



COMMUNICATION WITH INSTRUCTORS

Compiled by: Aminath Zifna

As a student you may have face some difficulties in effectively communicating with your instructors. This guide will give you some ideas on how to effectively communicate with your instructors.

General guidelines that can be followed to communicate with your instructors

- Get permission from your instructor before visiting his/her office, you may leave a email or Moodle message with your instructor.
- Before the meeting with the instructor be prepared with the questions that you need to clarify by going over your notes and readings.
- Introduce yourself and greet your instructor.
- Address your instructor with “Dr._____”, “Mr._____”, or, “Ms._____”, or “Professor”
- Respect your instructor time by showing on time and ending the meeting on the given time.
- Be professional with the language you use with the instructor.
- Wear appropriate attire to the meeting.
- Remember always thank the instructor for their time

Besides face to face communicating with your instructor, you may have to use emails, Moodle messages, discussion forums etc to communicate with your instructor.

General guidelines that can be followed when communicating your instructor via email

- Use your student email.
- Use descriptive subject line which indicate the purpose of the email. For example, “help required for next week tutorial”
- Address the email, begin with “Dear Ms/Mr” and include your full name in closing the email
- Be precise and brief.
- Check for your grammar and spelling mistakes.
- Avoid abbreviations, slang and emoji’s.
- End the email with a “Thank you” or something familiar
- Proofread your message before sending it.

General guidelines that can be followed when communicating your instructor via discussion forum

- Introduce yourself.
- Be precise and brief.
- Use appropriate language.
- Avoid emoji's.
- Show respect in your post.
- Use proper grammar and check for spelling mistakes.
- Follow any guidelines given by your instructor to post in a discussion forum

Guidelines that can be followed for talking about a grade or resolving any other problem or disagreement with an instructor

- Go over the requirements of the assessment. Be sure you actually have a reason to evaluate the grade.
- Be prepared with the specific points that needs to be discussed.
- Request a meeting with your instructor via email and mention the purpose of the meeting.
- Be polite and be respectful.
- Don't argue use active listening skills.
- Allow the instructor to explain his/her comments on the assessment.
- Don't complain instead show your appreciation for the explanation.
- Ask what can be done to improve the grade. Can you rewrite the assessment or ask for any other option?
- If there is no other opportunity, ask what can be done to improve in the next assessment and listen to the feedback/instructions given by your instructor.

Adapted from:

University of Minnesota “Communicating with instructors” accessed from

<https://open.lib.umn.edu/collegesuccess/chapter/7-3-communicating-with-instructors/>

University of Tennessee “Communicating and Interacting with Instructors” accessed from

<https://www.utc.edu/center-academic-support-advisement/tips-for-academic-success/communicating-with-instructors.php>

University of Washington “ Communicating with Instructors and classmates” accessed

from <http://webster.uaa.washington.edu/asp/website/online-learning/communicating-with-instructors-and-classmates/>

Salt Lake Community College “ Discussion board Etiquette and Netiquette accessed from

<https://slcc.instructure.com/courses/349013/pages/discussion-board-instructions-etiquette-and-netiquette>