



World Languages Organization



World Languages Events Guidebook

Introduction

Welcome to the comprehensive 'World Languages Week Guidebook' in which you will learn how to start your own World Languages Event. This resource is designed to offer guidance on how to create a multicultural event to celebrate diversity at your school. Using this guidebook, you will become more confident in your ability to start your own initiative. We recognize that you may still have questions about your particular situation and the guidebook cannot possibly address every aspect of that. For this reason, we would highly encourage you to sign up for an individual consultation session with us to discuss any questions you may have. The link to sign up for an individual consultation is on the worldlanguages.ca website.

How to Use this Guide

You can use this guide to help you come up with ideas on how to create your own World Languages Event. There are several suggested steps listed in this guidebook which we believe to be crucial in the development of such events. These steps are categorized depending on whether you would like to create a World Languages Day, Week or Month. Note that it is not necessary to follow all of the steps indicated but they are highly recommended.

To decide which one of the events you would like to organize, it is essential to assess the following factors:

- **Funding** - This refers to the amount of money that you have at disposal to organize the event. The amount of funding that you will have access to determines which kinds of activities you will be able to organize and who will come to your school as guest speakers. Oftentimes you will not need a lot of funding because you will find necessary materials to organize your activities through other means. For instance, you may find all you need simply from your school's arts department. However, in some cases, funding will allow you to bring guest speakers who will be a nice addition to your event.
- **Time** - It is important to note that many of the activities that you can organize may not cost much money but do require a significant amount of time. These activities tend to be more meaningful because of the amount of effort you have to put into them. Before determining whether you want to plan a day, a week or a month of activities, do a thorough assessment of how much time you will be able to commit to organizing the event.



- Participation - This is the trickiest one. It is difficult to gauge how much the school will be engaged in the activities that you have organized. However, there are a number of questions that you can ask yourself before choosing which event you would like to organize. Has your school always been emphasizing the value of multiculturalism? Does your school have a diverse community? How supportive would your school be of creating a World Languages Event? Sometimes a world languages day is a great introduction for the first year. Then in subsequent years, there will be opportunities for larger initiatives such as World Languages Week or even a World Languages Month.

World Languages Day

The first option to celebrate multiculturalism and multilingualism at your school is to organize a World Languages Day. As its name suggests, a World Languages Day is simply a one-day event where different languages and cultures are celebrated. Planning a World Languages Day has many benefits such as:

- Efficiency - Having a World Languages Day rather than a World Languages Week or Month can be less demanding on schools with a quite packed schedule or those who may not have the funding, time or participation required for the realization of a longer event.
- Introduction - Starting off with a World Languages Day can be a great introduction or starting point for you as a school to develop larger events later on. Testing certain aspects such as logistics and time management or simply acclimatizing your school to World Languages Events can also prove to be extremely beneficial.
- Spread & Representation of Linguistic & Cultural Diversity - As with all World Languages Events, a World Languages Day is a great opportunity to spread and promote multilingualism and multiculturalism. In addition, it allows language clubs at your school or simply those languages which are taught at your school to be promoted. Lastly, students' linguistic and cultural diversity can be well represented through a World Languages Day since such an event has the potential to bring attention to the array of cultures and languages present in your student body.



Steps

1. Think about why you want to have a World Languages Day in the first place. Is it to celebrate diversity? Is it to raise awareness about an under-represented language? Is it to educate the student body about multiculturalism?
2. Speak to either your school's administration or languages department in order to get their permission and support for this initiative. If you are unsure of talking to them maybe you could start by speaking with your language teacher.
3. In cooperation with your school's languages department, think about and decide on which languages & cultures should be represented in your World Languages Day.
4. Contact potential partners to work with: language clubs, language enthusiasts (be it students or teachers) and friends.
Note that language clubs are incentivized to help organize activities for the promotion of their own clubs.
5. Allocation of selected languages/cultures to different time slots and locations for their respective activities. Use the generic planning table below to help you organize the events during the day. Note that it is not necessary to have an activity for each time slot.

Time Slot	Location(s)	Activity
Before school		
Assembly		
Lunch		
After school		
Classroom time		

6. Planning & organization of activities in cooperation with language clubs (if any) and language teachers. Use the generic planning table below to help you plan these activities. Note that the table below is meant to be used to facilitate your planning for each of the activities you have listed in the table from step 5.



Project Description	Timeslot	Location	Needs/Resources
	Partners		
	Other Considerations		

- Promote your World Languages Day through posters, announcements at assembly, e-mails, word of mouth, etc.
- Think about recruiting some volunteers to help at the event if you need extra hands for organizing a specific activity. Think about giving your volunteers 'volunteer hours' as an incentive.
- After the event, you should collect feedback and brainstorming for future years (for example, through surveys or talking to participants).
Ask yourself the following questions:
What happened?
What worked?
What did not work?
What can we do differently next time?
What are the key takeaways and lessons learned?



World Languages Week

Another option to celebrate multiculturalism and multilingualism at your school is to organize a World Languages Week. As its name suggests, a World Languages Week is a week-long event where different languages and cultures are celebrated. We believe this to be the most effective way to achieve your goals of promoting multiculturalism because of its ideal length which allows just enough time to carry out various activities without being too redundant or too crammed. Planning a World Languages Week has many benefits such as:

- Effectiveness - Having a World Languages Week rather than a World Languages Month can be less demanding on schools with a quite packed schedule or those who may not have the funding, time or participation required for the realization of a longer event. Additionally, in comparison to the World Languages Day, a World Languages Week is long enough to have a multitude of activities which can better showcase a variety of cultures and languages. Thus, we believe that hosting a World Languages Week is the most effective method to promote multiculturalism and multilingualism.
- Multitude of Possibilities - A World Languages Week provides enough time to carry out a large number of events and offers a multitude of possibilities as to activities promoting multiculturalism and multilingualism. You can organize at least 1 or 2 activities for a single language or culture, therefore giving you the opportunity to explore different ideas.
- Spread & Representation of Linguistic & Cultural Diversity - As with all World Languages Events, a World Languages Week is a great opportunity to spread and promote multilingualism and multiculturalism. In addition, it allows language clubs at your school or simply those languages which are taught at your school to be promoted. Lastly, students' linguistic and cultural diversity can be well represented through a World Languages Week since such an event has the potential to bring attention to the array of cultures and languages present in your student body.

Steps

1. Think about why you want to have a World Languages Week in the first place. Is it to celebrate diversity? Is it to raise awareness about an under-represented language? Is it to educate the student body about multiculturalism?
2. Speak to either your school's administration or languages department in order to get their permission and support for this initiative. If you are unsure of talking to them maybe you could start by speaking with your language teacher.
3. In cooperation with your school's languages department, think about and decide on which languages & cultures should be represented in your World Languages Week.



4. Contact potential partners to work with: language clubs, language enthusiasts (be it students or teachers) and friends.
Note that language clubs are incentivized to help organize activities for the promotion of their own clubs.
5. Allocation of selected languages/cultures to different time slots and locations for their respective activities. Use the generic planning table below to help you organize the events for each day of the week. Note that it is not necessary to have an activity for each time slot.

Time Slot	Location(s)	Activity
Before school		
Assembly		
Lunch		
After school		
Classroom time		

6. Planning & organization of activities in cooperation with language clubs (if any) and language teachers. Use the generic planning table below to help you plan these activities. Note that the table below is meant to be used to facilitate your planning for each of the activities you have listed in the table from step 5.

Project Description	Timeslot	Location	Needs/Resources
	Partners		
	Other Considerations		



7. Promote your World Languages Week through posters, announcements at assembly, e-mails, word of mouth, etc.
8. Think about recruiting some volunteers to help at the event if you need extra hands for organizing a specific activity. Think about giving your volunteers 'volunteer hours' as an incentive.
9. After the event, you should collect feedback and brainstorming for future years (for example, through surveys or talking to participants).
Ask yourself the following questions:
What happened?
What worked?
What did not work?
What can we do differently next time?
What are the key takeaways and lessons learned?

World Languages Month

One final option to celebrate multiculturalism and multilingualism at your school is to organize a World Languages Month. As its name suggests, a World Languages Month is a month-long event in which different languages and cultures are celebrated. Planning a World Languages Month has many benefits such as:

- Opportunity for Representation - For a school with many languages and cultures within its student body, it can be difficult to attain adequate representation of this diversity along with the representation of those languages taught at your school. A World Languages Month, out of all our World Languages Events, offers the most opportunity for the representation of these languages and cultures.
- Multitude of Possibilities - With such a large space of time to carry out your event, a World Languages Month can offer a multitude of possibilities as to activities promoting multiculturalism and multilingualism. You can organize a variety of activities for a single language or culture, therefore giving yourself the opportunity to explore different ideas.
- Spread & Representation of Linguistic & Cultural Diversity - As with all World Languages Events, a World Languages Month is a great opportunity to spread and promote multilingualism and multiculturalism. In addition, it allows language clubs at your school or simply those languages which are taught at your school to be promoted. Lastly, students' linguistic and cultural diversity can be well represented through a World Languages Month since such an event has the potential to bring attention to the array of cultures and languages present in your student body.



Steps

1. Think about why you want to have a World Languages Month in the first place. Is it to celebrate diversity? Is it to raise awareness about an under-represented language? Is it to educate the student body about multiculturalism?
2. Speak to either your school's administration or languages department in order to get their permission and support for this initiative. If you are unsure of talking to them maybe you could start by speaking with your language teacher.
3. In cooperation with your school's languages department, think about and decide on which languages & cultures should be represented in your World Languages Month.
4. Contact potential partners to work with: language clubs, language enthusiasts (be it students or teachers) and friends.

Note that language clubs are incentivized to help organize activities for the promotion of their own clubs.

5. Allocation of selected languages/cultures' activities to different time slots and locations. Use the generic planning table below to help you organize the events during the month. Given the length of time for this kind of World Languages Event, activities can be more spaced out than in a World Languages Day or Week. We would recommend that you have no more than two activities for any given day and that you plan more activities that would normally require more time (e.g. a poetry contest in a different language with multiple rounds).

Activity	Day(s)	Time Slot(s)	Location(s)

6. Planning & organization of activities in cooperation with language clubs (if any) and language teachers. Use the generic planning table below to help you plan these activities. Note that the table below is meant to be used to facilitate your planning for each of the activities you have listed in the table from step 5.



Project Description	Timeslot	Location	Needs/Resources	
	Partners			
	Other Considerations			

7. Promote your World Languages Month through posters, announcements at assembly, e-mails, word of mouth, etc.
8. Think about recruiting some volunteers to help at the event if you need extra hands for organizing a specific activity. Think about giving your volunteers 'volunteer hours' as an incentive.
9. After the event, you should collect feedback and brainstorming for future years (for example, through surveys or talking to participants).
 Ask yourself the following questions:
 What happened?
 What worked?
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Examples of Activities for A World Languages Event

- Invite a speaker who can touch on topics such as:
 - Multiculturalism
 - Multilingualism (e.g. polyglots)
 - Linguistics (e.g. linguistics professors)
 - Cultural experiences



- Cultural intelligence
- Diversity in a school community
- Global citizenship
- Cultural identity
- Kahoot
 - Cultural intelligence/quotient
 - Esperanto
 - Linguistics
 - General knowledge of languages
 - Topics related to the guest speaker's presentation
- Lion dance
- Chinese martial arts
- Chinese tea house
- Spanish churro sale
- Bubble tea sale
- Presentation on Franco-Ontarians
- FIFA with a commentator speaking a different language
- Karaoke in a different language
- Indigenous languages lecture series
- Pamplemousse
- French café
- Portuguese Fado music concert
- Culturally themed lunch
 - Poutine buffet
 - Chinese buffet
 - Sushi buffet
- Cultural lunch where people can exchange food from their culture with each other
- Culturally related musical performance
- Cultural song requests
- Poetry contest in a different language
- Speech contest in a different language
- Writing contest in a different language
- Multicultural writing contest
- Language learning table
- Multicultural breakfast video
- Dictation contest
- Bilingual debate
- Cultural art gallery