

# Tips for Effective Learning at a Distance

## Tips for:

### Effective Learning at a Distance

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## Taking Responsibility

- Be prompt and attend regularly
- Be prepared
- Seek Assistance
- Ask about support services

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## Being Involved

- Participate
- Ask questions
- Listen attentively
- Take notes

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## Engage the Subject

- Set goals and evaluate them often
- Use the class outline and syllabus
- Complete out of class assignments (as appropriate)

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## Get to Know Your Classmates

- Take the initiative
- Develop informal study groups
- Share the responsibility

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## Showing Respect

- Arrive on time
- Identify yourself
- Be attentive
- Take the time you need
- Avoid distractions during class
- Follow local policies

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# Tips for Effective Learning at a Distance

## Effective Listening

- Sit where you can hear well
- Don't just hear --- listen
- Identify speaker's key points
- If you cannot hear, ask for help
- If something is not clear, ask questions

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## Effective Speaking

- Sit within range of the microphone
- Turn off microphone when not in use
- Follow local guidelines for interrupting
- State your name and location
- Speak clearly, loudly, and slowly
- Be considerate of others

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