



#ThinkLanguages Week

Think Global Act Local

TY Festival of Languages and Cultures
Planning Handbook
18–22 November 2024

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Think Boosting
Life Skills

#ThinkLanguages

Think Greater
Life Experiences

#ThinkLanguages

Think Global
Work Opportunities

#ThinkLanguages

Think Wider
Circle of Friends

#ThinkLanguages

#ThinkLanguages is fully funded by the Department of Education and facilitated by Post-Primary Languages Ireland as part of Languages Connect – Ireland's Strategy for Foreign Languages in Education 2017–2026.

Welcome to #ThinkLanguages Week 2024!

Teacher Tip

Getting involved in #ThinkLanguages supports the development of students' key competencies for senior cycle including information processing, being personally effective, communicating, critical and creative thinking, and working with others.

Win a trip to Brussels!

You and your #ThinkLanguages Student Champion Team have the chance to win a trip to Brussels, thanks to our friends at the Department of Foreign Affairs. See page 20.



Thank you for registering for #ThinkLanguages 2024! This year will be the seventh year of the event with the celebrations happening nationwide from **Monday 18 to Friday 22 November 2024**.

The #ThinkLanguages team are looking forward to supporting you. This handbook is your step-by-step guide to all the resources and supports available for you to create an exciting and engaging festival of languages and cultures in your school.

The aims of #ThinkLanguages Week are to:

- > **Celebrate** languages together in schools, universities and organisations on a national level
- > **Support** teachers to create space in the school calendar to showcase languages and what they offer beyond the classroom
- > **Excite and engage** TY students about the languages and cultures around them within the school, wider community and around the world
- > **Promote** inclusion and the many personal, social, professional, and cultural benefits of language learning
- > **Encourage** TY students to choose languages at senior cycle and into third level education
- > **Engage** with the local community to raise awareness of the benefits of language skills

Your Starter Pack contains:

- > Planning Handbook
- > Posters
- > Lanyards to attach to Champion Team Task Cards
- > Partner Leaflets
- > Student Sign-up Sheet



Scan the QR code
to learn more about
#ThinkLanguages

How #ThinkLanguages works

#ThinkLanguages is an event for all TYs to enjoy, whether they help to organise it or get involved in the celebrations.

It's all about teamwork

#ThinkLanguages, like all great festivals, is about teamwork. We are calling on TY Coordinators, TY Year Heads, TY Students, MFL Teachers and all school staff to work together and create your own school festival of languages and cultures during the week of **Monday 18 to Friday 22 November 2024.**

Appoint a #ThinkLanguages Student Champion Team as well as a Team Supervisor (TY Coordinator or MFL Teacher) to help the students organise the event.

We're here to help

The #ThinkLanguages Team will also be on hand providing festival kits and supports to help make your day a success! If you have any queries throughout your festival planning, you can get in touch with the team at **thinklanguages@ppli.ie** or post a message on the Facebook group.

Find us on social media

f @LanguagesConnect.ie

x @langsconnect_ie

@languagesconnect

youtube.com/languagesconnect

Free resources

You can find out more about what is available and get some inspiration for your festival on our website **languagesconnect.ie/thinklanguages**



Highlights from previous #ThinkLanguages events, downloadable planners, tips and tricks, news and updates on this year's event and lots more are available!



Scan the QR code to get inspired

Join our Facebook group

A dedicated Facebook group for teachers is also available as a space to get inspiration, share ideas, and ask questions.

Search for #ThinkLanguages 2024 group on Facebook to join the community of teachers planning their own #ThinkLanguages events and search for #ThinkLanguages on X to get an idea of what other schools have done.

The Languages Connect X, Instagram and Facebook will also be a hive of activity and updates so be sure to follow us to see how other schools and organisations celebrate **#ThinkLanguages 2024**



Scan the QR code to join the Facebook Group

Think Global, Act Local

#ThinkLanguages is an opportunity to Think Global and Act Local. Each year, TY students and teachers are surprised to learn just how many languages are around them, with fellow students and colleagues revealing language skills they weren't aware of!

Get inspired with our themes

Your festival should take inspiration from the #ThinkLanguages themes. By thinking about what languages can offer, students realise that they can:

Key Dates

- > **Mid-September:**
#ThinkLanguages
Online Information Sessions
- > **Mid-October:** #ThinkLanguages
Online Community of Practice
- > **Friday 25 October:**
Competition Deadline
- > **18-22 November:**
#ThinkLanguages Week

Confirmed dates for online sessions will be available on our website, social channels and sent by email to registered schools.

Think Boosting Life Skills

#ThinkLanguages

Boost skills for life

Not just language skills but problem solving, empathy, understanding of diversity, and many others.

Think Greater Life Experiences

#ThinkLanguages

Have greater life experiences

Language students get to experience life and study in another country and immerse themselves in other cultures.

Think Wider Circle of Friends

#ThinkLanguages

Grow a wider circle of friends

An understanding of languages opens the mind, making it easier to connect with people both at home and abroad.

Think Global Work Opportunities

#ThinkLanguages

Open up global work opportunities

These future opportunities may be in Ireland or abroad promoting Irish businesses, organisations, or collaborating with international colleagues.

Festival Planning Summary

Stage Recruit a Champion Team

1

- > Spread the word and get your TY students excited for #ThinkLanguages
- > Appoint a Champion Team
- > Assign roles to the Champion Team
- > See page 6–7 for more details

Stage Explore resources and supports

2

- > Review the array of supports available for #ThinkLanguages Week with the Champion Team
- > Check out what is on offer from this year's exciting partners
- > Recruit your own speakers from the school and local community
- > See pages 8–15 for more details

Stage Plan and promote your event

3

- > Discuss the elements and requirements of your festival, including workshops, activities, and local speakers
- > Plan how to use your #ThinkLanguages event pack which will have a selection of materials and supports for your festival
- > Put up posters, promote your event on social media, and invite local press or radio to your event
- > See page 16–17 for more details

Stage Refine lineup and enter competition

4

- > Make final decisions on what you are including in your festival
- > Prepare your lineup
- > Complete the competition entry form to enter the Champion Team competition!
- > See pages 18–21 for more details

Stage Enjoy your #ThinkLanguages Week

5

- > Kick off the #ThinkLanguages festivities with our online Opening Ceremony
- > Welcome your guests and speakers
- > Take photos and share activity on social media
- > See page 22–23 for more details



Stage 1

Recruit a Champion Team

Select a #ThinkLanguages Champion Team to help organise your school's festivities.

Get your students involved!

#ThinkLanguages is a great way to get students involved in a school event, giving them the opportunity to bring their ideas to life and put their stamp on the day.

The #ThinkLanguages Champion Team, along with the support of the #ThinkLanguages Team Supervisor (Teacher/TY Coordinator), will organise all elements involved in running the festival. The student sign-up sheet from your starter pack can help you recruit team members.

There are lots of roles to fill, so all kinds of talent will be required! We also encourage you to get other teachers and staff involved to help make the day a success.

The student sign-up sheet, Champion Team task cards, and more, are also available to download on our site at languagesconnect.ie/thinklanguages

Empowering Engagement

When students actively participate in event planning, they feel ownership and pride, becoming more engaged and motivated in learning. Taking charge of tasks deepens understanding and encourages initiative.



Benefits to the School and TY students

Schools that have participated in #ThinkLanguages consistently report that it brings a sense of increased energy around language learning and helps to raise the profile of the many cultures within their school.

TY students report that their horizons have been expanded as they learn about new languages and cultures that they had not previously encountered. Others felt proud to be able to share their language and culture with fellow students.

For Champion Team members it offers an opportunity to develop skills in leadership, as they work to deliver a comprehensive programme of events for their classmates. Team members collaborate with each other and take the lead on specific areas of the event.



Scan the QR code to access a video about recruiting the Champion Team.

Your #ThinkLanguages starter pack contains student sign-up sheet, task cards and lanyards.

Champion Team and task cards

Choose a maximum of six students for the Champion Team. You will find task cards at the back of this handbook that contain suggested roles and responsibilities for these six Champion Team members. The task suggestions on the task cards are just there as a handy guide - you might have lots of different ideas too!

You can attach the task cards to the lanyards that are also included in the starter pack and hand them out to the Champion Team members.



Stage 2

Explore Resources

Take some time with the Champion Team to explore the resources available from the #ThinkLanguages Team and our #ThinkLanguages partners. The resources detailed on the following pages will help you plan, promote, and enjoy the best #ThinkLanguages Week within your school, and will support you in engaging with the #ThinkLanguages partners.



Planning Resources

These planning resources present opportunities to ask questions, share ideas, and get inspired by others.

For teachers

- > **Facebook group for teachers:** Join the dedicated Facebook group where teachers can share ideas, ask questions, and get inspiration from others
- > **Information sessions for teachers:** Register for an online information session led by teachers who have previously hosted #ThinkLanguages to get some ideas and ask questions.
- > **Communities of Practice for teachers:** Take part in this online forum for teachers to share ideas for #ThinkLanguages Week. Check our social media for information on dates and registration for Communities of Practice and information sessions.

- > **Teacher Tips videos:** A series of four short (less than 2 minutes) videos with easily accessible information about #ThinkLanguages is available online, including a dedicated student video to help recruit your Champion Team!

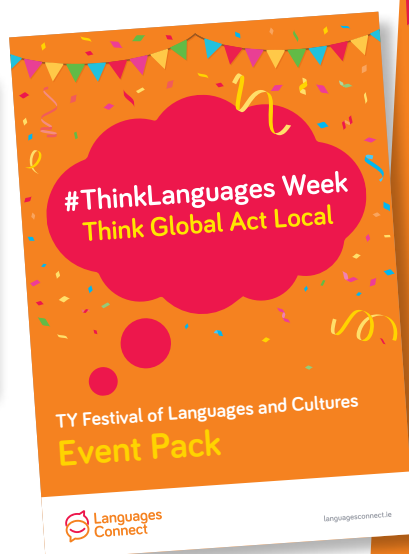
For students and teachers

- > **Champion Team planning tracker:** Download the handy planning tool to help you keep track of your to-do list
- > **FAQs:** Check out the Frequently Asked Questions page on languagesconnect.ie/thinklanguages-faqs
- > **Email address:** Contact thinklanguages@ppli.ie to link with our support team on any queries

Promotional Resources

Use these resources to help promote your #ThinkLanguages Week festival.

- > **Posters:** You received posters in your starter pack. Put these up around your school to raise awareness of #ThinkLanguages Week
- > **Festival Event Pack:** You will receive this pack in early November. It contains a selection of items that will bring the buzz and colour to your festival including bunting, Champion Team t-shirts, fun language fold-outs and more
- > **Sample press release:** Download this sample press release at languagesconnect.ie/thinklanguages-downloads. Edit it as appropriate and send it to the local paper or radio station to tell them all about your event
- > **Participation certificates:** These can be handed out to participating students during #ThinkLanguages Week or as part of TY end of year celebrations



Lineup Resources

Check out the resources below and see what you can include in your **#ThinkLanguages Week event lineup.**

- > **Opening ceremony:** Kick off your #ThinkLanguages Week event with this inspirational 30-minute video sharing insights from people who have seen the benefits of languages in their lives and careers. The video will be accessible in November on languagesconnect.ie/thinklanguages
- > **Interactive #ThinkLanguages quiz:** Join the fun quiz and compete against schools nationwide to see who knows most about languages! The 30-minute live language-themed quiz will be running twice a day throughout #ThinkLanguages Week. Details and links for the quiz will be sent to registered schools in November
- > **Pre-recorded workshops:** Explore these language and culture-related online workshops on page 11 of this handbook and further on our website
- > **#ThinkLanguages Partners:** Our #ThinkLanguages partners at the Irish Film Institute and universities nationwide have some great activities on offer to include in your festival lineup. Read more on the following pages

Live in-person workshops

The ever-popular live workshops will be allocated to a number of schools by the #ThinkLanguages team. If you have expressed your interest at registration, we may be in touch during October to let you know that your school has been matched with a live workshop facilitator.

Please note: As these live workshop allocations are limited, you will need to accept the invitation strictly within the specified timeframe or the workshop will be offered to another school. This is to ensure that the maximum number of schools get the opportunity for live workshops.



Online Workshops

We have a wide variety of pre-recorded language and culture-related workshops available that you can include in your event. Explore something different, or experience a familiar language from a new perspective! See the list of titles below.

Workshops available:

- > Arabic and Belly Dancing
- > Chinese Art
- > Chinese Language
- > Danish and Design
- > French and Cuisine
- > French and Fashion
- > French and Natural Beekeeping
- > German and Passive Housing
- > German Bread
- > German, Kaffee und Kuchen
- > Interpreting with EU Interpreters – General
- > Interpreting with EU Interpreters – French
- > Interpreting with EU Interpreters – German
- > Interpreting with EU Interpreters – Spanish
- > Interpreting with EU Interpreters – Italian
- > Irish Sign Language (ISL)
- > Italian and Cuisine
- > Japanese Language
- > Modern Greek Language
- > Polish Language
- > Portuguese and Capoeira
- > Russian and Ballet Beginner
- > Spanish and Flamenco
- > Spanish and Football
- > Spanish and Tapas

Online workshops Descriptions and requirements

7. French and Natural Beekeeping

JC Level: French required

Beeskeeping has recently become popular with lots of celebrities. This workshop is presented by a French beekeeper and brings together biology and French. Students and a worksheet are required, and students will have a French Worksheet at the end of the workshop. Students need to have done Junior Cycle French.

Workshop	JC Level	French	Spanish	Materials
✓	X	X		Worksheet

8. German and Passive Housing

JC Level: German required

This is a combination of construction studies and German and focuses on passive housing. It is not essential to have done German for the Junior Cycle. At the end of the workshop students will understand the concept of passive housing and have a chance to experience the concept. A worksheet, stickers and glue to make a house are included.

Workshop	JC Level	German	Spanish	Materials
✓	X	X		Worksheet, stickers and glue

9. German Bread

JC Level: German required

This is focused in Germany suitable for students who have done Junior Cycle German and is an opportunity to experience German culture. A worksheet is included. There is an accompanying worksheet.

Workshop	JC Level	German	Spanish	Materials
✓	X	X		Worksheet

Online workshops Descriptions and requirements

19. Modern Greek Language

Beginner

A teacher talks in Modern Greek language for students to come away with some words, phrases and interesting cultural information.

Workshop	JC Level	French	Spanish	Materials
✓	X	X		

20. Polish Language

Beginner

A teacher talks in Polish language for students to come away with some words, phrases and interesting cultural information.

Workshop	JC Level	French	Spanish	Materials
✓	X	X		

21. Portuguese and Capoeira

Beginner

Learn some phrases, numbers etc in Portuguese while doing an active capoeira class. PE gets a lot of water and some space are essential for this workshop.

Workshop	JC Level	French	Spanish	Materials
✓	X	X		

22. Russian and Ballet Beginner

Beginner

Learn some phrases, numbers etc in Russian, along with an introduction to ballet. There are resources, stories and a worksheet to complete at the end of the workshop. PE gets a lot of water, a lot of space and a chair to sit on as a table are highly recommended.

Workshop	JC Level	French	Spanish	Materials
✓	X	X		

23. Spanish and Flamenco

Beginner

It is an active class but also includes some cultural information. PE gets a bottle of water and a table space are highly recommended.

Workshop	JC Level	French	Spanish	Materials
✓	X	X		

24. Spanish and Football

JC Level: Spanish required

This is an active workshop students will need PE. Get some football cones and a ball. Cultural information about Spain and South America is covered in the workshop.

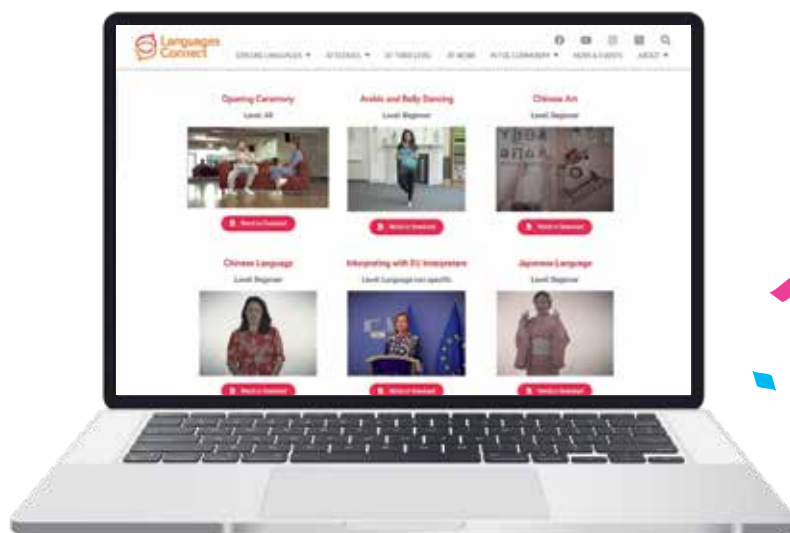
Workshop	JC Level	French	Spanish	Materials
✓	X	X		

25. Spanish and Tapas

JC Level: Spanish required

Our presenter interviews a Spanish chef in a Spanish tapas restaurant. There is an accompanying worksheet and the presenter gives advice on how to eat the chef's information, and useful phrases to try out in a table top.

Workshop	JC Level	French	Spanish	Materials
✓	X	X		



Champion Team Tip

Full details of what you need for each workshop, and the level it is aimed at, are available in a downloadable booklet at languagesconnect.ie/thinklanguages-downloads

You could share the workshop list and summaries with your classmates and have a vote to decide what you include in your event.



Scan the QR code to download the workshop booklet

#ThinkLanguages on Campus

Universities across the country are getting involved in #ThinkLanguages Week 2024 by hosting events on campus, providing workshops to schools, making guest speakers available to schools, and more. Get involved to get a glimpse of what it is like to study languages at third level.

Your school could organise a visit from a student ambassador during #ThinkLanguages Week, or a trip to a university campus for a special workshop and to discover more about life as a language student. This gives TY students the opportunity to explore college and career paths through languages.

Schools and universities will liaise directly to organise activities for students during #ThinkLanguages Week. Find out what is available in your region by visiting languagesconnect.ie/thinklanguages-partners or contacting the relevant outreach officer of a nearby university.





Below are a list of the #ThinkLanguages university outreach officers

University	Contact	Email
Dublin City University	Dr Elena Lopez	elena.me.lopez@dcu.ie
Maynooth University	Dr Loïc Bourdeau	loic.bourdeau@mu.ie
Munster Technological University	Sheree Borge	sheree.borge@mtu.ie
South-East Technological University	Li Ping Varley Monica Rudi Kent	liping.varley@setu.ie monica.rudikent@setu.ie
Technological University Dublin	Dr Susana Olmos	susana.olmos@tudublin.ie
Trinity College Dublin	Dr Rachel Hoare Zoë Coleman	rmhoare@tcd.ie colemanz@tcd.ie
University College Dublin	Dr Derval Conroy Dr Anna Nunan Prof Michael Brophy	derval.conroy@ucd.ie anna.nunan@ucd.ie michael.brophy@ucd.ie
University College Cork	Dr Silvia Ross Margot Spencer	s.ross@ucc.ie m.spencer@ucc.ie
University of Galway	Dr Francesca Nicora Suzanne Gilsenan	francesca.nicora@universityofgalway.ie suzanne.gilsenan@universityofgalway.ie
University of Limerick	Catherine Jeanneau	catherine.jeanneau@ul.ie



#ThinkLanguages at the Movies

Watch languages come alive through film! In our second year of collaboration, the Irish Film Institute are offering a curated programme of #ThinkLanguages Week films, and a range of options for you to build in to your festival lineup – from screenings at the flagship cinema in Dublin and regional venues nationwide, to a streaming service for in-school access.

The Irish Film Institute (IFI) is the national cultural institute for film. Through their various programmes in cinemas and online, they present audiences of all ages with the best new national and international film. The IFI Schools Programme is a specially curated programme of films for students, showing at the IFI, nationally at partnering venues and through online streaming platform IFI@Schools.

Embrace language and culture through the universal language of film this #ThinkLanguages Week! Plan a trip to your local arts venue to watch a film in another language, take a chance on a mystery screening at the IFI in Dublin, or organise a screening in the classroom using IFI@Schools.



Films are subject to change.



Two great ways to get involved: go to the cinema, or bring the cinema to you!

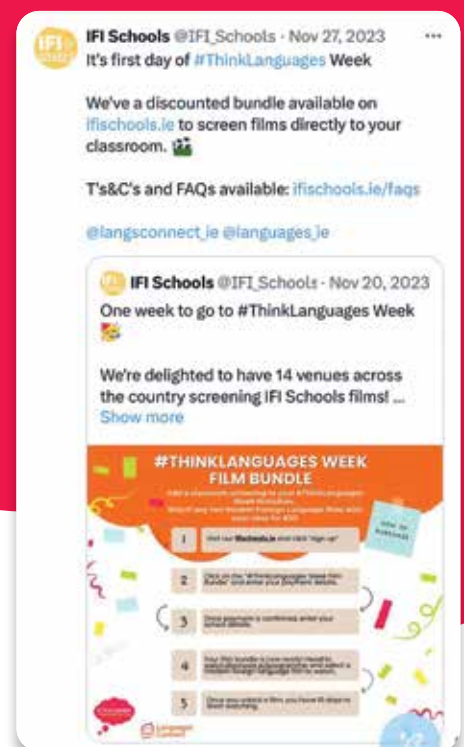
Venues all over Ireland

Over 3,000 students attended films in French, German, Spanish, and Korean during #ThinkLanguages Week 2023 in the Irish Film Institute in Dublin, and in twelve regional venues around the country.

More information, including details of all the regional venues taking part this year, and how to book tickets, will be available at languagesconnect.ie/thinklanguages-partners

IFI@Schools

IFI@Schools is a unique streaming platform dedicated to bringing some of the finest Irish and international cinema directly to the classroom. For any schools unable to make it to a live screening during #ThinkLanguages Week, our friends at the IFI have provided a special #ThinkLanguages discounted rate for IFI@Schools, so all options are covered! Find out more at languagesconnect.ie/thinklanguages-partners



Stage 3

Plan and Promote

Now you know what is available from us and our partners, it's time for the Champion Team to get planning and see how you can bring your festival to life.

Start planning

- Decide on which day(s) of #ThinkLanguages Week you will have activities
- Use the Champion Team planning tracker and task cards to support you in the organisation
- Discuss all the resources and decide what you are going to include in your event

Think local

Consider the connections you have or can make in your school and community. Can you think of anyone who could play a part in your #ThinkLanguages Week event?

- Conduct research to learn how many languages are spoken by students in your school, or how many students in your school are multilingual
- Speak to other students, parents – could someone teach some phrases in their mother tongue, demonstrate making a meal from their culture, or play a traditional instrument?
- Investigate local businesses and community groups – perhaps you can find someone who could lead a workshop, or deliver a talk on languages in their career
- Visit a local primary school and give a talk or simple language lesson



Promote your festival

Don't forget to let people know about your event!

- Promote the event on school screens
- Put up the posters from the starter pack
- Ask the school social media post holder to share content about your event
- Invite a local photographer, radio station or news reporter to capture the day and share it with the wider community



Need inspiration?

More inspiration from student-led activities that schools have organised in the past can be found at languagesconnect.ie/thinklanguages



International thinking at Killorglin Community College

TY students take part in Think Languages event

KILLORGLIN COMMUNITY College Transition Year students were represented in the national 'Thinking Languages' event, a nationwide initiative set up to encourage secondary schools to celebrate world languages and cultures.

The event was held on Thursday, November 24th, and featured a variety of activities including workshops, performances, and a quiz. The students participated in a French and Bee-keeping workshop, which was followed by the opening ceremony.

The day included workshops in Japanese and Polish. They learned how to sign in the Irish language and learned basic instructions in Arabic for how to belly dance.

There was a quiz and the whole year group learned basic self-defence moves with two Taekwondo instructors.

Thanks also to the TY students who instructed their friends in Irish dancing, teaching some basic steps.

What the TYs took away from the day is that there is more to languages than just irregular verbs and syntax, and plenty of fun can be had when it comes to sampling other cultures.

Stage 4

Refine your lineup and enter the Champion Team Competition

Fine-tune your event, making your #ThinkLanguages Week the best it can be, and then enter the Champion Team Competition with your festival lineup to be in with a chance to win a trip to Brussels!

What makes a great #ThinkLanguages Week lineup?

As you finalise your #ThinkLanguages Week event, bear the following in mind:

- > Explore and showcase the rich variety of languages used in your school and community
- > Take advantage of the offerings provided by the #ThinkLanguages partners
- > Plan a visit to a local university or invite student language ambassadors into the school
- > Include a visit to the cinema to watch a foreign-language film, or screen one in your school
- > Make connections in your school and community – can you organise a workshop or invite someone to give a talk?
- > Celebrate the #ThinkLanguages themes
- > Get all TY students involved



How the competition works

- > Prepare your submission to the competition by filling in the entry form languagesconnect.ie/thinklanguages-competitions
- > Champion Team members are asked to give details of their personal contribution, the festival lineup, and some insight into the decision process around the lineup
- > Submit the competition entry form by email to thinklanguages@ppli.ie by **Friday 25 October 2024**

How the competition is judged

All entries will be reviewed and judged on:

- > How the Champion Team explores languages and cultures throughout the event
- > Celebration of #ThinkLanguages themes
- > Engagement with the wider school and local community
- > Promotion of the event
- > Inclusion of #ThinkLanguages partner activities

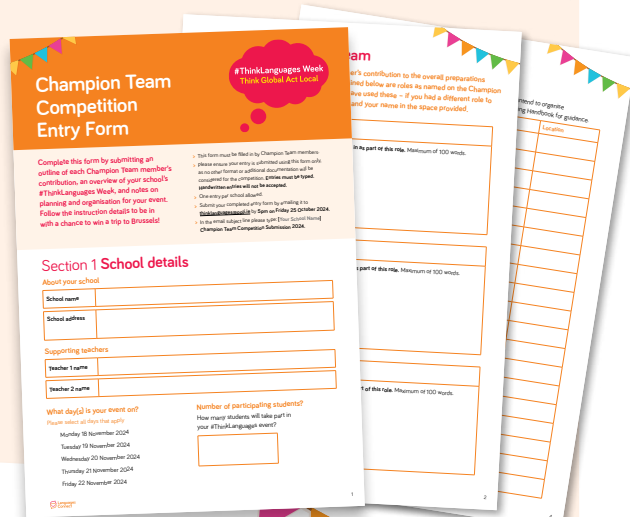
What happens next

- > A select number of schools will be shortlisted for a judge's visit during #ThinkLanguages Week by our judging panel
- > The top #ThinkLanguages Champion Teams will be invited to present their learnings at a prize-giving event in January 2025
- > The winning Champion Team will be presented with the coveted prize at this ceremony

Champion Team Competition Entry Form

Download our #ThinkLanguages Champion Team Competition entry form and use it to organise your #ThinkLanguages festival. Plan out your festival dates, activities, times, duration for each event and location. This competition entry form is available to download at languagesconnect.ie/thinklanguages-competitions

Email the completed entry form no later than 5pm, **Friday 25 October 2024** to thinklanguages@ppli.ie to be in with a chance to win a trip to Brussels! Get inspiration from the sample lineup below.



Section 3 Festival Lineup

Detailed Festival Lineup

Please outline your Festival Lineup below. Include a list of all the activities you intend to organise along with the dates, time and location. Refer to the sample lineup in the Planning Handbook for guidance.

Date	Activity name	Time	Location
Tuesday 19 November	#ThinkLanguages Opening Ceremony	9:40	School Hall
Tuesday 19 November	Guest speaker from local business	10:20	Classroom
Tuesday 19 November	Mandarin phrases (student-led workshop)	11:10	Classroom
Tuesday 19 November	Portuguese and Capoeira (#ThinkLanguages online workshop)	11:50	Sports Hall
Tuesday 19 November	Polish language and food (student-led workshop)	14:00	Classroom
Tuesday 19 November	French food demonstration	14:40	Home Ec Kitchen
Wednesday 20 November	Visit to IFI cinema for #ThinkLanguages Week film	Afternoon	Cinema
Thursday 21 November	Interpreting with EU Interpreters: German (#ThinkLanguages online workshop)	9:40	Classroom
Thursday 21 November	Former student: My language studies at UCC and beyond	10:20	School Hall
Thursday 21 November	Ukrainian baking (student-led workshop)	11:10	Home Ec Kitchen
Thursday 21 November	South-east Asian sports and languages (local facilitator)	11:50	Sports Hall
Thursday 21 November	#ThinkLanguages national online quiz	14:00	Classroom
Thursday	Languages in my area		

Win a trip to Brussels

The spectacular prize for this year's Champion Team Competition is an exciting trip to Brussels. This has been kindly sponsored by the Department of Foreign Affairs as part of the A Career for EU Strategy.

About the prize

The once-in-a lifetime trip to the multicultural heart of Europe includes the following:

- > Flights and two nights' accommodation for the lucky winning team (maximum of six students and two supporting teachers)
- > Visit to the European Commission for an insight into what a career for EU is really like!
- > Tour iconic Brussels sights, such as the Atomium and the magnificent Grand-Place
- > Make your own Belgian chocolate at an artisan chocolaterie
- > Allocation for meals, airport transfers, and spending money
- > Travel insurance

Entering couldn't be easier! Submit your festival lineup as part of the entry form by **Friday 25 October 2024**. For full terms and conditions, visit languagesconnect.ie/thinklanguages-competitions

Don't forget

Be sure to keep an eye on our social media and look out for our email updates with important information on the #ThinkLanguages Champion Team Competition.





A Career for EU Gairm san AE

Could this be A Career for EU?

Have you ever considered working in the EU? The range of careers to choose from is wider than you might realise. The Department of Foreign Affairs' *A Career for EU Strategy* is working to increase Irish representation in the EU institutions. If you would like to know more about a career in the EU, what the day-to-day would look like, what steps you need to take to pursue this exciting career path, and what supports are offered, check out ireland.ie/eu-jobs or follow them on Twitter/X @EUJobsIreland



Stage 5

Enjoy your #ThinkLanguages Week!

All that's left to do is to get the final details organised for your event! The planning is done, the lineup is confirmed, and the school is awash with a #ThinkLanguages Week buzz! There will be a few things the #ThinkLanguages Champion Team will need to do to ensure the festival runs smoothly.

- > Prepare relevant rooms where the activities will be taking place
- > Greet any guests when they arrive at the school
- > Check projectors and sound
- > Set up and test online activities
- > Plan how to distribute promo materials
- > Take photos and videos and share online, making sure to tag us and use the hashtag **#ThinkLanguages**
- > Celebrate and enjoy the special event you have created for the school!





Handy tips for the day

- ☒ **Tip 1:** If guest speakers are coming to your school, provide advice on parking arrangements.
- ☒ **Tip 2:** Have a checklist for your event. Divide students into groups and know which students are doing which workshop at each stage of your festival.
- ☒ **Tip 3:** Wear comfortable shoes as you could be on the move all day if you have different workshops running simultaneously!

Make sure to tag us social media using the hashtag #ThinkLanguages

f @LanguagesConnect.ie

x @langsconnect_ie

@ @languagesconnect





Research Manager

This role is all about investigating which languages are spoken in your school and local area and how they can enhance your #ThinkLanguages Week event.

Tasks and responsibilities:

- > Conduct research to learn how many languages are spoken by students in your school, or how many students in your school are multilingual
- > Research any people or organisations in your local area, such as universities, businesses, or clubs, that offer services through modern foreign languages, and work with the Activities Manager to reach out and invite them to your event
- > Find ways to showcase the data you've collected at your event, e.g. through posters, or a presentation, with interesting facts about languages in your school
- > Find local shops or restaurants in your area that may want to contribute to the #ThinkLanguages event, e.g. Italian restaurant, Brazilian shop, etc.
- > The Scheduling Manager and Activities Manager may need your help in sourcing speakers and arranging times for them; be sure to share your research findings with the Champion team!

Champion Team Captain

This role is about leadership, setting an example and supporting all members of the Champion Team to make your event as exciting and successful as it can be.

Tasks and responsibilities:

- > Get the Champion Team together often to discuss the event and the tasks that need to be completed
- > Create a positive attitude and environment within the #ThinkLanguages Champion Team
- > Be a spokesperson for the event in your school, getting other students and teachers excited for the event
- > Work closely with, and be the main point of contact for the supporting teachers
- > Be approachable to all other team members
- > Keep track of event and competition deadlines
- > Remember! Submitting your festival lineup is the first step in being in with a chance to win a trip abroad for you and your team mates, so be sure to find out when the deadline for submission is and work with the Scheduling Manager to fill in the Champion Team Competition entry form on the Languages Connect website

Festival Scheduling Manager

This role is about planning the day's events and coordinating the work of your team members to keep everything running smoothly.

Tasks and responsibilities:

- > Decide on which day(s) during #ThinkLanguages Week you will host your event
- > Speak to the Activities and Production Managers to find out how long each activity and event will be, what equipment is needed and how long they expect it will take to set up, and what times workshops and speakers are available
- > Maybe you need to split up your year group – or will everyone do all the activities together? Account for this in your schedule planning
- > Create the festival lineup – this will be needed for your team's entry into the Champion Team Competition. Be sure to get everyone's feedback and thoughts before finalising
- > Keep an eye on the time during your #ThinkLanguages Week event and make sure everyone is sticking to their schedule

Marketing & Social Media Manager

This role is about promoting and documenting the event before, during and after #ThinkLanguages Week.

Tasks and responsibilities:

- > Find out more about your school's social media and who is in charge of running it – you will have to enlist their help to get the word out about your event!
- > Research popular social media and marketing techniques and build a plan to promote your event
- > Decide who should know about the event – students/teachers/parents/people in your community – and think of the best ways to get your message out to them
- > Think about how else you can promote your event around the school and local community – posters or maybe an announcement over the school's intercom or in local newspaper is a place to start
- > Take a look at the resources available on languagesconnect.ie/thinklanguages, and find out all there is to know about the social media competition

Activities Manager

This role is about deciding what type of activities or workshops you want to include in your event and working with the rest of the Champion team to get things ready for them.

Tasks and responsibilities:

- > Think about any students/parents/teachers who would be able to speak at or run a workshop for your event. Reach out to them and invite them along!
- > Once you've confirmed the details with your Scheduling Manager, share all the information with the invited speakers and workshop facilitators
- > Link in with the Production Manager to make sure that the team, school and rooms are prepped for the chosen activities
- > Be sure to communicate to the students attending the workshops what equipment they may need to bring
- > Explore and select an online workshop and other activities for your #ThinkLanguages Week event, such as seeing a foreign language film in your local cinema with the IFI or visiting a nearby university campus

Production Manager

This role is about organising all the equipment needed for the event, booking rooms and making sure all the spaces for the event are ready.

Tasks and responsibilities:

- > After talking to the Activities Manager, create a list of all the equipment needed for each activity in your #ThinkLanguages Week event
- > Think about and plan how many rooms/what spaces (e.g. sports hall or kitchen) are needed and speak to the relevant staff members to reserve them for the day of your event
- > Are any screens, projectors, speakers or microphones needed for the event? Make sure you have permission to use them and know how to set them up
- > Brainstorm how your team will want to decorate the rooms and halls for your school's event and make a plan to have it all completed for #ThinkLanguages Week



#ThinkLanguages Week
Think Global Act Local

**Marketing &
Social Media
Manager**

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**Festival
Scheduling
Manager**

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**Production
Manager**

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**Activities
Manager**

Champion Team task cards

These task cards contain suggested roles and responsibilities for the six Champion Team members. You can cut them out and attach them to the lanyards in your pack so that each team member has a handy guide of what they should do!

#ThinkLanguages Week
Think Global Act Local

Champion Team
Captain

#ThinkLanguages Week
Think Global Act Local

Research
Manager



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