Tips for communicating

Contributing to discussion is important for learning.
When you are using digital platforms others can't always hear you
and see you and clues that help our understanding are absent.

1 Be clear and concise.

DON'T SHOUT!!!

2 Avoid block capitals

Using upper case looks as if you are shouting and it makes your post harder for some people to read.

3 Mind your language

Participants in digital discussions are from all over the world, so avoid slang words or local phrases and use straight-forward language.

4 One point per post

It makes it easier for everyone to follow the discussion.

5 Yes or No? Or maybe?

Avoid getting a yes/no response when you ask a question. Phrase them carefully and make your questions open ended.

6 Allow plenty of time

Some people will be in a different time zone from you.
All of us have other commitments.

7 Support what you say

Offer good reasons and supporting evidence. Refer to the sources you have used.

8 Pause before you post

Critique ideas not people. Reflect on your wording.

9 Keep it relevant – make sure you are on topic

If you want to discuss a new or different topic, set up a separate thread.

10 Be respectful

Support others.
Value contributions.
Keep it safe.
No rants or tantrums.