

GUIDE TO INTERPRETING THE CONTEXTUAL INFORMATION PROVIDED FOR EACH INTERACTION

PARTICIPANTS' BACKGROUND INFORMATION

- The information provided in this section about the participants was gathered from self-report questionnaires. It covers the following:

LECTURER

- *Pseudonym and abbreviation of pseudonym used in transcription*
- *The lecturer's academic discipline*
- *Gender*
- *Age*
- *First language*
- *The number of other foreign languages the lecturer speaks*
- *The number of years that the lecturer has been teaching international students.*
- *The year in which the lecturer began to work at the university in which the conversation took place.*
- *Whether the lecturer recalls having spoken to this student outside class prior to the recorded conversation.*

STUDENT

- *Pseudonym and abbreviation of pseudonym used in transcription*
- *The undergraduate degree the student is enrolled in*
- *Gender*
- *Age*
- *The student's proficiency in English with regard to the English language requirement in order to have been awarded an Erasmus grant.*
 - *The English language requirement for being awarded an Erasmus grant varies across Spanish universities, as are the systems used to assess proficiency levels. Therefore, students' self-report about the language proficiency requirement must be interpreted in the light of this variation.*
- *The number of hours the student spends every day listening to and speaking in English while on Erasmus*
- *How long the student has been living in the foreign country prior to the date of the conversation recorded*
- *Whether the student recalls having spoken to this lecturer outside class prior to the recorded conversation.*

N.B. The participants do not always agree on whether they have previously spoken together outside class hours.

TOPICS COVERED

- This section notes the main topics talked about in each conversation

ON-STAGE EFFECT

- Using the information gathered from the questionnaire completed by all participants *after* the recording had been made, this section reports the participants' subjective assessment about:
 - *how natural the conversation was*
 - *how comfortable they felt being recorded*
 - *how similar this conversation was to the kind of conversation they would have in ordinary office hours.*
- In addition, the transcribers note any information from the video-recording that revealed participants' (lack of) awareness of being in front of a camera

POSITIONING OF PARTICIPANTS

- The positioning of the participants uses the orientation of 'camera view'. Therefore, left and right in camera view refer to the viewer's perspective rather than the participants'.
- The camera which recorded the conversations was stable and did not move throughout the recording. On the other hand, the position of the participants naturally shifted during their interaction. The position of the participant recorded in this section is the one which was predominantly seen throughout the recording. The occasional shifting of position is recorded in the last column of the transcription.
- The following is the standard order and format used to report on the position of the participant.
 - *How the participant was sitting:* the predominant posture of the participant is noted here.
 - *What the participant was sitting on:* the distinction is made between a swivel chair and a stable chair.
 - *The position of the participant with regard to the camera view:* the participant's location, whether to the left, right or in the middle of the camera view.
 - *Who or what the participant was facing:* what was noted here is who or what (the direction) the participant's body was facing throughout most of the recording.

- *The camera view of the participant's body:* the parts of the body which could be observed and which were also included in the last column of the transcription. This section also reports on any significant obstructions that impeded the view of important parts of the participant's body (e.g. face, hands, etc.).
- *Direct surroundings of participants:* this section reports on any objects in front of, behind, to the right and to the left of the participant.
- *Things that the participant was holding in his/her hands:* any objects that the participant was holding in his/her hands throughout most of the recording.

PHYSICAL ENVIRONMENT

- The description of the physical environment provided uses the orientation of 'camera view'. Therefore, left and right in camera view refer to the viewer's perspective rather than the participants'.
- The objects which were included in the description of the physical environment are those that provide enough detail to stimulate a mental image of the immediate surroundings in which the interaction took place.
- The background and foreground include the office structure (e.g. doors and windows), office furniture, office equipment, office supplies and objects in view. When there is a large glass window, what can be seen through it is also included in the description.
- Objects specifically mentioned were those that were relevant to and used throughout the conversation (e.g. student's work on printed paper, mug, pen, etc.). Objects that could not be clearly identified were not included. Furthermore, those objects that did not contribute to the enhancement of the mental image of the physical environment were excluded.
- The following is the standard order and format used to report on the physical environment.
 - *Background*
 - *Foreground*

GENERAL OBSERVATIONS

- Observations of interest were noted in this section. These include anomalous situations, consistent and/or peculiar behaviour and other relevant occurrences.
- The following are examples of some of the 'observations of interest' which were included in this section in some recordings.
 - *Participants' demeanour.* This describes the way a participant behaved throughout the conversation, and is relevant for information provided in the transcripts. For example, when a

lecturer was very friendly and smiling constantly throughout the conversation, individual instances of 'smiles' are not noted.

- *Focal points of a conversation* (e.g. computer, papers, etc.)
- *Background noises* (e.g. music, people speaking, car sirens, etc.)
- *Eye gaze* (e.g. shifting gaze from one point to another)