

Freshmen 101 Workshops:

Effective Communication with Professors

Academic Advising Office
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Communicating in Person

During class

- Interact with professor by answering questions
- Prepare before lecture, ask questions aloud since others may have a similar question
- Listen attentively when professor answers
- Do not chat, sleep or play with phones

Complex questions

- Find out if professor has preferred communication channels or time allocated to see students
 - Request to meet professor in office hours, email first with suggested timeslots and key questions
 - Be patient. Resend in about 5 days
- If no reply
- Be considerate and keep to arranged meeting time
 - Be punctual and notify if late/ unable to attend meeting

Prepare Well for Each Contact

- Prepare before contacting your professor
 - ➔ Purpose, background, information, request
- Be clear and well supported for your enquiry
 - ➔ State your questions (e.g. list out 1, 2, 3)
 - ➔ Provide explanations, rationales or justifications
- Questions about study materials
 - ➔ State clearly what you know vs do not know so professor's time will not be wasted
 - ➔ Bring paper and pen to take down important points

Requesting for a Reference Letter

- Student should provide
 - ➔ his/her CV, academic information and other relevant experience
 - ➔ information of the Programme/Activity for which the reference is needed e.g. the nature and deadline of the application
- Plan ahead and allow enough time for professor to write the letter (e.g. 4 – 6 weeks)
- Maintain regular contact with professors to build up relationship

Writing a Proper Email

· In an email you should have

- Subject
- Salutation
- Message
- Closing
- Sign-off

· Address your professor accurately

· Identify yourself and class

· Write a clear “subject” which describes the purpose of your email

- Anticipate , think ahead and include all your questions in one email
- Be brief and precise
- Be respectful and polite
- Avoid slangs, texting language or casual abbreviations
- Complete sentences, correct grammar and punctuation
- Acknowledge receipt of reply from professor
- Thank you email to inform professors of outcome and show appreciation

Build Relationship with your Professors

- Interact with Professors in class and be ready to answer/ask questions on the topic under study
- Smile and greet them when you see them
- Meet and talk to them outside classroom (e.g. faculty events, seminars)
- Behave professionally
- Be polite, considerate and respect others

Communicating well with Professor is important for your study process as well as a learning in itself



Simply being polite goes a long way!