

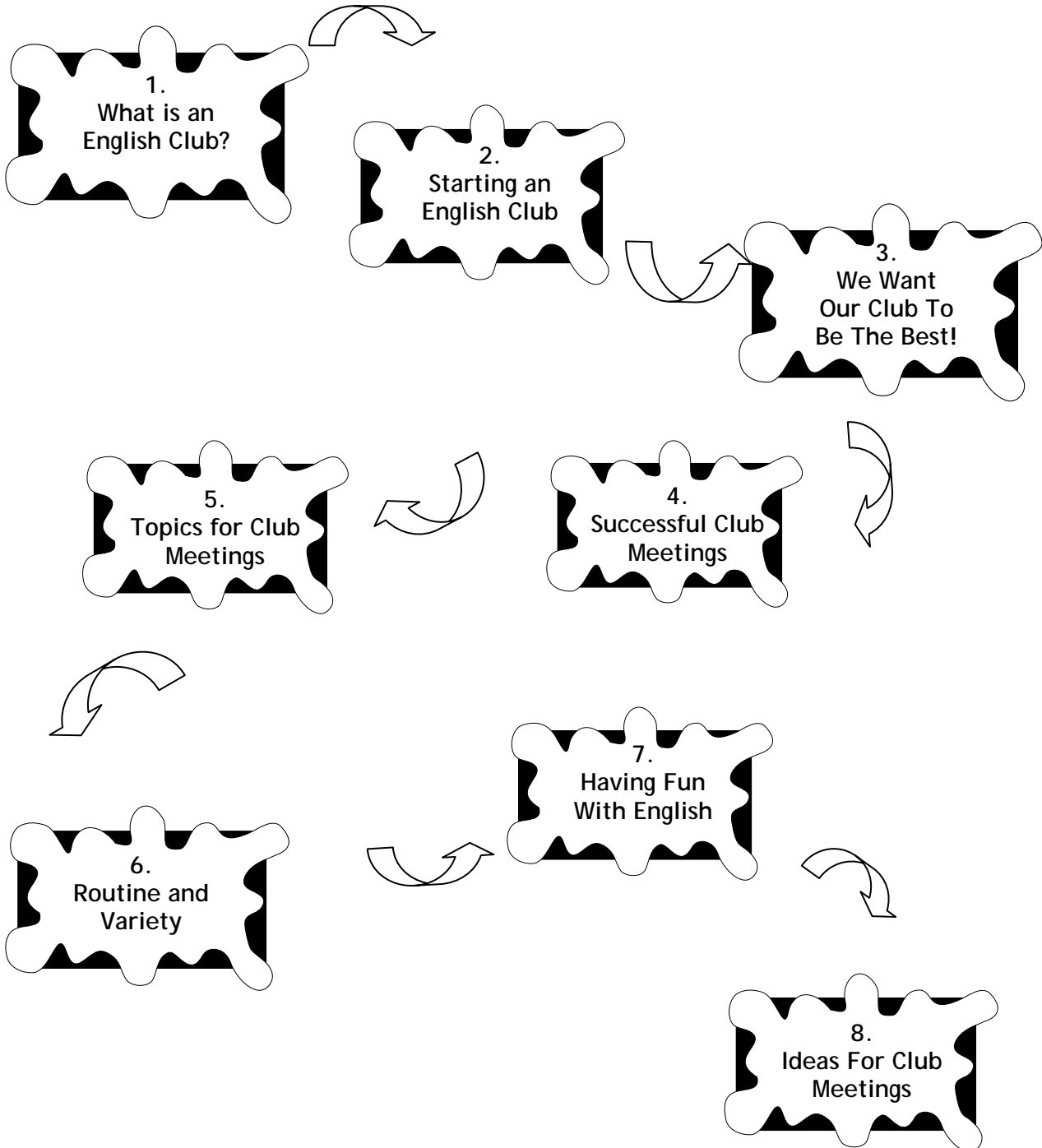
Create Your Own Language Club

A Guide
to Starting and Running
an English Language Club



Contents

For suggestions from Kang Guru on how to start an English club or how to make an English club more successful, follow the arrows...



1. What is an English Club?

Kang Guru believes a good English club is a group of at least ten people who

- really want to improve their English
- meet regularly
- belong to the club because they want to, not because they must, and
- are all keen to be active and helpful members.

In this guide for Starting and Running a Language Club from Kang Guru you will read about, and see photos of, Kang Guru Connection Clubs (KGCCs) in Indonesia, 2001–2008. The members of these clubs all interact with their clubs in the same way. They all want to practise and improve their English and have fun at the same time.



Different backgrounds, different ages, and different interests actually helps English language clubs to be more interesting.



2. Starting an English Club

Here are some suggestions from Kang Guru about how to start an English club.

1. Find other people who are interested in improving and practising their English, just like you.

They could be people who

- go to your school or university
- work with you
- live in your neighbourhood, or
- share an interest such as music, hiking or playing chess (plus English of course).

2. Get together and talk about starting an English club.

Where can you meet? Some clubs meet outside of school hours at their school or university, in dormitories or even at members' homes. Some clubs meet in parks on Sundays!

How often can you meet? Clubs should have regular meetings. Many clubs meet once a week. Remember that the purpose of an English club is to practise English, and this should be done regularly.

How long can the meetings be? Many active clubs meet for at least two hours a week. That is enough time, especially if there are a few different activities.

What can you do at meetings? The most important thing is to have fun at your meetings. Encouraging club members to use their English without worrying about making mistakes is *very* important too. Club meetings should *not* be like school. Meetings should give people a chance to use their English in a relaxed, friendly and helpful environment.

3. Talk about the structure of your club with the members of the club.

It is strongly recommended that all clubs have a committee. This committee should have a chairperson or leader of the club plus a deputy leader, a secretary, a treasurer and a correspondence person.

Decide if these positions are for just six months or one year. Members should be able to vote for the people to fill these positions.

4. Talk together with all members and decide about the rules and regulations of your club.

- *Should members pay a weekly or monthly fee?*
- *If they do, what will the fees pay for?*
- *Do members have to attend a certain number of meetings to remain as members?*
- *What happens if members do not assist in running club activities?*
- *Is it okay for members to speak other languages during club meetings?*

3. We Want Our Club To Be The Best!

If club leaders want their clubs to be good, they need to be energetic, well organised and responsible. However club leaders are also busy in other areas of their lives. They cannot always be expected to do everything! Perhaps exams, work, illness or family matters sometimes make it difficult for them to contribute full-time to the running of the club.

Do you know a club (maybe yours) that stopped operating because of problems such as this?

During the past eight years many of the KGCCs have stopped meeting because their leader or leaders have been too busy, have moved to another city or have left the club. If that happens in your club there should be people ready to take over so that the club can continue operating successfully.

Clubs need to think about this possible problem. Be prepared!

Does your club have a strategy for training several other people to take responsibility for the continuation of the club?

This means that the club won't depend too much on one or two people. If they leave or are too busy then others can take over. All members need to help make the club effective.

- If your club is very big there might be committees responsible for different aspects of the club's operations - finances, club meeting activities, answering letters and emails, etc. Each committee could have a leader and a deputy plus a number of members who help the leaders.
- If your club is small it may be a good idea to just have a leader, a secretary and a treasurer, rather than committees. However, those people should also have deputies who can take over if they are not available or too busy.
- Perhaps busy positions could be for six or 12 months, with the deputies taking over next time.
- Everyone in the club should be playing an active role, big or small, in running the club. If one person cannot play an active role for a while other members should be ready to take over.

Here are two important ideas to think about - *sharing* and *communication*.

- *Sharing* the work fairly will help the club to run more effectively and successfully.
- Good *communication* within the club will prevent small problems turning into big ones.

4. Successful Club Meetings

All language clubs are different. The interests of the members may vary a lot, and they may be of different ages and from different backgrounds. This means that club meetings will be different too.

What happens in your English language club is your choice, however Kang Guru would like to give some tips to help with meetings.

There are *two* words which all clubs should remember when thinking about meetings - *planning* and *fun*.

- *Planning* is the key to successful meetings.
- *Fun* activities help club members use their English in a relaxed way that brings better results.

The following parts of this guide provide suggestions about including grammar in club activities, topics for meetings, considering routine and variety when planning and having fun with English.



Is it a good idea to study grammar at club meetings?

The committee and members of each club decide what activities they will do at their meetings. However, Kang Guru believes it is better for club members to study grammar in English classes or at home, rather than at club meetings.

Perhaps some grammar work could be done at a club meeting but make sure it is in a fun way, not the same as an English lesson. Many people say they *know* the grammar but they can't *use* it properly when they speak. That's because they haven't been using it enough, they've just been studying it. There's a big difference between studying something and using it. Here are a couple of suggestions.

- Club members could suggest grammar points that they want to practise at the next meeting. Everyone could study or revise the grammar at home and then *use* it in a discussion or other activities at the meeting.
- Perhaps a grammar problem could be the topic of a short discussion in English. There may be one or two people who can explain it well. This could be very helpful for those people who are confused about it. Then everyone could study or revise it at home and *use* it in an activity at the next meeting.

Remember, if you want to do grammar activities at club meetings it's important that they are different to the grammar activities you do at school or university. The emphasis should be on using the grammar when you're speaking.

5. Topics for Club Meetings

Clubs often have topics for their meetings. This is a good idea as club members will be able to prepare for the meeting if they want to, and have time to.

They will have a chance to look for information about the topic. This is important as it's very difficult to use English to talk about something unless you know about it and have an opinion about it.

They can revise the necessary vocabulary, grammar and structure before they attend the meeting. This preparation may help club members to be more confident when they are speaking English, and they are more likely to participate well.

- Be sure that members know the topic at least one week before the meeting.
- Suggest that they prepare for the next meeting's discussions and other activities.
- Encourage them to think about the vocabulary, expressions and grammar they might need during the discussion.
- They should also think about the ways they might express their opinions in English.

The people who are organising and running the activities need to choose suitable materials and prepare suitable activities based on the topic. These should include games, interactive activities, chit-chat and sessions in which they can help each other use their English.

The activities should be different to the ones they do in English classes. It's important that the club members look forward to club meetings and feel confident and relaxed. They shouldn't have the feeling that a club meeting is just another lesson.

• **A club of SMP or SMA/SMK students** could discuss topics that they have already studied at school. This would be a very good way to keep using and improving the language they have learned but in a more relaxed and fun way.

• **A club of English teachers** might like to discuss the topics they teach at school. That would help prepare them for teaching their classes.

• **A club of people who work together or in the same industry** might want to discuss topics relevant to their work.

• **A club of university students** might want to discuss topics that are of special interest to young Indonesians such as music, television programs, youth culture, the future of the country or local issues.

• **A club of adults** may want to discuss current events and local issues of concern, with topics taken from newspapers and television news programs.

There are many more suggestions about meetings in **Part 6: Routine and Variety**, **Part 7: Having Fun With English** and **Part 8: Ideas for Successful Club Meetings**.

6. Routine and Variety

When planning club meetings it's also important to consider *routine* and *variety*.

Routine helps a club operate efficiently. It's important to allow time for the routine things like announcements, reminders, questions and answers, and tidying the room at the end. Some things might need to be included in every meeting, but other things might be included only once a month.

Variety helps a club operate effectively. It is variety which makes meetings *fun*. When club members know that there will be different types of activities at meetings they will be more interested in attending and participating enthusiastically. They won't get bored, and the results will be better.

?

How can we make our meetings more interesting and more fun?

Some of our members have stopped coming to meetings. I think we need to change our activities. Can you give us some ideas?

Here are some suggestions for your meetings. There are more photos of activities in Part 7: **Having Fun With English**.

- Club meetings can be regular meetings or special meetings such as excursions.
- Activities can be outdoors sometimes.
- Activities can be quiet or noisy.
- One meeting a month can have a special, and very different, style, for example a pop music meeting or a favorite film meeting.
- One meeting a month could involve a special guest, for example doctor, lawyer, pilot or hotel manager. These special guests do not always have to be fluent English speakers.

Some activities could give members a chance to use certain vocabulary and grammar.

Remember:

- *Use* grammar and vocabulary at meetings. *Study* at home or school or university!
- Having topics for meetings makes this easier to achieve and more effective too.



An activity held during an excursion: outdoors, noisy, working in groups, communicating in English to complete a challenging task.

An activity held during a regular meeting: indoors, quiet, reading the Kang Guru magazine alone before a discussion.



Meetings could give club members opportunities to practise different language skills in really interesting ways that are *different* to school or university classes. Use your imagination. Here are some suggestions for you to think about.

- Have fun with listening and speaking through role plays or interviews with celebrities.
- Have fun with reading and writing. You could prepare for an interview with Agnes Monica, PADI or even the President - discussing and writing questions followed by a role play.
- Listen to and enjoy the Kang Guru radio program or the free Kang Guru compilation CDs
- Listen and dance to your favourite songs in English. How about a 'singalong'?
- Watch DVDs in English then discuss the story.
- Read, write and listen to stories, plays or poetry presented by members.
- Listen to English language interactive radio programs.
- Talk, talk, talk: discussions, debates (formal or informal), role play, stories, plays, poetry, singing, quizzes, games, imaginary TV or radio news shows, telephone calls.
- Read the Kang Guru and other English language magazines (followed by a discussion), news stories (Jakarta Post) and stories from the internet.
- Write letters to magazines such as Kang Guru, enter competitions, interact with websites and FORUMS.

Use a range of printed materials.

- Kang Guru magazine, radio program transcripts, Quick Fix suggestions on the Kang Guru website, Listening and Reading Class Sets, etc.
- Stories from Indonesian newspapers, magazines, school or university text books.
- Song lyrics and poetry.
- Newsletters or other publications from your workplace.
- Pictures from magazines, newspapers and brochures.
- Photos of anything: your family, holidays, club activities.

Give club members a chance to practise their English with different people. Speaking or doing other activities with the same people all of the time is not as effective.

- They could do activities alone, in pairs, in small groups, in larger groups or all together.
- Club members could belong to two or three different activity groups.

Concentrate on the *positive*, not the negative.

- Reward the club members who do the right thing instead of punishing those who don't.
- Perhaps give points for attendance, for organizing and running activities, and for good participation.

Encourage club members to make some decisions about future club activities.

- Brainstorm possible future club activities with all members.
- Ask members to vote for their favourite activities but also suggest that they should help lead those activities.

Give club members a chance to take responsibility for some club activities.

- Club members could lead some activities or help someone else do that.
- Especially encourage deputy leaders, treasurers, secretaries and other committee members to run meetings. They can show others how to do it.

7. Having Fun With English

Here are some more of those Kang Guru clubs practising their English and doing things that interest them too. As you can see, there are a lot of different activities for you to consider.

Club activities are an opportunity to have fun and use your English at the same time.



Talking over dinner

This could be a 'getting to know you' activity or a small group discussion in preparation for after dinner activities.



Listening to a guest speaker

Guest speakers DO NOT have to be from overseas, or native speakers of English either. They can be people from your own community too. They don't need to speak English fluently. They could talk on any topic of interest to the club members.

Debating

Debating helps you develop confidence and public speaking skills and is a great way to practise English, have fun, learn about topics and meet people.



Discussing a topic

If club members choose a topic before the meeting they have a chance to learn or revise the grammar, vocabulary and expressions they can use. Preparation helps people develop confidence when speaking.



Relaxing after doing community work

Language clubs often get involved in community work. They help others and make good use of the time to practise their English too.





Entertaining other clubs with songs in English



Raising awareness of an important issue through drama

Club activities can provide many opportunities to do the things you enjoy while using English.

Interests such as music, dance, drama, sport, camping, movies, debating, board games and visiting tourist attractions combine very well with language activities. These activities will vary depending on the ages and interests of club members.



Making new friends at a camping weekend



Performing traditional dance



Playing board games



Visiting a tourist attraction

8. Ideas from KGCC Meetings

Here are some ideas about club meetings from former Kang Guru Connection Clubs. A big thank you to the clubs which provided information about their meetings for everyone to consider.

English Society Club KGCC #010 Semarang (2003–2008)

Regular activities

Say hi and introduce the newcomers so they won't be shy.

Play creative games such as Supermarket Games, Throw the Bottle and Dance, Play and Pause (usually with foreigners) etc.

Gossiping and chatting: For fun we sometimes try to 'match-make' for the members because we have some couples and some of them have even married.

Discussion topics: environment, politics, love, latest music, the future etc.

Discuss and understand English through listening to Kang Guru, completing 'Listening and Reading Class Set' materials, singing, etc.

Lunch: We often have lunch together as a group and chat about all sorts of topics.

Special activities

Monthly: Invite a guest from abroad we call 'Londo of the Month' (if available) and sometimes cooking together. Visiting members' houses.

Every three months: Outdoor meetings (excursions, Kang Guru and club promotions, KGCC Get Together)

Yearly: New Years Eve party, Valentine's Day party, Thanksgiving (sharing gifts), Lebaran (Halal Bi Halal party) and Christmas party.

Social work: Teaching English in the orphanages for a month, giving donations for orphanage or voluntary services, helping the Red Cross, helping other clubs with local work such as in Yogyakarta for the earthquake victims.

Pioneer English Club KGCC #019 Sumenep (2004–2008)

Organisers' Meeting: Thursday

Discuss issues about club programs or activities and the club's future plans.

Make schedules or decide on job distribution so every organizer has their turn to lead the meeting. It is a good time for them to practise their English and their leadership skills.

We always begin our meeting with prayers.

We always have a special topic or issue to be discussed during each meeting.

At the end of the meeting we tell all participants about the results: agreement, suggestions and important points of the meeting.

Members' Meeting: Saturday for junior members and Tuesday for senior members.

We have separate meetings because their needs and emotional levels are different.

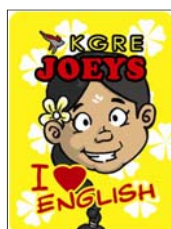
Members are always asked about their opinions of the club and their ideas and suggestions are always welcome.

We always begin our meeting with prayers.

Members do not leave the meeting place immediately. We give them time to chat and discuss issues further if they want to.

(Below)

Members of the Joeys Club at KGI



Medan English Speaking Club KGCC #050 Medan (2002–2008)

- Our typical club meeting is our Saturday meeting. We sometimes have extra meetings when members have spare time, on Tuesdays or Thursdays.
- There must be eight members to start the meeting. If there are less than eight members we postpone the meeting until at least eight members are available.
- We appoint the better members in English to lead the club meetings, and they do it in turn.

Activities

Notes

The opening and welcome

The opening and welcome are aimed at welcoming members and guests who have joined our club meeting.

Impromptu speech by appointed member

One of the members usually comes forward to lead this session by asking everyone an interesting and interactive question. Then they invite a few members to give their opinions based on the question.

It can be about 'hot' issues, something from the Kang Guru magazine, or from television, etc.

Joke session by a volunteer

Laughter with English.

Prepared speech by an appointed member

The core activity in each meeting.

General evaluation

How did the meeting go? Was it successful?

Closing by the chairman

Some ideas from Kang Guru for a club meeting

Suggested activity and timing

Comments from Kang Guru

1. Say hi and introduce the newcomers so they won't be shy. (5 mins)

- A great idea!

2. A fun activity or game to help people relax and get them talking (10 mins)

- Good games and good activities make learning English more fun.

3. Chatting: What's been happening since we last saw each other? (10 mins)

- Everyone should try to talk to two or three people. A great chance to use English in a real situation.

4. Listen to a song and discuss it. (15 mins)

- The discussion topic could be simple, for example the meaning of the song title.

5. Prepared speech by an appointed member (with an idiom from Kang Guru) followed by a question and answer session. (15 mins)

- Asking questions at the end would give others a chance to speak as well as listen.

6. Joke session by a volunteer (5 mins)

- Laughing helps people enjoy English.

7. Reading/discussing an article in an English language magazine or newsletter (15 mins)

- Kang Guru provides a range of topics and a chance to use vocabulary and grammar.

8. Feedback and suggestions: Members have an opportunity to give their opinions. (10 mins)

- Members who feel that their opinions are valued will play a more active role.

9. Closing (5 mins)

- A chance to say 'bye till the next time'.

Club to Club *e-learning* challenges



What is *e-learning*?

E-learning (electronic learning) is a way of learning by communicating by means of electronic devices such as mobile phones, computers, etc.

Over the last year Kang Guru has successfully conducted *e-learning* exchange programs with groups of junior high school students from different schools in Indonesia. The students, together with their teacher, had to communicate with other groups using emails. It's easy and fun BUT of course you need a reliable and easy access to an email account and computer facilities.

Now think about this - your club can actually do *e-learning* exchange activities with other clubs in Indonesia.

How to start an *e-learning* program with another club or even clubs.

1. A club must have reliable and easy email access- maybe at home or at school or in a WARNET.
2. Get connected or linked to another club.
 - Find a club to communicate with. The list of KGCCs (2008) might be a good place to start looking - <http://www.kangguru.org/kgccclublistjanuary2008.htm>
 - When you have found a club which is willing to join you in an *e-learning* exchange you can start the program.
 - Decide a topic to be discussed and start the first e-learning exchange between clubs and members. Topics could include music, school life, film, environment, places of interest, typical food, leisure activities, etc.
3. Allocate the time.
 - Consider the timing. Are you going to *e-learn* for just one week or maybe over a few weeks? Set a date when to start and when to finish.

4. Start the *e-learning exchange* activity

- When both groups are ready, each student from each group has to write some information about the topic you have all agreed on.
- Swap the information between the clubs by sending them by emails. DO NOT take too long to respond to emails from your partners - exchanges need to be quick and fun!
- Members involved with the *e-learning activity* should get together and discuss the articles and stories they have received from other clubs. Respond with some questions. Be interactive!
- Clubs and their members can continue exchanging information for as long as they like as long as it is fun and interesting.

Easy right? It's a modern way of learning and it's worth a try. Good Luck!



E-pal / Pen pal (Sahabat Pena)

E-pal / Pen pal (sahabat pena) is a person that you make friends with by writing letters/ emails. They are often somebody you have never met. 'Pal' is an informal word for friend. To make learning English more fun you can make new friends from other parts of Indonesia and you can communicate with them in English.

The Excellent English Club (KGCC #026) in Jombang and Formula English Club (KGCC #041) in Mendoyo, Bali have been sending letters to each other since last year. They really enjoy having friends from other parts of Indonesia to share their thoughts and experiences in English. So what are you waiting for, get some new friends and have fun with English.



Looking for Resources

Finding materials, ideas and activities for clubs and their members to use is important.

One of the best places to go looking is the world-wide web – the internet. Access to a computer is necessary but most towns in Indonesia do have a WARNET or internet café. It will cost money to download information and activities. Clubs and their members need to understand though that the information gained will really help everyone in the club and therefore contributing money to an Internet Fund is necessary. Perhaps clubs could think of ways to raise money for this Internet Fund.



By the way, do club members know how to use the internet to SEARCH for information? If they don't then that would make a great series of club activities while the club is saving the money to go to the WARNET.

Here are just a few of the thousands of sites which clubs can (and should) access for information, games, activities and ideas.

<http://www.world-english.org/>

[World English: English online ... anywhere, anytime.](http://www.world-english.org/) Probably the best English language website for learners of English as a second or foreign language.

<http://dictionary.reference.com/>

A searchable online dictionary site with wordplay and multilingual resources.

<http://www.yourdictionary.com/>

A very useful dictionary site including multilingual dictionaries, dictionaries on specialized topics and various other language-related resources.

<http://www.bartleby.com/116/index.html>

[Online Grammar](http://www.bartleby.com/116/index.html) The online version of KINGS ENGLISH by H.W.FOWLER. The ultimate traditional grammar reference.

<http://www.grammarbook.com/>

[Blue Book of Grammar and punctuation](http://www.grammarbook.com/) Online English grammar and punctuation reference guide including exercises.

<http://www.englishlearner.com/test/test.html>

[English Lessons and Tests](http://www.englishlearner.com/test/test.html) Reading, grammar, vocabulary... divided into difficulty levels.

<http://utopia.knoware.nl/users/sybev/cliche/>

[The Book of Clichés](http://utopia.knoware.nl/users/sybev/cliche/) A whole site devoted to clichés (expressions that are VERY popular). Some examples include: Rome wasn't built in a day; There are plenty more fish in the sea; When the going gets tough, the tough get going, etc., etc.

<http://www.better-english.com/strongcoll.htm>

[Online collocations](http://www.better-english.com/strongcoll.htm) A nice set of 'strong' collocation exercises.

<http://www.ukans.edu/%7Eidea/index2.html>

[English Around the World](http://www.ukans.edu/%7Eidea/index2.html) Listen to people from all around the world speaking English!

<http://www.wordspy.com>

[Wordspy](http://www.wordspy.com) This Web site is devoted to recently coined words, existing words that have enjoyed a recent renaissance, and older words that are being used in new ways.

<http://www.rinkworks.com/words/>

We use it every day, but we never learn all there is to know about it, nor do we ever finish mining all the pleasure that can be had with it. The English language is fraught with fun. What's the longest English word whose letters are arranged in alphabetical order? What words are their own antonyms? What word means "to cause a frog or toad to fly up in the air"? These questions and many more are answered in *Fun With Words*.

<http://www.manythings.org/>

A fun study site for learners of English as a Second Language Word games, puzzles, quizzes, exercises, slang, proverbs and much more.

<http://www.ojohaven.com/fun/trivia.html> - English language trivia

<http://www.usingenglish.com/>

Using English.com provides a large collection of English as a Second Language (ESL) tools & resources for students, teachers, learners and academics. Browse our grammar glossary and references of irregular verbs, phrasal verbs and idioms, ESL forums, articles, teacher handouts and printables, and find useful links and information on English. Topics cover the spectrum of ESL, EFL, ESOL, and EAP subject areas.

[lagan / world-english forum](http://www.world-english-forum.com) - forum for teachers of English as a second language.

[bbc learning english](http://www.bbclearningenglish.com) - forums for general discussion, teachers and students.

[the english forum](http://www.theenglishforum.com) - new forum where you can discuss anything you want in English. Look for Penfriends and Penpals; ask, answer and discuss words, idioms, phrasal verbs and other issues for esl / efl language learners; and generally use the English you know. Includes a special section for the discussion of music and song lyrics (words).

<http://www.academicinfo.net/esl.html> - many wonderful sites for you to look at and enjoy.

<http://www.english-online.org.uk/games/gamezone2.htm> - various games and activities for English language learners.

<http://www.world-english.org/games.htm>

<http://www.free-english-games.com/>

news.bbc.co.uk/cbbcnews

And don't forget the fantastic Kang Guru website:

<http://www.kangguru.org>





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