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1. **Description**, includes:

- introduction to unit
- chart explaining individual activities within unit
- list of materials associated with activities

2. **Handouts**

The numbering of the following handouts corresponds to the numbering of activities in the “description” file:

Handout 2a

- Ground rules for training in a group
- Overall plan of topics for the week

Handout 2b

- Keeping a diary while you are here
- Handout 7b.doc
- Interviews that tell life stories

Handout 8

- Preparing a journalistic interview (also available in German, in the folder “materials in other languages”)

Handout 11

- Some genres and forms of presentation common in radio

Handout 12a

- Cue sheets

Handout 12b

- Handy hints for writing scripts

Handout 15

- Possible production ideas

Handout 19

- Advice / exercises for radio presentation (incl. worksheet for role-play)

Handout 22

- Template “running order” for planning programmes (also used in unit 4)

The following drawings are intended for display in the seminar room, in conjunction with activities 7 and 8:

Handout 7a_ Drawings

- five caricatures pertaining to the interview situation

3. **Presentation Slides** for Power Point and Over Head-Projector

4. **List of Further Reading**

