

## HOW TO COMMUNICATE WITH TEACHERS

### **Self-advocacy**

Talking to adult staff members is different than talking to friends. What does it look like to start a conversation with a teacher? How do you communicate your questions and needs? What is your body language? Are you comfortable making eye contact?

Warm up by having students partner up and greet each other. It could be a hello, a handshake, a head nod. Discuss how talking to friends is different than talking to an adult staff member like a teacher.

- It is appropriate to address an adult staff member with a title such as Ms. or Mr.
- It is polite to wait for eye contact or a pause in the conversation if there is a group of people.
- Putting away your electronics is a signal that you are ready to talk.

<b>Topics</b>	<b>Conversation starters</b>
Grades	<ul style="list-style-type: none"><li>● “After checking Synergy, I noticed I had a _____ in class. Are there any opportunities available to raise my grade?”</li><li>● “I received my test/assignment and did not do very well. Is it possible to re-take/re-submit the test/assignment for a better grade?”</li></ul>
Attendance	<ul style="list-style-type: none"><li>● “Due to _____, I will be absent on Tuesday. When I return, could I check in with you before class to go over what I missed?”</li><li>● “I’ve been out for a few days due to illness. Could I schedule a time to meet with you after school? Is it possible to get an extension on the assignments?”</li></ul>
Appointments	<ul style="list-style-type: none"><li>● “I had a few questions about the project assigned in class today. Could I schedule an appointment to meet with you before or after school later this week?”</li><li>● “I am concerned with _____ in our class. Could I schedule an appointment to meet with you to discuss the matter?”</li></ul>

**Instructions:** Select one of your classes where you think you could be performing better. Either e-mail or approach (during tutor time) the teacher of that class, using one of the conversation starters above or an e-mail modelled after the one below.

Dear Mr./Ms. \_\_\_\_\_,

I noticed in Synergy that I received a \_\_\_\_\_ for the \_\_\_\_\_ assignment. I was wondering if you might have time to either e-mail me or meet with me to discuss how I can do better next time. Let me know what might work best for you.

Sincerely,

\_\_\_\_\_

Period \_\_\_\_\_