

## Index

### 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 dairy 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