



# DISCUSSION FORUM GUIDANCE

## 1. Be respectful and courteous

- Always maintain a respectful tone, even when you disagree with someone. Constructive dialogue fosters a positive learning environment.

## 2. Stay on topic

- Ensure your contributions are relevant to the discussion prompt or topic. This helps keep the conversation focused and beneficial for all participants.

## 3. Provide evidence and reasoning

- When presenting an argument or opinion, back it up with evidence, examples, or reasoning. This strengthens your contribution and encourages deeper discussion.

## 4. Engage thoughtfully with peers

- Respond to others' posts thoughtfully. Ask questions, offer additional insights, or provide supportive feedback to create a collaborative learning atmosphere.

## 5. Be clear and concise

- Express your ideas clearly and succinctly. Avoid overly long posts that might overwhelm readers, but ensure you are thorough in explaining your points.

## 6. Acknowledge others' contributions

- Recognize and build on the ideas presented by your peers. A simple acknowledgment can foster a sense of community and encourage more interaction.

## 7. Follow 'netiquette' guidelines

- Use proper grammar, avoid slang or overly casual language, and refrain from using all caps (which can be interpreted as shouting). This ensures your communication is professional and easily understood.

## 8. Be open to different perspectives

- Embrace the diversity of opinions and experiences shared by your peers. Different perspectives can enrich your understanding of the subject matter.



## 9. Check in regularly

- Participate consistently and check the forum regularly to stay engaged with ongoing discussions. Timely responses contribute to a dynamic and active forum.

## 10. Seek clarification when needed

- Don't hesitate to ask for clarification if something is unclear. This not only helps you but can also assist others who might have the same questions.

## 11. Exercise discretion

- Avoid naming specific colleagues, campaigns, or sensitive details that may not be appropriate to share in a public forum. This maintains professionalism and confidentiality.