**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.**

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 straightforward 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.