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O1 GENERAL REPORT

Activity O1 has gone one step further with respect to The Key Skills project including four new languages (Czech, Turkish, Swedish and Lithuanian.) which have become means of expression for the professional learning materials produced during the previous project.

All the modules we had designed for the Key Skills project were also translated into the four new languages, thus making our collaboration even more inclusive .

The new partners (Turkey, Lithuania and Czech Republic) were responsible for modules in their national languages and Lithuania also produced material in Swedish.

The new partners conformed to the guidelines followed in the Key Skills project and organised their work accordingly.

Therefore, six sections (**Hotel reception, Restaurant, Restaurant kitchen, Hotel Business centre, Management offices, City -getting oriented**) were taken into account, and each partner/language didn't simply adhere to common standards but also tried to preserve the specificities of a given language/culture

The hotel Business centre section was divided into two sub-sections : Welcome speeches Business and welcome speeches Conference. Each partner had to translate the learning material into the language(s) they were in charge of considering three different tourist destinations (Seaside, Village and Ski resort) .The partners agreed to provide two speeches for each tourist destination for both sections . Consequently, 192 speeches are available in the Hotel Business Centre section and they aim to enhance the users' comprehension and intercultural skills.

The Management offices section was divided into six sub-sections : staff recruitment, managing the hotel, managing the staff , promoting the hotel . attracting the guests and international collaboration. The partners designed material for the language(s) they were responsible for with related comprehension tasks. Piloting sessions of the module were also carried out.

Video and audio based tasks were integrated into the **City-getting oriented** module as interactive online learning exercises.



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The old partners (IT, HR, SLO,UK, LV, RO) added some glossaries in their national languages and translated the national dishes section included by the new partners . Furthermore, a brand new module was added: **Professional skills** featuring videos, audios and face to face tasks.

All partners completed their work successfully and deadlines were respected.

Genova, 15th December 2017

Activity leader, and project coordinator



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