

College Course Communication

Skills & Tips

Body Language

Every time you go to class—or *don't* go to class—you are communicating, whether you speak or not!



It is important to be aware of and in control of your body language so you only send the signals you want to send!

Be Positive & Patient

A positive attitude goes a long way towards successful communication. If you go to class with a positive attitude and open to learning, you'll get the most out of your classes!



Be Professional

In college, you are training for your future career—and that includes how you conduct yourself! You will never be faulted for being professional—but you may be for being *unprofessional*!



Listening Skills



You can't communicate well unless you listen actively! Active listening is a hard skill—it's something you have to work at!

Speak Up!



Professors *want* you to speak up in class! Participating in class shows that you are engaged, and gives the professor feedback on what *is* and *is not* being understood.

Ask questions!!

Be Respectful



Be respectful to both your professor *and* your fellow classmates. Everyone deserves respect, and being respectful creates a learning environment where everyone is more comfortable!

Outside-of-Class Communication

Not comfortable speaking up in class? Still have questions? Have to miss class? Need an assignment clarified? You've got options!! Going to your professors' **office hours**, or sending your professor an **email** are great ways to communicate outside of class. Be sure to follow all of the tips above, even outside of class—especially being respectful and professional!