuals

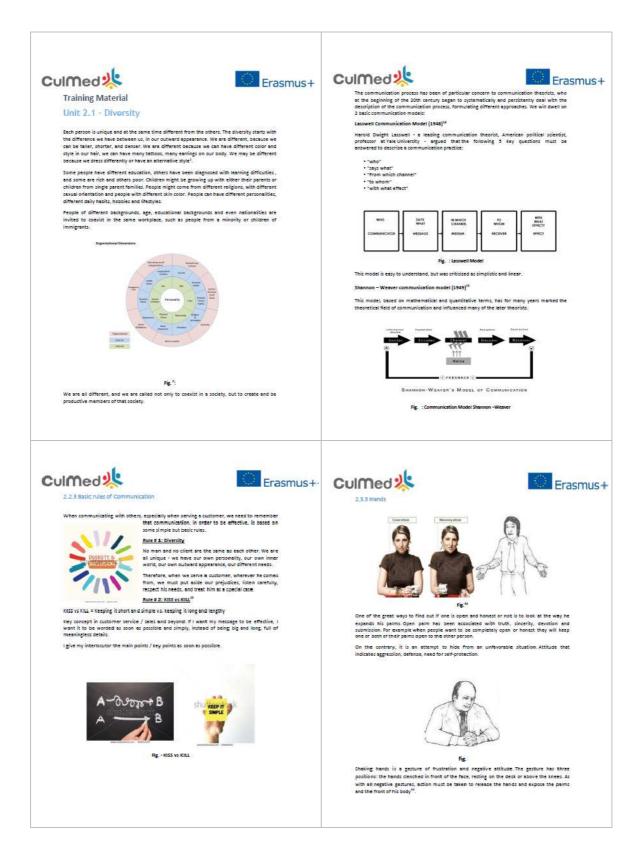
A.1.1 Legal and Postal Framework for servicing Third Country Nationals







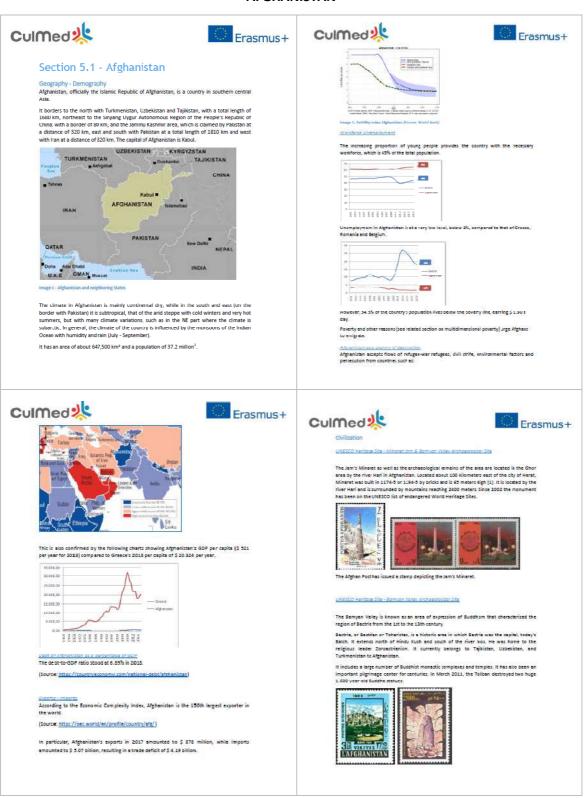
A.1.2 Communication Skills







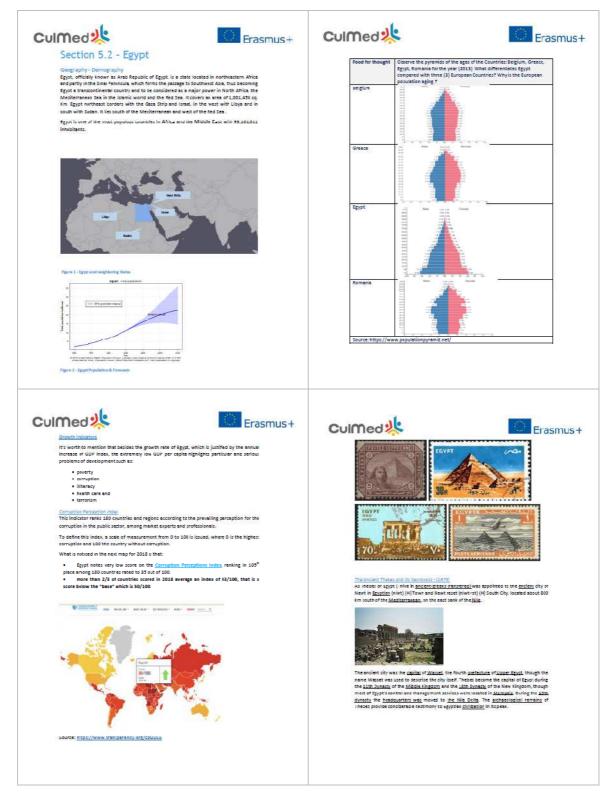
A.1.3 Cultural and Historical Background







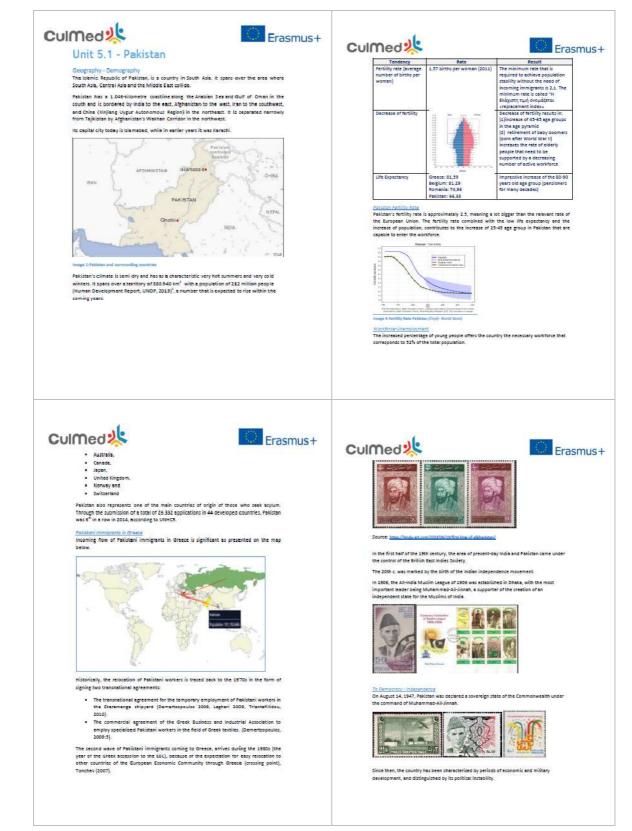
EGYPT







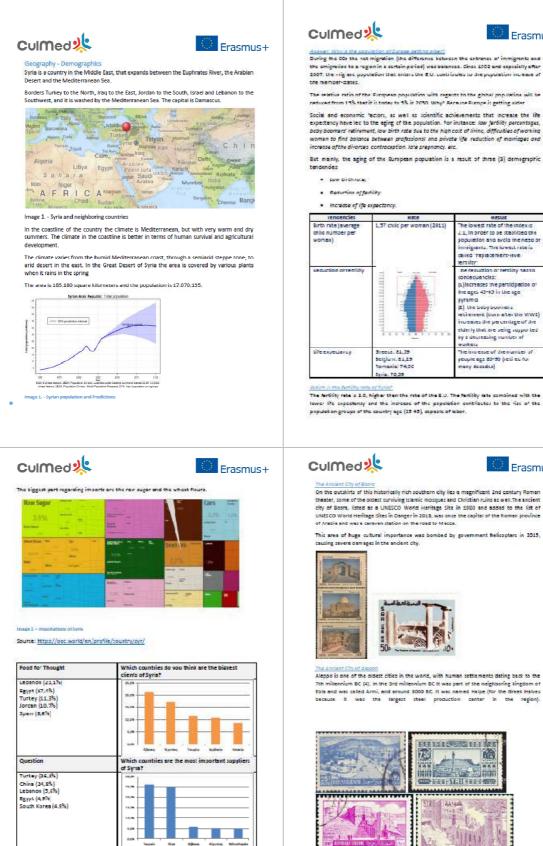
PAKISTAN







SYRIA



😳 Erasmus+

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The Ancount city of Barry On the outskirts of this historically rich southern city lies a magnificent 2nd century Roman thester, some of the olders surviving Itamic mosques and Christian ruins as well. The ancient city of Bosra, listed as a UNESCO World Heritage Site in 1980 and added to the list of UNESCO World Heritage Sites in Danger in 2018, was once the capital of the Roman province of Arabia and was a caravan station on the road to Mecca.

7th millennium BC (4). In the 3rd millennium BC It was part of the neighboring kingdom of Ebla and was called Armi, and around 3000 BC. It was named Halpe (for the Greek Halves because it was the largest steel production center in the region).







A.2 Presentations

Legal and Postal Framework By Aris Maragkakis, Hellenic Post S.A. - ELTA







Communication Skills By Afroditi Riga, Hellenic Post S.A. - ELTA

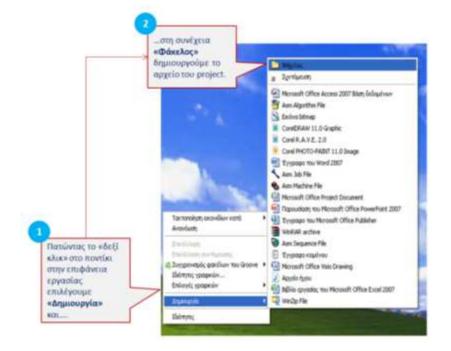




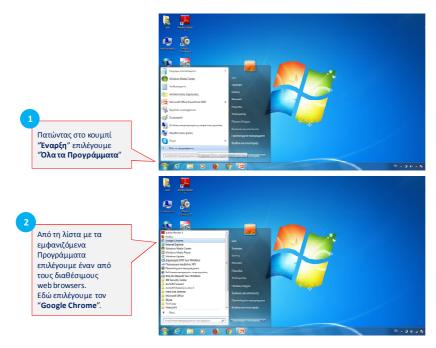


A.3 ICT Skills Manual

Working on Microsoft Windows



Searching for Information on the Internet



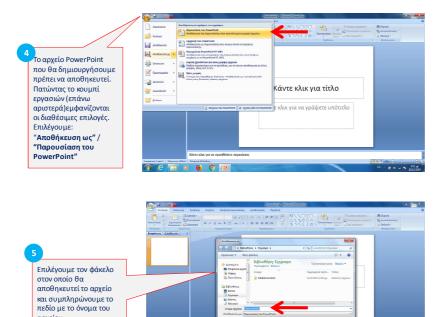




Writing texts about the Project using Microsoft Word

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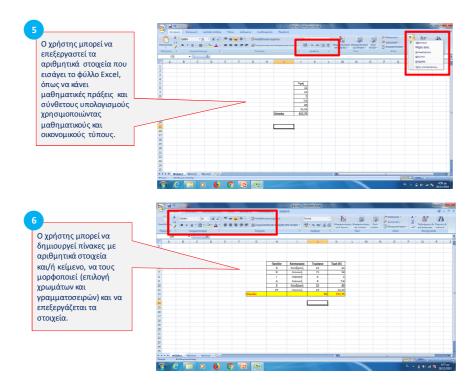
Creating a Presentation for the Project on Microsoft PowerPoint







Working on Statistical Data using Microsoft Excel







B. "Train-The-Trainers" Programme





"Train-the-Trainers" Programme

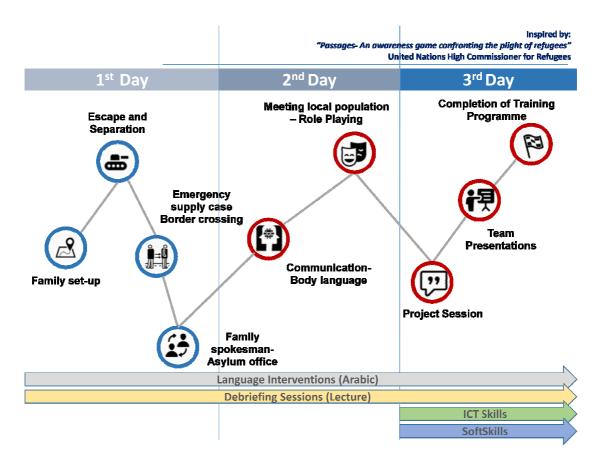
Training was initially inspired by **"Passages- An awareness game confronting the plight of refugees"** by the United Nations High Commissioner for Refugees, a non-political, humanitarian agency devoted to protecting and assisting the world's refugees.

The Training Programme included various experiential simulation exercises (ex. escape and separation, border crossing, asylum office procedure), outdoor activities, development of communication skills focusing on the importance of body language, language skills learning, teamwork and team learning through project-based activities, debriefing sessions.

Special emphasis was given on language skills learning, which was coordinated by arabspeaking trainers and was a transversal learning activity taking place throughout the 3days programme.

The following chart depicts the training roadmap. Blue circle activities were based on the *Passages* game, while red circle activities were tailor-developed by ELTA's Project Team.

The Training Programme Roadmap is presented in the figure below. Blue circle activities were based on the *Passages* game, while red circle activities were tailor-developed by ELTA's Project Team.







	Activity: Cords (Ice Breaker)										
Indoors / Outdoors / Both	Indoors										
Maximum number of participants (trainees) recommended	All trainees in one group										
Minimum number of trainers recommended	All trainers										
Competence targeted	Communication, coordination & cooperation										
Objective	To break the ice between the group of trainees and make them feel comfortable. To divide the teams evenly.										
Duration	10'										
Procedure	 The trainer welcomes all trainees. Trainees are asked to form a circle standing one next to the other. One trainer stands in the middle of the circle holding the cords tightly, so that their color is not visible. Each cord has a color in its middle (that represents a family) and two separate ends. Each trainee chooses an end of a cord. The trainer releases the cords and according to the chosen color, all trainees know which family they belong to. Each family must consist of 4 to 5 trainees. 										
Analysis & conclusions of the activity	Easy way of breaking the ice. In the end, the teams are formed randomly, thus leaving aside any personal relationships/ people knowing each other in advance do not end up going in the same team.										
Materials	Cords colored in the middle.										
Add any other information concerning the preparation of the activity	ing the preparation of										



The Cords









	Activity: Family Setup
Indoors / Outdoors / Both	Indoors
Maximum number of participants (trainees) recommended	All trainees
Minimum number of trainers recommended	2 (one of them being the Arab speaking trainer)
Competence targeted	Coordination & cooperation/ identity/ Language training
Objective	To form different family teams and assign specific roles to all trainees. To learn basic Arabic words.
Duration	20'
Procedure	 Once separated in two different teams- families (5 members each), each family gets its own colored folder containing all documents needed for the 3days activities. Each family is assigned a family name (surname). Each member of a family then acquires a sticker with the family last name as well as his/her first name, both in Arabic. Members of the family try to memorize their names and, under the guidance of the Arab speaking trainer, they change places according to the sticker they are wearing, so as to form a basic Arab phrase.
Analysis & conclusions of the activity	Trainees become part of a team (sense of belonging). From the very beginning, trainees become more familiar with basic Arabic words, which are to be used throughout the 3days programmeme.
Materials	Colored folders with the family documents, pens (one for each family), stickers
Add any other information concerning the preparation of the activity	The words assigned to each family member are not imaginary. Instead of assigning Arabic names, every word was carefully chosen beforehand (cooperation of the Project Team with the Arab speaking trainer), so as to represent a useful keyword (either "social" word, like sucran=thank you, or postal terminology).





The Name Stickers



















	Activity: Escape & Separation									
Indoors / Outdoors / Both	Outdoors									
Maximum number of participants (trainees) recommended	All trainees, divided in families									
Minimum number of trainers recommended	2-3 trainers									
Competence targeted	Coordination and cooperation/ Empathy/ Language training									
Objective	Simulation of war scene for better understanding of loss and desperation									
Duration	20'-30'									
Procedure	 The trainer explains the activity to the trainees in a common group. The trainees are asked to read and complete the "Family Data" sheet (1 per family) which mentions the family background and the reasons why they have been forced into a refugee situation. Once the form is completed, they are all assigned a different role (parents, children etc). The family members, in an open area, blindfold their eyes with scarves in the family color and spread around the area. Their hearing is also impaired by the use of "war noises" that are heard through their headphones connected to their mobile phones. The situation simulates families that lose each other in the dark, trying to escape a war zone. The family members have to end up finding each other by calling the other members with the Arabic word that is written on their sticker. After finding their family members, they regroup and open their eyes. When the activity ends, the trainer asks the families to go off by themselves and to fill out the "Escape and Separation" section of their Family Game Sheet. 									
Analysis & conclusions of the activity	Trainees are assigned a role, "carrying it" throughout the programme, while developing a high level of emotions. This procedure helps the trainees familiarize even more with the basic keywords, as well as understand the circumstances a real refugee family has faced in their attempt to escape.									
Materials	Scarves with the family colors, headphones, war noises, whistle, megaphone (if available)									
Add any other information concerning the preparation of the activity	It is very important to choose a space where the blindfolded players will not be in danger, such as an open field, a sports field, a park etc. The play area should be flat, far away from roads, well- defined, presenting no danger around its edges and it should be relatively free of obstacles such as holes, trees, rocks or anything that could cause an accident. You should take a complete tour of the terrain before starting the game in order to verify that it is safe.									





ΦΥΛΛΟ ΟΙΚΟΓΕΝΕΙΑΚΗΣ ΚΑΤΑΣΤΑΣΗΣ

Μ.....

Ονόματα

 Ο Πατέρας, 40 ετών, δημοσιογράφος
 Μητέρα, 35 ετών, ιδιοκτήτρια βιβλιοπωλείου
 Ο Κόρη, 9 ετών, μαθήτρια
Ο Κόρη, 5 ετών, μαθήτρια
 Γιος, 6 μηνών, δεν περπατάει, πρέπει κάποιος να τον κρατάει αγκαλιά
And the second second second second second

Χαρακτηριστικά

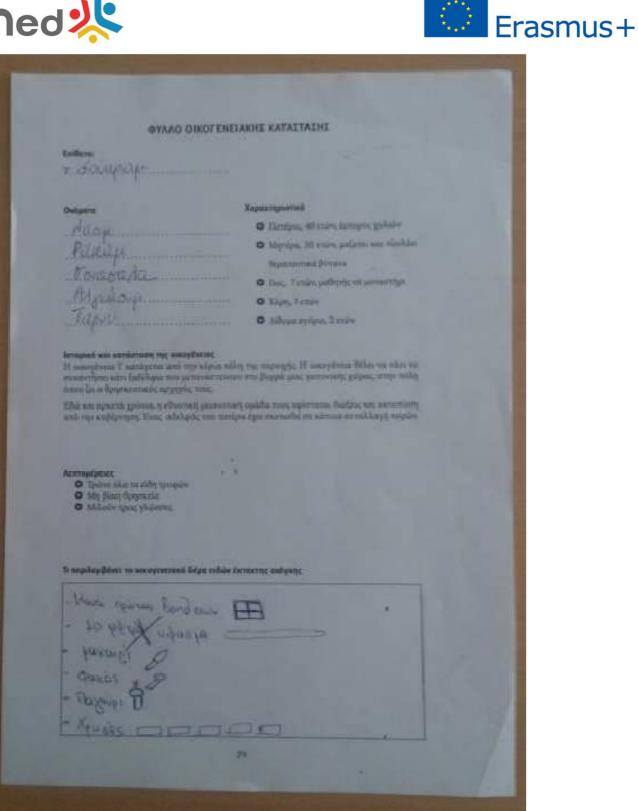
Ιστορικό και κατάστοση της οικογένειος Δυο μεγαλύτεροι γιοι σκοτώθηκαν όταν εξερράγη μια βόμβα που είχε τοποθετηθεί στο βιβλιοπωλείο της μητέρας τους. Η βομβιστική ενέργεια έγινε για αντίποινα κατά του πατέρα, ο οποίος είχε γράψει άρθρα όπου κατήγγειλε την πολιτική διαφθορά στη χώρα του. Κάθε μέρα η οικογένεια λαμβάνει απειλητικά γράμματα.

Λεπτομέρειες

- Ο Τρώνε όλες τις τροφές
- Ο Άθεοι
- Ο Μιλούν πέντε γλώσσες

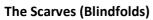
Τι περιλαμβάνει το οικογενειακό δέμα ειδών έκτακτης ανάγκης

















CONTROL OF A

ΦΥΛΛΟ ΑΠΟΛΟΓΙΣΜΟΥ ΤΟΥ ΠΑΙΧΝΙΔΙΟΥ

OIKOI ENEIA
Φυγή και Αποχωρισμός
Ιράψτε τις λέξεις που εκφράζουν καλύτερα τα συναισθήματα κάθε μέλους της ομάδας
Διαλέξτε, συναινετικά, δυο λέξεις απ' αυτές που θα κρατήσει η οικιογένεια
Προσωρινό καταφύγιο
Καταγράψτε τι είδους περιορισμούς νιώσατε κατά τη διάρκεια του παιχνιδιού
Κάθε μέλος της ομάδας να αξιολογήσει, σε μια κλίμακα από το 1 έως το 10, το βαθμό δυσκολίας που ένιωσε κατά τη διάρκεια του παιχνιδιού (1= εύκολο, 10 = δύσκολο).

Υπολογίστε τον μέσο όρο αξιολόγησης της ομάδας.

Η απόφαση να εγκαταλείψετε την πατρίδα σας

Αφού περάσατε τη νύχτα σ' αυτό το προσωρινό καταφύγιο, η οικογένειά σας πρέπει να πάρει τη δύσκολη απόφαση αν θα εγκαταλείψει ή όχι τη χώρα. Προτού κάνετε οτιδήποτε, αποφασίζετε να το συζητήσετε ως οικογένεια. Όλα τα μέλη της οικογένειας πρέπει να εκφράσουν τα συναισθηματά τους πάνω στα θέματα που ακολουθούν. Καταγράψτε τις διάφορες απόψεις.

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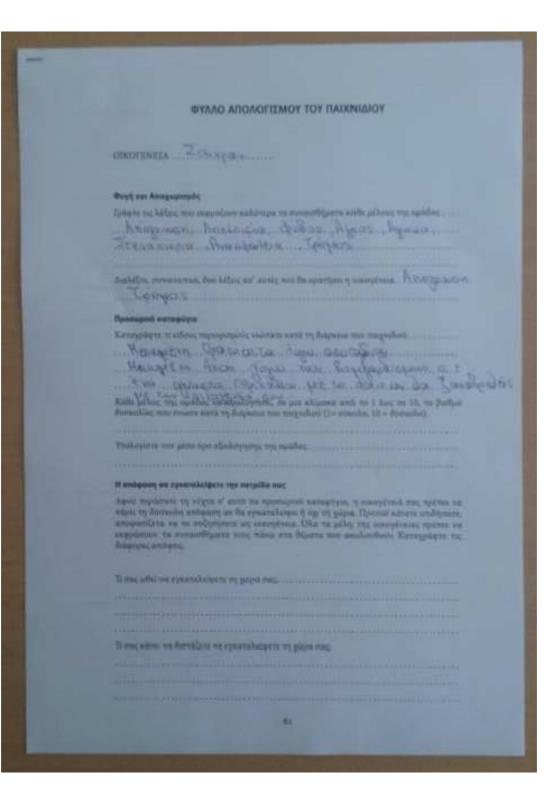


Τι ελπίζετε να βρείτε από την άλλη πλευρά των συνόρων;

Τι φοβάστε ότι σας περιμένει πέρα από τα σύνορα;
Εγκατάσταση σε κατουλισμό
Τι νιώθατε
όταν η κατάσταση άρχισε να αλλάζει;
οτο τέλος, όταν δώσατε πίσω τα σχέδιά σας;
Εποφή με τον ντότιο πληθυνμό
«Πομπεί μηγοιμάτων». Τι διακολίες αντιμετωπίστε ότον προππιθήσατε να γίνετε
katavorrol;
«Δέκτες μηνυμάτων». Τι νιώσατε όση ώρα προσπαθούσατε να καταλάβετε,











	Activity: Emergency Supply Case								
Indoors / Outdoors / Both	Outdoors								
Maximum number of participants (trainees) recommended	All trainees, divided in families								
Minimum number of trainers recommended	1-2 trainers								
Competence targeted	Coordination and cooperation/Empathy/Crisis management								
Objective	Simulation of a sudden flight situation, in which each family must decide which items to carry on the journey (one choice per person).								
Duration	10'								
Procedure	 The trainer presents the activity to the trainees. Each family is given a box, laminated cards with the names of emergency supplies and a list of these emergency supplies. Each family has to decide in 5 minutes what to take in their emergency supply case (one object per family member). Everyone must be in agreement as to what is chosen. According to the items chosen from the list, the families will have to place the specific laminated cards in the box. Once families have chosen their supplies and placed them in the given box, each family must draw randomly an "event card" from the family folder. This card represents an item that the family will have to leave behind. 								
Analysis & conclusions of the activity	This activity helps trainees experience the psychological anguish and feeling of deprivation most refugees feel when they have to leave their homes and belongings behind. It also shows how difficult it is for someone to have to decide in very little time what to take with them. Interesting conclusions when listening to the arguments and discussion between family members (emotion vs logic, dominant team members etc.), so as to reach consensus.								
Materials	2 Boxes, laminated cards with names of emergency supplies, lists with emergency supplies								



Boxes









Emergency Supplies







ΔΕΜΑ ΜΕ ΕΙΔΗ ΕΚΤΑΚΤΗΣ ΑΝΑΓΚΗΣ

Οδηγίες για τους παίκτες

Η ζωή σας έχει έρθει τα πάνω κάτω. Πρέπει να φύγετε. Πρέπει να γλιτώσετε και να αφήσετε πίσω σας τα πάντα, εκτός από ένα αντικείμενο που μπορεί να πάρει μαζί του το κάθε άτομο.

Η επιβίωση της οικωγένειάς σας ίσως εξαρτηθεί από τα αντικείμενα που θα επιλέξετε. Γι'αυτό, πάρτε αυτά που ποτεύετε ότι θα σας φανούν περισσότερο χρήσιμα κατά τη διάρκεια της φυγής σας.

Κάθε μέλος της οικογένειας μπορεί τώρα να επιλέξει ένα αντικείμενο.

Έχετε 5 λεπτά για να συζητήσετε την επιλογή του καθενός σας και να συγκεντρώσετε στο τελος ένα ιοικογενειακό δέμα με είδη έκτακτης ανάγκης.

Από δω και πέρα θα πρέπει να κουβαλάτε διαρκώς μαζί σας αυτά τα είδη.

Λίστα

Διαλέξτε τα αντικείμενα σας και στη συνέχεια ζωγραφίστε τα στο φύλλο «Οικογενειακής κατάστασης», στο τετραγωνάκι με τον τίτλο «Οικογενειακό δέμα με είδη έκτακτης ανάγκης».

- Ο τράπουλα
- ο κουκλα
- Ο κουτί πρώτων βοηθειών
- Ο υπνόσακος
- Ο τσαγιέρα
- κόσμημα
- ο σαπούνι
- Ο πυξίδα
- Ο 10 μέτρα ύφασμα
- Ο βιβλεο
- χάρτης της περιοχής
- Ο ζευγάρι παπούτσια
- Ο μαχαίρι
- Ο φορητό ραδιόφωνο
- μικρή σκηνή
- Ο φακός
- Ο ρολόι χειρός
- ο παγιοφι
- 50 μέτρα σκοινί
- ο σαχίδιο
- Ο πολεγλωσσο λεξικό
- Ο χρυσός

Όλα τα μέλη θα πρέπει να συμφωνήσουν για το τι θα πάρετε μαζί σας από τη λίστα.

Προσέξτε αυτά τα αντικείμενα σαν τα μάτια σας.

Μπορεί να σας σώσουν τη ζωή!





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26











Event Cards

ΚΑΡΤΕΣ «ΓΕΓΟΝΟΤΩΝ»



διάλεξε το μεγαλύτερο μέλος στην οικογένεια.



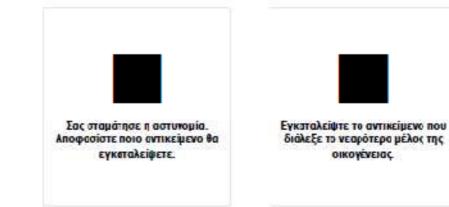
Εγκαταλείψτε το πλέον χοντροκομμένο αντικείμενο του οικογενειακού δέματος ειδών έκτακτης ανάγκης.



Εγκαταλείψτε το αντικείμενο που διάλεξε ο παίκτης που τράβηξε αυτη την καρτα.

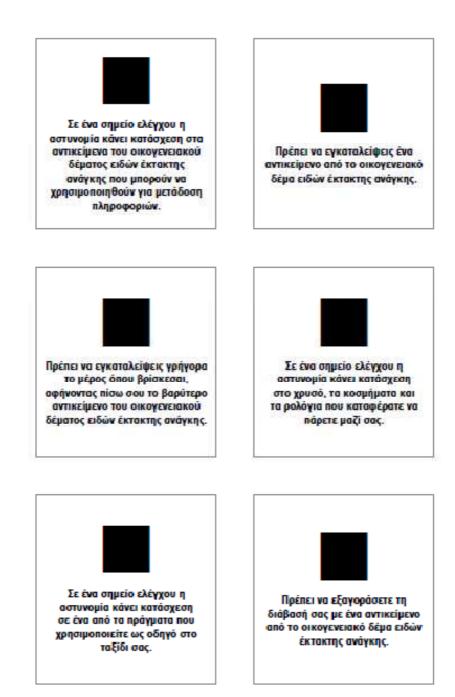


Συς σταμάτησε η αστονομία. Εγκαταλείψτε το μικρότερο αντικείμενο του οικογενειακού δέμετος ειδών έκτακτης ανάγκης.











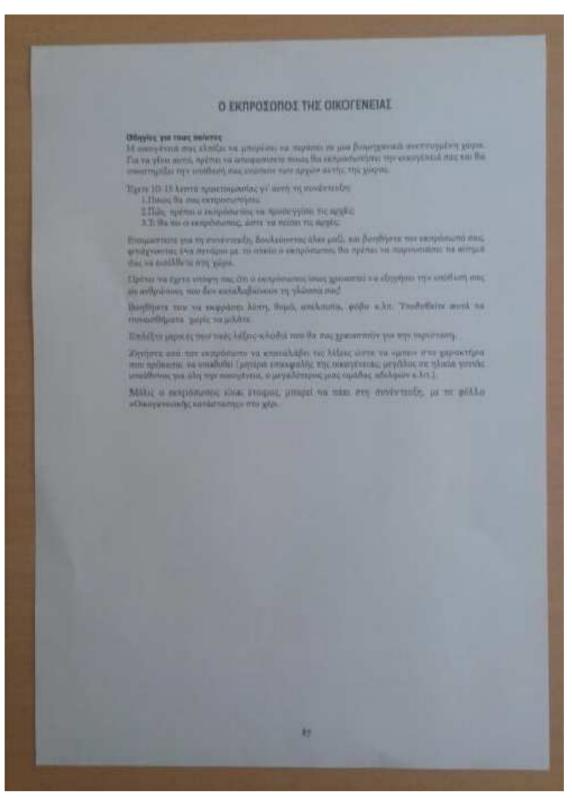


Activity: Crossing the Borders / Asylum Office		
Indoors / Outdoors / Both	Indoors	
Maximum number of participants (trainees) recommended	All trainees	
Minimum number of trainers recommended	2 (one of them being the Arab speaking trainer)	
Competence targeted	Communication Skills/Empathy/Role-play	
Objective	Simulation of the asylum office procedure. Give trainees an understanding of the problems faced by refugees when they flee to another country, particularly when they do not speak the language of the host country and they must explain their situation in order to be granted asylum.	
Duration	30'	
Procedure	 All trainees return from the open area to the learning center only to find access denied. A guard on the door denies access in an angry tone and in a language they do not understand. In order to access the classroom they have to pass through the guard and then the asylum office, where an unfriendly officer speaks a language they do not comprehend. The representative of the family is the only person who is allowed to communicate with the officers. Considering that the family documentation is not filled out correctly and in order to be allowed access, each family is asked to solve riddles written in cards using fonts of an unknown language and then bring them back. Once the riddle is solved, the family is granted asylum and they can cross the border. 	
Analysis & conclusions of the activity	This activity enables the trainees to stand in the shoes of those who have gone through a lot to save themselves and that desperately need to be allowed access to another country. This activity, achieves better understanding and empathy for refugees, while familiarizing trainees with role-playing.	
Materials	A desk to prevent access to the classroom, seals, papers.	
Add any other information concerning the preparation of the activity	Set-up pattern for the "border" and an experienced Arab speaking trainer who can spontaneously role-play the scene.	





Family Representative







Password Codes

$\overset{\text{SYNOHMATIKOI}}{\overset{}{\overset{}_{\mathcal{H}}}} \mathsf{KODIKES}$



Πολίτης: Το Π γίνεται Δ

(Οι λέξεις είναι κωδικοποιημένες με ένα αντιμετατιθέμενο αλφάβητο, όπου το Α είναι Ν, το Β είναι Ξ, το Γ είναι Ο, κ.ο.κ.)

ΡΨΡΘΥΡΕΦΝ:	ΕΛΕΥΘΕΡΙΑ
ΡΦΡΤΑΤ:	EIPHNH
ΝΨΨΤΨΡΟΟΘΤ:	ΑΛΛΗΛΕΓΓΥΗ
N Ζ Ι Ν Ψ Ρ Φ Ν :	ΑΣΦΑΛΕΙΑ
Κώδικας του Ραμσή:	ΕΛΕΥΘΕΡΙΑ ΕΙΡΗΝΗ ΑΛΛΗΛΕΓΓΥΗ ΑΣΦΑΛΕΙΑ





Activity: Countries of Origin		
Indoors / Outdoors / Both	Indoors	
Maximum number of participants (trainees) recommended	All trainees	
Minimum number of trainers recommended	All trainers/facilitators	
Competence targeted	Teamwork/ Collaboration/ Communication-Presentation skills, ICT skills	
Objective	To refresh to trainees basic ICT skills (Internet, Word, Power Point, computer files, MS Excel), necessary to perform the project-based activity. To learn about the background of the country/countries specified through experiential training. To present the work they have done as a team to other trainees.	
Duration	120'	
Procedure	 Trainees are divided in teams/classroom according to the initial Family Set-Up. A trainer explains to trainees the expected final deliverable: they are asked to gather information on the background of the country specified on geography, economy, culture, history, politics etc. He also shows them the basic ICT skills needed to perform the activity, as well as a PPT presentation prepared by the Project Team as an example/guide. Each team allocates the tasks to its members. Every team/family member searches the Internet for information on the area of research they have agreed. Then, all team/family members work together to make a Power Point presentation on the country specified using the information gathered. Both teams meet in the central classroom and make a presentation on the project they have prepared. 	
Analysis & conclusions of the activity	 This activity familiarizes trainees with searching on the Internet as well as with the use of Word, Excel, Power Point and computer files. Trainees exploit the ICT skills toolkit developed by the Project Team. They also understand the importance of stamps as an educational tool. The activity helps trainees to get to know a third country nationals country, using all available resources (incl.stamps)- experiential activity instead of a theoretical lecture. They enhance their collaboration and teamwork/team learning skills. Trainees also practice their presentation skills. Interesting conclusions can be extracted on each team's way of work (tasks allocation, dynamics, way of presentation etc.). 	
Materials	Laptops, Internet connection, USB flash disks, board, projector	





Countries of Origin

"Train-the-Trainers" Team Presentations

Team Presentations: Team "ASIF"







Countries of Origin "Train-the-Trainers" Team Presentations

Team Presentations: Team "SHUKRAN"







References

During the procedure of collecting information on the Countries of Origin, the Teams were provided by the Trainers with the following website links/ references for their convenience, as references for geographical, social, religious, population and cultural information.

These references proved to be very useful, considering the time restrictions for the Teams to collect information and prepare their presentations. As a result, the Teams had more time available to practice their ICT Skills and focus on the content of their presentations and managed to carry out their work more efficiently.

United Nations, Human Development Indicators http://hdr.undp.org/en/countries/profiles/

Population Pyramids of the World from 1950 to 2100 https://www.populationpyramid.net/

Fertility Rate / World Bank Open Data https://data.worldbank.org/indicator/SP.DYN.TFRT.IN

World Bank – WITS World Integrated Trading Solution <u>https://wits.worldbank.org/CountryProfile/en/Country/PAK/Year/2017/Summary</u>

OEC, Country Reports https://oec.world/en/profile/country/pak/

Corruption Perception Index 2019, Transparency International https://www.transparency.org/en/cpi/2019#

UN, Multidimensional Poverty Index: developing countries, 2019 http://hdr.undp.org/en/2019-MPI

Human Development Indicators, United nations Development Programme, http://hdr.undp.org/en/countries/profiles/PAK

UNERSCO, World Heritage List, https://whc.unesco.org/en/list/

UPU, WADP Numbering System (WNS) for Stamp Issues https://www.wnsstamps.post/en/stamps

Wikipedia (Historical, population, social, religious, and other relevant country information)





C. Transversal Linguistic Interventions





ACTIVITY: MEETING LOCAL POPULATION/ARABIC VOCABULARY		
Indoors / Outdoors / Both	Indoors	
Maximum number of participants (trainees) recommended	All trainees	
Minimum number of trainers recommended	2 trainers (Arab-speaking)	
Competence targeted	Language skills, communication skills	
Objective	To learn key Arabic words needed in basic social situations as well as in simple postal transactions with the use of role playing.	
Duration	55'	
Procedure	 All trainees participate in this exercise, which has a gradual level of difficulty. 1. Firstly, one/two trainees are picked, in order to play the role of a post-office customer. 2. An Arabic-speaking trainer plays the role of a post-office employee, who does not speak English. 3. A postal transaction is simulated, based on the words given on Day 1 (during the Family Set-Up activity), while also considering the body language skills learnt. 4. The Arabic-speaking trainer makes a recap of the words learnt so far, clarifying any questions trainees may have. 5. He then gives trainees some more Arabic words, which advance the complexity of the dialogue. They all practice the new words (pronunciation), trying to memorize them. 6. In groups of two, the trainees simulate (role-play) in turn simple postal transactions, using all the words, rotating roles (customer-employee). 7. The Arabic-speaking trainer supervises and recaps the role-playing. 	
Analysis & conclusions of the activity	This activity helps trainees understand the communication and language barriers immigrants may face in the host country, while putting themselves in the shoes of a customer who lives in a foreign country, where he/she does not speak the language, yet needs to communicate. At the same time, they learn basic post-related Arabic words, in order to be able to perform simple postal transactions with immigrants and refugees from Arabic-speaking countries.	
Materials	Laminated cards with social and postal words	
Add any other information concerning the preparation of the activity	 A good preparation is needed beforehand, in cooperation with the Arabspeaking trainers, for choosing the Arab words to be taught. For this purpose, the Project Team has developed a special tool- Arabic WordBoard, under the following process: Mindmap with key words of basic postal transactions/services (letter- parcel-money order)-> Selected Arabic vocabulary including social words and key words -> Cards of words to be taught during the training programme It is noted that this Arabic WordBoard is a hands-on tool that can be used by the front-office employees, while also serving as a memory card game. 	





C.1 Arabic Postal Vocabulary Training

The trainees, without any previous knowledge of the Arabic language, managed, even from the very first day of the Training Programme, to memorize and start using basic Arabic words (social and postal) in simple postal transactions.







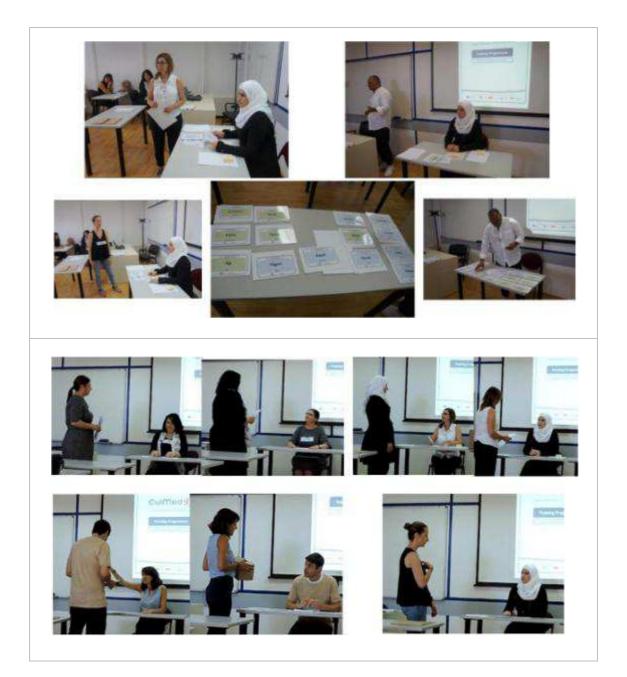






C.2 Role Playing

By continuously adding new words to the Arabic vocabulary training procedure, the trainees, in a role-playing, impersonated both the customer and the front desk employee at the post office and carried out dialogues of escalating difficulty in the Arabic language under the supervision of the well experienced Cultural Mediator who facilitated and monitored the entire procedure. Thus, the trainees succeeded in simulating actual customer service conditions in the postal office.







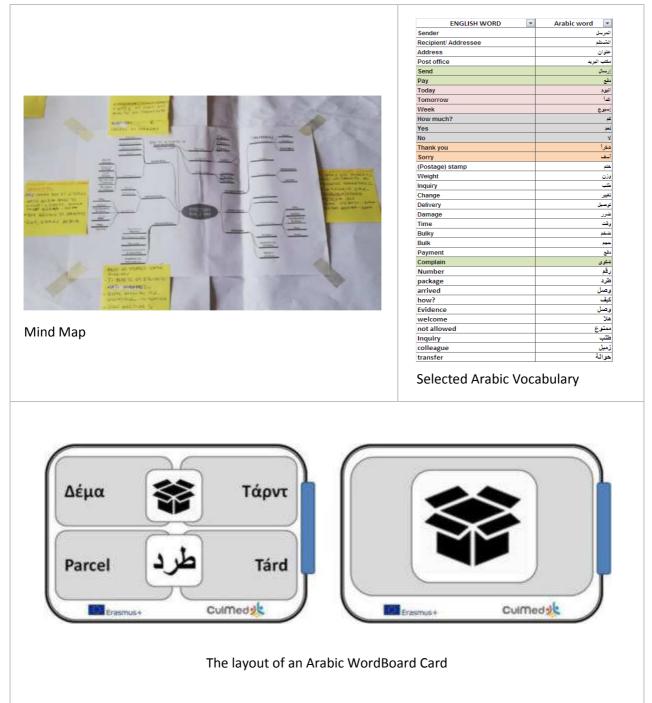
C.3 Arabic WordBoard

In order to more effectively facilitate the Project purposes, especially when it comes to real life conditions at the post office, ELTA's Project Team developed the "Arabic Wordboard", a comprehensible and easy to use "language tool which contains carefully chosen Arabic words. This tool can be practically used by front office employees at the post offices both during transactions with Arabic-speaking customers and as a fun memory card game.













D. Photo Gallery (electronic folder)





E. Video Gallery (electronic folder)