TM 3 / Unit 2	*COMMUNICATION*

Be clear about course requirements and expectations	Avoid overwhelming students with too much information	Clear and holistic communication
Attentive listening	Use plain / understandable terminology	Clear syllabus: regulations for interaction, responsibilities, duties, behavioral guidelines
Define participation and grading criteria	Develop relationships with learners based on diverse communication	Give prompt feedback (on point)
Clear instructions	Intercultural communication	Positive interaction

Mandate participation: Step in and set limits if participation wanes or if conversations are headed in the wrong directions	Promote reflection	Provide structure for students, but allow flexibility and room for negation
Help students to identify strengths and areas of needed improvement	Remember that there are people attached to the words on the screen	Implement humor / light communication
Respectful communication	In-time communication of course changes and reminder of due assignments	Communicate accessibility of resources to students with disabilities
Motive students (rapid feedback, simple questions to achieve first learning success)	Establish a positive work atmosphere	Textual & visual communication skills (especially when using ICT)
Intercultural virtual communication		