



## Further tips for communicating online

If you are new to learning online you should expect to take some time to get used to communicating in this way. To help you, here are a few tips:

Only comment if you can add value to the conversation – a stream of 'I agree', 'Good point' may encourage the writer but is less valuable than a response such as 'I agree, and I also think that....'.

Keep your comments short and to the point; if you have something more to say consider directing other learners to a blog post or another online medium.

Disagreeing with a comment is fine and stimulates conversation; however be careful how you express this, 'I disagree because....' is fine whereas 'You're wrong' is unhelpful.

If you repeat what someone else has said be careful not to misquote or quote out of context.

Don't use confrontational language, always be polite and respectful; use emoticons such as the smiley face :-)) to help convey meaning.

Consider differences in culture, age and experience; be considerate.

Be aware of copyright issues; make sure that any content you post with your communication is free from any copyright issues.

Be aware that for some of your fellow learners English is not their first language; don't use colloquialisms or 'local' language which others may not understand.

Don't use abbreviations or acronyms unless you are sure that your fellow learners will understand them. The same goes for jargon; keep your language plain and simple.

Don't use capital letters; WRITING IN CAPITALS is considered as shouting online and may cause offence.