



# FROM A TO Z



## GOAL

Unblocking, team work language acquisition, systematisation

## TARGET GROUP

All groups

## EQUIPMENT

paper, markers in different colours or PDF document/image file created on the computer

## NUMBER OF PARTICIPANTS

min.6 participants

## DURATION

20-30 min

## TECHNICALITIES

The screen needs to be shared by the team at several moments, including in the breakout rooms. Therefore, two people from the team will have to share their screen during this activity. They also need to take a screenshot. At least one person from the team should be able to create and manage breakout rooms.

To edit the illustration in the breakout rooms, the option "Annotate" is needed: Participants have to select the option "Annotate" and then "Text" in the breakout rooms.

On the computer: When the screen is shared, the option "Show options" appears in green in the top centre right. The participants have to click on it and then click on the option "Annotate". A bar opens with different functions. The option "T" is for text. The participants can use it to fill in the alphabet and the person from the team with host status can also move the words.

A way of communication between the team outside Zoom (WhatsApp, Telegram, etc.) may be needed to coordinate the start of the groups in the breakout rooms.

## EXERCISE DESCRIPTION

Preparation: 2 documents with alphabet from A to Z.

If the game is bilingual (e.g. German, French) and the participants are supposed to switch between the two languages, it is best to set a colour code for the letters (A=red=German, B=blue=French, C=red=German, D=blue=French, etc.).

The group is divided into two multilingual teams. One person from the team is responsible for the technicalities and creates the break-out rooms while the facilitator explains. If the team consists of several people, there should be at least one person from the team in each break-out room.

The facilitator explains that the group will be divided into two (or more) teams. The aim is to fill in the alphabet as quickly as possible, by adding one word for each letter in the indicated languages. In the break-out rooms, the person from the team will share the screen to show the alphabet. The person from the team will explain how to use the option "annotate". Once the instructions are clear in both break-out rooms, the people on the team contact each other to give the collective starting signal. Then it is a matter of each team filling the alphabet with vocabulary as quickly as possible.

The person from the team is only responsible for the explanation and technicalities in the breakout rooms, they do not participate in filling the alphabet.. The participants should fill in the alphabet together step by step, communicate and support each other. Depending on the objective, it can be decided whether the alphabet has to be completed in a specific order or not.

When a team has finished, the person from the team takes a screenshot and the group can be sent back to the main meeting. The person from the team also warns their colleagues that their group has finished. The team should agree beforehand on how this step ends: either all groups stop as soon as one has finished (making communication inside the facilitating team crucial), or the step only ends once all the groups are ready.

Closing of the game: when both groups have returned to the main room, the team share the screens with the screenshots, the alphabets are read out and you check collectively which team has the most words. Both teams are congratulated.

Watch out:

Even though this is a cooperation game, a competitive situation can occur, which the team leader must keep an eye on.

## OTHER VERSIONS

- More than 2 teams for a large group
- More languages, different alphabets
- Instead of an alphabet, specific words/letters can be used
- Topic-specific vocabulary, e.g. theme of the exchange to systematise, "environment", "art"..